Welcome from the President

Niagara College President
Dan Patterson

Welcome to Niagara College!

Whether you are new or returning student, I am pleased that you have chosen to join us on this very special year of our College’s history: our 50th anniversary.

When Niagara College opened its doors in Welland in 1967, it was among the first colleges of applied arts and technology to open in Ontario. Back then, there was a single building and only about 450 students at the Welland Campus. Today, half a century later, our College has grown to become and innovative, regional college with specialized campuses and a global reach. You are now among more than 9,000 students we welcome each year, with an alumni community more than 80,000 strong.

You join a growing number of individuals who realize the key role of a quality college education is to prepare you for success. Whether this is the first stop on your postsecondary journey, or one of many on your quest for lifelong learning, we are committed to providing you with unparalleled learning opportunities and real-world experiences that equip you for success.

There is much to celebrate as we mark our college’s special milestone – most importantly, YOU. Our students and graduates are not only central to our College’s successes, they are our proudest accomplishments. Get inspired by our #myNCstory campaign which celebrates our students and graduates as they make their marks on our college, our community, and around the world.

As you write the chapters of your own ‘NC story,’ I encourage you to immerse yourself in the boundless opportunities that Niagara College offers – both inside the classroom and out. Study hard, make new friends and get involved. Learn about activities coordinated through our Centre for Student Engagement and Leadership, at getinvolved.niagaracollege.ca.

Make your ‘NC story’ one to remember, and know that our dedicated team of faculty and staff members are cheering you on along the way.

Thank you for choosing Niagara College for such an important chapter of your educational journey. And, as a valued member of our NC community, Happy 50th anniversary!

Dan Patterson Ph.D.
President
College Information

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Freedom of Information

College staff may not disclose personal information (such as grades, telephone number, address, etc.) to third parties, including parents, without the written approval of the student.
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# Choose Your Plan

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# Academic Terms

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# Recruitment / Sponsors

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LIVING OFF CAMPUS?

For your sake and the safety of the college and surrounding community, if you choose to party, do so responsibly.

- Limit the number of guests; keep the party and noise inside. Excessive noise is not allowed at any time of day.
- Follow local parking and traffic rules; respect No Parking signs.
- Keep a clean and safe property; small children and families use the sidewalks to get to and from school and work.
- Control your guests; if things get out of hand, stop the party and/or call the police for help. You are ultimately responsible for your own behaviour and that of your guests, and the laws will be enforced.
- Visit niagaracollege.ca/housing for general tips on safe off-campus living.
**TELEPHONE NUMBERS**

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<td>U-Pass</td>
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**Call 905-735-2211 ..... 905-641-2252 ..... 905-563-3254**

**Available Online...Search by Name or Dept.**

**LINK = niagaracollege.ca/directory**

ncsac.ca
**KEY DATES**

niagaracollege.ca/dates

**MAJORITY OF PROGRAMS***

<table>
<thead>
<tr>
<th></th>
<th>2017 Fall</th>
<th>2018 Winter</th>
<th>2018 Spring</th>
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<tr>
<td>Orientation</td>
<td>Sept. 5</td>
<td>Jan. 5</td>
<td>May 4</td>
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<td>Classes Start</td>
<td>Sept. 6</td>
<td>Jan. 8</td>
<td>May 7</td>
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<tr>
<td>Classes End</td>
<td>Dec. 15</td>
<td>Apr. 20</td>
<td>Aug. 17</td>
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<tr>
<td>College Closed</td>
<td>Dec. 25 - Jan. 1</td>
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<tr>
<td>Convocation</td>
<td>Oct. 27</td>
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<td>June 20 - 22</td>
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The last day to withdraw with a refund is prior to the 2nd class of scheduled course.

Classes End - Programs without final tests/exams may finish sooner.

*Please Note:* Key dates can vary by program and are subject to change. Please refer to [www.niagaracollege.ca/dates](http://www.niagaracollege.ca/dates) to view all current key dates.

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**EMERGENCY PREPAREDNESS**

**NCALERT!**
Subscribe to NCALERT!
Niagara College’s primary tool used for communicating emergency preparedness and incident-related information to the college community.

NCAlert! is an urgent mass notification system that allows subscribers to receive urgent emergency messages and important course-related messages (NC Blackboard - NCBB) via text, voice and email. These are opt-in services available to all Niagara College students and staff.

For more information: [www.niagaracollege.ca/ncalert/ins/](http://www.niagaracollege.ca/ncalert/ins/)

**NC MOBILE SAFETY APP**

Download our Safety App at [niagaracollege.ca/security](http://niagaracollege.ca/security).

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**FALSE ALARMS ARE SERIOUS BUSINESS**
Activating the college’s fire alarm as a prank is a criminal offence that carries a fine of $5,000.
Failing to leave the building during an alarm is punishable by a fine of $3,500.
IN AN EMERGENCY:

**FIRST CALL 911**
From any COLLEGE PHONE
dial 911 or 9-911

**THEN CALL the SECURITY**
CONTROL CENTRE (anytime, 24/7)
at 905-735-2211 extension 6999

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**Medical Emergency Procedure**
- CALL 911 – THEN Campus Security at ext. 6999
- REMAIN CALM – provide comfort to the sick or injured person
- PROVIDE FIRST AID if you are certified
- FOLLOW DIRECTIONS from Emergency Personnel and Campus Security

**Lockdown/Imminent Threat**
- STOP WHAT YOU’RE DOING – immediately cease all activities
- AVOID ALL OPEN AREAS AND FIND SHELTER – go to the nearest room or office, preferably with computer or phone access
- REMAIN CALM AND QUIET – encourage others to do the same
- SECURE YOURSELF and others – where possible, close, lock and barricade the doors
- TURN OFF THE LIGHTS – close curtains or blinds
- TURN OFF CELL PHONE RINGERS
- TAKE COVER behind walls or furniture – stay away from windows or doors
- COMMUNICATE – designate a person in your group to report any injury or threat to 911 then Campus Security at ext. 6999
- STAY WHERE YOU ARE – Police or Campus Security will notify you when it is safe to evacuate your area

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Visit Campus Safety @ www.niagaracollege.ca/security
and download a copy of the emergency response handbook. If you would like a hard copy of this handbook, please visit a Campus Security office.
For more information review the Campus Safety website.
Niagara College Campus Contracted Security personnel are committed to assisting students, faculty, staff and visitors at all campuses.

Security personnel will respond in an “observe and report” capacity to violations related to College policies and regulations, federal and provincial statutes and municipal/regional by-laws. They will provide assistance conducting investigations and will contact the police and/or feasible agencies as required.

Assistance is rendered to the police, other law enforcement agencies and any emergency services that may attend the College.

Security Guards conduct routine patrols of buildings and parking areas of the campuses and respond to calls for service and any intrusion alarms that may be activated.

Security can also be contacted at all times by pressing the red emergency button on all pay phones throughout the campuses or by VOIP emergency phones located in classrooms and meeting rooms.

Responsibilities
Employees, students and visitors are urged to report all incidents of violence, or of a suspicious nature to College Security. A report may be made in person or through another individual if the victim/complainant cannot immediately report the incident. Depending on the severity of the incident (i.e., assault or other criminal activity, medical assistance), or by request of the victim. The Police or Niagara Emergency Medical Services may become involved.

The victim always has the option to call the police before or after notifying College Security.

Campus Watch Program
Campus Watch is a free service provided during evening school hours. All persons on campus can request a Campus Watch – Student Patrol volunteer to walk them to or from their vehicles or between buildings from 6:30 pm to 10:00 pm, Monday to Thursday (or by a Security Guard at any time). This service is provided to keep our campuses safe for all of us and gives our students valuable work experience as well.

Drugs/Alcohol
The illegal or abusive use of alcohol or drugs is strictly forbidden on Niagara College property. Anyone found in violation of this practice shall be disciplined by the College and/or prosecuted under the Criminal Code of Canada.

Lost, Found or Stolen Items
See information on page 43.

Weapons/Firearms
Unauthorized use or possession of firearms, replica firearms, weapons, ammunition, or explosive substances is strictly forbidden on Niagara College property. Anyone found in violation of this practice shall be disciplined by the College and/or prosecuted under the Criminal Code of Canada.
## Campus Security Offices

For general inquiries

<table>
<thead>
<tr>
<th>Niagara-on-the-Lake Campus</th>
<th>Welland Campus</th>
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</thead>
<tbody>
<tr>
<td>135 Taylor Road&lt;br&gt;            Main Campus Building Complex</td>
<td>100 Niagara College Boulevard</td>
</tr>
<tr>
<td>Main Campus Building Complex</td>
<td>Main Campus Building Complex</td>
</tr>
<tr>
<td>1st Floor North Wing, N102B</td>
<td>1st Floor Simcoe Wing, S120</td>
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<tr>
<td>On Patrol Security Guard contact,</td>
<td>On Patrol Security Guard contact,</td>
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<tr>
<td>905-658-1859 or 905-933-6607</td>
<td>905-658-1857 or 905-933-1735</td>
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## Other Important Numbers

### Emergency

- Emergency (Fire, Medical, Police): 911
- Niagara Region Sexual Assault Centre: 24 Hour Crisis Line: 905-682-4584
- Ontario Poison Centre: 1-800-268-9017
- Ministry of the Environment: 416-325-4000
- Report spills of pollutants to the Spills Action Centre: 1-800-268-6060
- Crime Stoppers: 1-800-222-8477

### Non-Emergency

- Niagara Regional Police Service: 905-688-4111
- TeleHealth: 1-866-797-0000
- Good2Talk: a 24/7 mental health line for college/university students: 1-866-925-5454
  
  [www.good2talk.ca](http://www.good2talk.ca)
If You Have Experienced Sexual Violence
If you have any immediate security/safety needs or believe there is an ongoing threat to others in our community, you are encouraged to immediately contact 911, and the Security Control Centre at 905-735-2211, ext. 6999.

After an assault has occurred, go to a safe place; any place where you can find physical safety and receive emotional support. If you feel unsafe, wish to report the assault, or want to discuss any aspect of your experience, Niagara Region residents are strongly encouraged to immediately contact the Niagara Sexual Assault Centre at 905-682-4584.

What to Do if You Witnessed Sexual Violence
If an act of sexual violence is occurring, call 911, and notify the Security Control Centre.

If you have witnessed sexual violence, contact the office of the Director, Student Services, at 905-735-2211, ext. 7370, who will assist by providing resources and support. If you want to speak to someone directly, visit Room B10F Welland Campus (office of the Director, Student Services).

If a member of Niagara College staff witnesses sexual violence against another member of the College community, staff is required to immediately report the alleged incident to the Director, Human Resources (if the survivor or respondent is staff or visitor) or the office of the Director, Student Services (if survivor or respondent is a student).

Off-campus reporting resources are also available 24/7, including NRPS at 905-688-4111 or www.niagarapolice.ca and Crimestoppers at 1-800-222-8477.

Niagara College takes our commitment to supporting those who experience sexual violence very seriously.

This website provides quick access to the information contained in the College’s Sexual Assault and Sexual Violence Practice and Protocol which includes procedures and resources to support individuals and groups who may be directly or indirectly be involved in working with persons who have experienced sexual violence.
# Suicide Warning Signs

## Warning Signs

- Feeling hopeless, helpless, sad, depressed, lonely
- No sense of purpose in life
- Anxiety, agitation
- Unable to sleep or sleeping all the time
- Anger, rage, revenge
- Feeling trapped, like there’s no way out
- Withdrawing from friends, family, society
- Acting restless or engaging in reckless activities
- Talking or writing about death, dying, suicide
- Dramatic mood changes
- Increased alcohol or drug use

## Warning Signs of Acute Risk

- Threatening to hurt or kill oneself
- Talking or writing about death, dying, or suicide
- Giving away possessions and pets
- Reconnecting with old friends
- Looking for ways to kill oneself by seeking access to firearms, pills, or other means

## What Can I Do?

- Show you care! Talk openly about suicide and take all threats seriously. Talking about suicide will not encourage someone to try it. Listen and provide caring compassionate support.

- **To find out if a person is thinking about suicide, ask them directly** “are you thinking about killing yourself?”

- If the answer is yes, ask:
  - “How are you going to kill yourself?”
  - “When do you think you will kill yourself?”
  - “Do you have what you need to kill yourself?”

- Stay calm and listen
- Don’t swear secrecy - tell the person help is available
- Tell someone - Get help by contacting: family, friends, relatives, clergy, mental health professionals, counsellors, crisis lines, teachers, doctors, or hospital emergency departments (see Resources below)

## Warning Signs

- Feeling hopeless, helpless, sad, depressed, lonely
- No sense of purpose in life
- Anxiety, agitation
- Unable to sleep or sleeping all the time
- Anger, rage, revenge
- Feeling trapped, like there’s no way out
- Withdrawing from friends, family, society
- Acting restless or engaging in reckless activities
- Talking or writing about death, dying, suicide
- Dramatic mood changes
- Increased alcohol or drug use

## Resources

### Health, Wellness & Accessibility Services

**Welland Campus:**
905-735-2211, x 7778  AH125

**NOTL Campus:**
905-641-2252, x 4409  W102

Professionally trained counsellors and Registered Nurses provide confidential supportive guidance for mental health and wellness concerns, crisis intervention services, medical supports and community referrals. Services are available year-round, Mon-Fri, 8:30-4:30. [http://www.niagaracollege.ca/counselling-services/mental-health-and-crisis-support/](http://www.niagaracollege.ca/counselling-services/mental-health-and-crisis-support/)

### Good2Talk

**info@Good2talk.ca**
www.Good2talk.ca
1-866-925-5454

Good2Talk is a new mental health help line for PSE students that provides professional counselling, mental health information and connections to local resources. Students who are concerned about student life, health or mental well-being can call Good2Talk, a free, province-wide service, 24 hours a day, 7 days a week, 365 days a year.

### COAST

**Niagara/Mental Health & Addiction Help Line**
1-866-550-5205

(press 1 for COAST, press 2 for Mental Health & Addiction Help Line) 24 hours a day, 7 days a week. COAST provides services to people in the Niagara Region who are in crisis; the Mental Health & Addiction Help Line provides services for those with non-crisis mental health or addiction concerns. Teams have a mental health worker paired with a specially-trained police officer.
Ongoing telephone support and/or referral to appropriate follow-up services may be recommended.

**Distress Centre**
St. Catharines, Niagara Falls & area: 905-688-3711; Port Colborne, Wainfleet & area: 905-734-1212; Fort Erie & area: 905-382-0689; Grimsby, West Lincoln & area: 905-563-6674

The Distress Centre provides emotional support, crisis intervention and suicide prevention by telephone to individuals of all ages who may be experiencing personal, family or other difficulties.

**Mend the Mind**
1-800-263-4944
www.mendthemind.ca

Sometimes it can be hard to admit that you need help, especially when there is so much stigma surrounding mental illness. This website provides numerous resources about coping with mental illness, misconceptions, supporting those with a mental illness, and where to get help.

**Niagara Holistic Wellness Portal**
mycircleofwellness.ca

The portal serves as a resource tool for students to gather information about mental health and wellness for themselves, friends and family, to reflect on their own emotional well-being, and to learn about local resources available to them.

**Assaulted Women’s Helpline**
1-866-863-0511

Assaulted Women’s Helpline has served as a free, anonymous and confidential 24-hour telephone and TTY crisis telephone line to all women in the province of Ontario who have experienced any form of abuse. They provide crisis counselling, safety planning, emotional support, information and referrals accessible 7 days a week, 365 days a year.

**Fem’aide**
1-877-336-2433

If you or someone you know is being abused and needs services in French through Ontario, please call Fem’aide.

**Gillian’s Place**
905-684-8331

Through service, education and advocacy, Gillian’s Place offers hope, safety, support and empowerment through a range of services and effective partnerships to end violence against women.

**Niagara Sexual Assault Centre**
24 hour Crisis Line:
905-682-4584

Through a non-judgmental approach, this centre provides numerous services including counselling, therapy, support groups, emergency services (for recent assaults), crisis line calls and court support.

**Women’s Place**
Serenity: 905-732-4632
Nova House: 905-356-3933

Through compassion and discussing options, Women’s Place offers safety planning and support, outreach and counselling services as well as residential services.

**Sexual Assault Domestic Violence Treatment Program – Niagara Health System**
905-378-4647 ext. 45300

Located at the St. Catharines Hospital Emergency Department, this regional service provides immediate, confidential, and individualized treatments to people that have recently been sexually assaulted or are victims of intimate partner abuse.

**Student Rights & Responsibilities Officer (SRRO)**
905-735-2211 ext. 7370

If you have experienced or have been affected by sexual violence and require support, accommodation or would like to file a formal complaint at Niagara College, contact the SRRO. You don’t need to file a formal complaint to obtain supports, services and accommodations from the College.
Each student registered at Niagara College becomes a member of the Niagara College community. As a member of this community, each student is entitled to expect certain rights to be recognized by the College community and in the same way, the College community is entitled to expect responsible behaviour from the individual student. This document is intended to reflect the College’s intention to respect the rights of students and to require students to observe the rules and regulations set out by the College.

This document applies to all Niagara College students on any owned or leased campus of Niagara College.

•Nothing in the following information affects:
  • the rights and duties of individuals under the general laws of Canada, Ontario and any local government having jurisdiction; or
  • the relationship between sponsored students and the agency sponsoring such students.

Responsibilities

Fundamental Responsibilities

1. The official registration forms must be completed and fees paid in accordance with College regulations, or College permission to attend class must be obtained before an individual can be considered as a student. Only officially registered students may attend class, laboratory situation or field placement activity.

2. The College maintains that students are responsible adult members of the College community and are fully accountable for their actions while at the College or while engaged in College activities.

3. Students must respect the rights of other members of the community to a safe and pleasant environment and therefore, must refrain from any conduct which is deemed inappropriate. It is also expected that students will take care of any College property or facilities and will leave such property or facilities in a state in which they can be enjoyed and used by other members of the College community. Any abuse of such property or facilities will not be tolerated and may result in the loss of their use and/or suspension/expulsion.

4. Students require approval from the director of Student Services when sponsoring a student-related on-campus event involving alcohol.

5. Students must obtain approval from the Student Administrative Council before posting any poster or notice.

6. Students must be aware that violent behaviour towards any member of the College community will result in instant suspension pending investigation. The uttering of threats and physical or verbal harassment towards others including the use of communication technology to post or distribute messages that are intended to threaten or intimidate are considered to be forms of violence. Students found to be committing such acts will face discipline up to and including suspension/expulsion.

Rights

Fundamental Rights

1. Every student has a right to equitable treatment by the College. This right must not be impaired by discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, disability or the receipt of public assistance.
2. Students have the right to:
   2.1 Express themselves, either individually or as a group, on any subject without hindrance and to publish and distribute opinions while on College property, either personally or through the campus media provided that these rights are exercised reasonably and in good taste, with due regard for others and in accordance with the general law (including the laws of defamation).
   2.2 Organize and take part in nonviolent assemblies provided that such assemblies do not interfere with the regular activities of the College or any member of the College community.
   2.3 Form, join and take part in any lawful group or organization for intellectual, religious, social, economic, political, cultural or recreational purposes (in accordance with 2.1 above).
   2.4 Use facilities designated by the College as available for student use and agree to abide by any regulations of the College in regard to such use.

3. Students have the right to:
   3.1 Have published and made available on request the College rules/regulations.
   3.2 Enquire into, and be informed honestly and fully about, the reasons for such rules and regulations.
   3.3 Make representation to the appropriate authority of the College for changes in such rules and regulations.
   3.4 To make, without fear of reprisal, a complaint or petition to the appropriate authority of the College.

4. Students have the right to a learning environment which is safe.

5. Every student has the right to be free from any and all harassment, including sexual harassment.

6. Every student who has paid a student activity fee has the right to cast a vote in elections of the Student Administrative Council.

**ACADEMIC RESPONSIBILITIES**

Niagara College expects that students are committed to achieving academic success. The College also expects students to behave in an appropriate professional manner for the programs and activities in which they are engaged as part of their studies. Students who violate these Codes of Behaviour will be subject to disciplinary action up to and including program/College expulsion.

**Students are expected to:**
1. Acquaint themselves with the procedures to be followed to register for and change or withdraw from a course and/or program.
2. Arrive to class on time and remain for the duration of scheduled classes and activities.
3. Respect the College’s right to determine course content, methodology and evaluation within the guidelines set by the academic departments.
4. Respect the faculty member’s right to set deadlines for assigned work, to expect assignments to be submitted at the time specified, and to establish penalties for failure to comply with deadlines. It is the student’s responsibility to ensure that all assignments are given directly to the professor unless it has been specified otherwise in a particular instance. Notwithstanding the preceding, extenuating circumstances must be considered.
5. Respect the faculty member’s right to expect assignments to be properly presented with the appropriate identification (name, student number, course title).

6. Submit work that is their own. It is the student’s obligation to know what plagiarism and other forms of cheating are and their consequences and be familiar with College practice.

7. Write tests and final examinations at the time scheduled by the professor or the College. Notwithstanding the preceding, extenuating circumstances must be considered.

8. Assume responsibility for classes missed. Professors are not obliged to provide for missed tests, laboratories or examinations and students must be prepared to forfeit marks allocated to such work during their absence. Notwithstanding the preceding, extenuating circumstances must be considered.

9. Respect the faculty member’s right to expect decorum and appropriate classroom conduct by all students. Should a student be disruptive and/or disrespectful, the professor has the right to take action to exclude the disruptive student from any learning activities. Professors also have the right to exclude from classrooms and program activities students who display symptoms of substance abuse.

10. Be responsible for keeping all quizzes, tests, papers, essays or other assignments returned to them in the event of a grade review. In fact, students are advised to keep a photocopy of important work submitted as protection against loss.

11. Become familiar with the rules and practices of the College as spelled out in the College Career Guide, Student Handbook and College website. The College Career Guide and other Niagara College practices can be obtained from the NCSAC, Libraries, the Director of Student Services or the Registrar.

12. Fulfill the requirements of the agency sponsoring their studies.

13. Be responsible for ensuring that they have completed the courses required for graduation in their program.

14. Be responsible for ensuring that all health requirements for programs are met before the start of classes. Failure to comply may result in inability to participate in certain courses or work placements.

**Academic Rights**

1. Every student has the right to a quality education. The College will make every reasonable effort to maintain the quality of education it dispenses.

2. Students have the right to have adequate warning of any proposed program changes.

3. Students have the right to know the course content and regulations/procedures prior to the beginning of the term, and to be assured that the course will not be substantially changed after registration.

4. Students have the right to information concerning program and graduation requirements, academic regulations and admissions. This information should include, where appropriate:
   - corequisites and prerequisites for courses
   - cooperative requirements where applicable
   - course descriptions
   - course availability
   - the method of evaluation
   - costs
   - timetables.

5. Students have the right to have access to the course outline at the beginning of the course, which states the objectives of the course and the evaluation system.

6. Students have the right to be given at least one week’s notice for major tests/assignments.

7. Students have the right to know the College’s definitions of cheating and plagiarism and the consequences of their detection.

8. Students have the right to expect that adequate measures will be taken by the faculty member to ensure that cheating during testing does not occur.
9. Students have the right to know what is expected with regard to class attendance and punctuality.
10. Students have the right to receive instruction for the number of hours specified on their timetables for the duration of the term.
11. Students have the right to be notified of class cancellations as soon as possible. It is the responsibility of the department to post all cancellations.
12. Students have the right to have classes which will start and end on time.
13. Students have the right to reasonable notice in writing of any changes to the course outline once classes are in session.
14. Students have the right to receive, from the professor, sufficient concrete feedback to grade and evaluate their progress in the course by one week prior to the official course withdrawal deadline.
15. Students have the right to have their grades viewed as confidential and will access their grades via Blackboard. Students have the right to have all papers, class tests, quizzes and examinations returned individually to them. These items must not be left in unsupervised areas such as halls or outer offices.
16. Students own any original work they have produced (e.g., their own work or ideas). Students may expect their work to be returned promptly, except in cases

<table>
<thead>
<tr>
<th></th>
<th>Bachelor's Degree</th>
<th>Ontario College Graduate Certificate</th>
<th>Ontario College Advanced Diploma</th>
<th>Ontario College Diploma</th>
<th>Ontario College Certificate</th>
<th>Certificate of Achievement</th>
<th>Statement of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passing Grade</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Good Standing</td>
<td>65% GPA and passing grade for all courses</td>
<td>65% GPA and passing grade for all courses</td>
<td>60% GPA and passing grade for all courses</td>
<td>60% GPA and passing grade for all courses</td>
<td>60% GPA and passing grade for all courses</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Academic Alert</td>
<td>50-64% GPA, OR, 65% + GPA with 1 or more missing courses</td>
<td>50-64% GPA, OR, 65% + GPA with 1 or more missing courses</td>
<td>50-59% GPA, OR, 60% + GPA with 1 or more missing courses</td>
<td>50-59% GPA, OR, 60% + GPA with 1 or more missing courses</td>
<td>50-59% GPA, OR, 60% + GPA with 1 or more missing courses</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>40-49% GPA</td>
<td>40-49% GPA</td>
<td>40-49% GPA</td>
<td>40-49% GPA</td>
<td>40-49% GPA</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>&lt;40% GPA, OR, 2 terms on Academic Probation</td>
<td>&lt;40% GPA, OR, 2 terms on Academic Probation</td>
<td>&lt;40% GPA, OR, 2 terms on Academic Probation</td>
<td>&lt;40% GPA, OR, 2 terms on Academic Probation</td>
<td>&lt;40% GPA, OR, 2 terms on Academic Probation</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Graduation</td>
<td>65% GPA and passing grade in all courses</td>
<td>65% GPA and passing grade in all courses</td>
<td>60% GPA and passing grade in all courses</td>
<td>60% GPA and passing grade in all courses</td>
<td>60% GPA and passing grade in all courses</td>
<td>60% GPA and passing grade in all courses</td>
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</tbody>
</table>

Some specific courses may have a different passing grade; as identified on the course outline.
where cheating may be suspected. The departments may retain actual test questions, examinations and quizzes, and need not supply copies to the students.

17. Students have the right to see and review all grades with the professor who will keep the grades for a minimum of one year after course completion.*

18. Students have the right to view any official record that exists in their files in the College. *

19. Using the Appeal of Academic Decisions practice, students have the right to appeal any final academic decision that affects them.

* Freedom of Information Act (FOI) guidelines apply.

**STUDENT ACADEMIC MISCONDUCT**

Student academic misconduct is a serious offence and will not be tolerated. It may take many forms, including plagiarism, the use of unauthorized aids in assignments or examinations, and the wilful distortion or fabrication of experimental results or data.

The minimum penalty for a first offence is a mark of “0” for the work involved. However, the College reserves the right to assess misconduct penalties up to and including course, program, or College suspension, depending on either the nature of the incident or the cumulative effect of a subsequent incident. The student will be formally notified of any suspensions.

The Registrar shall record all cases of academic misconduct and retain such files for a period of two (2) years.

For full details on procedures associated with Student Academic Misconduct and Appeal of Academic Decisions, see niagaracollege.ca/practices

Niagara College students have the right to appeal decisions that significantly affect their academic career. The Academic Appeal process provides steps through which students may appeal College decisions, including admissions, promotion decisions and course grades.

**APPEAL OF ACADEMIC DECISIONS**

The informal student appeal process will be addressed within the appropriate academic division. If resolution at the informal stage cannot be reached, the student may pursue “formal” academic appeal by completing an Academic Appeal Form available from the Student Success Centre or Office of the Registrar. Student Services staff will be available to advise the student at any stage of the appeal process.

In the case of grade appeals, the student should remember that all failing grades are reviewed as a matter of course. The grade appeal process does not question the professional judgment of the faculty member. The focus is on the fair and consistent application of the evaluation process.

For information on how to proceed with an informal or formal appeal, please refer to the academic practice entitled “Appeal of Academic Decisions” on the website at niagaracollege.ca/practices for complete details.

**GRADES**

Marks will be reported in percentages, unless otherwise indicated in course outlines.

The student’s performance in each course of a program will be reported according to the following grading system:

- 80% - 100% A Outstanding
- 70% - 79% B Proficient
- 60% - 69% C Competent
- 50% - 59% D Acceptable
- 0% - 49% F Failure

Please refer to the academic practice on Grading and the Transcript on the website at niagaracollege.ca/practices

**GRADUATION & PROMOTION REQUIREMENTS**

In order to progress through a program and graduate, students must satisfy all requirements as listed in the following chart. Individual programs may have additional requirements. Additional requirements will be communicated in writing by the program staff.
**Academic Standing**

It is important to recognize the academic performance of students and to provide notice of any academic concerns so that students have an opportunity to improve. To this end, all students, based on their academic performance, will be placed in one of the academic standing categories. In some cases a comment will appear on the grade report. The grade report comment is based only on courses completed in the current term. A positive comment does not necessarily indicate that all program requirements have been met. Students are responsible for ensuring that they have satisfied all requirements to proceed to the next term or graduate.

Please refer to the academic practice on Academic Standing and Awards on the website at niagaracollege.ca/practices.

**Withdrawal from Courses/Programs**

**Voluntary Withdrawal**

Students who withdraw after the tenth day of class but before the 2/3 point of the term will receive a “W” on the transcript. (see practice: Grading and the Transcript)

**Repeated Courses**

All attempted courses will appear on the transcript, but only the highest grade will be calculated into the weighted average. (see practice: Grading and the Transcript)

Withdrawal requests must be in writing and submitted to the Registrar’s Office. Notice by telephone is not acceptable and cancellation of a payment or failure to attend classes does not constitute a withdrawal. Academic and/or financial penalties will be incurred if a student fails to withdraw from courses or programs within the appropriate manner and time frame.

Look up your Key Dates at niagaracollege.ca/dates or the Continuing Education Calendar at niagaracollege.ca/ce for deadlines.

**Mandatory Withdrawal**

A student may be required to withdraw from a course, a program or from the College for “just cause”. Included in “just cause” is consistent failure to meet the objectives of the course or program, academic misconduct, inappropriate classroom/lab or other behaviour, failure to pay fees, submission of false documents or information for admission purposes, etc. Students may also be withdrawn from adult training and preparatory programs for consistent failure to sign in, report absences, or for poor attendance.

A student will be permanently withdrawn from the College for any serious breach of acceptable behaviour. A student will be informed, in writing, if he/she is formally withdrawn from a program.

Students who are withdrawn from programs (mandatory withdrawal) are not eligible for a refund.

**Re-Admission**

A student who wishes to re-enter a program after withdrawing (either voluntary or mandatory withdrawal), must reapply and be subject to:

a) the current admission requirements for the program in question
b) the order of priority of admissions applicable to the program.

NOTE: In circumstances where previous College academic progress or behavioural patterns have been unacceptable, a further admissions review may be required. In such a review, an applicant must be able to demonstrate evidence of the ability to perform at an acceptable standard in the program in question.

**Probationary Status – Post-secondary Programs**

Students who do not meet the total admission requirements or students whose general performance is “unsatisfactory” may be classified as “probationary”. Probationary status may involve the requirement to complete specific remedial activities. If performance is “unsatisfactory” at the end of the probationary period, students may be asked to withdraw from the program or counselled to consider other ways of continuing their education. A probationary student will be notified in writing of his/her status by the appropriate Academic Administrator or designate.
Complaints & Concerns

About the College
It is the desire of Niagara College to resolve any complaints or concerns in a prompt and courteous manner.

It is the expectation of the College that most issues will be resolved informally by way of discussion between the student and the appropriate staff member.

For certain complaints or concerns, Niagara College has established specific procedures. For example, complaints regarding grades or program withdrawals are subject to the academic appeal policy; complaints regarding harassment/discrimination are subject to the harassment/discrimination policy in a manner pursuant to such policies established by the College. Students will be expected to initiate their complaint or express their concern in accordance with those specific policies. In any other case, students are invited to follow the general complaint procedure set out below.

Procedure For Complaints

STEPS
1. In an effort to resolve the issue informally, the student will bring the issue to the appropriate staff member. The staff member may request that the student complete a Student Issue Form (available in divisional offices, Health, Wellness & Accessibility Services, Student Administrative offices).

2. If no resolution at Step 1, the student may present the complaint or concern in writing using the Student Issue Form, to the Administrator of the division in which the student is registered. The written submission must include details related to the Step 1 process (see Student Issue Form). The Administrator will initiate an individual or joint discussion with the student(s) and staff member(s) involved. If resolved, the Administrator will notify all concerned parties.

3. If no resolution at Step 2, the student may refer the matter to the appropriate Vice-President. The appropriate Vice-President will review the materials submitted and may convene a meeting between the parties. The Vice-President will render a final decision and notify all parties concerned.

As a guideline, Steps 1 to 3 should not normally exceed one month.

About Another Student
Each member of the College community is responsible for helping to create an environment that is free of harassment, discrimination and violence. The College encourages all members of the College community to work and study in cooperative and collaborative ways, respecting the worth and dignity of every person.

From time to time, interpersonal difficulties and conflicts may arise between students.

If your concern involves a threat to personal safety, yourself or others – report the matter directly to police, security services or any administrator of the College.

For all other complaints or concerns involving another student, the following steps are recommended:

Procedure For Complaints

STEPS
1. As soon as possible after the complaint or concern has arisen, attempt to discuss with the individual involved. Most conflicts are the result of a misunderstanding or miscommunication – find out if this is the case with your issue.

2. At any point during your complaint resolution process, seek confidential guidance and support from the professional staff in Health, Wellness & Accessibility Services.

3. If informal attempts to resolve the interpersonal student conflicts are not successful, and you feel your learning environment continues to be negative, please report the matter to Student Rights & Responsibilities Officer, 905-735-2211 ext. 7370, Room B10F, Welland Campus.

Student Issue Forms are available in divisional offices, the Academic Advisors office, the Student Administrative Council offices or online at niagaracollege.ca/complaints
STUDENT DISCIPLINE ASSOCIATED WITH DISRUPTIVE STUDENT BEHAVIOUR

The primary objective of discipline associated with disruptive behaviour should be the development of student self-discipline and the protection of the learning environment for all students.

The academic division in which the student is registered normally handles discipline associated with disruptive behaviour occurring within the learning environment. Examples include behaviour that is offensive, abusive, intimidating and/or unwelcome to other class members and/or faculty members and includes both in-class and out-of-class learning experiences such as coop, work placement and class trips.

The office of the Director, Student Services normally handles discipline associated with disruptive student behaviour occurring outside the learning environment. This includes, but is not limited to, breaches of the Student Rights and Responsibilities Code, violations of the Illegal Use of Drugs and Alcohol Practice and complaints made under the Harassment and Discrimination Policy.

Student actions that violate the Criminal Code of Canada are to be reported directly to Security. To minimize interruption of the learning process, unless there is an immediate threat to the safety of students, faculty, or others, violations that occur within the classroom/lab setting will be reported to security once the scheduled class/lab adjourns.

The discipline imposed may range from a verbal and/or written warning to loss of privileges to suspension and/or expulsion.

For more information visit the College website at niagaracollege.ca/practices

NOTE: Some policies may be subject to review. For up-to-date versions consult the College website at niagaracollege.ca/practices

ASSOCIATED PRACTICES:
NIAGARACOLLEGE.CA/PRACTICES

Student Academic Misconduct
Harassment and Discrimination, Student Discipline

Report all suspicious, unusual or disruptive use of computers or networks to College Security at your campus, or the Computing Support Centre at 7642 or via email to itshelpdesk@niagaracollege.ca

OPEN ACCESS LABS
Welland and Niagara-on-the-Lake Campuses
WC - SE182 & The Library    NOTL - N202 & The Library

Open access labs and the wireless network are funded by the Student Technology Enhancement Fees. Employment opportunities for students as members of the S.W.A.T. (Students Who Advance Technology) are available each term. Apply online at niagaracollege.ca/joinswat
**Advanced Standing/Transfer Credit**
Students may be able to transfer credits for post-secondary courses taken elsewhere. Transcripts and course outlines are required.

For further information, please visit niagaracollege.ca/transfer-credit or contact transfercredit@niagaracollege.ca

**Get Involved - Co-Curricular Record**
Co-Curricular Record (CCR) is an official Niagara College document developed to enhance your resume and career or academic portfolios. By registering on the portal, you gain recognition for student involvement, leadership and co-curricular activities pursued outside of the classroom while at Niagara College. For more information, visit getinvolved.niagaracollege.ca.

When the College has reason to believe College computers or networks have been used to commit a crime, police will be advised.

**Computing & Information Technology Services**

*niagaracollege.ca/its*

**Accounts and Access**
All students receive a network/Office 365 account providing them access to the College network, a College email address and 1TB (Terra byte) of disk space. The email address is yours for life, and the storage space remains for 2 years from the completion of your last course.

**Wireless**
Niagara College provides wireless network access throughout the Welland and NOTL campuses for students to use with their phones, tablets or laptops. If you don't have your own, laptops are available for sign-out at either campus library.

**Computer Labs**
Many computer labs are located throughout the College campuses, Some are used for specific course delivery and others are available in an open access format for completion of course assignments. Black and white printing is available in almost all labs, and colour printing is also available to all students through the library open access lab. All labs are open from 7am to 11pm, Monday to Friday; access on the weekend is available with a pass. Students can check with the security office on campus for specific instructions and availability.

**Open Access Labs**
Labs are available at both campuses for completion of course related assignments (a list of locations is available on the website). Open access labs include most software used in other labs throughout the college, and include wireless access as well as scanning and printing capabilities.

**My Niagara / Blackboard**
My Niagara/Blackboard is a web-based portal and learning management system at Niagara College. It is designed to provide centralized access to web applications, College news on current events and initiatives, as well as enables instructors to enhance learning by bringing their course material, class discussions, assignments and assessments to the web. The College will, as available and appropriate, also provide access to a student's own records, as well as information on College services and programs of study through the My Niagara/Blackboard portal. Visit niagaracollege.ca/portal now.

**Student Support / Help Desk**
Information Technology Services (ITS) provides technology assistance through dedicated support desks located inside both the Welland and NOTL campus library. Phone and email support is available through the centralized Help Desk which can be reached at 905-735-2211 Ext.7642. Both services are available Monday-Thursday 8am to 10pm and Friday 8am to 4:30pm, with limited
support also available 11am to 4pm Saturday and Sunday in the campus libraries during the Fall and Winter terms only.

**OPPORTUNITY KNOCKING!!!**

**Join Niagara’s SWAT Team**

(SWAT = Students who Advance Technology)

If you are an enthusiastic, energetic, team oriented individual with good communication skills and some technical ability, Information Technology Services may have a job for you. This is a terrific opportunity to add skills and knowledge, enhance your resume, and earn income all during the school term.

Applicants to the SWAT team typically work as lab monitors or in Help Desk positions, but for those possessing the required skillset there are also full time summer and co-op positions with our Desktop and Audio Visual teams. Lab monitor positions are available at both campuses and require a moderate level of technical knowledge. Help Desk positions are based at the Welland campus and require more in depth hardware and software knowledge. Students must be available to work up to 15 hours per week, and preference is given to students receiving financial aid as required by the SWAT programs funding model. A few unfunded positions are available as well.

**DENTAL CLINIC**

Dental cleanings are available at minimal cost through our dental programs which may be covered by your Student Benefits Plan! For more information or an appointment contact:

Dental Clinic, Niagara College
Applied Health Institute, AH120
100 Niagara College Boulevard
Welland, ON L3C 7L3
905-735-2211, ext. 7758
ncdentalclinic@niagaracollege.ca

**CAMPUS DINING SERVICES**

Niagara College Food Services delivers only the highest quality food and services. We provide dining solutions that fit each individual’s unique needs, from Subway to Tim Hortons, Bento Sushi, Cheddars Grill and even Pizza Pizza. Global Village offers flavours from around the world and On the Go provides a variety of trendy grab and go selections.

The easiest and most convenient way to purchase meals is with a pre-loaded dining plan card. For information on a plan that suits your needs, visit niagaracollege.ca/Mealplan.

For food service inquiries, contact 905-735-2211 ext. 7666. **We look forward to seeing you!**

**KEY PERFORMANCE INDICATORS**

The Ministry of Advanced Education & Skills Development (MAESD) instituted a system of performance measures for its Colleges in 1999. The measures are called Key Performance Indicators, or KPIs. Niagara College consistently monitors its performance in providing quality, relevant programs and services to its various student and client groups, as part of its process of continuous improvement.

The following list represents the five KPIs:

1. Graduate employment
2. Graduate satisfaction
3. Employer satisfaction
4. Student satisfaction
5. Graduation rate (student success)

The first four KPIs are measured through independent surveys of students, graduates and employers. The fifth KPI is measured by data provided by the College on the percentage of entering students who graduate within a timeframe determined by the Ministry.

The Student Satisfaction survey is administered in class once a year to students in term 2 of their program or higher. Generally the survey is conducted in-class during a two week period in early February, however there is an advanced survey in November for students who will not be in class during the regular survey period. Additionally, starting in 2013-14, the KPI Student

ncsac.ca
Satisfaction Survey was extended to all apprenticeship training. The survey is administered year-round to apprentices in their final 2 weeks in class of any level. The survey questions are determined by the Ministry and completed surveys are sent to a third-party service provider, hired by the Ministry, who compiles the data and provides the Ministry and Colleges with the results. Niagara College has a robust process for administering the Student Satisfaction survey which includes collaboration with and participation by NCSAC and a training program for survey administrators.

Graduates are surveyed 6 months after they graduate regarding their College experience and employment status. Additionally, starting in 2016-2017, graduates are also surveyed 2 years after graduation.

Both are telephone surveys conducted by a third party hired by the Ministry.

The results are very important to Niagara College and an integral part of its drive to continuously improve its programs and services. We truly appreciate graduates taking the time to complete the survey and ask that graduating students inform the College of any change in their contact information.

**INCLEMENT WEATHER**
When College operations are interrupted due to inclement weather or other similar circumstances, the College web site, Facebook and Twitter media channels will be the main source of closure information.

**LOCKERS**
Locker information can be found at the student portal and at [http://www.niagaracollege.ca/students/campus-life/locker-rental/](http://www.niagaracollege.ca/students/campus-life/locker-rental/)

**PARKING**
All staff and students are required to have a valid parking permit or daily paid permit to park on campus including residence parking lots. Permits are available online at [niagaracollege.ca/parking](http://niagaracollege.ca/parking)

Parking permits and valid daily permits are good for all Niagara College locations, except lot A - Welland Campus. This is a daily paid lot only.

Control of parking is authorized under municipal bylaws and illegally parked vehicles will be subject to ticketing and/or towing. The College does not accept responsibility for loss/theft/damage to personal property.

It is your responsibility to ensure that your parking permit is properly displayed at all times.

For information contact Parking Services 905-735-2211, ext. 7407 or visit [niagaracollege.ca/parking](http://niagaracollege.ca/parking)

Register your permit application online through Blackboard - My Apps - Parking Permit.

**PRIOR LEARNING ASSESSMENT & RECOGNITION**
Prior Learning Assessment & Recognition (PLAR) is based on the belief that many adults acquire College-level learning and skills through work experience, community work, non-credit courses, self-directed study, travel and military service.

PLAR evaluates this learning and relates it to formal courses and programs at the College. Adults who have successfully challenged a given course or courses by demonstrating or documenting that they have achieved the course objectives, will be granted College credits based on an assessment of this learning.

PLAR is intended for students who are resuming their education rather than those continuing directly from secondary school.

For information contact plar@niagaracollege.ca
Applications are available online at [niagaracollege.ca/plar](http://niagaracollege.ca/plar)
The Welland Campus maintains both radio and television closed-circuit programming for educational, cultural and recreational purposes.

**Radio - The Heat@CRNC.ca**

CRNC.CA is your destination for The Heat - Niagara’s New Rock. Broadcasting live from the Welland Campus all day every day, CRNC - Campus Radio Niagara College is your campus radio station.

Staffed and operated by Broadcasting - Radio, Television & Film students, The Heat plays the best new rock and features a student spin on college, local, national and international events.

If you like your radio a little off the beaten path, check out our weekend specialty shows on Saturday and Sunday.

Stop by our Shark Tank studio in the Simcoe Building foyer adjacent to the Segal International Centre to say hi and let us know what you think.

Connect with us on social media through CRNC.CA

**Television - ‘Inside Niagara’**

View the student produced and hosted half hour news magazine show ‘Inside Niagara’. The show airs LIVE on TVCOGECO and online from mid February to the end of April. News, sports, entertainment, community items and student produced features from music videos to historical vignettes are all a part of the half hour program. The entire show, from the set design to what you see each week is created by the second year Television Production and Television/Radio Presentation students. It’s ‘Inside Niagara’ and it’s ‘All About Niagara’!

**Television - Live Streaming Niagara Knights games**

Watch the Niagara Knights varsity teams compete live. Second year Broadcasting students broadcast many league games throughout the year. Check campus event screens or goknights.ca for more information.

**The Campus Newspaper**

Niagara News, the community newspaper of Niagara College, is written and created by the students of the Niagara College Journalism Program. The students write on a wide variety of topics, including news, student issues, entertainment, sports, lifestyle and commentary from both on and off campus.

You can find printed copies of Niagara News in newsstands on campus and at Avondale stores throughout the Niagara Region. Online, you can find us at niagara-news.com Our website also includes PDF editions of past issues.

We welcome your story suggestions and comments at news@niagara-news.com.

**Textbooks & Supplies**

For full-time programs costs may range from $500 to $2,500. Students can purchase texts and materials at the Campus Stores (Welland and NOTL) once they have their timetables before the start of each term.

Stores are set up by course and course number. Texts for each course are available at the campus where the program is being offered. Students can bring their timetable to purchase books at the store. They may also visit the Niagara College website and go to the Campus stores website and put in their course and course number to find the title and cost for new, used and if rental is available. At this point, textbooks can be ordered online to have sent free of charge to the campus store to be picked up or shipped directly to your home. Shipping charges apply.

Continuing Education and part-time students are expected to purchase textbooks and materials as needed. Distance Education texts are available only at the Welland store.

The store accepts payment by MasterCard, VISA, American Express, debit and cash. For more information contact 905-735-2211, ext. 7585 at Welland and 905-641-2252, ext. 4055 at NOTL niagaracollege.ca/store
Niagara College provides a diverse set of computer resources to support our educational goals. We encourage you to take advantage of the facilities and services available to you. Many computer labs are located throughout the College campuses. Some are used in formal class settings while others are available in an open access lab format. Within the labs you should be able to find software you need for your academic program, as well as gain access to library and research resources, online learning, student services and the internet.

Since the computer network is shared by all students and College staff, Niagara College has implemented a code of conduct aimed at ensuring good service for all. The code of conduct is called “Computer and Network Practice”. It applies to staff and students alike.

In summary College computers and networks are provided to students for academic and administrative use only. Access to College computers and networks is a privilege that may be suspended or revoked with inappropriate use. Here’s a list of do’s and don’ts:

**DO:**
- Use in a manner that is consistent with College practice and applicable laws (e.g. copyright law, criminal law, human rights code)
- Adhere to College practices in the use of email and messaging
- Access only the information that you need to complete your studies or the job you’ve been assigned
- Protect your account from unauthorized use by other individuals
- Choose safe passwords and protect them from disclosure
- Take reasonable steps to make sure that your computing activities do not pose a security threat
- Report all possible security issues to the ITS Help Desk

**DO NOT:**
- Share an account or password
- Use College computers to gain unauthorized access to other systems
- Access accounts or systems for which you are not authorized
- Access another user’s protected files or email messages
- Install software on College computers unless authorized
- Use the network or college computers to obtain, transmit, or print offensive images, access or transmit hate material or do anything else that would be considered a violation of the College’s practice on Harassment & Discrimination
- Use computers or the network to commit academic misconduct as defined by the College’s practice
- Consume and excessive amount of system resources, deliberately crash systems, or otherwise interfere with others use of the network
- Use computers and networks for commercial purposes
- Engage in frivolous, disruptive, or inconsiderate conduct in computers labs.

Violations of the Niagara College Computer and Network Use Practice may result in discipline up to and including expulsion from the College as per the College practice on student discipline.

When the College has reason to believe College computers or networks have been used to commit a crime, police will be advised.
NC Library & Learning Commons

Check out the website for more information on all our services and supports:
http://nclibraries.niagaracollege.ca/library

Libraries
There are two libraries to serve NC students, one at the Welland campus and one at the Niagara-On-The-Lake campus. Students at all campus locations can borrow library materials and use online resources—just use your NC student photo ID card.

The library provides 24/7 access to a variety of online research resources: ebooks, research databases (magazine, journal, and newspaper articles), films, and documentaries, and research guides. Access them all via the library website—log in with your NC network ID and password. You can also access many print resources in person at either campus.

Ask Us! Research help and information about the libraries is available in person at either campus and you can also chat, email or call either library location. You can get one on one or group help by appointment or drop-in. Your instructor may have library staff visit you in the classroom to help you get started on your research, show you what is available in the library, and how to access it.

The libraries offer more than just research resources and help. Both campus locations loan laptops and audio visual equipment: LCD projectors, digital voice recorders, cameras, and video cameras. The library offers a variety of study spaces—individual carrels, group study rooms and silent study rooms are available at both campuses. You can even have documents and reports bound or laminated for a small fee.

Peer Tutoring
Peer Tutoring offers an opportunity for you to connect with other students in your program. You can give help or get help. Earn some money and be a tutor or if you are in need of some help, you can be matched with a tutor or get into a drop-in session. Follow our link on the Libraries and Learning Commons website for more information.

Academic Drop-ins
Drop-in sessions, run by qualified instructors, are held on a variety of subjects over the semester at both library locations. The schedule is posted at the libraries and on the library website—just follow the link on the website.

Test Centres
There are two test centre locations: Welland campus and Niagara-On-The-Lake. They offer quiet and controlled spaces for testing. If you have an accommodation, your counsellor will get you started. If you miss a test due to illness or another good reason, talk to your instructor about writing a supplemental test in the test centre. See our website for more information: http://www.niagaracollege.ca/test-centre/

Did you know ...
student tutors provide over 4,000 hours of tutoring each academic term to help their fellow students be successful!

Volunteer Opportunities
Volunteer in on or off-campus opportunities through the Centre for Student Engagement and Leadership (CSEL). For more information, call ext. 7260 or visit getinvolved.niagaracollege.ca.
The Centre for Student Engagement and Leadership is dedicated to providing NC students with a well-rounded campus experience – including on-campus events, leadership development, campus and community volunteer opportunities and more – for all students, from first year to graduation. Whether you are looking to gain on or off-campus experience, develop your leadership skills or participate in FUN student life activities, we can connect you!

To find out about ways to get involved at Niagara College and within the community, log-in to the Get Involved – Co-Curricular Record portal at getinvolved@niagaracollege.ca.

What is a CCR?
The CCR is an official Niagara College document developed to enhance your resume and career or academic portfolios. It supports your credentials when applying for jobs, internships, scholarships, awards, continuing education and further development experiences.

What is it used for?
Traditionally, the CCR is used when applying/interviewing for jobs, internships, scholarships, awards, continuing education and further development opportunities to showcase skills and competencies built through co-curricular involvement at the college. niagaracollege.ca/cocurricularrecord

How to create a CCR
Login at getinvolved.niagaracollege.ca with your BlackBoard username and password, and track your experiences on your CCR by clicking on the “Experiences” option under the “My Experiences” tab. All experiences submitted will be validated by a NC staff or faculty before appearing on your official CCR.

ORIENTATION/STUDENT EXPERIENCE
It all starts in your first year. Orientation activities don’t just happen in your first week at school, they start at KickSTART our pre-Orientation summer program and extend right through your whole year with workshops, events, guests speakers and information sessions to help create a smooth transition into your post-secondary experience. Check out the Niagara College First Year Experience (FYE) program for more info!

FIRST GENERATION
First Generation students are students whose parents or guardians did not attend College or University. CSEL encourages First Gen student success by offering ongoing support through seminars, events and bursary opportunities.

FIRST YEAR EXPERIENCE (FYE) PROGRAM
FYE is a tool to help better prepare you for life at NC. Explore Get Involved, complete steps and receive badges by jumping into different opportunities. Don’t miss out on getting your FYE Final Completion Badge put on your CCR! Check out niagaracollege.ca/fye

COMMUNITY ENGAGEMENT & VOLUNTEERING
CSEL can help you connect with on and off campus volunteer experiences. Any volunteering you do on campus or within the community will enhance your CCR, help you build community partnerships and put the skills you are learning within the classroom to good use!
**Peer Mentoring**

Have a question you would like to ask a NC Peer? Email peer-mentoring@niagaracollege.ca to connect with an e-mentor any time!

Our Peer Mentoring program partners senior students with first year students to assist with the transition to NC and connects them with appropriate resources on campus. CSEL also offers Graduate Alumni Peer Mentoring (GAP) which matches students in their graduating year at NC to alumni of the College working within a field of interest to that student. Have questions? Just ask your E-Mentor by emailing peermentoring@niagaracollege.ca.

**Leadership Exploration and Development (LEAD) Program**

Niagara College’s LEAD program is a co-curricular program designed to offer students from any academic area the opportunity to explore and develop core leadership skills in three key theme; individual growth, group development and community values. The LEAD program will challenge you to bring out your inner LEADER and develop the skills to affect change and make an impact.

**Student Appreciation Day**

Student Appreciation Day is a day for us to celebrate YOU and thank you for choosing Niagara College. On November 23rd, across the College you will find a wide variety of games, prizes, food, contests and giveaways. Everyone is invited to join in the fun and celebrate this day!

For more information about any of the services the Centre for Student Engagement and Leadership offers, please email us at getinvolved@niagaracollege.ca or pop in to see us!

Monday-Friday
8:30am – 4:30pm
Welland Campus – L20
905-735-2211 ext. 7260
NOTL Campus – W115
905-641-2252 ext. 4166

**Academic Advising**

Academic Advisors are available from registration to graduation – connecting you to the many services and support that will enhance your college experience and provide the appropriate resources to support your success at Niagara College. Advisors meet individually with students to discuss progress term to term. If you are unsure of where to go, who to see or what to do, contact your advisor. If an Advisor doesn’t have the answer, they will connect you to someone who does. Advisors will help you with:

- Program specific knowledge
- Adjusting to a post-secondary setting
- Adjusting to the demands of your program
- Access to additional college support and services
- Advisement for students who were unsuccessful in or would like to drop a course
- Advisement for students on academic probation and alert
- Program withdrawals
- NC policies and procedures
- Transfer agreements between programs at NC and other institutions

For more information go to http://niagaracollege.ca/academicadvising
Stop By and Find the Right Job For You!
We are here to help you put your education to work! Niagara College students are encouraged to take advantage of the wide range of online and on-campus job search assistance.

We offer:
• Co-op Education Services
• Recruitment events, Career Fairs and employers on campus

We offer the following job finding resources at each campus for all students:
• One-on-one job search assistance
• Workshops to help you get a job
• Access to job postings
• Resume reviews, printing and photocopying services (job search related)
• Free access to computers, phone, fax and internet (job search related)
• Space and privacy for video and phone interviews
• Employers on campus throughout the year
• Access to Career Coaches for job search support
• Free online access to Interview Stream

On-Campus/Part-time Jobs
Posting for available positions can be found on the web at mycareer.niagaracollege.ca

Career Coaches
Available on a drop-in basis throughout the week to assist you with your resume, cover letter and job search.

Co-op Jobs
Co-op Consultants are here to guide and assist you in your co-op job search and are connected with employers. Make an appointment to discuss your strategy with your Co-op Consultant.

Co-op programs provide you with:
• Career-related work experience
• Application of classroom learning to the workplace
• Opportunities to earn income while you complete your education
• Contacts for graduate employment
• Potential for increased graduate employment opportunities and higher starting salaries

As you prepare to graduate, we offer:
• Individual employment and career planning advice
• Assistance with interview techniques and job search strategies
• Workshop to help you get a job
• Resume/cover letter review
• Online job postings
• Recruitment events including Career Fairs and more

Recruiting Events
Career Services hosts a number of recruiting events, employers on campus and career fairs throughout the year.

Summer Jobs Service
If you are between the ages of 15 and 30, returning to school, legally entitled to work in Canada and seeking summer employment, we can help!

We offer you:
• Free access to summer job leads and online job postings in Niagara
• Free help in your search for a summer job
• Free assistance with resume and cover letter writing
• Resource areas with access to phone, fax and internet

Put Your Education to Work!
Welland Campus – S107
905-735-2211, ext. 7777

NOTL Campus – W115
905-641-2252. ext. 4165

Monday – Friday
8:30 am – 4:30 pm

Or email us at nccareerservices@niagaracollege.ca

mycareer.niagaracollege.ca
As a leading post-secondary institution with a reputation for innovative environmental programs and applied research, Niagara College is committed to driving a horizontally and vertically integrated culture of sustainability that goes beyond operations at the college to create living laboratories for student, employee, and community learning. Visit the website http://www.niagaracollege.ca/sustainability or e-mail sustainability@niagaracollege.ca to learn more about the Office of Sustainability and how to get involved!

Be sure to follow these ten tips to make your time at Niagara College more sustainable!

1) Bring your reusable mug to the Cafeteria and Tim Hortons to receive a 20¢ discount!
2) Remember to compost your food scraps and paper towels in the GREEN BIN.
3) Head to the Sustainability site to learn what is acceptable and not acceptable in the waste bins on campus!
4) Turn off computer monitors when done in a lab.
5) GET OUTDOORS and explore your campus! There are many biodiversity projects to check out.
6) Think TWICE before you print. Do you need a hard copy?
7) Turn off the lights when you exit any room.
8) Bring your lunch from home in Tupperware, to help reduce plastic bags on campus.
9) Don’t leave your electronic devices plugged in when you are not using them.
10) Be sure to GET INVOLVED with sustainability on campus, by visiting the Co-Curricular site!

For further information, contact:
Indigenous Education
Welland Campus Room S104
905-735-2211, ext. 7414/7774
NOTL Campus Room E104
905-641-2252, ext. 4214

Visit us online at http://niagaracollege.ca/indigenouseducation

Niagara College is firmly committed to developing new and better ways to meet the growing needs of Indigenous students. We have a strong partnership with the Indigenous communities. Our office supports culturally appropriate teachings, learning and ways of life.

Services Include:
- Provide guidance, advice and support to new and returning students
- Indigenous counsellor available
- Study and lounge area (WC & NL)
- Computer labs for Indigenous students’ use with Internet access (WC & NL)
- Library of Indigenous resource materials
- Indigenous designated bursaries

Indigenous Education Services Include:
• Provide guidance, advice and support to new and returning students
• Indigenous counsellor available
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• Library of Indigenous resource materials
• Indigenous designated bursaries

For further information, contact:
Indigenous Education
Welland Campus Room S104
905-735-2211, ext. 7414/7774
NOTL Campus Room E104
905-641-2252, ext. 4214

Visit us online at http://niagaracollege.ca/indigenouseducation

As a leading post-secondary institution with a reputation for innovative environmental programs and applied research, Niagara College is committed to driving a horizontally and vertically integrated culture of sustainability that goes beyond operations at the college to create living laboratories for student, employee, and community learning. Visit the website http://www.niagaracollege.ca/sustainability or e-mail sustainability@niagaracollege.ca to learn more about the Office of Sustainability and how to get involved!
HEALTH SERVICES

Student Health Centres offer the services of a registered nurse and regularly scheduled doctor’s clinics. R.N. services are provided on a walk-in basis during office hours for any health concerns or questions you may have. Physician's services require an appointment and a valid Health Card/Insurance must be provided.

Services Include:
• First aid
• Wellness promotion, health education, mental health supports
• Immunizations
• TB skin testing
• Temporary sick bays
• Birth control resources
• Confidential STI testing

Visit our website:
http://www.niagaracollege.ca/health-services/

COUNSELLING SERVICES

Professionally trained counsellors are available to meet with you at any point during your academic career.

Services Include:
• Discuss personal and educational issues in a confidential setting
• Mental health and wellness
• Crisis Intervention and referrals
• Time and stress management
• Relationship difficulties
• Personal crisis
• Finances
• Substance use/abuse
• Transition to community services

For more information and resources visit our website:
http://www.niagaracollege.ca/counselling-services/

ACCESSIBILITY SERVICES

Support services and academic accommodations are available for students with disabilities. Students are required to self-identify in order to access disability related supports and services.

Services Include:
• Support services
• Academic accommodations
• Test accommodations/Pre-admission test accommodations
• Assistive technologies
• Learning Strategies
• Alternative format books

Visit our website:
http://www.niagaracollege.ca/disability-services/

Services are available:
Monday – Friday from 8:30am-4:30pm
Nurse on campus – 8:30am-4:00pm
Welland Campus; AH125 - 905-735-2211, ext. 7778
NOTL Campus; W102 - 905-641-2252, ext. 4409
**Fees & Financial Assistance**

**Full Time Students**
A student registered in either 70 percent of program hours or two-thirds of the number of courses in any term, is classified as a full-time student.

**Basic Annual Fee**
Full-time tuition fees are established in accordance with the Ontario Ministry of Training, Colleges and Universities guidelines and are subject to revision on an annual basis.

The basic annual fee includes tuition plus the following fees:

- student activity fee, athletics, College services, orientation, student centre fee, student health plan, information technology, alumni, graduation, U-Pass, Student Priority Fund, College Student Alliance, Co-curricular Fee

Additional fees include co-op and materials fees (if applicable to the course).

**International Student Fees**
- International fees are as follows:
  - Post-Secondary Tuition (per term): $6,375.00
  - Degree Tuition (per term): $7,575.00
  - Post-Graduate Tuition (per term): $6,775.00
  - Short-Term ESL (7 weeks): $2,700.00

**English for Academic Purposes (14 weeks): $4,850.00**
Additional fees may apply such as medical insurance, service fees, co-op fees and/or laptop fees etc. Please consult your invoice for details regarding fees for your program of study.

**Late Fees**
Students who fail to pay fees by date(s) stipulated by the College, or fail to register on the date(s) assigned by the College, will be assessed a $150 late fee.

**Continuing Education**
Continuing Education General Interest, Professional Development, On-Line Learning and Part-time Program of Study offerings can be found in the current edition of the CE Calendar. For complete descriptions, dates, times and fees visit the CE website at niagaracollege.ca/ce. Fees are payable at the time of registration.

**Part-time**
Part-time learners can take courses not filled with full time students during the day. The tuition fee is calculated at the rate of $122.52 per credit. Fees are payable at the time of registration.

**Technical Skills (Adult) Training**
Fees for students in technical and skills (adult training) programs are payable, in full, no later than the first day of the program.

**Additional Fees**

**Co-op Education Fees**
Tuition fees may vary from the standard tuition fee. An additional Cooperative Education Fee is charged to all students registered in cooperative education programs. The total fee is payable by instalments in the academic term ($475 per co-op work term in 2015/2016).

**Diploma & Certificate Replacement**
A $12 fee is charged to cover the cost of reissuing any College diploma or certificate.

**Graduation**
The total graduation fee in any program is $112 and is divided equally over the terms in the program. Students in six term programs will pay $18.66 per term, students in four-term programs will pay $28 per term and students in two-term programs will pay $56 per term. In addition to services directly related to graduation, the fee provides the student with lifetime transcript services.
**International Student Insurance Fees:**
International students will be provided with medical insurance by the college’s designated international student insurance provider. Insurance coverage begins on the 1st of the month of the start of term. If a student arrives prior to the 1st of the month or wishes to remain in Canada at the end of their studies, the student is required to purchase private insurance. The International Department can facilitate this service as needed.

- 1 Year: $840
- 8 Months: $560
- 4 Months: $280
- 2 Months: $140
- 1 Month: $70

**Mature Student Test Fee**
For all mature student applications, there is a test fee payable at the time of test booking.

**Materials Fee**
The cost of any learning materials, equipment or clothing retained by the students in some programs will be charged to the student in addition to the standard tuition fee. The specific fees are set prior to the start of the program and are included on the fee statement that is sent after students have been confirmed in their program.

**Prior Learning Assessment and Recognition (PLAR)**
A non-refundable tuition fee (varies by course) is assessed for each PLAR request made.

**Student Parking Fees**
Niagara College operates under the Municipal Bylaw of the city in which the campus is located, therefore, vehicles parked in an unauthorized area or without a valid permit will be issued an infraction.

Purchasing permit registration begins in August. Register your permit application online through Blackboard-MyApps-Parking Permit.

Permits are sold by month, term and year. For permit prices and other parking information please visit niagaracollege.ca/parking

**Additional Program Fees**
Additional costs for optional field trips may be incurred by students in some programs. The costs of any learning materials, equipment or clothing retained by the student will be charged to the student as a material fee, in addition to the standard tuition fee.

**Payment of Fees**
All fees are payable in full by the fee deadline date as established by the College. The earliest date for the Fall/Winter academic year is June 15. Payment by the established due date is required to guarantee a place in the program to which the student has been accepted. Students who fail to meet the deadline forfeit their reserved position in the program. For more information and due dates please visit www.niagaracollege.ca/fees.

**Refunds/Withdrawals**

**Full-time Students**
In accordance with the Ministry of Training, Colleges and Universities Tuition Fee Operating Procedures, students must submit formal written notification within 10 business days of the beginning of a semester to receive a refund of fees for the current term.

If you do not officially withdraw in writing at the Registrar’s Office, you will be responsible for all fees assessed.

**Non-Attendance Does Not Constitute Automatic Notice of Withdrawal.**

If you officially withdraw at the Registrar’s Office within 10 days of the start of the semester, you will be refunded for:

a. all fees assessed for that term, less the $500.00 non-refundable deposit and
b. all fees paid in advance for subsequent terms.

If you withdraw after the 10th day of the semester, you will receive a refund of fees paid in advance for subsequent terms only.

Official withdrawal forms are available through Academic Advisors or the Health, Wellness & Accessibility Services office - AH125 at the Welland Campus or W102 at the NOTL Campus.
Mandatory withdrawals

Students who are withdrawn by the College at any point after the tenth day of classes are not eligible for a refund. Students will also be responsible for any fees outstanding.

Part-time Day Students
All fees paid, less $20 per course (to a maximum of $50), are refundable provided official withdrawal takes place up to and including the 10th day of class after the date (as published) on which classes officially commence for the term.

Technical & Skills (Adult) Training Students
All tuition fees less $100 are refundable, provided the official withdrawal takes place up to and including the 10th day of classes after the start date of the program.

Continuing Education Courses / Refund of Fees - Withdrawal
Students who wish to withdraw must notify the Office of the Registrar, Welland Campus in writing and return their fee receipt.

All fees paid, less $20 per course (to a maximum of $50), are refundable provided the official withdrawal is made at the Registrar’s Office no later than seven days before the start date (general interest courses and seminars) or no later than the third class (other courses), or a date specified for a particular course.

A full refund will be granted when a course is cancelled by the College or the student is unable to attend a course due to unannounced changes by the College.

There will be no academic penalty if the student withdraws prior to two-thirds of the way through the course. Non-attendance does not constitute automatic notice of withdrawal.

Students who find they cannot continue in a course are urged to withdraw officially, since neglecting to do so will result in a failing grade for that course.

Refunds for On-Line Learning Courses
On-Line learning students must notify the Registrar’s Office in writing within 14 days from the start of the class for a refund, less the administration fee.

OSAP
The Ontario Student Assistance Program (OSAP) provides eligible students with various types of assistance based on financial need. This assistance is intended to supplement, not replace, the resources of you and your family.

Who can apply
• You must be a Canadian citizen; permanent resident of Canada (landed immigrant) or a protected person as defined by Citizenship & Immigration Canada
• You must meet OSAP’s Ontario residency requirement
• You must be enrolled in an OSAP approved program
• Students must be taking a minimum of 60 per cent of a full course load (40 per cent for students with permanent disability)

How to apply
• You can fill out the online application on the OSAP website at www.ontario.ca/osap

NIAGARA COLLEGE STUDENT CARD
The Niagara College Student Photo Identification Card is issued to students at the Welland or Niagara-on-the-Lake Enrolment Services office. The card is used to borrow books from the library, for identification when requested by security officers, when writing examinations, to access health benefits, U-Pass services and for student activities.

How do I get a Niagara College staff or student ID?
Submit your photo online at: www.niagaracollege.ca/studentcard
New card requests require 2 business days to process prior to pick up.
Student ID Card Replacement Fee
Each student of Niagara College is issued one student card at the beginning of their time as a Niagara College student. If a student’s card is lost, stolen, damaged or a new picture is requested, it is the responsibility of the student to pay the replacement fee to have a new card issued. Student ID cards that are lost or damaged will be replaced at a fee of $20 each time a card is replaced.

Disclaimer
The issuance of a student ID card occurs once as there is no expiration date and a student number is permanently assigned to each student. In the event a student begins a new program as a level 1, term 1 student after previously taking another program, the student ID card previously issued is to be used. In the event there is a period of a semester gap or greater between the student’s full time or part time studies at Niagara College, a student may be issued a new card at no charge if the student is no longer in possession of their previous card. Confirmation of enrollment in a new program may be requested by the Enrolment Services office.

It is the responsibility of the student to keep their student ID card in flat surface (i.e. wallet or similar). Cards can bend, chip, and snap, if handled inappropriately. A student will be required to pay the replacement fee for a card that is damaged as a result of personal wear and tear. If the card does not function due to a defect, the Enrolment Services office will coordinate with Information Technology Services and replace the card in question at no charge.

Student ID cards will not be punched. Students who wish to wear their student cards for identification or other purposes are encouraged to purchase a plastic case with clip or lanyard. Students enrolled in a health related program will be provided with a case when they receive their student card.

SCHOLARSHIP & BURSARY INFORMATION
“There are many times in a student’s life when they wonder if they will be able to buy groceries that week or be able to afford the textbooks required for that year. With your assistance, I feel confident that I can achieve my goals.”

Niagara College Award recipient

One of the most important services that contribute to student success is Niagara College’s Awards Program. In addition to the government’s Ontario Student Assistance Program, Niagara College is grateful for the support of our community individuals and corporate donors who help our students achieve program and career success. This year almost 800 awards will be available to assist students through scholarships, bursaries, faculty awards and student opportunities grants.

Bursaries are non-repayable awards allocated on the basis of financial need. Students complete an application and financial status form available on the Financial Aid & Awards website at www.niagaracollege.ca/finaid under Scholarships and Bursaries. The minimum amount given for a bursary is $250.

Scholarships are non-repayable awards given to a student to recognize academic excellence, community involvement, demonstrated leadership qualities, or extracurricular activities. The application form may include a transcript, one-page statement or a reference letter in support of the student’s achievements. The minimum amount provided for a scholarship is $1,000.

Faculty Awards and Opportunities Grants are selected by faculty or staff to deserving students within the program areas. Students do not apply for these awards.

In addition, there are scholarship and bursary opportunities external to the College that students can apply for. Check out our website at www.niagaracollege.ca/finaid for an updated listing of external awards.
Located on the Welland and Niagara-on-the-Lake Campuses, the Student Residences are just steps to classes and campus facilities. The residence offers many advantages:

- Students pay only for the academic year and NOT a 12-month lease
- Residence Life Staff facilitate weekly programs both active and passive
- Residence Life Staff promote a positive academic and social environment to help students have a smooth and successful transition into Niagara College
- Utilities, phone (local calls), voicemail, wired internet and cable are included
- Air-conditioned, furnished suites feature two private bedrooms, kitchen with fridge, microwave and private three-piece bath (you supply only linen, cooking utensils and small CSA-approved appliances such as toaster, kettle, etc.)
- Furnished lounges (main lounge includes satellite TV, ping pong, and games), study and social areas
- Controlled access building with on-site management
- Entrance monitored 24 hours a day, all visitors signed in and all common areas video monitored
- On-site laundry, and weekly light housekeeping of the suite common areas
- Vending machines, ice machine, photocopy and fax services on site (small fee for services)

Please see the Student Residence Agreement (SRA) and Residence Community Living Standard (RCLS) for complete details on the Rules and Regulations for all residents and guests. These documents are available at www.niagararez.ca/residencelife

For other information, please visit our website at www.niagararez.ca

Niagara Residence & Conference Centre
137 Taylor Rd.
Niagara on the Lake, ON L0S 1J0
905-641-4435
Fax 905-641-0108
Email info.notl@niagararez.ca

Niagara Welland Residence & Conference Centre
110 Niagara College Blvd.
Welland, ON L3C 7L4
905-732-9700
Fax 905-735-0585
Email info.welland@niagararez.ca

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**Niagara College Practice on Sexual Assault and Sexual Violence**

Niagara College is committed to providing a healthy and safe learning and working environment.

This practice establishes a process for complaints and investigations that support survivors and witnesses of sexual violence. It also provides a clear set of rights and responsibilities, standards for reporting and responding to incidents of sexual violence, and a list of college and community resources and supports.

**Sexual Violence is never okay.**

For more information visit www.niagaracollege.ca/sexualassaultpolicy
Athletics

Athletics & Recreation

The Niagara College Department of Athletics and Recreation operates programming and facilities at both the Welland and Niagara-on-the-Lake campuses. The department is committed to providing a wide variety of programming that enhances the overall student experience.

The official website of Niagara College Athletics and Recreation is www.goknights.ca. Here you can register for fitness or intramural offerings, find information regarding extramural teams, or access Niagara Knights team news and schedules.

Athletics Budget

Varsity Athletics and Intramural Activities Fee
$65 per term

Athletic Budget includes:

• Fitness Classes
• Intramural Sports
• Extramural Sports
• Student staff positions
• Off-campus facility rentals
• Support for all varsity teams
• Special events and promotions
• Equipment purchases & repairs
• Facilities maintenance & repairs
• Website

Official Athletics and Recreation @NC_Knights twitter and Instagram accounts are dedicated to showcasing photos of students participating in Athletics and Recreation programming. Make sure to follow @NC_Knights and on twitter and Instagram.

Registration for all fitness classes, intramural sports (with the exception of ice hockey), and extramural sports is free for all Niagara College students. Additionally students can utilize the athletic and fitness centres at both campuses without any additional fees. ‘Open Gym’ or unstructured sport and recreation time is available at various times throughout the week.

Campus Recreation

Intramural sports are held at various times throughout the week and potential activities include: Flag Football, Volleyball, Ice Hockey (off-campus), Basketball, Ball Hockey, Dodgeball, Ultimate Frisbee, and Badminton. Intramural sport leagues are offered in the fall and winter terms.

Extramural sports are competitive teams that compete in tournaments across Ontario against other colleges. Visit www.goknights.ca for more information. Practices are typically held once a week.

Campus fitness centres are equipped with a variety of cardio, resistance, free weight, and body weight training equipment. Fitness classes such as Spin, Bootcamp, Yoga, and Zumba are provided at no additional charge to students and are subject to availability. Visit www.goknights.ca to register or see up-to-date fitness class schedules and offerings.

Facility Hours

Welland Campus
Monday – Thursday
8:30 am – 9:30 pm
Friday 8:30 am – 8:30 pm
Saturday & Sunday
1:00 pm – 5:00 pm

NOTL Campus
Monday – Thursday
8:30 am – 8:30 pm
Friday 8:30 am – 7:30 pm
Saturday & Sunday
1:00 pm – 5:00 pm

* hours subject to change

Niagara College Knights

For all Niagara Knights information please visit our official website at www.goknights.ca. Niagara College is a participating member of the Ontario Colleges Athletic Association (OCAA).

Those who wish to become involved with Niagara College Intercollegiate Athletics must be full-time students who meet the academic requirements of both Niagara College and the OCAA.
Varsity athletes are selected annually by way of tryouts. The Niagara College Knights Intercollegiate Sport Program features men’s and women’s basketball, cross country, curling, golf, soccer, and volleyball.

Niagara College and the OCAA. Varsity athletes are selected annually by way of tryouts. The Niagara College Knights Intercollegiate Sport Program features men’s and women’s basketball, cross country, curling, golf, soccer, and volleyball.

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**BE AIR AWARE**

Niagara College is dedicated to providing an environment that promotes mutual respect and supports the health and well-being of students, staff and visitors while ensuring compliance with provincial and municipal laws and regulations. The College’s comprehensive policy regarding the use of tobacco products on campus can be found at

http://www.niagaracollege.ca/practices/index/health-safety-and-security/

This policy requires that the use of tobacco or electronic products on campus be limited only to designated smoking areas, which are located at the Welland Campus beside the residence; near parking lot “A”; near the southeast entrance to the Rankin Technology Centre; near the southeast entrance to the Simcoe Building; at the Niagara-on-the-Lake Campus near parking lot “B2”; outside the Residence entrance; and at the Niagara Falls Campus near the east entrance.”

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**HARASSMENT & DISCRIMINATION**

Niagara College is committed to the principles of the Human Rights Code which are to recognise the dignity and worth of every person and to provide equal rights and opportunities without any form of discrimination that is contrary to law. With specific reference to Harassment and Discrimination, Niagara College adopts the principle of zero tolerance.

**What is Covered?**

This Policy is intended to address discrimination, harassment and sexual harassment within the College environment recognizing that conduct to be offensive, degrading, and threatening. Examples include, but are not limited to, the following: unwarranted criticism, yelling or use of profanity, physical gestures intended to intimidate, offend, degrade or humiliate, and use of communication technologies to post or distribute messages that are intended to intimidate or humiliate.

The prohibited grounds of discrimination or harassment covered under this Policy relate to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, and disability.

It is to be understood that this policy is not intended to constrain social interaction between people at Niagara College.

For more information, or to obtain a full version of the Niagara College Harassment and Discrimination Policy, please consult the College website at niagaracollege.ca/practices
Niagara College Knights - Intercollegiate Tryouts

MEN'S SOCCER – Head Coach Frank DeChellis, fdechellis@niagaracollege.ca

TRYOUTS: ..........................Tuesday, August 15, @ 2:00pm
.................................Wednesday, August 16 @ 2:00pm
.................................Saturday, August 19 @ 3:00pm
.................................Saturday, August 26 @ 3:00pm
.................................Sunday, August 27 @ 5:00pm
All tryouts will take place at Youngs SportPlex (570 River Road, Welland)

WOMEN'S SOCCER – Head Coach Rob Lalama, rlalama@niagaracollege.ca

TRYOUTS: ..........................Tuesday, August 15 @ 4:00pm
.................................Wednesday, August 16 @ 4:00pm
.................................Saturday, August 19 @ 5:00pm
.................................Saturday, August 26 @ 5:00pm
.................................Sunday, August 27 @ 3:00pm
All tryouts will take place at Youngs SportPlex (570 River Road, Welland)

MEN'S BASKETBALL – Head Coach Keith Vassell, kvassell@niagaracollege.ca

TRYOUTS: ..........................Monday, September 11 @ 5:30 pm – 7:30 pm
.................................Wednesday, September 13 @ 5:30 pm – 7:30 pm
.................................Thursday, September 14 @ 7:30 pm – 9:30 pm
All tryouts will take place at the Welland Campus Athletic Centre

WOMEN'S BASKETBALL – Head Coach Mike Beccaria, mbeccaria@niagaracollege.ca

TRYOUTS: ..........................Monday, September 11 @ 7:30 pm – 9:30 pm
.................................Wednesday, September 13 @ 5:30 pm – 7:30 pm
.................................Thursday, September 14 @ 7:30 pm – 9:30 pm
All tryouts will take place at the Welland Campus Athletic Centre

MEN'S VOLLEYBALL – Head Coach Nathan Groenveld, ngroenveld@niagaracollege.ca

TRYOUTS: ..........................Tuesday, September 12 @ 5:30 pm – 7:30 pm
.................................Wednesday, September 13 @ 7:30 pm – 9:30 pm
.................................Thursday, September 14 @ 5:30 pm – 7:30 pm
All tryouts will take place at the Welland Campus Athletic Centre
WOMEN'S VOLLEYBALL – Head Coach Nathan Janzen, njanzen@niagaracollege.ca

TRYOUTS: Tuesday, September 12 @ 7:30 pm – 9:30 pm  
Wednesday, September 13 @ 7:30 pm – 9:30 pm  
Thursday, September 14 @ 5:30 pm – 7:30 pm  
All tryouts will take place at the Welland Campus Athletic Centre

GOLF – Head Coach Cameron Thin, tthin@niagaracollege.ca

TRYOUTS: Friday, September 1 @ 11:00am (Arrival no later than 10:00am)  
Saturday, September 2 @ 11:00am  
Tryouts will be held at Willodell Golf Club of Niagara (10325 Willodell Rd, Port Robinson). Fee is $35.00 per round ($70.00 for both days) payable by cheque to Niagara College Athletics. Please register by Friday, August 25, late registration cost is $45.00 per round.

CROSS COUNTRY – Head Coach Adam Upshaw, aupshaw@niagaracollege.ca

Tuesday, August 29 @ 11:00 am for tryout/meeting (Room SA208)

CURLING – Head Coach Jordan Thin, jthin@niagaracollege.ca

Wednesday, September 13 @ 6:00pm Meeting (Room SA208)

NOTE: All student-athletes attending varsity tryouts must be registered full-time Niagara College Students

www.goknights.ca
@NC_Knights
#knightslife.ca
2017-18 NIAGARA KNIGHTS HOME SCHEDULE

All Soccer matches played at Youngs Sportsplex – 570 River Road, Welland, ON
All Basketball and Volleyball games played at the Welland Campus Athletic Centre –
100 Niagara College Blvd., Welland, ON
Admission to all Niagara College Knights home games is FREE for all current Niagara College students.

WOMEN’S SOCCER
September 13, 2017 ................... Mohawk Mountaineers .............................................................. 4:00 pm
September 30, 2017 ................... Lambton Lions .......................................................... 2:00 pm
October 11, 2017 ..................... Fanshawe Falcons ................................................................. 4:00 pm
October 14, 2017 ..................... St. Clair Saints ................................................................. 2:00 pm
October 18, 2017 ..................... Redeemer Royals ................................................................. 4:00 pm

MEN’S SOCCER
September 13, 2017 ................... Mohawk Mountaineers ............................................................. 6:00 pm
September 30, 2017 ................... Lambton Lions .......................................................... 4:00 pm
October 11, 2017 ..................... Fanshawe Falcons ................................................................. 6:00 pm
October 14, 2017 ..................... St. Clair Saints ................................................................. 4:00 pm
October 18, 2017 ..................... Redeemer Royals ................................................................. 6:00 pm

WOMEN’S BASKETBALL
October 20, 2017 ..................... Mohawk Mountaineers .............................................................. 6:00 pm
November 5, 2017 ..................... St. Clair Saints ................................................................. 1:00 pm
November 9, 2017 ..................... Lambton Lions .......................................................... 6:00 pm
December 8, 2017 ..................... Humber Hawks ................................................................. 6:00 pm
January 10, 2018 ..................... Fanshawe Falcons ................................................................. 6:00 pm
January 12, 2018 ..................... UTM Eagles (Fall Sports Grad Night) ........................................ 6:00 pm
January 20, 2018 ..................... Redeemer Royals ................................................................. 1:00 pm
January 24, 2018 ..................... Conestoga Condors .......................................................... 6:00 pm
January 31, 2018 ..................... Sheridan Bruins ................................................................. 6:00 pm
February 16, 2018 ................... Sault Cougars (Grad Night) ..................................................... 6:00 pm
February 17, 2018 ................... Sault Cougars ................................................................. 1:00 pm

MEN’S BASKETBALL
October 20, 2017 ..................... Mohawk Mountaineers ............................................................. 8:00 pm
November 5, 2017 ..................... St. Clair Saints ................................................................. 3:00 pm
November 9, 2017 ..................... Lambton Lions .......................................................... 8:00 pm
December 8, 2017 ..................... Humber Hawks ................................................................. 8:00 pm
January 10, 2018 ..................... Fanshawe Falcons ................................................................. 8:00 pm
January 12, 2018 ..................... UTM Eagles (Fall Sports Grad Night) ........................................ 8:00 pm
January 20, 2018 ..................... Redeemer Royals ................................................................. 3:00 pm
January 24, 2018 ..................... Conestoga Condors .......................................................... 8:00 pm
January 31, 2018 ..................... Sheridan Bruins ................................................................. 8:00 pm
February 16, 2018 ................... Sault Cougars (Grad Night) ..................................................... 8:00 pm
February 17, 2018 ................... Sault Cougars ................................................................. 3:00 pm
Mar. 1 – 3 ................................. OCAA Championship (Niagara College) ................................. TBA

NOTE: Niagara College is proud to host the 2017/2018 OCAA men’s basketball Championship at the Welland Campus Athletic Centre.
**WOMEN’S VOLLEYBALL**

November 2, 2017 ..............Mohawk Mountaineers (Blue & White Home Opener) ............. 6:00 pm
November 18, 2017 ..............St. Clair Saints ................................................................. 12:30 pm
November 25, 2017 ..............Sheridan Bruins ............................................................... 1:00 pm
November 30, 2017 ..............Redeemer Royals ............................................................... 6:00 pm
January 13, 2018 ..............Conestoga Condors ............................................................. 1:00 pm
January 18, 2018 ..............Humber Hawks ................................................................. 6:00 pm
February 2, 2018 ..............Boreal Vipers ................................................................. 6:00 pm
February 3, 2018 ..............Cambrian Golden Shield .............................................. 1:00 pm
February 7, 2018 ..............Fanshawe Falcons (Grad Night) ........................................... 6:00 pm

NOTE: All volleyball matches are doubleheaders. Women will play first with the men’s match commencing 25 minutes following the completion of the women’s match.

**MEN’S VOLLEYBALL**

November 2, 2017 ..............Mohawk Mountaineers (Blue & White Home Opener) ............. 8:00 pm
November 18, 2017 ..............St. Clair Saints ................................................................. 2:30 pm
November 25, 2017 ..............Sheridan Bruins ............................................................... 3:00 pm
November 30, 2017 ..............Redeemer Royals ............................................................... 8:00 pm
January 13, 2018 ..............Conestoga Condors ............................................................. 3:00 pm
January 18, 2018 ..............Humber Hawks ................................................................. 8:00 pm
February 2, 2018 ..............Boreal Vipers ................................................................. 8:00 pm
February 3, 2018 ..............Cambrian Golden Shield .............................................. 3:00 pm
February 7, 2018 ..............Fanshawe Falcons (Grad Night) ........................................... 8:00 pm

NOTE: All volleyball matches are doubleheaders. Women will play first with the men’s match commencing 25 minutes following the completion of the women’s match.

**GOLF**

September 25, 2017 ..............Knights Fall Classic, Grand Niagara Golf Club

**CURLING**

January 27, 2018 ..............Niagara Knights Bonspiel, Welland Curling Club

**CHAMPIONSHIP HISTORY**

- 9 National Championships
- 39 Provincial Championships
- 5 ICHL Championships
- 11 Regional Titles

www.goknights.ca
@NC_Knights
#knightslife


**General Information**

**Bank Machines**
Bank machines are conveniently located at Welland and NOTL campuses.

**Bicycles, Skates, Skateboards**
Bicycles, in-line skates and skateboards are not allowed inside buildings. Anyone using any of the above equipment who causes damage to College property or who disrupts College activity will be asked to leave College premises.

**Cell Phones**
Students with cell phones are required to turn them off in the classroom or other learning environments. Anyone using devices with photo features (e.g. camera phones) are expected to respect the dignity and privacy of all members of the College community when taking or sharing photos.

**Classroom Visitors**
To ensure a safe, accountable and academically inviting learning environment, only officially registered students may attend class, laboratory or field placement activity. Students are discouraged from bringing babies, children, and other visitors into the learning environment without permission.

**Laser Pointers**
Students, staff and visitors are prohibited from bringing any laser pointers onto Niagara College property. If laser pointers are required for academic work or presentations, they can be borrowed from the appropriate College administrator. Use of laser pointers shall be limited to assisting educators, students, guest lecturers, speakers and presenters when giving lectures and/or making presentations. No other use will be authorized or condoned. Only Class 2 laser pointers are authorized for use at Niagara College. Class 2 pointers must have a small sticker on them with either a yellow Caution or black and red Danger symbol and showing the laser classification (2), the maximum output power (not to exceed 1mW) and the wavelength.

Individuals using laser pointers in contravention of this practice will be required to turn them over to College security, and may be subject to discipline. For more information on laser pointers, please refer to the Niagara College practice on Use of Laser Pointers found at [http://www.niagaracollege.ca/practices/index/health-safety-and-security/](http://www.niagaracollege.ca/practices/index/health-safety-and-security/)

**Lost, Found or Stolen Items**
It is the student’s responsibility to protect, at all times, personal valuables including electronic equipment, cell phones, jackets and cameras. The College is not responsible for items lost or stolen from student lockers, parking lots or other areas of the College. Lost items, if found, can be returned to or claimed from the campus security office. Items are held for 21 days.

**Pets on Campus**
For the comfort and safety of others, pets are not allowed in College buildings. Special permission dogs, are permitted on campus to assist persons with visual and other impairments.

**Photocopying**
Photocopying of course textbooks is a serious infringement under the Copyright Act and has the same effect as theft from the copyright holder. Students violating this principle are subject to disciplinary action by the College.

For special fax or photocopy requirements, visit the NCSAC office at your campus.

"Help stop the spread of bacterial infection: wash your hands often."

ncsac.ca
**Posting Notices on Campus**

Bulletin boards are available for posting notices related to events, policies, and other general information. Postings are permitted on these boards only, and may not be adhered to any other campus surfaces. Designated boards will be identified as such, and will have the posting rules and processes noted.

Notices that are offensive, suggest illegal activities, violence or commercial activity will not be approved.

Any individual or party found in violation of this policy will be subject to the appropriate College disciplinary process and/or the loss of advertising privileges on College campuses.

To view the full practice related to Posting Notices, please visit: [www.niagaracollege.ca/practices_college_facilities](http://www.niagaracollege.ca/practices_college_facilities)

**Prayer Rooms**

A nondenominational prayer room is available at the Welland, NOTL and Niagara Falls campuses. Contact Security for access details.

**Public Address System**

Approved announcements are made only at 9:20 am and/or 1:20 pm daily. Only emergency and important special announcements will be authorized. Please contact ext. 7689 (Welland Campus) for both campuses.

**Smoking**

Niagara College is dedicated to providing an environment that promotes mutual respect and supports the health and well being of students, staff and visitors while ensuring compliance with provincial and municipal laws and regulations. The College’s comprehensive policy regarding the use of tobacco products on campus can be found at [http://www.niagaracollege.ca/students/health-fitness/smoking-on-campus/](http://www.niagaracollege.ca/students/health-fitness/smoking-on-campus/)

This policy requires that the use of tobacco products on campus be limited only to designated smoking areas, which are located at the Welland Campus (beside the residence; The Core patio; near parking lot “A”; near the southeast entrance to the Rankin Technology Centre; near the south entrance to the Simcoe Building); at the Niagara-on-the-Lake Campus near parking lot B2; outside the Residence entrance and within The Armoury patio; and at the Niagara Falls Campus (near the north entrance).

Leave The Pack Behind (LTPB) is a peer to peer support program for students interested in quitting or cutting back on their smoking. LTPB’s team provides various resources and events all year to raise awareness about the effects of tobacco and nicotine on the body. Visit the website for more information: [leavethepackbehind.org](http://leavethepackbehind.org)
Welcome from the NCSAC President

Ryan Huckla


On behalf of the Niagara College Student Administrative Council, I welcome you to Niagara College. With Niagara College celebrating 50 years, you are part of a historic cohort that will be one for the ages!

Together we make up a student body that represents students from all across the world, from different nations and cultures. However, we are all Niagara College students, and as such, we treat each other with respect, compassion and courtesy.

As your student government on campus, your Niagara College Student Administrative Council represents your needs outside the classroom. With offices located at both the Welland and Niagara on the Lake campuses, we will support you in any way we can. We support you outside academics by offering meaningful services, exciting events, useful facilities and advocacy within the college, in our communities and within Ontario.

You are now part of a culture and the Niagara College family. I encourage you to take full advantage of your time here and to get involved on campus. Join a club, get involved in a leadership program, take part in events, or even run for a position on the NCSAC Board of Directors during elections. All areas of engagement will ensure that you maximize your experience here at Niagara College.

Thank you for choosing Niagara College. Cheers to 50 years and to 50 more.

Ryan Huckla
NCSAC President 2017-2018

NCSAC MISSION STATEMENT

The Niagara College Student Administrative Council Inc. aspires to provide healthy and safe activities, facilities, and services while promoting an accessible college environment and contributing to the quality of student life.
2017-2018 NCSAC Professional Staff

Steve Kosh
Executive Director

Karen Marasco
Business Manager

Christine Williams
Office Manager WC

Heather Storey
Office Manager NL

Myra Pisano
Marketing Coordinator

Jaclyn-Rae Tanguay
Events Programmer

Jennifer Olm
Operations Manager

Candi Sider
Student Centre Manager

Shelagh Clarke
Cafe Supervisor

Courtney Walker
Student Services Assistant

Andy Hall
Marketing Communications Manager

Lou Caetano
Lead Cook

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Your NCSAC Team

President
The President is the liaison with the College’s administration and official representative for any internal/external functions at local, provincial, national and international level. He/she reports to the Niagara College Student Administrative Council Inc. Board of Directors, and is accountable to this group and the membership at large. The President is responsible for the general management and supervision of the affairs and operations of the Niagara College Student Administrative Council Inc. in accordance with the Constitution, by-laws and policies.

Executive Vice President
The Executive Vice Presidents oversee their respective Executive Committee members, and ensures that duties and responsibilities are being met/fulfilled in accordance with the Constitution, by-laws and policies. This position is responsible for all general office organization and reviews all financial matters for the Corporation operations.

Director of Goodwill
The Director of Goodwill is responsible for the creation, development, and design of campaigns targeting student issues, concerns, and support programs and services provided by the Niagara College Student Administrative Council Inc. Recruiting, training and maintaining volunteers also fall under this position’s portfolio.

Director of Social Programming
The Director of Social Programming is responsible for the creation, development, and design of all student events and entertainment for social and recreational purposes for their respective campus.

Director of Clubs
This position accepts and reviews all club applications and all student group requests. The Director of Clubs will hold a club fair each semester and attend club meetings and/or events.

Director of Student Relations
The Director of Student Relations is the liaison with Residence, Athletics and Recreation, International, Centre for Student Engagement and Leadership, and Indigenous Education.

Student Activity Fee
$62/term
This Activity Fee includes:
• Student Centre Operations
• Rise & Shine Breakfast Program
• NCSAC Cares Assistance
• Student Emergency Food Bank
• Student Clubs
• Student Activities
• Student Handbook
NCSAC’s Guiding Principles

1. Be professional in all we do.
2. Ensure inclusivity and student voices are heard through active engagement.
3. Assist college in returning to top spot in student satisfaction.
4. Always focus on quality over quantity.
5. Increase awareness of all services we offer through innovative approaches.
6. Represent the interests of the NCSAC in an efficient and transparent manner.
7. Be effective advocates for the students.
8. Be transformative leaders that are willing to learn and looking to inspire.
9. No matter what we do, we do it as one unified body.
10. Have fun in all we do.

The Niagara College Student Administrative Council Inc (NCSAC), with offices located at Welland and Niagara-on-the-Lake campuses is the governing and legislative body for all students studying at Niagara College. These representatives elected by their members, you the students, provide social and academic functions and coordinate U-Pass services, health benefits and the annual publication of the student handbook. The Core (Welland campus), The Armoury (NOTL campus) and the Student Cafés at both campuses are operated by NCSAC and are central meeting places offering food and beverage services at great prices. Every dollar spent in these establishments goes back to you … the student body. Visit us today!

Freedom of Information

College staff may not disclose personal information (such as grades, telephone number, address, etc.) to third parties, including parents, without the written approval of the student.
**Flexible Student Health & Dental Benefits**

New this year:

Did you know…………………

- NCSAC offers Health and Dental benefits for all students at affordable pricing
- Most full-time students are automatically charged and enrolled in the Balanced Plan
- You can choose one of four different plans at no additional cost (see Choose Your Plan TAB) but must choose your plan option online each year before the deadline date
  - Each plan is designed to cater to different needs; choose the plan that's best for you
- Part-time, apprentice, international students can choose to purchase these benefits
- Dependents can be added to your plan for additional costs during the Fall or Winter terms only. Applications are available online or in your campus NCSAC office or at www.wespeakstudent.com.
- Even if you have alternate benefits, you can combine them to get more coverage.
- If you have alternate benefits, you can apply for an opt out refund (proof of alternate benefits is required) however you must complete an online application at www.wespeakstudent.com to opt out!
- Even if you opt out, you still maintain AD&D, OOC Travel and Life Insurance benefits
- Once you opt out, it is automatic every year!
- If you lose your alternate benefits, you must cancel the automatic opt out to have your NCSAC benefits reinstated
- There are strict deadlines to choose your plan, opt in, opt out or add dependants
  - Deadline dates for 2017-2018 are:
    - Fall Start Students: September 4th to 29th
    - Winter Start Students: January 4th to 31st
    - Spring Start Students: May 4th to 31st (dependant coverage not available)
- You must make any and all changes during your program start month
- All plan benefits expire on August 31st yearly
- At www.wespeakstudent.com you can:
  - Get details regarding your plan benefits
  - Chat with a live member of the WeSpeakStudent team
  - Create your personal eProfile account to submit & track claims
  - Find a local dentist, pharmacist, or other eligible health care provider
  - and more

Stop by your campus NCSAC office for your benefits card or for the answer to any questions you may have

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**Your Student Health Plan Benefit Card**

When making a pay direct drug/dental claim the pharmacy/dental will need to know the following:

- **GROUP NUMBER:** 513980
- **PROVIDER:** ClaimSecure

- **CERTIFICATE ID:** (10 digit number behind number)
  - Example: If your student ID is 1234567, your certificate ID is 1234567890.

**ALL DENTAL INQUIRIES CALL TOLL FREE 1-888-513-4464**

If making your claim, please mail your prescription drug/dental claim directly to ClaimSecure at PO Box 62380, Station A, St. Hubert, ON, P3P 7A8

ncsac.ca
NCSAC recognizes that clubs form a vital part of the student life experience at Niagara College. Our clubs are inclusive and allow you to create a welcoming environment and provide the opportunity for interaction with others who share similar social, cultural and academic interests. Your club may qualify to receive financial funding for club activities. For more information stop by your NCSAC office or visit www.ncsac.ca/clubs.

JOIN US AS A VOLUNTEER
Consider joining the NCSAC Team now!
Apply online at ncsac.ca. Help NCSAC spread the word to your student body about all events and services that NCSAC has to offer.

NCSAC CARES
The NCSAC Cares program assists students in their educational goals. NCSAC has created various programs through NCSAC Cares. These include student emergency food bank, emergency funding and scholarships and awards. Annual food drives organized by NCSAC collect food to feed our students in need. All students finding themselves in financial need will be assessed by the College nurse, Counsellor or Financial Aid to determine if they are eligible for NCSAC Cares Emergency Funds. Throughout the year NCSAC may hold various fundraising activities to support this program and encourage all students to participate in them.

NCSAC ELECTIONS
During the Winter semester, nominations will be accepted for the 2018/2019 Student Administrative Council Board of Directors. Election kits will be available in the NCSAC office beginning January 10, 2018.

NCSAC WEBSITE
The Niagara College Student Administrative Council (NCSAC) website is a great source of information regarding all of the services and events offered by NCSAC. The website is the first place to get updated news and information regarding events, contests, benefit claims, important deadlines, transit schedules and contact information. What are you waiting for? Head on over to ncsac.ca!

Rise & Shine
In September 2014 NCSAC launched the Rise and Shine Breakfast Program. FREE breakfast is served Tuesday and Thursday mornings from 8 a.m. – 9:00 a.m. in The Core, Welland Campus and the Armoury, Niagara-on-the-Lake Campus. For more information and dates visit www.ncsac.ca.

SPECIAL EVENTS
Special night events are held at The Core and The Armoury. Nighttime events vary and are generally all ages, with the exception of pub nights, which are 19+ events. Outside guest(s) must be signed in by a current Niagara College student.

For more information on our special events, please check us out on all social platforms. Just search @YourNCSAC!

Information is also posted on our digital signs and poster boards around campus.

STUDENT EMERGENCY FOOD BANK
NCSAC provides a Student Emergency Food Bank that relies on the kindness and donations of others. Students are able to access our Student Emergency Food Bank once every 30 days. In an effort to simplify the process we ask that all students complete the online intake form at www.ncsac.ca/foodbankrequest and follow the instructions. Present the completed form to our SAC Office at either the Welland or Niagara-on-the-Lake campus. For more information visit www.ncsac.ca or one of our offices.
YOUR STUDENT CENTRES AND FOOD SERVICES

STUDENT FRIENDLY, STUDENT FOCUSED, STUDENT FUNDED

The Student Centres and Cafés are operated by the Niagara College Student Administrative Council (NCSAC). They offer a large variety of food and beverage options at the best value on campus!

Meal plan options are available for all NCSAC food and beverage locations! Reduce your worries about having cash on hand by using your pre-loaded Meal Plan card.

Visit our Cafés located outside of The Core and inside The Armoury; your one stop shop for Grab ‘N Go food and beverage items.

We have the lowest ATM rates on campus at $1.00 per transaction with a portion of this fee going directly to student initiatives. FREE charging stations are available for your electronic devices in both centres.

The fun doesn’t stop at Orientation. Throughout the year NCSAC will hold events and host entertainment in your student centres, where all profits earned are used to improve services and facilities as well as create student job opportunities on campus.

For food & beverage service inquires, rental information and catering requests, email our Operations Manager, Jennifer Olm at jolm@niagaracollege.ca or call 905-735-2211 ext. 7660/4229. For menus and all other inquires visit our student centre pages at www.ncsac.ca.

Looking for part time work in the Student Centres?

Be sure to watch for our job fairs

Apply online at https://ncsac.bamboohr.com/jobs/

Meal plan cards are available for use at The Armoury, The Core and The Shack Student Café(s). Purchase the card that fits your needs!

HUNGRiest STUDent - $1000
HUNGRier STUDent - $500
HUNGRy STUDent - $100

Brought to you by your NCSAC!

niagara college student administrative council

student life defined
Transportation & Your Bus Pass

WHO?
• Full time students who pay a U-Pass fee.
• Part time students can choose to pay the fee and join the U-Pass Program.

WHAT?
• Your bus pass connects Niagara Falls, St. Catharines and Welland transit systems, making public transportation easier and cheaper for students.

WHERE?
• Combines Transit Systems, giving students inclusive ridership. See NCSAC office for detailed routes.
• Campus Connection Route - connects Niagara-on-the-Lake and Welland campuses with one bus.

WHEN?
• You can pick up your U-Pass sticker on Orientation Day. Fall stickers are valid from September to April. Please refer to transit schedules on ncsac.ca.
• U-Pass stickers distributed in the Winter are valid from January to April.

• Limited Spring/Summer service may be provided from May to August for students enrolled full time in the summer.
• Trips between campuses are Mon. to Fri., excluding statutory holidays and Christmas Break.

WHY?
• Public transit is environmentally friendly.
• The U-Pass is less expensive than buying individual bus passes, but you get access to all Niagara’s transit systems.

HOW?
• All Niagara College students displaying their student card may ride the bus free for a limited period at the beginning of each term without their U-Pass sticker.
• Your U-Pass sticker must be affixed to your Student ID Card.
• Sticker distribution for programs which start in the Fall and Winter will start on Orientation Day. Check ncsac.ca at the beginning of each term for more details.

• Limited Spring/Summer service may be provided from May to August for students enrolled full time in the summer.
• Trips between campuses are Mon. to Fri., excluding statutory holidays and Christmas Break.

What if I ...
Lose it?
• Visit the NCSAC office for a replacement sticker. You may be charged a replacement fee for a new sticker. If you lose your sticker three times, you will need to pay the full U-Pass term fee.

Drive?
• Print your income tax receipt for tax returns from your Blackboard account.

Break or Damage ID Card?
• If your student card is broken or damaged you will need to visit Enrolment Services to have it replaced.

Please Note:
The U-Pass service was developed to make sure Niagara College students can get to and from campus for classes. If you have major concerns, such as not being able to get to class, please email transit@niagaracollege.ca. We will reply with any possible solutions within one business day.

U-Pass

U-Pass stickers distributed in the fall are valid from September to April with reduced service during Reading Weeks. For specific routes that will have reduced service each semester, please refer to transit schedules on ncsac.ca.
STUDENT CENTRES

THE CORE - WELLAND  
THE ARMOURY – NOTL

STUDENT CENTRE  
ALCOHOL POLICY

REGULATIONS

1) **Unlawful Consumption**
   It is in violation of the Liquor Licence Act of Ontario for any person under the age of nineteen (19) years to consume alcohol in a public place. Any person under age 19 who consumes alcohol at a Student Centre of Niagara College (herein referred to as “Student Centre”) where alcohol service is provided is in violation of this policy and the Liquor Licence Act of Ontario, and thus shall be subject to any penalties deemed under either.

2) **Supply of Alcohol**
   It is a violation of the Liquor Licence Act of Ontario to serve alcohol to a person who is under 19. Any person found to be serving alcohol to an underage person at any Student Centre where alcohol is provided is in violation of this policy and the Liquor Licence Act of Ontario, and thus shall be subject to any penalties deemed under either.

3) **Intoxication**
   Service of alcohol to an intoxicated person is a violation under the Liquor Licence Act of Ontario, and thus no person shall be allowed to be intoxicated at any Student Centre where alcohol service is provided. Any person found to be intoxicated is in violation of this policy and the Liquor Licence Act of Ontario, and thus shall be subject to any penalties deemed under either. NOTE: Police can arrest without warrant any person who is intoxicated in public.

4) **Identification**
   Any person attending any Student Centre where alcohol service is provided shall have on their person proper identification that provides information that they have attained the age of 19 years. Any person found consuming alcohol without proper identification, or false identification, is in violation of this policy and the Liquor Licence Act of Ontario, and thus shall be subject to any penalties deemed under either.

5) **Entrance to Student Centres**
   (daytime operations)
   All ages are welcome during daytime operations; anyone consuming alcohol will be required to produce valid government issued photo identification to any staff member serving alcohol.

Introduction:
The Student Administrative Council and the Student Centre Management Committee have created the following regulations regarding the consumption and service of alcohol on campus to ensure the following:

i) responsible consumption of alcohol by the staff, students and guests,

ii) the avoidance of violations to the Liquor Licence Act of Ontario,

iii) that all members of the College community have the same and equal opportunities to avoid prosecution under the Liquor Licence Act of Ontario, and

iv) a safe and desirable environment for all staff, students, and guests who attend functions in Student Centre facilities of Niagara College where liquor service is provided.
6) **Entrance to Student Centres**

(late night operations)

Any person who enters the Student Centre during an evening event will provide proper identification to the security person responsible for control of access to the room. Any person who is under 19 years of age shall have a large X marked on the top of each hand to identify an underage person. All persons age 19 years and older will have an identification bracelet placed on their wrist. This bracelet identifies the individual wearing it as someone who has attained the legal drinking age in Ontario. NOTE: The identification bracelet is a security control measure that can not be removed unless it is cut off by the security person responsible for the door. Anyone experiencing a problem with an identification bracelet should report immediately to the security person.

Non-Niagara College students must be signed in by a current registered Niagara College student.

7) **Assisting Entrance**

Any person found to be assisting any underage person to gain entrance to the Student Centre during a night time pub event via any other doorway other than that of the front doors is in violation of this policy and thus shall be subject to the penalty section of this policy.

8) **Penalties**

Anyone who violates any section of this alcohol policy shall be suspended from entering the Student Centre. This sanction may be imposed by the Director, Student Services.

9) **Trespass**

Any three (3) month suspension (or greater) will be accompanied by a trespass notice to the violator. Anyone under suspension who re-enters the Student Centre shall be deemed a trespasser and reported to the police, as well as receive a one (1) year suspension to be served out upon completion of the original three-month suspension.

10) **Repeat Offences**

Anyone who violates the Alcohol Policy and serves a three (3) month suspension, and then elects to violate the policy again shall be suspended for a period of up to one (1) full year from the date of the second offence.
KEY TERMS

**GCKey**
A GCKey is an electronic credential (a username and password) that allows you to securely access the Government of Canada's online services.

If you have lost your GCKey password, you can create a new one. Go to the sign-in page for GCKey and you’ll be able to create a new password after you answer the password recovery questions you previously set up while registering for a GCKey.

If you lost your GCKey username, you will have to create a new GCKey.

**Unique Client Identifier (UCI)**
UCI stands for “unique client identifier.” It is also known as a client identification number (Client ID). It appears on official documents from CIC. It has four numbers, a hyphen and four more numbers (Example: 5555-5555).

If you are applying to the CIC for the first time, you will not yet have a UCI. If you are filling out a form that asks for one, write “Not Applicable” or “N/A” in the space provided.

If you are applying online and the form does not allow you to input “N/A,” leave the space blank.

**Client ID**
Your client ID, also referred to as a UCI, appears on all documents you get from Citizenship and Immigration Canada (CIC). It is an eight-digit number that looks like this: 0000-0000

**Implied Status**
If a visitor, student or foreign worker applies to extend their status, before that status expires, they can legally remain in Canada until a decision is made on the application. In this situation, the person is deemed to have implied status.

COMPLETING, SUBMITTING AND PROCESSING YOUR APPLICATION

**Filling out your Application**
Processing times are difficult to predict. They vary depending on the type of application you submit and the number of applications currently being processed.

You can consult the processing times table for details online at cic.gc.ca. This section is updated regularly, so check often to get the latest information.

**How do I fill out an immigration application?**
**If you are applying on paper:**
- Answer every question, even if it does not apply to your situation. If an answer or the whole application is considered incomplete by CIC, the application may be returned or refused.
- If you do not have an answer to a question, and there are no instructions for it on the form or in the Instruction Guide, write “not applicable” or “N/A” in the space provided. That shows you have read and filled out the form fully.
- If your answer to a question will not fit in the space on a printed form, write your full answer on a separate sheet of paper. When doing so, you must note (on the paper) the exact form you are using and the letter or number of the question you are answering.
- If you would like to provide more information, such as details of your circumstances, please provide it on a separate sheet of paper.

For more tips regarding completing forms, see Completing an application form FAQs.
If you are applying online:
• Answer every question on the application form. If an answer, or the whole application, is considered incomplete by CIC, the application may be refused.
• If you do not have an answer to a question, and there are no instructions for it on the form or in the Instruction Guide, write “not applicable” or “N/A” in the space provided. If you do not have a Unique Client Identifier (UCI), please leave the space empty.
• If you want to provide more information about your situation, write your explanation on a separate sheet of paper and upload it into the “Optional documents” section of your document checklist in MyCIC, by selecting “add letter of explanation.”

Your application package is complete when you have:
• Answered all of the questions on the application form
• Submitted all the necessary documents along with your application.
• If you forget to send a document, your application may be returned to you. The processing of your application may be delayed, or your application may be refused.

To find out what you need to submit with your application:
Read the instruction guide and the application package including the paper application forms you need to fill out. Alternatively use the Come to Canada tool to find out if you’re eligible to apply and to get a personalized document checklist that provides you with a list of documents you need to submit, according to your specific circumstances.

SIN Card Application
Getting a SIN Card
You have to go to a Service Canada near you and provide the documents listed in the section under Temporary Residents: servicecanada.gc.ca/sin

Your SIN Card is your official tax number. It has to be given to any employer you work for in Canada.

Frequently Asked Questions and How-to Videos
The CIC Help Centre has answers to over 800 questions to help you with your application.

You can also watch how-to videos in the CIC video centre for more help.

Instruction guides
Each application package has an instruction guide. Use this guide to help you get your application ready. It gives you tips on how to correctly fill out your forms, and instructions on how to submit your application.

Medical Exams
Only a panel physician authorized by CIC can complete the immigration medical exam.

You can choose a panel physician anywhere in the world. You have to tell him or her where your application will be processed, so that the medical results can be sent to the correct office.

You will have to pay for the medical exam. The cost can differ from one doctor to another.

You cannot choose your family doctor if his or her name is not on the list of panel physicians.

Police Checks
If you need a police check, refer to the information provided on the Niagara Regional Police Website: policesolutions.ca/checks/services/niagara

Translation Services
Unless instructed otherwise by a CIC employee, all supporting documentation must be in English or French. If it is not in English or French, it must be accompanied by the English or French translation complete with an affidavit from the person who completed the translation and a certified photocopy of the original document.

To translate documents, refer to the following link: niagaraimmigration.ca/Immigration/Help
**Modifying Your Personal Document Checklist**

(Online immigration eligibility questionnaire)

To change or review your answers, click on “Modify my answers” in the top right corner.

Click on “modify” beside the answer you would like to update. When you’re done, click the “return to your online application” link, found at the bottom left of the page.

If you do change an answer, you may need to answer other or more questions based on your new answer.

Do not use your browser’s “Back” and “Forward” buttons (the arrows in the top left corner of the screen). Using these buttons may result in the loss of the answers you gave until that point, and you may need to restart.

**Saving Your Application**

If you are starting your application through the Come to Canada wizard, your answers will not be saved, unless you have reached your document checklist and have a personal checklist code. You can use your personal checklist code, which is valid for 60 days, to get your document checklist once you are logged into MyCIC.

If you are starting or continuing your application in MyCIC, your answers and uploaded files will be saved.

To return to your application in MyCIC, login and under the heading “What would you like to do today?”. You will see your saved application, under the subheading “continue.” Click on the name of the application to continue.

**Correcting Errors on My Permit**

If CIC made a mistake and the name on your permit does not match the name on your passport, submit a Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents. Replacing Stolen or Destroyed Permits

To get a copy of a lost, stolen or destroyed study permits you must fill out an application and pay a fee to replace the permit.

**Replacing Stolen or Destroyed Permits**

You must fill out the application: Verification of Status or Replacement of an Immigration Document [IMM 5009] (PDF, 745.33 KB) and pay a fee to replace it.

**Technical Issues**

There are times where the system will be down for routine maintenance. Follow Citizenship and Immigration Canada on Twitter for notifications on when the system will be unavailable.

Notices will also be posted on the CIC website.

If the system is down and it is not a scheduled outage for system maintenance, let CIC know, and try again later.

**Missing applications**

If you have just reset your MyCIC account because you lost your username and/or password, CIC needs to ask you questions about the application you submitted as a security measure before they give you access to it.

To link an application you have in progress to your account, sign in to MyCIC and click on “Link application to this account” under the heading “What would you like to do today?”

You will have to tell CIC specific information about the application you would like to access. Have a copy of your application form on hand as you will have to enter the information exactly as you did on your application form.

If you are encountering problems after you submitted your online application:

Use the case specific webform

If you are encountering problems before you submit your application (while you are preparing your online application and uploading your documents):

Send the above information by selecting the “Report a technical issue” button available at the top of your MyCIC account.
CONTACTING THE CIC
1. Call 1-888-242-2100
2. After the instruction message, you will hear new messages/options:
   • after the 1st option, press 3
   • after the 2nd option, press 4
   • after the 3rd option, press 1
   • after the last option, press 0
3. After 0 you will be on hold from 4-12 minutes before speaking with an agent.

IMPORTANCE OF DOCUMENTS
Take a paper and/or digital copy of all your permits, passports and important personal documents.

1. Passport
   If this expires your Study Permit or Post Grad Work Permit expires.
2. Study Permit
   This is an important document. It allows you to stay in Canada.
   You need to renew this 3 months before it expires.
3. Post Grad Work Permit
   This allows you to work after Graduation for up to 1-3 years, depending on the length of your program. You apply for this once you have graduated.
4. Co-op Work Permit
   This allows you to work at an approved job for your Co-op /Field Placement / Internship / Practicum ONLY. This normally expires when your Study Permit expires. Check with your International Student Advisor when you arrive in Canada to review your co-op work permit needs and CIC documents.
5. Temporary Resident Visa
   This only allows you to enter Canada. Usually expires with your Study Permit or Post Grad Work Permit.

EXTENDING YOUR STAY IN CANADA
You must extend your Study Permit at least 3 months BEFORE it expires. This can be done online or by paper. See your International Student Advisor and read the instructions here: http://www.cic.gc.ca/english/study/study-extend.asp

Temporary Resident Visa (Entry Visa): You can apply for a new visa either online or by paper. See your international Student Advisor.

TRAVELLING DURING YOUR STUDIES
If you leave Canada and want to return, you must have:
   • a valid passport or travel document.
   • a valid study permit if you are returning to study in Canada
   • a valid temporary resident visa, if you are a citizen of a country or territory whose citizens require visas in order to enter Canada as visitors
   • an Electronic Travel Authorization (ETA), if you are a citizen of a visa waiver country

You must re-apply for a temporary resident visa (commonly known as an entry visa) if:
   • your previous visa has expired; or
   • your previous visa was only valid for a single entry to Canada.

You can apply for a new visa either online or by paper. See your international Student Advisor.

If you are a citizen of a country or territory whose citizens require visas in order to enter Canada as visitors and you travel to a country/territory other than the United States or St. Pierre and Miquelon, you will need a multiple-entry visa to come back to Canada.

PERMANENT RESIDENCY
For information about Permanent Residency in Canada, visit the CIC website: http://www.cic.gc.ca/english/residents/new_immigrants.asp

APPLYING FOR US VISAS
Instructions can be found in the International Student Advisor Information Folder in the International Homeroom on Blackboard.

Generally, the longer you are in Canada, the better your chances are of getting a visa. Like most immigration offices, applicants are judged by the probability of returning to their country of residence.
**STUDENT FEES**

**PAYING YOUR INVOICE**
Contact the International Office front desk at your campus about fees.

You can pay outstanding invoices at:
- International Student Accounts Office (with cash, debit card or credit card)
- Registrar’s Office at either campus
- Local bank
- Online banking
- Bank transfer if parents are paying from back home – go to the International Office to ask for the Niagara College bank account details

**DUE DATES**
Invoice due dates for each term is the following:
- September term: Invoices are sent in June and fees are due in July.
- January term: Invoices are sent in October and fees are due in November.
- May term: Invoices are sent in February and fees are due in March.

**RECEIPTS**
Receipts can be printed from your account on Blackboard. Print Invoice (this gives a complete statement of account including charges and payments)

Tax receipts are for the year previous and are available by the end of February.

Tax receipts can be found in Student Records on your Blackboard account. If there is no T2202a or Upass option showing, please contact the front desk at the International Office on your campus.

**SCHOLARSHIPS**
There are some scholarships to international students. For more information go to the Scholarships & Awards link on the Niagara College International Website: [http://international.niagaracollege.ca/content/ScholarshipsAwards.aspx](http://international.niagaracollege.ca/content/ScholarshipsAwards.aspx)

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**HOUSING**

**ABOUT THE NIAGARA REGION**
For information on the Niagara Region, visit these websites: niagararegion.ca and niagaraimmigration.ca

**LIVING WITH A CANADIAN HOST**
Homestay and Landing Pad are fantastic ways to be introduced to Canadian culture and the Niagara Community. Living with a Canadian host is a rewarding experience you will never forget. The International Housing Coordinator trains and interviews potential hosts in their homes before they are accepted as part of our Host Program. Once you apply you are matched with a host to suit your needs. Once your visa is approved and you receive their contact information, you can contact them with your many questions! It’s a great way to feel better about your arrival at Niagara!

**HOMESTAY**
A homestay placement is for a minimum of two months, although we hope you stay longer. We recommend that moving take place only at the end of term so your studies are not interrupted. Additional information on homestay and what to expect can be found at [international.niagaracollege.ca/homestay](http://international.niagaracollege.ca/homestay) or by talking to the International Housing Coordinator at your campus.
The cost of homestay is $750 per month. When you arrive at your homestay, you must pay first and last months rent ($1,500). This fee includes three meals per day, your own fully furnished private room and study area, storage for your belongings and internet connection. Your rent should be paid on the first day of every month. If you are in homestay and arrive in advance of the first day of the month, the fee is $23/day.

**Landing Pad**

A landing pad placement is for one month while you look for an off campus rental or residence that will best suit your needs. Your host will be happy to chat with you about living in Niagara while you look for alternatives. Additional information on landing pad can be found at international.niagara-college.ca/landingpad

The cost of landing pad is $750 for the month which is to be paid to your host at arrival. This fee includes breakfast and supper each day plus your own fully furnished private room and study area, storage for your belongings and internet connection.

Applications for Residence can be made online at niagararez.ca. There is a $500 deposit required to complete the application process. The deposit is refunded if you cancel your application based on the cancelation policy http://niagararez.ca/rates.html If you stay in Residence, upon leaving your $500 deposit will be returned less any charges owing around 8 weeks after moving out. Be sure to leave an accurate address for your cheque to be sent to.

To live in Residence, you must commit to an eight-month lease (September through April) or a four-month lease (January through April). During May to August, Residence space is available on a monthly basis. Additional information on NC Residences can be found here http://international.niagara-college.ca/content/Services/Housing/OnCampusResidence.aspx

**Residence**

NC’s Residence Suites are designed for those who want to experience living among other students, yet still wish to maintain a little privacy. The residences at the Welland Campus and the Niagara-on-the-Lake Campus offers suites with two private bedrooms that share a kitchenette, bathroom, and light housekeeping duties. The best feature is that they are steps away from classes and campus facilities. Each bedroom includes a television and internet connection. The kitchen includes a fridge and microwave for those who like to cook however a meal plan is available on campus. You will be expected to buy or bring bedding, cooking utensils and cleaning supplies.

Applications for Residence can be made online at niagararez.ca. There is a $500 deposit required to complete the application process. The deposit is refunded if you cancel your application based on the cancelation policy http://niagararez.ca/rates.html If you stay in Residence, upon leaving your $500 deposit will be returned less any charges owing around 8 weeks after moving out. Be sure to leave an accurate address for your cheque to be sent to.

**Off Campus**

There are many affordable and safe houses for rent that are a walking distance or accessible by transit to each campus. For information on what you should look for in a rental property, visit http://international.niagara-college.ca/content/Services/Housing/OnCampusResidence.aspx

It is important to know the Ontario Residential Tenancies Act. A Guide can be found at http://www.sjto.gov.on.ca/ltb/brochures/
NC Email / Blackboard Support

Creating your Account
Start by creating your username and password by visiting: enterprisesystems.niagaracollege.ca/ManagePassword

Blackboard Assistance
Login Issues
There may be a few reasons why you cannot log into:
- You entered your log in information incorrectly. Try again
- Your password has expired. Reset it here: enterprisesystems.niagaracollege.ca/ManagePassword
- There are outstanding fees on your account. Please see International Student Accounts or pay fees at the Registrar’s Office.

Forgotten Passwords
Reset your Blackboard password at enterprisesystems.niagaracollege.ca/ManagePassword

Login issues
Contact the Computing Support Centre during regular business hours if you are experiencing problems logging into Blackboard at 905-735-2211, ext. 7642

Submit Service Desk Ticket to ITSHelpdesk@niagaracollege.ca

Updating Contact Information
You must update any change to your address/telephone number/email address in your Student Records on Blackboard.

If this is not completed, your NC documents will be incorrect and sent to the wrong address.

Updating your address
Every time you move, please update your address to ensure that any documents sent by Niagara College are sent to your correct mailing address.

1. Log in to your Blackboard Account
2. Click on My Apps
3. Click on My Student Records
4. Click on My Profile
5. Click on Contact Information Change
6. Update BOTH of the following with your new address:
   - Permanent Home Address
   - Temporary Address while at school

What is Blackboard?
Blackboard is an online portal that allows professors to post course, material, announcements, grades, quizzes and other important information that students need for successful completion of their courses.

Student Blackboard Support can be found here: http://www.niagaracollege.ca/its/blackboard-support/

Creating your NC Email Account
Visit: Portal.MicrosoftOnline.com

Your email account is your Blackboard username followed by: @ncstudents.niagaracollege.ca

Forwarding your email to a personal account

Linking your NC email to a mobile phone
**Academic Support**

Your International Student Advisor (ISA) is your first point of contact for assistance with academic advising. Please stop into the International Office to meet and talk with your ISA.

**Accessing your Timetable**

See here for timetable selection dates and instructions: mync.niagaracollege.ca

**Finding your timetable**

Go to your Student Records in Blackboard mync.niagaracollege.ca

**Checking grades**

Ongoing grades throughout the term are found in your courses on Blackboard.

Final Grades and Midterms are found in your Student Records on Blackboard.

**Course Descriptions**

Look under Course Outline Lookup in My Apps in your Blackboard, or go to your program on the NC website and click on each course to view the outline.

**Academic Advisement**

Adding / Dropping / Changing Courses

Please make an appointment with your International Student Advisor as these types of decisions may have an effect on your study or work permits and tuition fees.

**Transfer Credits / Advanced Standing**

Please make an appointment with your International Student Advisor to review your academic plan.

To transfer credits you will need to provide:

- Official transcript showing the grade, number of credits and/or hours of course
- Course description for each course you want to transfer

To request advanced standing you will need to provide:

- Official transcript showing the grade, number of credits and/or hours of course

**Ontario Learn Online Courses**

See here for information and instructions on accessing Ontario Learn Online Courses: NiagaraCollege.ca/OnlineLearning

**Academic Course Assistance**

Peer Tutoring is a free service to Niagara College students. To request a tutor, see the link or go to the Peer Tutoring Office at your Campus: http://www.niagaracollege.ca/student-engagement-and-leadership/programs/peer-tutoring/

Peer Tutoring Office: NL: W206
WC: L20

**Your NC Transcript**

Official transcripts are available at the Office of the Registrar.

There is no additional charge for this service and you may request up to 5 official copies per term. Requests for official transcripts must be made in writing (Transcript Request form). You may submit the form in person or email a scanned request to registrar@niagaracollege.ca
Health Services

Guard Me Health Insurance

Getting your Card
Your health insurance card is emailed to your Niagara College Email account. Be sure to save that email. If you have deleted it, please contact your International Student Advisor or the Receptionist at the International Office at your campus.

Your guard.me insurance card will be sent after the 10th day of classes. Check your Niagara College email and be sure to print a copy for your wallet and save the email for future use.

Keep your card with you because you may need it when you go to a clinic, hospital or to get a prescription.

Finding a Clinic
Guard.me Insurance provides a search tool for doctors in your area: guard.me/clinic-search.php

Remember: Hospitals are generally places you go if it is a serious emergency and patients are seen according to how serious the situation is. You may wait a long time if you are going there for a non-emergent situation, like a cold.

For non-emergency situations you should visit a doctor’s office or walk-in clinic.

Making a Claim
Depending where you went for treatment or which pharmacy you used, the bill may be directly sent and paid for by your guard.me insurance. If you do have to pay, bring your insurance card and official receipts to the International Office and we will teach you how to submit a claim to get your money back.

To see the walk in clinics around the Niagara Region that will accept your card, click on clinic search, enter your province and click on submit. This will produce a listing of clinics in your area that you can visit without paying up front. There may be other clinics in your area not on this list. You may visit another clinic not on this list but you must pay first and submit a claim to get your money back.

Finding a Clinic

To claim your money back, click on Making a Claim. Enter the information on your guard.me card then click on submit.

If you are making a claim over a $1000, we advise you to see your student advisor. If not, then select “NO” and continue.

If you haven’t printed the claim form, you should click “NO”. It will give you an option to Print the claim form. After printing, please check the box that says “I HAVE PRINTED AND SIGNED THE “CONSENT AND AGREEMENT” DOCUMENT”. Press Next.

Using the guard.me website

• If you cannot answer the questions in English, change the language by clicking the top right corner of the page.
• If you want to see how long you are covered for or view your full policy information, you should click on about.me Login and create an account. You will need your policy number to do this.
• To see the walk in clinics around the Niagara Region that will accept your card, click on clinic search, enter your province and click on submit. This will produce a listing of clinics in your area that you can visit without paying up front. There may be other clinics in your area not on this list. You may visit another clinic not on this list but you must pay first and submit a claim to get your money back.
• To claim your money back, click on Making a Claim. Enter the information on your guard.me card then click on submit.
• If you are making a claim over a $1000, we advise you to see your student advisor. If not, then select “NO” and continue.
• If you haven’t printed the claim form, you should click “NO”. It will give you an option to Print the claim form. After printing, please check the box that says “I HAVE PRINTED AND SIGNED THE “CONSENT AND AGREEMENT” DOCUMENT”. Press Next.
Enter your information below, including your address, email, phone number and how you would like to receive your refund. Indicate when you went to the doctor, how much it cost you and the reason you went.

In the ATTACH RECEIPTS section, upload your scanned receipts together. In the “ATTACH CONSENT” section, upload your consent which you signed earlier. When both are uploaded click “NEXT”.

You should receive a message that your claim has been submitted. You will also receive an email to confirm.

More information is available on the guard.me site:

Introduction Video: guard.me/who-is-turbo.php
Mobile App: guard.me/mobile-online.php

ON CAMPUS HEALTH SERVICES

Doctors
Both campuses have a doctor on site. More information can be found here: niagaracollege.ca/healthservices or in person at the Campus Health Services Office.

Welland: AH125   NOTL: W102

WELLAND CAMPUS DENTAL CLINIC
The Welland Campus Dental Clinic provides affordable services for the community. Regular check-ups and cleaning are not covered by your guard.me insurance but if you want to keep your teeth healthy and clean visit here: niagaracollege.ca/dental

ACCESSIBILITY SERVICES

Each campus has a Centre for Students with Disabilities. Refer to the Centre’s website for more information: niagaracollege.ca/accessibilityservices or go directly to the office on your campus.

Welland: AH125   NOTL: W102

Mental Health and Crisis Services
Homesickness can occur anytime and sometimes when you least expect it. Refer to the document in the International Student Advisor Information tab in International Homeroom on Blackboard or feel free to speak to your International Student Advisor or a Counselor.

Welland: AH125   NOTL: W102

Niagara College has counselors, a nurse and doctor on campus for mental health assistance. Off campus resources can also be found here: http://www.niagaracollege.ca/counselling-services/mental-health-and-crisis-support/

The Counselors are also there to support you. If you feel comfortable talking to your International Student Advisor, please feel free to do so.

Welland: AH125   NOTL: W102
**KEEP.meSAFE by guard.me**

guard.me understands that many international students experience a wide range of issues, including anxiety, stress, loneliness, culture shock, substance abuse and relationship conflicts.

The guard.me mental wellness program is the first of its kind in Canada. Created specifically with international students in mind, it is designed to complement existing on-campus counselling services and is fully customized to each school.

International students are automatically enrolled in this program through their guard.me insurance policy and can receive access to professional counsellors in their language of choice in a variety of ways including: phone, chat, email, video conference and in person.

To access this free service, please contact: [http://keepmesafe.org/](http://keepmesafe.org/)

Call 1-844-451-9700

**HEALTH INSURANCE OPTIONS AFTER GRADUATION**

You are required to purchase private insurance after graduation as you will no longer be eligible for student insurance.

Health Insurance Options:
Guard Me: call them at 1-877-873-8447 or check out the website: [guard.me](http://keepmesafe.org/)

Ontario Health Insurance Plan (OHIP) - For more detailed information about OHIP eligibility refer to:
- The fact sheet on OHIP Eligibility
- Questions & Answers on OHIP Regulation 552 of Ontario’s Health Insurance Act (can be viewed online at [e-laws.gov.on.ca](http://e-laws.gov.on.ca))

**Insurance Gaps**

Check the expiry date on your policy card. When it expires and you are not returning to school, you may need to arrange your own health insurance coverage. For further instructions, see your International Student Advisor.
**STUDENT SERVICES**

**GETTING A STUDENT ID CARD**

The NC Student Card is your pass to College services including:

- the athletic and fitness centres
- use of the libraries’ learning resources
- photocopying and printing services
- computer lab services
- student health benefits
- Regional bus pass.

You can submit a photo for your student card after paying your fees and enrolling in classes. To find out more, including a step-by-step guide on submitting your photo, go to: niatoracollege.ca/studentcard

**LOST STUDENT ID CARD**

The cost of replacing a lost Student ID Card is $20 and can be replaced at Enrolment Services.

**LOCKERS**

For information on renting a locker, visit: niatoracollege.ca/lockers

**ON-CAMPUS COMPUTER LABS**

On-Campus Computer Labs are free for students to use. In order to use a printer in a Computer Lab, you have to put money on your Student Card.

Please note: NO CASH REFUNDS ARE GIVEN ON YOUR STUDENT ID CARD FOR ANY REASON. Please do not put a cash value on your card of more than $5.00.

See here for how to use the Computer Lab Printers: http://www.niatoracollege.ca/its/self-help/articles/printing/

Photocopiers are available for student use at:

- Welland - Library and the Learning Commons, upper floor of Applied Health Institute
- Niagara-on-the-Lake - Library and the hallway outside the Library
- There is small fee to photocopy.

**PUBLIC LIBRARIES**

To access the resources in a public library, you will need to get a library card. See the links below for more information about libraries in the following cities:

- St. Catharines: stcatharines.library.on.ca/index.php/borrowing/membership
- Niagara Falls: https://my.nflibrary.ca/
- Welland: http://welland.library.on.ca/

**TRANSPORTATION**

Getting a U-Pass (bus pass)

Information about the U-Pass can be obtained at the Student Administrative Council (NCSAC) Office or on their website: niatoracollege.ca/u-pass

Lost U-Pass

Visit the NCSAC office for a replacement sticker. You may be charged a replacement fee for a new sticker. If you lose your sticker three times, you will need to pay the full U-Pass term fee.

The Ontario Driver’s License

Please see here for information on getting an Ontario Driver’s Licence: https://www.ontario.ca/page/get-g-drivers-licence-new-drivers

Ontario ID card info
https://www.ontario.ca/page/ontario-photo-card