



Heavy Duty Equipment Technician/Truck and Transport Mechanic 2018-2019 Happy Valley-Goose Bay Campus

The Heavy Duty Equipment Technician/Truck and Transport Mechanic program is a 39-week Certificate program that provides trainees with the skills and knowledge required for employment in the field of Heavy Equipment Repair. Heavy Duty Equipment Technicians diagnose problems, locate the cause of the malfunction, dismantle and overhaul components. They repair defects, reassemble existing parts or fit new parts and make final adjustments.

For further information on this program please visit us online @ www.cna.nl.ca.

Important Registration Information

To help you prepare for your college experience, we have highlighted important information for you to remember as you prepare to become a CNA student for the 2018-2019 academic year. If you require further information or assistance, *please contact the Campus at 896-6300/6301.*

Confirmation Form: Have you returned your confirmation form and \$97.00 registration fee to accept the seat offered to you in the above program? This step is very important! If you did not reply by the date identified on the form, your seat may have been cancelled. Please check with the campus if you need verification.

Registration Date and Time: **Please register on-line July 30-August 10.** Registration check-in for the Fall 2018 semester begins at the Happy Valley-Goose Bay Campus on **September 4, 2018.** *A detailed Registration and Orientation Schedule for the Fall semester will be sent to you by early August.*

Access for Success (AFS): As referenced in your original acceptance letter, students are reminded to complete the *Access for Success* (AFS) assessments. . Students may choose to complete their assessments at the College on registration day. Times will be included in the Registration and Orientation Schedule mentioned above.

Program Fees: Please note that Fall semester fees are due no later than October 2, 2018. This includes tuition, equipment and materials fee, student health and dental insurance, and all other applicable fees. Textbooks costs however, are due at time of purchase from the college bookstore. Costs associated with your program of studies are outlined below.

Note: All dates/fees identified are subject to change

Semester	Semester Start Date (Registration)	End Date (Last day of classes/exams)	Number of Weeks	Tuition Costs	Equipment & Materials Fee	Textbook Cost Estimate only (based on previous year)	Supply Cost (Estimate Only)	Health/Dental Insurance Fees (Single)
Fall	4-Sep-2018	21-Dec-2017	16	\$726.00	\$482.00	\$1400.00	\$1500.00	\$381.00
Winter	2-Jan-2019	26-Apr-2019	17	\$726.00	\$210.00		-	-
Intersession	29-Apr-2019	10-June-2019	6	\$294.00	\$84.00	\$ 100.00	-	-

Will you be receiving sponsorship from an outside agency while attending College? (i.e. Department of Advanced Education and Skills; Nunatsiavut Educational funding departments; NunatuKavut; Innu Nation; or other agency). If yes, you must provide written confirmation of your sponsorship at time of registration. Sponsorship confirmation should indicate what fees your sponsor is covering, and the dates that your sponsorship is in effect for. Furthermore, the Department of Advanced Education and Skills (AES) has specific deadline dates for applicants applying for funding for the Fall 2018 semester, please contact your local AES for further details. Please note that some sponsoring agencies require the student to pay all fees themselves and then be reimbursed by their sponsoring agency upon submission of official receipt(s). **You should review your contract outlining the details of your funding before registration.**

Will you be applying for a Student Loan? If yes, please visit the Newfoundland and Labrador student loan website at www.gov.nl.ca/studentaid. Please note that textbook costs are not deducted from student loan certificates and students should be prepared to pay these costs at registration. Student loan recipients are also required to bring their Income Confirmation Form with them to registration. If you are a resident of another province please visit your provincial Student Aid office. For general loan information visit: www.canlearn.ca.

Student Health and Dental Insurance: Enrollment in the College’s student health and dental insurance plan is compulsory for full-time students enrolled in a College program of fifteen (15) weeks or longer. Students who have alternate health/dental coverage **must opt-out of the plan online** at the CNA website at the following link: www.cna.nl.ca/cstudents/insurance.asp. **You should print and bring a copy of your online opt-out receipt with you at registration. Applicable fees for the insurance coverage will automatically be charged to all student accounts. The fees will be reversed only for those who provide their online opt-out receipt by the deadline date below.** Fees for students purchasing the insurance coverage and for those who fail to opt-out by the deadline are **due no later than October 2, 2018**. *For students beginning in the Fall semester, the deadline for enrolling, adding family coverage, or opting-out of the plan is **October 2, 2018**.*

Conditionally Accepted Students: If you have been conditionally accepted based on attending high school or Adult Basic Education this past year, you are reminded to submit a certified or original copy of your graduation transcript to the Campus office as soon as you receive it. If your final marks do not meet the entrance requirements for your program of studies, the College will notify you of acceptance cancellation and your Registration fee of \$97.00 will be refunded.

Do you require accommodations in our Residence facilities? If you are from outside the local area and would like to be considered for residence accommodations (single or family), please contact the Campus office and request the residence information and application form. When applying, you should ensure that your application is complete and you have enclosed the applicable fees. Incomplete applications will not be processed. Applicants will be notified by the residence supervisor once the review process is finalized.

Will you require child care services from the College Child Care Centre? If you have children between the ages of six months to six years and are interested in child care services, please contact the Campus office for information and a pre-registration form. This service is available for the convenience of our students, but as space is limited, you must complete the pre-registration form and return by the identified date on the form. Applicants will be notified by the child care supervisor prior to registration.

Supplies you will need to provide for your program of studies: As a student in this program, you will need to have the items listed below. If you have questions relating to these supplies or uncertain about a particular item, you should discuss this with your program instructor on the first day of classes before purchasing. It is advisable for students to purchase a tool box and lock to keep your equipment safe and protected at all times. Students will be responsible for their own tools.

Heavy Duty Equipment Technician Supplies – Students to provide		
Steel toe safety boots (CSA approved) Safety glasses (CSA approved Class 1) 2 Pairs of Coveralls Adjustable wrench 10" Chisels (Chisel punch set) Set of Drifts Hack saw Side cutters	Hammers (small and large ball peen 2.5-3 lbs) Locking pliers (10" vice grips) 16' measuring tape Pliers (12" channel pliers, 8" needle nose, 9" heavy duty lineman, 10" slip joint, side cutters) Scraper 1 ¼" Screwdriver set (3 Philips, 3 flat) Wrench set (Combination metric and Standard 12 point 3/8" to 1 ¼", metric 12 point 3mm to 24 mm)	Socket sets (3/8 "-1 ¼ "sockets, ratchet, 5" extension, 10" extension, power handle, universal joint, ½ " drive metric.) 3/8" drive socket set-6 points (3/8-7/8 sockets, ratchet, 3" extension, power handle, universal joint.) Feeler gauge Files (flat and round) Utility knife Wire splicer (crimp tool) Snips

Scheduled Holidays/Breaks at CNA for 2018-2019
September 3 (Monday) – Labour Day, College closed
October 5 (Friday)-No classes
October 8 (Monday) – Thanksgiving Day, College closed
November 12 (Monday) – Remembrance Day, College closed
December 21 (Friday) to January 2 (Tuesday) – CHRISTMAS BREAK
February 1 (Friday) and February 4 (Monday)-No classes
March 4 (Monday) to March 8 (Friday) – Winter Semester Reading Break
April 19 (Friday) – Good Friday, College closed
May 20 (Monday) – Victoria Day, College closed
June 24 (Monday) – Discovery Day, College closed
July 1 (Monday)-Canada Day, College closed

Thank you for choosing College of the North Atlantic