Welcome from the Presidents

Niagara College President

Dan Patterson

It is my pleasure to welcome you to Niagara College. I’m pleased that you have chosen NC as your pathway to success and all of us at Niagara College are committed to providing you with an unparalleled student experience.

As part of our popular #myncstory campaign, you have likely seen the compelling stories of our students and graduates who are doing great things and making their mark in all corners of our society. I hope that you will make the most of your NC experience – and write your own “NC Story.” I encourage you to study hard, make new friends and get involved in some of the many opportunities that are available outside the classroom. Many of these activities, along with the co-curricular record, are coordinated through our Centre for Student Engagement and Leadership. You can learn more at getinvolved.niagaracollege.ca.

We at Niagara College are committed to your satisfaction and success, as reflected in our consistent ranking among Ontario’s top colleges for student success. Provincial surveys also clearly show that Niagara College graduates are getting jobs, and that employers are very satisfied with the NC graduates they hire. In fact, last year 87.8 percent of our graduates were employed within six months of graduation.

Whether you are preparing for a career or for another step in your educational pathway, by choosing Niagara College you have made a wise investment in your future.

Please accept my best wishes for a successful and memorable year.

Dan Patterson Ph.D.
President

Student Administrative Council President

Shane Malcolm

I am thrilled to be amongst the first to officially welcome you to Niagara College. As you embark on this new journey as a college student, I encourage you to take each step and embrace each moment with the utmost enthusiasm and excitement. You are now a member of a college community that continues to make sincere efforts towards enhancing both your academic and student life experiences while at Niagara.

We are excited to be, once again, offering flexible health and dental benefits to you. In September you will be able to obtain a benefits package that is more suitable to your health care needs. Please visit ncsac.ca or any of our offices for more details. In addition to providing our students access to non-perishable items through our Student Emergency Food Banks, at all three SAC offices, we have been asking ourselves, how else can we combat student hunger on campus in an accessible and non-intimidating manner? Our answer, the Rise and Shine Breakfast Program where students can access FREE continental style breakfast. Look out for dates in our Student Centres (The Core-Welland, The Armoury-Niagara-on-the-Lake), Niagara Falls Campus or ncsac.ca.

SAC has been proudly serving our students since 1972. As the elected body of student representatives and our professional staff we provide entertainment/events, essential services, advocacy awareness and so much more. We at SAC consider you our bosses and we are always willing to hear how we can best serve you, so stop by our offices anytime (second floor of The Core-Welland, bottom floor on your way to the cafeteria –Niagara-on-the-Lake & the Student Commons- Niagara Falls Campus).

I encourage you to get out there, get involved, ask lots of questions and get to know the SAC Team at your campus. Seize every opportunity to take advantage of all the campus activities and events that we will put on for you this year. Remember, we are your voice on campus so we all look forward to meeting you and hearing your ideas as you help us to make your Niagara College experience a remarkable one.

ncsac.ca
2015-2016 NCSAC Professional Staff

Jennifer Howarth
Executive Director

Karen Marasco
Business Manager

Christine Williams
Office Manager WC

Heather Storey
Office Manager NL

Adam Maiolo
Marketing Communications Manager

Myra Pisano
Graphic Designer

Jennifer Olm
Operations Manager

Sandra Mocsan
SAC Services Assistant

Courtney Walker
Receptionist WC

Student Centre Manager
Candi Sider

Programming Assistant NL
TBA

Receptionist NL
TBA

Programming Assistant WC
TBA

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.

Property of:
Name: _____________________________________________
Student ID: _________________________________________
Address:  __________________________________________

Phone #: ___________________________________________
Email: _____________________________________________
In Case of Emergency Contact:
Name: _____________________________________________
Phone #: ___________________________________________
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Cover Photo © Madeleine Passmore, 2015 Digital Photography Graduate
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Call 905-735-2211
905-641-2252 ..... 905-563-3254 ..... 905-374-7454
Available Online...Search by Name or Dept.
LINK = niagaracollege.ca/directory
Deadline to ‘CHOOSE YOUR BENEFITS PLAN’ ... Fall - Sept. 30, Winter - Jan. 29, Spring - May 27.
IN AN EMERGENCY:

1. FIRST CALL 911
   From any COLLEGE PHONE
   dial 911 or 9-911

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

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

Fire Emergency Procedure
- When you detect smoke or fire, YELL “FIRE!”
- PULL THE NEAREST FIRE ALARM
- LEAVE THE AREA – close all doors
  behind you and assist anyone who needs
  help along the way
- IF YOU HAVE A DISABILITY, go to a
  ‘SAFE AREA’ and wait for emergency
  personnel to assist in evacuation
- FOLLOW DIRECTIONS from the
  Fire Warden, Emergency Personnel
  and Campus Security
- DO NOT RETURN TO THE BUILDING
  until directed to by Campus Security

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.
ncsac.ca

EMERGENCY PREPAREDNESS

NCAalert!

Niagara College's primary tool used for communicating emergency preparedness and incident-related information to the college community.

NCAalert! 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

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.

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.

SEXUAL ASSAULT/VIOLENCE

If You Have Experienced Sexual Violence

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 Region Sexual Assault Centre at 905-682-4584.

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.

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. 7783, who will assist by providing resources and support. If you want to speak to someone directly, visit Room SE103, 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 office of Environmental Health and Safety by contacting the Manager, Environmental Health and Safety, 905-735-2211, ext. 7417, Room L2B, Welland Campus.

Off-campus reporting resources are also available 24/7, including NRPS at 905-688-4111 and Crimestoppers at 1-800-222-8477.
SEXUAL ASSAULT PRACTICE & PROTOCOL

www.niagaracollege.ca/content/SexualAssaultPracticeandProtocol/
SexualAssaultandSexualViolenceProtocol.aspx

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 involved in working with persons who have experienced sexual violence.

CAMPUS SAFETY

SECURITY

FOR ALL EMERGENCIES
DIAL 911, THEN CONTACT THE
SECURITY CONTROL CENTRE
24/7: 905-735-2211, ext. 6999.

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 lend in 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 selected 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.,

For general inquiries
Niagara-on-the-Lake Campus
135 Taylor Road
Main Campus Building Complex
1st Floor North Wing, N102B
On Patrol Security Guard contact,
905-658-1859 or 905-933-6607

Welland Campus
300 Woodlawn Road
Main Campus Building Complex
1st Floor Simcoe Wing, S120
On Patrol Security Guard contact,
905-658-1857 or 905-933-1735

Niagara Falls Campus
5881 Dunn Street
Main Campus Building Complex
On Patrol Security Guard contact,
905-658-1858
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.

**Lost and Found**

Security is where lost and found articles are kept and maintained.

**Campus Watch Program**

Campus Watch is a 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 free of charge. In addition, the students patrol parking lots and buildings reporting any suspicious activity to security. This service is provided to keep our campuses safe for all of us and gives our students valuable work experience as well.

**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.

**Drugs/Alcohol**

The illegal or abusive use of alcohol or drugs by members of the campus community jeopardizes the safety of the individual and the campus community. Niagara College is committed to having a campus that is free of illegal use of drugs or alcohol. Federal laws with respect to drugs apply on campus. Illegal or unauthorized use, possession, manufacture, or distribution of drugs or alcohol on College property is strictly prohibited. Persons found violating these rules shall be disciplined by the College and/or reported to the police.

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**Harassment & Discrimination**

Niagara College is committed to the principles of the Human Rights Code which are to recognize 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
**Suicide Warning Signs**

If someone you know exhibits any of the following signs:

- Talking or writing about death, dying, or suicide
- Looking for ways to kill oneself by seeking access to firearms, available pills, or other means
- Feeling trapped—like there is no way out
- Feeling anxious, agitated, unable to sleep, or sleeping all the time
- Showing changes in behaviour, appearance, or mood
- Deliberately injuring themselves
- Abusing alcohol and/or drugs
- Acting reckless or engaging in risky activities
- Feeling hopeless or seeing no reason for living or having no sense of purpose in life
- Withdrawing from friends, family, and society
- Returning of borrowed items, or giving away personal belongings

You can help:

- Stay calm and listen
- Let them talk about their feelings
- Be接受ing; do not judge

Get help:

Contact: family, friends, relatives, clergy, mental health professionals, counsellors, crisis lines, teachers, doctors, or hospital emergency departments

**Resources:**

Niagara College Student Success Centre
WC: 905-735-2211 ext. 7778
NL: 905-641-2252 ext. 4409
Professionally trained counsellors provide confidential supportive guidance, crisis intervention services, referrals and supports. Services are available year-round, Mon-Fri, 8:30 am - 4:30 pm; evenings are available from Sept - Apr until 7:30 pm on Tues in NOTL and Wed in Welland. Locations: WC Rm SE102, NL Room W102.

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 (Community Outreach and Support Team)
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 I 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.
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.
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 SAC 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 is 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 picked up from your SAC Office and placed on your Student ID Card.
- Sticker distribution for programs which start in the Fall, Winter and Spring will start on Orientation Day. Check ncsac.ca at the beginning of each term for more details.

SPRING/SUMMER SERVICE?
- Spring/Summer service is greatly reduced for the May to August semester. You must pick up a summer U-Pass sticker for summer transit services. Stickers are only available to students attending classes full time during the spring/summer term.
- Spring/Summer passes and route information will be available from the SAC offices and on www.ncsac.ca.

What if I ...

Lose it?
- Visit the SAC office for a replacement sticker for $20. Your second replacement is $60. 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 and you have to replace it, bring the damaged card and your new card to the SAC Office to receive a free replacement sticker.

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, not being able to get to class, please visit www.ncsac.ca to fill out a U-Pass complaint form. We will get back to you 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.
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 in 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, Niagara-on-the-Lake and Niagara Falls 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!

Key Dates

niagaracollege.ca/dates

Majority of Programs*

<table>
<thead>
<tr>
<th>Event</th>
<th>2015 Fall</th>
<th>2016 Winter</th>
<th>2016 Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Sept. 8</td>
<td>Jan. 7 - 8</td>
<td>May 5</td>
</tr>
<tr>
<td>Classes Start</td>
<td>Sept. 9</td>
<td>Jan. 11</td>
<td>May 9</td>
</tr>
<tr>
<td>Tenth Day 1</td>
<td>Sept. 22</td>
<td>Jan. 22</td>
<td>May 20</td>
</tr>
<tr>
<td>Classes End 2</td>
<td>Dec. 18</td>
<td>Apr. 22</td>
<td>Aug. 19</td>
</tr>
<tr>
<td>College Closed</td>
<td>Dec. 25 - Jan. 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convocation</td>
<td>Oct. 29 - 30</td>
<td>June 21 - 24</td>
<td></td>
</tr>
</tbody>
</table>

Tenth Day 1 - the last day to withdraw from a program with a refund of fees
Classes End 2 - 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 to view all current key dates.
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. 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 use #knightslife.

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. League champions for each sport will receive intramural champion t-shirts.

Extramural sports are competitive teams that compete in tournaments across Ontario against other colleges. Tryouts will be scheduled from September 21-23. Visit www.goknights.ca for more information. Practices are typically held once a week, and participation is free for all students.

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
8:00 am – 10:00 pm
Friday
8:00 am – 9:00 pm
Saturday & Sunday
1:00 pm – 5:00 pm

NOTL Campus
Monday – Thursday
8:30 am – 9:00 pm
Friday
8:30 am – 7:00 pm
Saturday & Sunday
1:00 pm – 5:00 pm

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) which involves 30 college and university member institutions from across Ontario.

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.

**CLUBS**

If your particular hobby or interest isn’t covered by the already long list of extracurricular activities at Niagara, why not start a new club? SAC recognizes that clubs form a vital part of the student life experience at Niagara College. Our clubs are all 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. In addition to the benefits you gain as a member, your club may qualify to receive financial funding for club activities. For more information or to pick up a Club Application stop by your SAC office or visit www.ncsac.ca.

**Rise & Shine Breakfast Program**

In September 2014 NCSAC launched the Rise & Shine Breakfast Program in order to combat student hunger on campus and help prepare students for their studies. A **FREE** breakfast is provided from 8 a.m. – 9 a.m. at least twice a week at all three campuses; in Welland in The Core; in Niagara-on-the-Lake in The Armoury; in Niagara Falls in the main hallway/servery. NCSAC focuses on providing a healthy meal for you to start your day. No limitations to consumption. Take what you need and leave what you don’t.

Just be sure to bring your student ID card with you and you can access a healthy meal from NCSAC at no cost!

**Food for Friends Emergency Food Bank**

NCSAC counts on food drives and donations of non-perishable items to stock the shelves of the Emergency Food Banks located at all three campuses. Students are able to access the food bank once every 30 days, Monday – Friday. In an effort to simplify this process, we ask that students complete an online ‘Food Bank Request Form’, which can be found at http://ncsac.ca/foodbankrequest/ or visit the SAC office for more details. We also encourage students, staff and community members to donate to the Niagara College Student Emergency Food Bank!

**Food Services**

The Student Centres are operated by the Student Administrative Council and offer a large variety of affordable food options. Come in and try our new menu items. All sales generated in the Student Centres and Student Cafes are used to improve SAC services and facilities and also create student jobs. Join your friends for some fun and great meals served at great prices.

**Get in the SAC**

Consider joining the SAC Team now! Apply in the SAC office. Help SAC spread the word to your student body about all events and services that SAC has to offer.

**SAC Elections**

During the Winter semester, nominations will be accepted for the 2016/2017 Student Administrative Council Board of Directors. Election kits will be available in the SAC office starting Feb. 1 and due by noon Feb. 12.

**NCSAC Student Life App**

The Niagara College SAC (NCSAC) Student Life App brings Niagara College services to your fingertips and enables you to connect with your classmates and meet new friends! You can access Niagara College events, calendars, contacts, maps and more! Stay organized with the timetable function, where you can save events, classes and assignments. Join your campus community on the NCSAC Student Life App now by searching “NCSAC” or “Niagara College” on the App Store or Google Play Store.

**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 photocopy requirements, visit the SAC office at your campus.
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

SAC CARES

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

SPECIAL EVENTS

Special night events are held at both The Core and The Armoury. Nighttime events vary and are generally all ages, with the exception of pub nights, which are mandatory 19+ events. Outside guest(s) may be signed in with a Niagara College student at the doors (a $2 cover charge is applicable).

Watch for information on special events posted on NCSAC.ca, Facebook.com/TheNCSAC and @TheNCSAC on Twitter. Information is also posted on our digital signs and poster boards around campus.

STUDENT APPRECIATION DAY(S)

Thanks for choosing Niagara College. This is our day to celebrate YOU!

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!

STUDENT CENTRES

The fun doesn’t stop at Orientation. Throughout the year SAC will hold events and host entertainment in your student centres, where all profits earned go back to you. Check out our hours of operation. Your student centres are all age venues (with some evening events). A nominal fee of $1 will be charged for a mandatory coat check.

The Student Centres (The Armoury - NOTL Campus and The Core - Welland Campus) are where you will find great food, great drinks, and great service, all for the lowest price on campus. Debit and credit cards are accepted with no extra charge.

The Shack Student Cafes!

Visit our cafes located outside the The Core and inside the Armoury. One stop shop for Grab ‘N’ Go snacks and beverages.

Both centres have low fee ATMs and charging stations for your electronic devices.

STUDENT ACTIVITY FEE

$60/term
This Activity Fee includes:
- Student Centre Operations
- Rise & Shine Breakfast Program
- SAC Cares Assistance Program
- Student Clubs
- Student Activities
- Student Handbook
- Excursions
- Donations
STUDENT HEALTH BENEFITS
NCSAC offers three health plan options for any student requiring personal health and dental benefits. Refer to the ‘CHOOSE YOUR PLAN’ tab for options and important dates.

Most full time students are automatically enrolled in this program offered by NCSAC. If you have alternate benefits, you can opt out and receive a refund less the cost of AD&D and True Life benefits and a non-refundable administration fee.

Fall start students have until Wednesday, September 30, 2015 to choose your plan, opt out, opt in, reinstate benefits or add dependants.

Winter start students have until Friday, January 29, 2016 to choose your plan, opt out, reinstate benefits or add dependants.

Spring start students have until Friday, May 27, 2016 to choose your plan, opt out or reinstate benefits. No opt ins or family benefits are available during this term!

A booklet illustrating benefit details can be found at www.wespeakstudent.com. Coverage for all plans expires each year on August 31st.

Be sure to confirm your coverage before the deadline date indicated for your program start date! Students on coop placement may not be covered!

REMINDER:
If you have opted out previously, you will automatically be opted out every year in the future. If you need your benefits to be reinstated contact our office prior to the deadline dates. Also, remember to ‘Choose your plan’ each year!

Stop by your SAC office for more details or contact Karen Marasco at 905-735-2211 ext. 7853 or at kmarasco@niagaracollege.ca.

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!

NEW FOR 2015
NIAGARA COLLEGE PRACTICE ON SEXUAL ASSAULT AND SEXUAL VIOLENCE

Niagara College is committed to providing a healthy and safe learning and working environment. This new 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
NIAGARA COLLEGE KNIGHTS - INTERCOLLEGIATE TRYOUTS

MEN'S SOCCER – Head Coach Frank DeChellis, fdechellis@niagaracollege.ca
TRYOUTS: ..............................................Friday, August 14th @ 3:30 pm
..........................................................Saturday, August 15th @ 2:00 pm
..........................................................Sunday, August 16th @ 3:30 pm
..........................................................Monday, August 17th @ 2:00 pm
All tryouts and practices will take place at the YOUNGS SPORTSPLEX, 570 River Road, Welland

WOMEN'S SOCCER – Head Coach Frank DeChellis, fdechellis@niagaracollege.ca
TRYOUTS: ..............................................Friday, August 14th @ 2:00 pm
..........................................................Saturday, August 15th @ 3:30 pm
..........................................................Sunday, August 16th @ 2:00 pm
..........................................................Monday, August 17th @ 3:30 pm
All tryouts and practices will take place at the YOUNGS SPORTSPLEX, 570 River Road, Welland

MEN'S BASKETBALL – Head Coach Keith Vassell, kvassell@niagaracollege.ca
TRYOUTS: ..............................................Wednesday, September 9th @ 5:30 pm
..........................................................Thursday, September 10th @ 7:30 pm
..........................................................Friday, September 11th @ 5:30 pm
..........................................................Monday, September 14th @ 7:30 pm
..........................................................Tuesday, September 15th @ 6:30 pm
..........................................................Wednesday, September 16th @ 8:00 pm
All tryouts and practices will take place at the Welland Campus Athletic Centre

WOMEN'S BASKETBALL – Head Coach Mike Beccaria, mbeccaria@niagaracollege.ca
TRYOUTS: ..............................................Wednesday, September 9th @ 5:30 pm
..........................................................Thursday, September 10th @ 7:30 pm
..........................................................Friday, September 11th @ 5:30 pm
..........................................................Monday, September 14th @ 7:30 pm
..........................................................Tuesday, September 15th @ 5:00 pm
..........................................................Wednesday, September 16th @ 8:00 pm
All tryouts and practices will take place at the Welland Campus Athletic Centre

MEN'S VOLLEYBALL – Head Coach Nathan Groenveld, ngroenveld@niagaracollege.ca
TRYOUTS: ..............................................Wednesday, September 9th @ 7:30 pm
..........................................................Thursday, September 10th @ 5:30 pm
..........................................................Friday, September 11th @ 7:30 pm
..........................................................Monday, September 14th @ 5:30 pm
..........................................................Tuesday, September 15th @ 8:00 pm
..........................................................Wednesday, September 16th @ 6:30 pm
All tryouts and practices will take place at the Welland Campus Athletic Centre
WOMEN’S VOLLEYBALL – Head Coach Joey Martins, jmartins@niagaracollege.ca
TRYOUTS: ........................................... Wednesday, September 9th @ 7:30 pm
.......................................................... Thursday, September 10th @ 5:30 pm
.......................................................... Friday, September 11th @ 7:30 pm
.......................................................... Monday, September 14th @ 5:30 pm
.......................................................... Tuesday, September 15th @ 8:00 pm
.......................................................... Wednesday, September 16th @ 5:00 pm
All tryouts and practices will take place at the Welland Campus Athletic Centre

GOLF – Head Coach Cameron Thin, tthin@niagaracollege.ca
TRYOUTS: ........................................... Saturday, August 22nd @ 2:00 pm
.......................................................... Sunday, August 23rd @ 2:00 pm
Tryout rounds will be played at Hunters Pointe Golf Course, 289 Daimler Parkway, Welland. There is a $57.00 fee per round ($114.00 for both days). Please register by August 17, 2015 and provide a cheque made payable to Niagara College Athletics (Late registration cost $65.00 per round).

CROSS COUNTRY – Head Coach Adam Upshaw, aupshaw@niagaracollege.ca
FIRST MEETING: ........................................... Wednesday, September 2nd @ 5:30 pm (Welland Campus Gym)

CURLING – Ray Sarkis, rsarkis@niagaracollege.ca ...............................................................
FIRST MEETING: ........................................... Wednesday, September 23rd @ 5:30 pm (Welland Campus Gym)

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

www.goknights.ca
@NC_Knights
#knightslife.ca.

New for 2015
Niagara College practice on sexual assault and sexual violence
Niagara College is committed to providing a healthy and safe learning and working environment. This new 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
**2015-16 NIAGARA KNIGHTS HOME SCHEDULE**

(Ex) – Exhibition  
Niagara College is proud to host the 2015 OCAA Golf Championship at Hunters Pointe Golf Course on September 28-30, and the 2016 OCAA Women’s Basketball Championship at the Welland Campus Athletic Centre on March 3-5, 2016.  
All Men’s and Women’s Soccer matches played at Youngs Sportsplex – 570 River Road, Welland, ON.  
All Basketball and Volleyball games played at the Welland Campus Athletic Centre – 300 Woodlawn Road, Welland, ON.  
Admission to all Niagara College Knights home games is FREE for all current Niagara College students.

**MEN’S SOCCER**

August 19, 2015 ..........................................Brock Badgers (EX) .......................................................... 4:00 pm  
August 29, 2015 ..........................................Lambton Lions (EX) .......................................................... 2:00 pm  
September 2, 2015 ......................................Fanshawe Falcons (EX) ......................................................... 2:00 pm  
September 12, 2015 ................................Humber Hawks (O-Week Game) ................................................. 4:00 pm  
September 24, 2015 ................................George Brown Huskies .......................................................... 4:00 pm  
September 26, 2015 ................................Seneca Sting ................................................................. 4:00 pm  
October 9, 2015 ..........................................Sheridan Bruins ................................................................. 6:00 pm  
October 20, 2015 ......................................Toronto Mississauga Eagles .................................................... 6:00 pm  

**WOMEN’S SOCCER**

August 19, 2015 ..........................................Brock Badgers (EX) .......................................................... 2:00 pm  
September 2, 2015 ......................................Fanshawe Falcons (EX) ......................................................... 2:00 pm  
September 12, 2015 ................................Humber Hawks (O-Week Game) ................................................. 2:00 pm  
September 24, 2015 ................................George Brown Huskies .......................................................... 2:00 pm  
September 26, 2015 ................................Seneca Sting ................................................................. 2:00 pm  
October 9, 2015 ..........................................Sheridan Bruins ................................................................. 4:00 pm  
October 20, 2015 ......................................Toronto Mississauga Eagles .................................................... 4:00 pm  

**MEN’S BASKETBALL**

October 9, 2015 ..........................................Rochester Tigers (EX) .......................................................... 7:00 pm  
November 1, 2015 .....................................St. Clair Saints .............................................................. 3:00 pm  
November 4, 2015 ......................................Redeemer Royals (Remembrance Day Event) ......................... 8:00 pm  
November 20, 2015 ................................Fanshawe Falcons ................................................................. 8:00 pm  
November 28, 2015 ................................Lambton Lions ................................................................. 3:00 pm  
December 4, 2015 .....................................Mohawk Mountaineers ..................................................... 8:00 pm  
December 19-20, 2015 ................................Niagara Knights Invitational ............................................... TBD  
January 16, 2016 ......................................Sheridan Bruins .............................................................. 3:00 pm  
January 30, 2016 ......................................Sault Cougars ................................................................. 8:00 pm  
January 31, 2016 ......................................Sault Cougars ................................................................. 3:00 pm  
February 19, 2016 .....................................Humber Hawks (Basketball Grad Night) ................................ 8:00 pm  

**WOMEN’S BASKETBALL**

November 1, 2015 .....................................St. Clair Saints .............................................................. 1:00 pm  
November 4, 2015 ......................................Redeemer Royals (Remembrance Day Event) ......................... 6:00 pm  
November 20, 2015 ................................Fanshawe Falcons ................................................................. 6:00 pm  
November 28, 2015 ................................Lambton Lions ................................................................. 1:00 pm  
December 4, 2015 .....................................Mohawk Mountaineers ..................................................... 6:00 pm  
December 19-20, 2015 ................................Niagara Knights Invitational ............................................... TBD  
January 16, 2016 ......................................Sheridan Bruins .............................................................. 1:00 pm  
January 30, 2016 ......................................Sault Cougars ................................................................. 6:00 pm  
January 31, 2016 ......................................Sault Cougars ................................................................. 1:00 pm
February 19, 2016..........................Humber Hawks (Basketball Grad Night)................................. 6:00 pm  
March 3-5, 2016..........................OCAA Championship (Host) ................................................... TBD

**MEN’S VOLLEYBALL**

October 22, 2015.........................Fanshawe Falcons – Blue & White Home Opener................. 8:00 pm  
October 25, 2015.........................St. Clair Saints ................................................................. 3:00 pm  
November 14, 2015....................Sheridan Bruins............................................................... 3:00 pm  
December 3, 2015......................Redeemer Royals .............................................................. 8:00 pm  
December 29-30, 2015.................Niagara Knights Invitational ........................................... TBD  
January 14, 2016.......................Mohawk Mountaineers (Fall Sports Grad Night)............ 8:00 pm  
January 20, 2016.......................Humber Hawks ................................................................. 8:00 pm  
February 6, 2016......................Cambrian Golden Shield ............................................... 8:00 pm  
February 7, 2016.......................Boreal Vipers ................................................................. 3:00 pm  
February 12, 2016.....................Conestoga Condors (Volleyball Grad Night)...................... 8:00 pm

**WOMEN’S VOLLEYBALL**

October 17-18, 2015..................Niagara Knights Invitational ............................................ TBD  
October 22, 2015.........................Fanshawe Falcons – Blue & White Home Opener................. 6:00 pm  
October 25, 2015.........................St. Clair Saints ................................................................. 1:00 pm  
November 14, 2015....................Sheridan Bruins............................................................... 1:00 pm  
December 3, 2015......................Redeemer Royals .............................................................. 6:00 pm  
January 14, 2016.......................Mohawk Mountaineers (Fall Sports Grad Night)............ 6:00 pm  
January 20, 2016.......................Humber Hawks ................................................................. 6:00 pm  
February 6, 2016......................Cambrian Golden Shield ............................................... 6:00 pm  
February 7, 2016.......................Boreal Vipers ................................................................. 1:00 pm  
February 12, 2016.....................Conestoga Condors (Volleyball Grad Night)...................... 6:00 pm

**GOLF**

September 21, 2015...................Knights Fall Classic, Hunters Pointe Golf Course, Welland...... TBD  
September 28-30, 2015..............OCAA Championship, Hunters Point Golf Course, Welland .... TBD

**CHAMPIONSHIP HISTORY**

7 National Championships  
32 Provincial Championships  
5 ICHL Championships  
11 Regional Titles

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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/content/CollegePractices/HealthSafetyandSecurity.aspx

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; within the Courtyard outside the Armoury; and at the Maid of the Mist Campus near the east entrance.”
**Student Centres**

**ALCOHOL POLICY**

**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:

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 the age of 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 (day-time operations)**
   All ages are welcome during daytime operations; anyone consuming alcohol will be required to produce identification to any staff member serving alcohol.

6) **Entrance to Student Centres (night-time operations)**
   Anyone who enters the Student Centre during an age 19+ night event will produce identification to the security person responsible for control of access to the room. Anyone who enters the Student Centre during an all-ages event will produce identification to the security person responsible for control of access to the room.

**REGULATIONS**

1) **Unlawful Consumption**
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6) **Entrance to Student Centres (night-time operations)**
   Anyone who enters the Student Centre during an age 19+ night event will produce identification to the security person responsible for control of access to the room. Anyone who enters the Student Centre during an all-ages event will produce identification to the security person responsible for control of access to the room.
Anyone who is under 19 years 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 cannot 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.

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.

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**Sustainability at Niagara College**

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](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 coffee cups and paper towels in the GREEN bin.**
3) **Recycle your coffee cups in the BLUE bin.**
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!**
GENERAL INFORMATION

BANK MACHINES
Bank machines are conveniently located at both 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 www.niagaracollege.ca/content/CollegePractices/HealthSafetyandSecurity.aspx.

LOST/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.

PRAYER ROOMS
A nondenominational prayer room is available at the Welland and NOTL 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

“Help stop the spread of bacterial infection: wash your hands often.”
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/content/Home/BeAirAware.aspx](http://www.niagaracollege.ca/content/Home/BeAirAware.aspx).

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; within the Courtyard outside of The Armoury); and at the Maid of the Mist Campus (near the north entrance).

Leave The Pack Behind 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)

**NOTE:** Student Residences are smoke-free.

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## STUDENT RESIDENCES

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](http://www.niagararez.ca/residencelife)

For other information, please visit our website at [www.niagararez.ca](http://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.nott@niagararez.ca](mailto:info.nott@niagararez.ca)

Niagara Welland Residence & Conference Centre
555 First Ave.
Welland, ON L3C 7L4
905-732-9700
Fax 905-735-0585
Email [info.welland@niagararez.ca](mailto:info.welland@niagararez.ca)
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 recognizes the importance of maintaining a positive, supportive and ethical environment that is conducive to learning for individuals and for our College community as a whole. Therefore, the College will publish and enforce Academic Codes of Behaviour for the College as a whole, and for individual programs where appropriate. These Codes of Behaviour will serve to define acceptable behaviour and performance, preserve the integrity of the academic community and promote an atmosphere that fosters student learning.

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.

**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 csc@niagaracollege.ca
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 SAC, 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.

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<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>
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<tbody>
<tr>
<td>Passing Grade</td>
<td>50%</td>
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<tr>
<td>Promotion - Level to Level or Year to Year</td>
<td>50% GPA and Passing Grade in all courses or permission of the academic administrator</td>
<td>50% GPA and Passing Grade in all courses or permission of the academic administrator</td>
<td>50% GPA and Passing Grade in all courses or permission of the academic administrator</td>
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<td>N.A.</td>
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</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>
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<td>60% GPA and Passing Grade in all courses</td>
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</tbody>
</table>

Note 1 - Some Niagara courses may have a different passing grade; please consult the official course outline.
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. They should be assured that grades will not be posted by names. Grades can be posted by student identification number with written permission of the student. 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 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

**APPEAL OF ACADEMIC DECISIONS**

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

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 the “formal” academic appeal process by completing an Appeal Application 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.

**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, counselling services, Student Administrative Offices, and Libraries).
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 Counselling 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 the office of the Director, Student Services 905-735-2211, ext. 7783, or Student Rights & Responsibilities Officer, ext. 7370, Room SE103, Welland Campus.

Student Issue Forms are available in divisional offices, Student Success Centres, Student Administrative Council offices and the Libraries at each campus 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.

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
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 call 905-735-2211, ext. 7538.

GET INVOLVED
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.

COMPUTING & INFORMATION TECHNOLOGY SERVICES
Computing.niagaracollege.ca
Computer Labs
Many computer labs are located throughout the College campuses. Some are used in formal class settings, while others are available in an open access format for completion of course assignments. Wireless networking is available throughout the Welland and NOTL campuses. A number of loaner netbooks and laptops are available for signout from the library. Colour and Black & White printing are available in all open-access format labs and the libraries. All labs are open from 7:00 am to 11:00 pm, Monday-Friday; access on the weekend is often available with a pass. Students can check with the security office on campus for specific instruction and availabilities.

Open Access Labs
Open Access labs (PC and Mac) are available for completion of course-related assignments (a list of locations is available on the website). Internet access is available in these and all other computer labs on campus. Students are assigned email accounts on Niagara servers, and have access to a very wide range of standard and program-specific software packages.

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.

Open Access Labs
Welland and Niagara-on-the-Lake Campuses
WC - SE182 & The Library      NOTL - N301 and N202

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
Dental Clinic
A variety of dental services 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 300 Woodlawn Road Welland, ON L3C 7L3 905-735-2211, ext. 7758 niagaracollege.ca/dental

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, Coyote Jack’s 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!

Student Centres
The Student Centres (The Armoury - NOTL Campus and The Core - Welland Campus) are where you will find outstanding food!

We offer a variety of delicious subs, wraps, grilled items, vegetarian items and finger foods, We also provide daily features at a great price!

Debit and credit cards are accepted in the Student Centres and Cafes for no additional costs. Check out our hours of operation! Remember....every dollar spent goes back to you!

Stop by The SHACK Student Cafes for some hot and cold beverages and quick grab-and-go snacks.

Opportunity Knocking!!!
Join Niagara’s SWAT Team

(SWAT = Students who Advance Technology)

An enthusiastic energetic team of student consultants, assisting staff and students in the use of technology.

- This is an opportunity to increase your resume power while attending College. You can enhance technical skills and knowledge, while earning an income during your term at Niagara College.
- Applications are encouraged from students enrolled in ALL College programs from ALL campuses - with Software, Hardware and Internet skills ranging from Beginner to Intermediate or Advanced levels.

We want YOU if you:
- Possess excellent communication and customer service skills.
- Have a strong motivation to learn and to share your knowledge.
- Are able to commit at least 6 hours per week.

Niagara College Health Centres
Welland – AH125  Mon - Fri 8:30 - 3:45  735-2211, ext. 7635

NOTL – W105  Mon - Fri 8:30 - 4:00  641-2252, ext. 4449

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, Coyote Jack’s 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!
International students studying at Niagara College with a student visa or international students studying ESL on a visitor visa receive a wide array of specialized services via the International Department. In addition to standard services such as on-campus job support, advising and student accounts, the International Department also offers several 3rd party pay for use services such as airport pick-ups, housing, international orientations, banking and health insurance.

International students have full access to all College facilities including the libraries, computer labs, campus stores and vendors, cafeteria, athletics centers as well as any student centers and clubs. Niagara College also has several sports and recreational teams which international students are encouraged to participate on. Participation in student and college activities gives all of our students the opportunity to make new friends and to learn more about Canadian culture and norms.

The International Department organizes several exciting and diverse activities and events for our international students including field trips, social activities and on campus activities. For international students seeking an opportunity to improve on their academic or communication skills, the International Department can facilitate access to tutors and conversation partners. International students also have the opportunity to get involved in community activities and community groups, volunteer activities and various outreach opportunities by visiting the International Department and by checking their International Homeroom folder in their Blackboard account. Because of the diversity of the international student population at Niagara College, there are many opportunities to gain knowledge on a global level. Niagara College’s “Be World Ready” campaign is designed to bring global competencies into the classroom and to enhance Niagara College students’ global experiences.

For more information about this and other opportunities available to international students please contact: 905-735-2211, ext. 7804 or 4189 or visit international.niagaracollege.ca

New for 2015
Niagara College Practice on Sexual Assault and Sexual Violence
Niagara College is committed to providing a healthy and safe learning and working environment. This new 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
starting in 2013-14, the KPI Student Satisfaction Survey was extended to all apprenticeship training. The survey is administered to in-class apprentices in their final 2 weeks in class of any level and is administered year round. 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 SAC and a training program for survey administrators.

Graduates are also surveyed 6 months after they graduate regarding their College experience and employment status. Additionally, starting in 2015-2016, graduates are also surveyed 2 years after graduation.

This is a telephone survey 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.

**Key Performance Indicators**

The Ministry of Training, Colleges and Universities 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 once a year to students in term 2 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,
The library helps students enhance class projects and presentations by lending a variety of audio visual equipment such as laptops, LCD projectors, digital voice recorders, cameras & video cameras. Report binding and laminating services are also available.

Ask Us! Library staff are available to answer your questions and help you get started.

**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 905-735-2211, ext. 7491. Applications are available online at [niagaracollege.ca/plar](http://niagaracollege.ca/plar).

**RADIO, TELEVISION & NEWSPAPER**

The Welland Campus maintains both radio and television close-circuit programming for educational, cultural and recreational purposes.

**Radio - 90.1 FM The Heat ‘Niagara’s New Rock’ (CRNC)**

(Campus Radio Niagara College)

[LCRNC.CA](http://LCRNC.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 to say hi and let us know what you think.

Connect with us on social media through [CRNC.CA](http://CRNC.CA)
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.

nagaracollege.ca/store

The Department of Co-op Education & Graduate Employment Services

Stop By And Find The Right Job For You!
We are here to help you put your education to work! Niagara College Students and graduates are encouraged to take advantage of the wide range of online and on-campus job search assistance.

We offer:
• Co-op Education Services
• Graduate Services
• Employment and Training Solutions
• Summer Jobs Service
• 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
• Résumé reviews, printing and photocopying services (job

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’!

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 newspaper@niagaracollege.ca. Watch for links to the latest edition on Blackboard announcements.
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 Employment Services Assistants for job search support
- Free online access to Optimal Tools - Optimal Résumé, E-Folio and Interview.

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

**Employment Services Assistants**
Employment Services Assistants are available on a drop-in basis throughout the week to assist you with your résumé, 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.

**Graduate Jobs**
Graduate Services is your connection to employers and the world of work. Students and graduates are encouraged to take advantage of the wide range of job search assistance and job opportunities available.

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

**Recruiting Events**
Co-op and Graduate Employment Services hosts a number of recruiting events, employers on campus and career fairs throughout the year. Visit the

**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 résumé and cover letter writing
- Resource areas with access to phone, fax and internet.

**Put Your Education To Work!**
Welland Campus - SE101
950-735-2211, ext. 7777
NOTL Campus - W115
905-641-2252, ext. 4165
Monday - Friday
8:30 am - 4:30 pm
or email us at ncemploymentsupport@niagaracollege.ca
mycareer.niagaracollege.ca

**Off Campus Housing**
For the latest in off-campus housing listings and important information about fire safety, local bylaws and tenant-landlord rights please visit www.niagaracollege.ca/housing
The Centre for Student Engagement and Leadership (CSEL) is dedicated to helping provide a well-rounded experience - including on-campus events, 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, CSEL can connect you!

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

**CO-CURRICULAR RECORD (CCR)**

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 opportunities.

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/cocurricular record

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 extend right through the whole year with workshops, information sessions, guest speakers and fun student life events to help create a smooth transition into your post-secondary experience.

**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, seminars and events, programs and bursaries. Email firstgen@niagaracollege.ca or call ext. 7364.

**COMMUNITY ENGAGEMENT & VOLUNTEERING**
CSEL can help you connect with on and off campus volunteer experiences. For more info call ext. 4610.

**PEER MENTORING**
Peer Mentoring partners senior students with first-year students to assist with the transition to NC and connects them with appropriate resources on campus. Email peermentoring@niagaracollege.ca or call ext. 4602.

**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.
Do you have what it takes to be a leader? NC’s student Leadership Exploration and Development (LEAD) program is a co-curricular program designed to offer students from any academic area the opportunity to explore and develop leadership skills in three key themes: individual growth, group development, and community values. Through learning, growth and experience in these areas, you will challenge yourself, bring out your personal best and develop the skills to affect change and make an impact.

For more information visit or call the Centre for Student Engagement and Leadership (Welland L20 - ext. 7260, NOTL W206 - ext. 4006) email CSEL@niagaracollege.ca

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**STUDENT SUCCESS CENTRES**

**ACADEMIC ADVISING**

Academic Advisors are available from registration to graduation - connecting you to the many services and supports 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 supports and services
- advisement at midterm to determine any barriers to success
- 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 niagaracollege.ca/academicadvising

**COUNSELLING SERVICES... WE’RE HERE TO HELP!**

The Counselling office is a vital part of the Student Success Centre, offering free, confidential services to all students attending Niagara College. Professionally trained counsellors are available to meet with you at any point during your academic career to discuss personal, academic, vocational or educational issues and concerns such as:

- personal/mental health counselling
- crisis intervention
- counselling for academic difficulties
- improved note taking, study and test skills problems
- budget management
- stress management and problem solving
- community services referrals.

The counselling office staff also supports special events such as First-Year Orientation, Student Appreciation Day and International Student Celebrations. Free student success workshops (study skills, stress management, exam tips) are offered throughout the year - watch for notices on campus.

Welland Campus, SE102 905-735-2211, ext. 7778
NOTL Campus, W102 905-641-2252, ext. 4409

Check out our website: niagaracollege.ca/counselling
**DISABILITY SERVICES**

Students with disabilities may have one of the following: learning disability, visual impairment, hearing impairment, physical or mobility impairment, chronic health problems or mental health disability.

If you are a student with a disability, you are encouraged to contact the Student Success Centre at the Welland or NOTL Campuses to make an appointment with a counsellor and discuss your needs for assistance. It is the responsibility of the student to self-identify to our office, so that staff can facilitate the appropriate accommodations. The earlier in the term you ask for assistance, the more effective we can be in helping you. Accommodations are not retroactive.

Welland Campus  
905-735-2211, ext. 7602  
NOTL Campus  
905-641-2252, ext. 4409  
Check out our website:  
niagaracollege.ca/cswd

**FIRST NATIONS, MÉTIS & INUIT STUDENT SERVICES**

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

Aboriginal students receive support through First Nations, Métis & Inuit Student Services which include:

- computer labs for Aboriginal students’ use with Internet access (WC & NOTL)
- library of Aboriginal resource materials
- provision of guidance, advice and support to new and returning students
- Aboriginal designated bursaries
- study and lounge area (WC & NOTL)
- Aboriginal counsellor available.

For further information, contact:  
First Nations, Métis & Inuit Student Services  
Welland Campus Room S14  
NOTL Campus Room E104  
905-735-2211, ext. 7414/4214.  
Visit us online at  
niagaracollege.ca/firstnations

**HEALTH SERVICES**

There is a Health Centre at the Welland Campus in. AH125 and at the NOTL Campus in W105. These centres offer the services of a Registered Nurse and regularly scheduled Doctor’s clinics. Physician services require an appointment and valid Health Card/Insurance must be provided. Nursing services are free. Some charges may apply for testing and immunizations.

Our Services include:
- first aid
- some over-the-counter medications
- immunizations
- TB skin testing
- referrals to community services
- temporary sick bays
- birth control resources
- confidential STI testing
- wellness promotion and health education.

Security officers are available to provide first aid and emergency assistance. In cases of serious emergency please dial 911 to activate EMS or report to the Emergency Department of the nearest hospital.

For further information contact the Niagara College Health Centre  
Welland 905-735-2211, ext. 7635  
NOTL 905-641-2252, ext. 4449.

**PEER TUTORING**

Peer tutoring focuses on students helping other students who are having difficulties with their studies. A great way to connect with others at NC! ext. 4006 or 7769.
Niagara College provides a diverse set of computer resources to support your 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 format. Within the labs, you should be able to find the 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 Use 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 in the College and the public
- 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 openings to the System Administrator

**DO NOT:**
- Share an account or password
- Use College computers to gain unauthorized access to other computer systems
- Access accounts and parts of the system for which you are not authorized
- Access another user’s protected files or email messages without permission
- Install software on the College system without first consulting the System Administrator
- Use the system to access, transmit or print pornographic or other 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 the system to commit academic misconduct as defined by the College’s practice
- Consume large amount of system resources, deliberately crash systems, or otherwise interfere with others’ use of the system
- Use computers and networks for commercial purposes
- Engage in frivolous, disruptive, or inconsiderate conduct in computer labs.

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

When it has reason to believe that College Computers or networks have been used to commit a crime, police will be advised.
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 may apply such as medical insurance, service fees, coop fees and/or laptop fees etc. Please consult your invoice for details regarding fees for your program of study.

All fees are payable in full by the fee deadline dates as established by the college and stated on your invoice.

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 Certificate course 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 $114.86 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 coop work term in 2015/2016).

Diploma & Certificate Replacement

A $12 fee is charged to cover the cost of reissuing any College diploma or certificate.

Outstanding Fees/Indebtedness

Students with outstanding fees or other indebtedness may be withdrawn from their course or program and will be ineligible to receive any grades, transcripts, certificates or diplomas until all amounts owed to Niagara College are paid.

International Student Fees

International fees are as follows:

- Post-Secondary Tuition (2 terms): $6,075.00
- Degree Tuition (2 terms): $6,825.00
- Post-Graduate Tuition (2 terms): $6,370.00
- Short-Term ESL (7 weeks): $2,500.00
- English for Academic Purposes (14 weeks): $4,625.00

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- Post-Secondary Tuition (2 terms): $6,075.00
- Degree Tuition (2 terms): $6,825.00
- Post-Graduate Tuition (2 terms): $6,370.00
- Short-Term ESL (7 weeks): $2,500.00
- English for Academic Purposes (14 weeks): $4,625.00

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- Post-Secondary Tuition (2 terms): $6,075.00
- Degree Tuition (2 terms): $6,825.00
- Post-Graduate Tuition (2 terms): $6,370.00
- Short-Term ESL (7 weeks): $2,500.00
- English for Academic Purposes (14 weeks): $4,625.00
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 life-time 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: $780
8 Months: $520
4 Months: $260
2 Months: $130
1 Month: $65

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.

Parking 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 the Counselling Office - SE102 at the Welland Campus or W102 - 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 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.

**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 date (as published) on which classes officially commence for the term.

**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)
- You must have passed the OSAP credit check

**How to apply**

- You can fill out the online application on the OSAP website at www.ontario.ca/osap
- The online application is available 24 hours a day, 7 days a week. If you are applying using the online application, there is no application fee. For more information please visit the OSAP website at http://osap.gov.on.ca
**NIAGARA COLLEGE STUDENT CARD**

The Niagara College Student Photo Identification Card is issued to students at the Welland or Niagara-on-the-Lake InfoCentre. 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.

**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 InfoCentre staff.

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 InfoCentre will coordinate with Information Technology Services and replace the card in question at no charge.

Student ID cards will not be punched with the exception of students enrolled in health related programs. Students who wish to wear their student cards for identification or other purposes are encouraged to purchase a plastic case with clip or lanyard.

**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 600 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](http://www.niagaracollege.ca/finaid) under Scholarships and Bursaries. The minimum amount given for a bursary is $500.
**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 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](http://www.niagaracollege.ca/finaid) for an updated listing of external awards.

**Student Health Benefit Fees**

NCSAC offers three plan options for any student requiring personal health and dental benefits. Most full time students are assessed the Health Care Fee which is a Compulsory Non-Tuition-Related Incidental Fee.

Students in full time programs which start a) in September (Fall) are assessed $213.70 for a full year of coverage; b) in January (Winter) are assessed $170.50 for 8 months of coverage; c) in May (Spring) are assessed $127.75 for 4 months of coverage.

If you have alternate benefits, you can opt out and receive a refund less the cost of AD&D and True Life benefits and a non-refundable administration fee. AD&D and True Life benefits will remain in force even if you opt out. Opt out applications must be completed **on line** at [www.wespeakstudent.com](http://www.wespeakstudent.com) by the advertised deadline dates. Dependant coverage can be purchased at an additional cost.

**Reminder:**

If you have opted out previously, you will automatically be opted out every year in the future. If you need your benefits to be reinstated contact our office prior to the deadline dates. Also, remember to ‘Choose your plan’ each year!

For more information or to confirm your coverage visit the SAC Office at your campus, [www.wespeakstudent.com](http://www.wespeakstudent.com) or contact Karen Marasco at 905-735-2211, ext 7853 or kmarasco@niagaracollege.ca.

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**New for 2015**

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

Niagara College is committed to providing a healthy and safe learning and working environment. This new 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](http://www.niagaracollege.ca/sexualassaultpolicy)
Your SAC 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 Student and Community Relations**
This position sits on all student grade appeals (conflict not withstanding). The Director of Student and Community Relations is the liaison with the Residence Life Coordinator, Athletic Department, International Department and the First Nations, Métis & Inuit Student Services, and holds monthly SAC awareness events at 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 Communications**
The Director of Communications works with all Executive Committee Members to ensure that all promotions are completed. They focus on social media, face-to-face communication and oversee Niagara TV.

**Director of Student Affairs NF**
The Director of Student Affairs is the student representative for the Niagara Falls campus and is responsible for creating and developing student life through events, student clubs and activities. The Director of Student Affairs ensures that the concerns and interests of the students of that campus are brought to the attention of the NCSAC Board.