

# WELCOME PACKAGE

## 2017-2018



# CARBONEAR CAMPUS

**Disclaimer:** Please note that while every effort was made to ensure that the information in this package is accurate, the content is subject to change. Please consult with the College of the North Atlantic website ([www.cna.nl.ca](http://www.cna.nl.ca)) for the most up-to-date information.

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## ***A MESSAGE FROM OUR CAMPUS ADMINISTRATOR***

Dear Student,

As Campus Director of Carbonear Campus, I extend a warm welcome to you from College of the North Atlantic.

College of the North Atlantic has a well-deserved reputation for strong student support and high quality programs which prepare our students for future employment. We are glad that you have made the decision to take advantage of the excellent educational opportunities that are available at the college and look forward to receiving your feedback so that we can continue to improve on what we do.

We know that you have a lot of questions about Carbonear Campus and this orientation package will provide valuable information to ensure you feel confident and prepared as you begin your studies. We want your transition to the campus to be as smooth as possible. Do not hesitate to ask questions.

The faculty and staff join me in wishing you every success during this academic year.

Sincerely,

Dr. Terry Murphy  
Campus Director  
Carbonear Campus

## ***A MESSAGE FROM STUDENT SERVICES***

Dear Students:

Welcome to College of the North Atlantic, Carbonear Campus! We are excited that you have chosen us to help you achieve your career goals.

Student Services will play an important role during your time at College of the North Atlantic, Carbonear Campus. Our primary role is to help establish and sustain an environment in which students can learn and develop. Services and information include a Guidance Counsellor, Student Development Officer, Admissions Officer, Accessibility Services, a full-services library, and much more!

But, don't worry ... post-secondary life isn't all about classes and studying! Student Services and the Student Representatives Council organizes and coordinates numerous social and recreation events throughout the year including a Winter Carnival and student socials.

On behalf of Student Services, I wish you the best in your studies and encourage you to get involved and make your time with us a positive experience. Have a great year!

Sincerely,



Robyn Harris  
Student Development Officer

## Welcome to the Carbonear Campus of College of the North Atlantic!

We are excited that you have chosen College of the North Atlantic, Carbonear Campus, to help you achieve your career goals. Detailed in this **Welcome Package 2017-2018** are the many services and facilities available at both College of the North Atlantic, Carbonear Campus, and the surrounding area.

We wish you all the best in your studies!

### CALENDAR OF EVENTS 2017-2018

#### HOLIDAYS:

September 4 (Monday)	Labour Day
October 9 (Monday)	Thanksgiving Day
November 13 (Monday)	Remembrance Day
March 30 (Friday)	Good Friday
May 21 (Monday)	Victoria Day
June 25 (Monday)	Discovery Day
July 2 (Monday)	Canada Day Holiday

#### FALL SEMESTER:

July 31 – August 11	On-Line Registration Period
September 5 (Tuesday)	Classes begin
September 19 (Tuesday)	Last day to add courses
October 3 (Tuesday)	Last day to opt out of health and dental
October 3 (Tuesday)	Fees Due
October 6 (Friday)	Fall Semester Break
October 31 (Tuesday)	Last day to drop courses without academic prejudice
November 27 – December 8	On-Line Registration Period - Winter Semester
December 21 (Thursday)	Last day of classes/examinations
December 22 (Friday)	Christmas break begins

#### WINTER SEMESTER:

January 2 (Tuesday)	Classes begin – Winter Semester
January 16 (Tuesday)	Last day to add courses
January 30 (Tuesday)	Last day to opt out of health and dental (new students)
January 30 (Tuesday)	Fees Due
February 2 (Friday)/February 5 (Monday)	Winter Semester Break
February 27 (Tuesday)	Last day to drop courses without academic prejudice
March 5 – March 9 (Monday to Friday)	WINTER SEMESTER READING BREAK
April 2 – 13	On-Line Registration Period (Intersession)
April 26 (Thursday)	Last day of classes/examinations

**INTERSESSION I (C/I Electrician, Carpenter):**

April 30 (Monday)	Classes begin
May 7 (Monday)	Last day to add courses
May 14 (Monday)	Last day to drop courses without academic prejudice
May 14 (Monday)	Fees Due
May 14 (Monday)	Last day to opt out of health and dental (new students)
June 14 (Thursday)	Last day for classes/examinations

**TECHNICAL INTERSESSION (Business Administration, Engineering Technology):**

May 7 (Monday)	Classes begin
May 14 (Monday)	Last day to add courses
May 18 (Monday)	Last day to drop courses without academic prejudice
May 18 (Monday)	Fees Due
May 18 (Monday)	Last day to opt out of health and dental (new students)
June 21 (Thursday)	Last day for classes/examinations

**GRADUATION**

June 2018 – Date TBD	Graduation and Ceremony of Recognition – Carbonear Campus
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**CAMPUS CONTACTS**

**Campus Director:** Dr. Terry Murphy  
596-8911  
terry.murphy@cna.nl.ca  
Main Office

**Admissions:** Barbara Robichaud  
596-8914  
barbara.robichaud@cna.nl.ca  
Room 106A

**Guidance Counsellor:** Sandy Maher  
596-8926  
sandy.maher@cna.nl.ca  
Room 106B

**Student Development:** Robyn Harris  
596-8921  
robyn.harris@cna.nl.ca  
Room 148

<b>Accessibility Services:</b>	Wendy Monk Coordinator of Accessibility Services wendy.monk@cna.nl.ca Room 120	Wanda Smith-Sparkes Resource Facilitator 596-8944 wanda.butt@cna.nl.ca
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## FEES AND CHARGES

Please visit <http://www.cna.nl.ca/Admissions/Fees-And-Charges.aspx> for detailed information on all applicable fees and related charges.

## STUDENT LOAN INFORMATION

### Processing Your Student Loan

The College of the North Atlantic will receive electronic notification when your Master Student Financial Assistance Agreement (MSFAA) is processed by the National Student Loan Service Centre (NSLSC) and will be able to release your loan. If any money is owing to the College, these fees will be taken out of your loan first. This includes fees such as tuition, mandatory fees, and Health and Dental fees. **Please note that book costs cannot be taken out of your loan.** Any monies remaining will be deposited into your account.

To have your loan released, all students must meet with the Student Development Officer in person to confirm your health and dental status and also discuss if you plan on paying for your fees through another method besides a student loan (i.e., tuition voucher, RESPs, sponsorship, etc.).

**Please note** that if you are awarded a student loan and you **opt out of Health and Dental coverage**, this amount will **not** go back directly to you. Instead, it will be refunded back to the National Student Loan Service Centre and be deducted off of the total debt owing.

### Income Confirmation Form

All students receiving a student loan are required to submit an **Income Confirmation Form** *after the first day of classes*. This form can be found online ([www.aes.gov.nl.ca/studentaid](http://www.aes.gov.nl.ca/studentaid)) and is also available from the Student Development Officer. This document will be forwarded to Student Financial Services on your behalf by submitting it to

**Robyn Harris - Student Development Officer**  
College of the North Atlantic, Carbonear Campus  
Room 148  
Tel: 596-8921  
E-mail: [robyn.harris@cna.nl.ca](mailto:robyn.harris@cna.nl.ca)

### Student Loans – Your Responsibilities

When you sign your MSFAA, you have a number of responsibilities. It is your responsibility to ...

- Inform Student Financial Services of any change in your contact information, pre-study and study period income, additional funding, scholarships and bursaries, or change in course load;
- Ensure that you are aware of your repayment responsibilities;
- Ensure Student Financial Services has received all required documentation that they have requested;
- Ensure that your application is completed in full;
- Be aware of important deadlines; and
- Keep a copy of all student loan documentation that you complete and receive.

## Course Load Requirements

To receive a **provincial** student loan, you must be taking at least 80% of a full course load. This requirement may be reduced to 60% of a full course load upon submission of a Reduced Course Load Request Form for the following students:

1. A single parent who has a child (or children) under 12 years of age and who:
  - is carrying at least 60% of a full course load that includes at least one university credit course requiring lab time in addition to regular classroom time; or
  - has a child (or children) with special needs; or
  - has other personal circumstances that merit special consideration.
  
2. A student who has:
  - a severe medical condition; or
  - recently experienced a trauma that merits special consideration; or
  - other documented extenuating circumstances.

To receive a **federal** student loan for full-time studies, you must be taking at least 60% of a full course load. For part-time studies, you must be taking 20–59% of a full course load.

A **student with a permanent disability** may receive assistance (federal and provincial) for full-time studies if enrolled in 40–59% of a full course load. Students with a permanent disability may receive assistance for part-time studies if taking 20–39% of a full course load.

## Maintaining Eligibility

Maintaining eligibility is based on the following factors:

- **Academic Performance** - complete a full course load (60% - federal, 80% - provincial and 40% - students with permanent disabilities) during each period of study you receive financial assistance as a full-time student. If you do not meet this requirement on two separate occasions, you will no longer be eligible for financial assistance for a 12 month period. A third time will result in a loss of eligibility for at least 36 months.
- **Subsequent or Switching Programs** - demonstrate that the program(s) represents academic progression, has good labour-market prospects and will not result in an unmanageable level of debt. You will be required to submit a letter of rationale to support your decision. You are encouraged to provide labour market research including contact with employees/employers in your chosen field.
- **Faculty Registration** – if attending university, be in a faculty by the end of the fourth semester.
- **Work Terms** - if registered in full-time studies at your educational institution, confirm your gross income for the period. If your work term is unpaid, provide confirmation from your employer or educational institution. **Note:** Education/social work internships and nursing preceptorships are not considered work terms.



- **Audit** - all information provided to the Student Financial Services Division is subject to [audit](#). Any discrepancies will result in an automatic adjustment to your file and may affect your eligibility.
- **Student Financial Assistance Abuse** - False or misleading statements, information, and misrepresentation, including by omission, may be considered fraud or abuse and may result in a borrower being restricted from student financial assistance for a period of up to five years. Student financial assistance includes loans, grants, and repayment assistance. In some instances the borrower may be required to immediately repay any loans or grants received from fraudulent or abusive actions.
- **Lifetime Limit** - There is a lifetime limit of 340 weeks of student financial assistance. If you are a doctoral student it is up to 400 weeks. Students with permanent disabilities and students who obtained a guaranteed loan (a loan prior to August 1, 1995) can apply for up to 520 weeks of assistance. Eligible assistance includes times you were in interest-free status, which means you did not pay any interest on your loans while you were in full-time studies.

### **Students with Previous Student Loans**

If you previously had a government sponsored loan and you are registered as a full-time students, you do not have to make payments while attending post-secondary. You must register for the NSLSC Online Services (see below) and request a Confirmation of Enrollment to be completed by the educational institution. **Please note that this must be requested and completed each semester individually.**

### **Student Loan Repayment**

Student loan repayment begins 6 months after the post-secondary studies end-date as per the terms and conditions detailed on the MSFAA. For the first six months after you leave school, you will not have to make payments to your Canada Student Loan or NL Student Loan. This is called your six month non-repayment period or grace period. You should be aware that during this period, interest does accumulate on your Canada Student Loan. The NL Student Loan is always interest-free. When you are nearing the end of your 6 month non-repayment period you should receive a notice from the NSLSC that your loan repayment is about to begin. If you have not received anything by mail, make sure you contact NSLSC at 1-888-815-4514. It is **your responsibility** to contact NSLSC to set up a repayment schedule. If you do not make contact, your loan payments may be automatically withdrawn from your bank account. You will want to review all aspects of your loan(s) and finalize details concerning:

- how much you owe;
- the interest rate that will be applied to your loan(s);
- the bank account you will use to repay the loan;
- the monthly amount that will be withdrawn from your bank account;
- the date it will be withdrawn;
- how long it will take to pay back your loan(s).

Monthly payments can be made to NSLSC through automatic withdrawal, by cheque, online banking or telephone banking.

**After you begin repayment, it is important to ask for help as soon as you feel you are having difficulty meeting your repayment obligations as you may qualify for various repayment assistance options.** As a borrower, you are required to fulfill your obligations and responsibilities so it is important that you

fully understand the terms and conditions of your loan. Missing payments could damage your credit rating and your student loan could go into default. If you are having difficulty making your loan payments, please contact the NSLSC because there are programs and services available to help you manage your payments and avoid defaulting on your loan.

### **Register with National Student Loan Service Centre On-Line Services**

The National Student Loans Service Centre (NSLSC) is pleased to provide a way for you to get information and details about your student loans. If you have not already done so, you can register for the NSLSC On-Line Services by visiting [www.canlearn.ca](http://www.canlearn.ca). Setting up an online account will allow you to:

- Check the status of your student loan
- Check the balance of your loan(s)
- Review details of new loans you've recently received
- Update your Mailing and Permanent Addresses and other contact information on-line
- Review your loan payment and transaction history
- Receive helpful information about your loan in your Personal Message Centre
- **Customize Your Repayment:** Use this tool to create a request form to increase or decrease your monthly payment.
- **Get Repayment Assistance:** If you qualify for periods of Repayment Assistance, the government will help make payments toward your loan. You could be approved to receive interest and/or principal Repayment Assistance.

This website gives you the flexibility to access your student loans electronically at your convenience.

For any student loan related inquiries please contact:

**Student Financial Services Division:**  
216 Prince Phillip Drive, Coughlan College  
Memorial University, St. John's Campus  
P.O. Box 8700  
St. John's, NL A1B 3R5

**E-mail:** [studentaid@gov.nl.ca](mailto:studentaid@gov.nl.ca)  
**Telephone:** (709) 729-5849 or 1-888-657-0800  
**Fax:** (709) 729-2298  
**Website:** [www.gov.nl.ca/studentaid](http://www.gov.nl.ca/studentaid)

**National Student Loans Service Centre:**  
P.O. Box 4030  
Mississauga, ON L5A 4M4

**Telephone:** 1-888-815-4514  
**Fax:** 1-866-656-5639  
**Website:** [www.canlearn.ca](http://www.canlearn.ca)

### ***STUDENT HEALTH AND DENTAL PLAN***

Registered students at the college have access to drug, extended medical, and dental insurance coverage upon registration. The plan is compulsory for full-time students enrolled in a program of fifteen weeks or long. **Only students who provide proof of alternate health and dental insurance will be allowed to opt out during the enrollment period.** Also, students have the option to add family coverage (spouse/partner and dependents) during the enrollment period or before these deadline dates:

The following are deadlines for the 2017-2018 academic year:

- Fall Semester – October 3, 2017
- Winter Semester (new students) – January 30, 2018
- Intersession (new students) – May 18, 2018

**Students who fail to opt out before this/these dates will be charged the fee.**

**Note:** Students who wish to opt out of health and dental or change from single to family coverage will need to do so via Student Self Service during online registration.

**The benefit coverage is from September 1, 2017 – August 31, 2018 (regardless of when your program ends)**

For further information, please contact:

**Mary-Ellen Alexander**  
**643-79**  
**maryellen.alexander@cna.nl.ca**  
**www.cna.nl.ca**

For more information or to print claim forms, please visit Green Shield's at [www.greenshield.ca](http://www.greenshield.ca) and click on "What You Need."

Please visit the Student Support section of the College's website for detailed information on what is involved with the plan or visit this link: <http://www.cna.nl.ca/student-support/Health-and-Dental.aspx>.

### **STUDENT E-MAIL/WEB ACCOUNT INFORMATION**

College of the North Atlantic provides a webmail account for every student and can be accessed by visiting **Student Self Service** on the College's main page or this URL: <http://webmail.cna.nl.ca/>.

Students are **strongly encouraged to access their college e-mail accounts regularly**. Important information will be sent throughout the academic year. It is the student's responsibility to check their webmail regularly; failure to do so will result in missed information.

*Your e-mail address will have the following format:*

Email Address: [firstname.lastname##@ed.cna.nl.ca](mailto:firstname.lastname##@ed.cna.nl.ca)

- (## is the last two digits of your student number)

*Your login credentials will be as follows:*

**Username:** edu\firstname.lastname##@ed.cna.nl.ca

**Password:** dd-Mmm-yyyy (i.e., 23-April-1999 OR 5-Dec-1999)

This username and password will be the same for the entire college network (webmail, Student Self Service, computers at the campus). If you change the password for one, it will change for all.

If you have any questions about computer use, student e-mails, or to reset your password, please visit **Paul Barrett (Computer Support Specialist)** by visiting his office in **Room 134**, call **596-8949**, or e-mail [paul.barrett@cna.nl.ca](mailto:paul.barrett@cna.nl.ca).

### ***SCHOLARSHIPS, AWARDS, AND BURSARIES***

College of the North Atlantic offers a variety of provincial and campus-specific achievement awards, scholarships, bursaries, prizes, and graduation awards. A complete listing and searchable database of scholarships, awards, and bursaries can be found by visiting [www.cna.nl.ca/awards](http://www.cna.nl.ca/awards). Also available through this site is a PDF version of the **Provincial Awards Handbook**. Applications will be available beginning approximately September/October 2017 with a deadline in January 2018.

### ***STUDENT GOVERNANCE***

Student Representatives Council (SRC) at members will be needed again this year and are an integral part of student life on campus.

Each campus elects members at the beginning of each academic year. The SRC is governed by a constitution and has a responsibility for planning and organizing various extra-curricular activities on behalf of the student body. The SRC also has an advisor on behalf of Student Services which, at the Carbonear Campus, is the Student Development Officer. Full-time and part-time students are eligible to run. However, part-time students cannot hold the President's position. Positions include President, Vice-President, Secretary, and Treasurer. Also, each program may elect, or otherwise have appointed, at least one student to serve as a Class Representative.

The Council of Student Executives (CSE) is also a student governance committee which has a student representative from each of the CNASU's at the campuses. These representatives are elected by their fellow SRC members. This committee is responsible for ensuring that students will sit on all major college committees including the College Board of Governors.

If you are interested in running for a position on the CNASU – Carbonear Campus, please see:

**Robyn Harris, Student Development Officer**  
**Room 148**  
**596-8921**  
[robyn.harris@cna.nl.ca](mailto:robyn.harris@cna.nl.ca)

**Nominations will take place from September 11, 2017 – September 15, 2018 with the elections being held on September 26, 2017.**

## ACADEMIC REGULATIONS

### Grade Point Marking System

The percentage mark in any course is converted to a grade point according to the following table:

80% and over	4
70%, 75%	3
60%, 65%	2
50%, 55%	1
Below 50%	0

The grade point average (GPA) is obtained by multiplying the credit value of each course in the program by the grade point obtained in that course. The sum of all the products is then divided by the total number of credits.

When a course is repeated or a supplementary examination is written, the highest mark attained will be used in the calculation of the grade point average.

When students complete more than the minimum number of electives, students are able to select which electives will be used in the calculation of the GPA by making application at the Registrar's Office. Without such application the Registrar will select for calculation purposes the required number of electives as recorded chronologically on the transcript.

### Importance of Academic Status

As you progress through your period of studies and, in some cases, prepare to enter another post-secondary institution after your period of studies end at College of the North Atlantic, it is **very important** to understand the importance of academic status.

### Clear Standing (as it applies to programs at the Carbonear campus)

1. Students are in clear standing when they have passed all courses and have attained a grade point average of at least 2.0
2. In Industrial Trades programs, the pass mark is 70% in the practical component and 70% in the theory component.

### Conditional Status

Students are classified as conditional when: they have a cumulative grade point average between 1.00 and 1.99 in any semester, or when they must clear course deficiencies in order to graduate (e.g., students who must successfully complete a failed course through supplementary examinations or repetition). Students are expected to attempt courses from previous semesters (if available), before registering for any new course, and must consult with a faculty advisor and/or counsellor on or before registration.

**Please note** that a student **obtaining less than clear standing** (i.e., conditional status or academic dismissal) **may affect** their transferability to another post-secondary institution and it is advisable that **all students strive to achieve clear standing**.

Please view the Admissions section of a website for complete details of all admissions regulations (<http://www.cna.nl.ca/Admissions/>).

## Appeals

All registered students of the college may appeal a decision or ruling which affects them as it pertains to academic matters as well as matters of student discipline, student rights, and student responsibilities.

**Academic Appeals:** All registered students of the college have the right to appeal decisions or rulings which affect them and which pertain to academic matters:

**Non-Academic Appeals:** All students of the college have the right to appeal decisions or rulings that affect them and which pertain specifically to non-academic matters.

Please consult the Student Handbook for more information (<http://www.cna.nl.ca/Explore-Our-Campuses/pdfs/carbonear/Student-Handbook-2016-2017.pdf>).

## Importance of Attending Classes

There is a direct correlation between attending classes and your success. Students will have more success by attending all classes. It is important to keep up with your studies and to identify problems quickly and seek assistance from Instructors and staff.

## PEER TUTORING

Through the Peer Tutoring Program, a student needing academic assistance in a subject area is paired with a student who is in good academic standing. Tutors earn an hourly wage of \$10.25 per hour. Students can receive up to 15 hours per semester of one-on-one tutoring.

The *objectives* of the Peer Tutoring Program are to help students:

- ✓ increase their skills in the selected areas;
- ✓ keep on par with peers;
- ✓ feel good about themselves; and
- ✓ enjoy and succeed at college work.

The *Terms of Reference* for the Tutor are as follows:

- ✓ Submit applications to Student Services with signatures from subject area Instructors
- ✓ Be a full-time student in good standing
- ✓ Possess good interpersonal skills
- ✓ Be prepared to work minimum of 2 hours per week and up to a maximum of 6 hours per week, even during exam period when demand is the highest (to a total of 15 hours per semester)
- ✓ Understand that failure to attend 2 tutoring sessions without notifying the assigned student (s) may result in termination from the tutoring program. If additional tutoring is allowed, it will be at the discretion of Student Services.

The Tutee must:

- ✓ be willing to commit to a minimum of 2 hours per week and up to a maximum of 6 hours per week (Total of 15 hours per semester);
- ✓ maintain proper classroom attendance and show initiative in class;
- ✓ be responsible for all books, pens, paper, and other materials as they are needed and be on time;

- ✓ understand that failure to attend 2 tutoring sessions without notifying the assigned tutor may result in termination from the tutoring program (additional tutoring will be at the discretion of Student Services);
- ✓ complete forms related to the Peer Tutoring Program when requested; and
- ✓ be responsible for contacting the Tutor if they cannot attend a session.

Benefits for Tutees:

- ✓ Increased individual instruction
- ✓ Improved grade point average
- ✓ Increased self –esteem

Benefits for Tutors:

- ✓ Increased knowledge in the subject area
- ✓ Increased self-esteem
- ✓ Increased tolerance, acceptance, and awareness of others
- ✓ Extra work experience for your resume
- ✓ Earn extra money

For further information, please contact **Sandy Maher (Guidance Counsellor)** in **Room 106B**, call **596-8921**, or e-mail **sandy.maher@cna.nl.ca**.

## CAMPUS FACILITIES

### Library

The Library at College of the North Atlantic, Carbonear Campus, contains approximately 2500 monographs, 600 reference books, and 1000 periodicals. While the collection maintains a focus on books related to course specific subjects taught at the Carbonear campus, it does contain some books on any number of topics. Library services include:

- A 2-week loan period of books from our regular book collection
- A range of periodicals which are available and can be enjoyed in the library
- 2 group study rooms that can be booked for groups of 2-6 people
- Reference interviews with a professional librarian who can help your research go more smoothly
- 4 computers with a black and white printer dedicated to your research needs
- A wide range of reference materials
- **A TV with DVD and Blu-ray** player so that you may watch curriculum- related materials
- A photocopy machine located inside the library doors
- Student Card ID service

To ensure the smooth running of the library, the following general policies must be followed:

*Noise* - Many students use the library as a quiet place to work and study. Quiet discussion is acceptable; but unnecessary noise is not. There should be no talking at all in designated “Silent” or “Quiet” areas.

*Lost or Damaged Items* - Borrowers are responsible for replacing lost or damaged items. If you noticed damage on an item you want to borrow, please point this out to library staff before check out.

*Overdue Items* - Borrowers are responsible for knowing when items are due and returning them on time. Persons who fail to return items will have their borrowing privileges suspended and will be invoiced for replacement costs. The College will not issue transcripts, diplomas, or certificates to persons with outstanding library charges, nor will such persons be permitted to register for College programs or courses until the overdue item is returned or paid for.

*Food and Drink* - Users are asked to refrain from eating and drinking in the library.

*Loan Periods* - The following loan periods apply:

General Collection	2 weeks
Reference Materials	Non-Circulating
Back Issues of Magazines	1 Day
Current Issues of Magazines	Non-Circulating
Newspapers	Non-Circulating
Maps	Non-Circulating
Videos	1 night

The Hours of Operation are (NOTE that these are subject to change):

Monday – Friday: 8:30 a.m. – 4:30 p.m.  
Saturday and Sunday: Closed

The library boasts the services of a professional **Librarian (Stephen Nolan)** and a **Library Technician (Brenda Peach)** who are qualified to help you in your search for relevant information.

### **Bookstore**

**The bookstore is located in Room 159 and is open on Monday-Friday from 8:30 a.m. – 3:00 p.m.** No books should be purchased until after you go to your first class. If you are buying second hand books, please check the edition number.

Refunds may be given for returned textbooks under the following conditions:

- a. Books are unmarked and in saleable condition
- b. Books are returned within the first three weeks after the commencement of classes
- c. Original receipts are presented before a refund is issued

### **Parking**

**Students are permitted to park in the designated student parking area in the parking lot by the main entrance.** Students are not permitted to park in staff/faculty parking areas. Any unauthorized vehicles parked in these areas will be towed at the owner's expense and may be ticketed. Once tickets are issued, they cannot be revoked.

### **Cafeteria**

Cafeteria services are available through Bona Fide Fresh Foods. The cafeteria is open from Monday-Friday (specific hours each day will be announced.)



The microwaves provided in the cafeteria as well as the Student Lounge are courtesy of the Student Council. There are cleaning supplies provided for the microwave; please be courteous and clean the microwave after each use.

### **Lockers**

Lockers and combination locks are provided by College of the North Atlantic, Carbonear Campus, and will be assigned to students after classes begin in September 2017. Combination locks are already attached to available lockers and the rental cost is \$10 per academic year. Students will be assigned a locker and given the combination. The locker is assigned to that student for the duration of the study period as per policies outlined in the Locker Use Agreement

### **Food and Drink**

Food and drink are not permitted in the library, computer labs, and science labs. Please dispose of all garbage in the bins provided in the cafeteria and classrooms. Garbage that is not properly disposed of creates an unsanitary and unhealthy environment.

## **CAREER AND EMPLOYMENT SERVICES**

Career and Employment Services (CES) is an initiative of College of The North Atlantic to provide career resources and assistance to students and graduates.

Student Services offers the following information:

- ✓ PCs with job search links
- ✓ Newspapers
  - The Telegram
  - The Compass
- ✓ Printed Literature
  - Employer Directions
  - Job Search Books
  - Resume Books
  - Trade Magazines
  - Post-Secondary Calendars
  - Cover Letter Books
  - Interview Tips
  - Inkjet printers
  - Job Posting Boards

Student Services can also assist you with resume and cover letter preparation, interview skills, mock interviews, job hunting, proof reading, and faxing.

In addition to the resources offered at our campus, College of the North Atlantic has developed a website devoted to student and graduate employability issues. The **CES website** can be accessed by visiting <http://ces.cna.nl.ca>. Students and graduates can login with their user identification/password and browse or search job postings, view employment programs, keep up to date on new program offerings at College of the North Atlantic, add or update an electronic resume, access articles online about related issues, view company profiles, subscribe to an online newsletter, join a threaded discussion group, and browse a variety of career and employability links. Employers are encouraged to

access the CES website when trying to fill positions. Students and graduates, therefore, should endeavor themselves to keep a current resume on the sites and visit frequently for job postings.

Students should familiarize themselves with the resources available through CES early in their academic careers. Before the summer break, you may want to start researching companies that hire graduates in your area of study and make preliminary inquiries about possible job opportunities. You should gather information about the products or services that the company offers and the skill set they require. The internet will be a great help in that regard, but use the books and the newspapers as well! The goal is to find out as much as possible about the companies where you would like to work. This will be especially important for any interview you may attend. You may also wish to establish contacts to make you aware of available or upcoming job opportunities.

Finally, all students should place their resume on College of the North Atlantic's CES website and keep it updated on a regular basis.

For further information, or to consult with a **Student Development Officer**, please contact **Robyn Harris** in **Room 148** or call **596-8921**.

## FREQUENTLY ASKED QUESTIONS

### **How do I know if school is closed?**

School closures due to inclement weather and/or other circumstances will be announced on KIXX 103.9, sent to students through their college webmail, posted on our campus' Facebook page, and also posted on our website at [www.cna.nl.ca](http://www.cna.nl.ca) under "Campus Closures."

### **Is the college scent-free?**

The Carbonear Campus is a fragrance-free environment; scented products such as perfume, deodorant, and aftershave can be a severe health risk by causing harmful effects to people with allergies and asthma. For the comfort and safety of all, we ask that you do not wear heavily scented products.

### **How do I order college merchandise?**

College merchandise can be purchased by visiting the CNA E-Store at [www.shopcna.ca](http://www.shopcna.ca).

### **How do I get a Student ID Card?**

Student ID cards are available at the library; dates will be announced.

### **Is the College smoke-free?**

As of September 1, 2010, College of the North Atlantic expanded its Smoke Free Workplace Program to **no longer allow smoking on any property** operated by College of the North Atlantic. This includes all campuses, field sites and buildings, office buildings, learning centres, and parking lots and grounds.

## *Accommodations*

### **Landlord and Tenant Relations**

If you have any questions on the Residential Tenancies Act, Security Deposits, Rental Agreements, Termination Notices, legislation, statutory conditions, etc., please contact the **Residential Tenancies Office** at:

**Government Services Center  
5 Mews Place  
P.O. Box 8700  
St. John's, NL A1B 4M4  
Telephone: (709) 729-2608/5839  
Toll Free: (877) 829-2608  
Fax: (709) 729-6998  
Website: [www.gs.gov.nl.ca/landlord/index.html](http://www.gs.gov.nl.ca/landlord/index.html)**

It is recommended that you obtain a copy of the Residential Tenancies Act for your complete information on your rights and obligations.

### **Housing with Other Students**

Although the law has specific provisions to govern your relationships with your landlord, it leaves the terms of your relationship with your co-tenant (roommate) up to you. If you do not think of potential areas of disagreement now, you may well end up fighting with those with whom you share living quarters. Not only will this be disruptive to your personal and academic life (especially at exam time), but it can involve you in expensive and uncertain situations – such as paying rent and utilities that should be your co-tenants responsibility. It is easy, however, to avoid such problems. Simply talk to your co-tenant(s), and put the terms of your arrangement in writing. You may be responsible for the actions of others. The key issues you should resolve are how you will split the cost of rent, utilities, groceries, and other expenses as well as responsibility for a co-tenant who “disappears” mid-term.

### **Accommodations Listing**

**An Accommodations List is available by visiting the Main Office.** This list is updated throughout the year and contains information on many available accommodations in the area surrounding the Carbonear campus.