



Your College
Your Future!



PLACENTIA CAMPUS

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Orientation 2017

www.cna.nl.ca

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A MESSAGE FROM OUR CAMPUS ADMINISTRATOR

Dear Student,

As Campus Administrator of Placentia 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, high quality programs and fully preparing our students for future employment. We are continually striving to improve the programs and services we provide. 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 Placentia Campus and this orientation package will provide valuable information to make sure 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 well during this academic year.

Sincerely,



Darrell Clarke
Campus Administrator
Placentia Campus

A MESSAGE FROM STUDENT SERVICES

Dear Students:

Welcome to College of the North Atlantic, Placentia 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, Placentia Campus. Our primary role is to help establish and sustain an environment in which students can learn and develop. Services and information include a, Student Development Officer, Guidance Counsellor Admissions Clerk, Accessibility Services Coordinator, Library Technician, and much more!

But, don't worry ... post-secondary life isn't all about classes and studying! Student Services and the College of the North Atlantic Student Union – Placentia Campus organizes and coordinates numerous social and recreation events throughout the year including a Winter Carnival and student socials. Also, the cafeteria houses a ping pong table, dart board, foosball table and other items for your enjoyment during your time at the campus.

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,



Dodie Blanche
Student Development Officer

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
Oct 6 (Friday)	Fall Semester Break (no classes)
February 2 & 5 (Friday & Monday)	Winter Semester Break (no classes)

FALL SEMESTER:

July 31 – Aug 11 (Monday to Friday)	On-Line Registration Period
September 5 (Tuesday)	Classes begin Online classes begin – Distributed Learning
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 31 (Tuesday)	Last day to drop courses without academic prejudice
November 27 – Dec 8 (Monday to Friday)	On-Line Registration Period - Winter Semester
December 21 (Thursday)	Last day of classes/examinations
December 22(Friday) to January 1 (Monday)	CHRISTMAS BREAK

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 27 (Tuesday)	Last day to drop courses without academic prejudice
March 5-9 (Monday to Friday)	WINTER SEMESTER READING BREAK
April 2-13 (Monday to Friday)	On-Line Registration Period (Intersession)
April 26 (Thursday)	Last day of classes/examinations

INTERSESSION (CONTINUING PROGRAMS):

April 30 (Monday)	Classes begin – Intercession, Continuing Programs and Spring Semester
May 7 (Monday)	Classes begin – Technical Intercession, Distributed Learning, and Technical Spring Semester
May 7(Monday)	Last day to add courses – Intercession, Continuing Programs
May 14 (Monday)	Fees Due – Intercession
May 14 (Monday)	Last day to add courses – Technical Intercession and Spring Semester
May 14 (Monday)	Last day to drop courses without academic prejudice – Intercession
May 9 (Monday)	Last day to opt out of health and dental (new learners, Intercession)
May 18 (Friday)	Fees Due – Technical Intercession
May 18 (Friday)	Last day to add courses – Technical Spring Semester
May 18 (Friday)	Last day to drop courses without academic prejudice – Technical Intercession
May 18 (Friday)	Last day to opt out of Health and Dental (new learners, Technical Intercession)
May 20 (Friday)	Fees Due – Spring Semester
May 20 (Friday)	Last day to opt out of health and dental (new learners, Spring Semester)
June 4 (Monday)	Fees Due – Technical Spring Semester
June 14 (Thursday)	Last day for classes/examinations - Intercession, Continuing Programs
June 21 (Thursday)	Last day for classes/examinations – Technical Intercession
June 22 (Friday)	Last day to drop courses without academic prejudice – Spring Semester
June 29 (Friday)	Last day to drop courses without academic prejudice – Technical Spring Semester
August 10 (Wednesday)	Last day of classes/examinations – Spring Semester
August 17 (Wednesday)	Last day of classes/examinations – Technical Spring Semester
June 2018 date June 6th	Graduation Ceremony

The Intercession (Continuing Programs) includes programs such as Trades and other programs where marks from the Winter Semester are not needed prior to registration.

CAMPUS CONTACTS

Campus Administrator: Darrell Clarke
227-2037
Darrell.clarke@cna.nl.ca
Main Office

Admissions: Cynthia Griffin
227-2037
Cynthia.griffin@cna.nl.ca
Main Office

Student Development: Dodie Blanche
227-6273
Dodie.blanche@cna.nl.ca
Room 68

Guidance Counsellor: Sandy Maher
596-8926/ 227-6275
sandy.maher@cna.nl.ca
Room 68

Disability Services: Wendy Monk
Accessibility Services Coordinator
227-6272
wendy.monk@cna.nl.ca
Room 68

FEES AND CHARGES

Please visit <http://www.cna.nl.ca/Admissions/Fee-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) or by visiting **Student Services** in **Room 68**. This document will be forwarded to Student Financial Services on your behalf by submitting it to

Dodie Blanche - Student Development Officer
College of the North Atlantic, Placentia Campus
Room 68
Tel: 227-6273
E-mail: dodie.blanche@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 grant, 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

To maintain eligibility for the Canada Student Loans Program, you must successfully complete at least 60% of a full course load during each period of study for which you receive financial assistance for full-time studies. To remain eligible for part-time assistance, you must successfully complete all courses for which funding was issued. For the Newfoundland and Labrador Student Grants Program, you must complete at least 80% of a full course load. Students with permanent disabilities must successfully complete at least 40% of a full course load.

The first time you do not meet the required course load, you will be placed on probation. This means you can continue to receive additional assistance on a semester-by-semester basis, provided you submit confirmation that you have successfully completed each period of study. If you do not meet this academic performance requirement for a second time, your eligibility for financial assistance will be suspended for 12 months. A third time will result in a loss of eligibility for at least 36 months. While there may be some flexibility in the application of probationary and restriction periods, depending on individual circumstances, students are encouraged to maintain a satisfactory scholastic standing throughout their borrowing years.

Students with Previous Student Loans

If you previously had a government sponsored loan and you want to apply for interest-free status so you can stop making payments while attending full-time studies and you **are not** receiving a new loan, you can request that a **Confirmation of Enrolment (Schedule 2)** be submitted on your behalf. Please visit:

Dodie Blanche, Student Development Officer
Room 68
227-6273
dodie.blanche@cna.nl.ca

Please note that this must be requested and completed each semester individually.

Student Loan Repayment

Repayment begins 6 months after your post-secondary studies end-date as per the terms and conditions detailed on your MSFAA. This is called **student loan consolidation** or the **repayment phase**. Interest does not accumulate on your Canada Student Loan for this period; there is no interest on the provincial portion of your student loan. The NSLSC administers the repayment of your student loans on behalf of the Government of Canada and the Government of Newfoundland and Labrador. You can expect to receive a loan consolidation package 4 to 5 weeks prior to your consolidation date.

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 repayment assistance. 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. Information regarding the repayment process can be found on the Student Financial Services Website: <http://www.aesl.gov.nl.ca/studentaid/faq/index.html>

Included in this package is information on the repayment process as found on the Student Financial Services website.

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.

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
Telephone: (709) 729-5849 or 1-888-657-0800
Fax: (709) 729-2298
Website: 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

STUDENT E-MAIL/WEB ACCOUNT INFORMATION

Accessing your account for the first time

College of the North Atlantic provides a webmail account for every student and can be accessed by visiting <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 (where ## is the last two digits of your student number)

To access your College email account, log in to the College Webmail site via this link: <http://webmail.cna.nl.ca/> and enter the following:

Domain\User Name: EDU\#####

Note: enter your College student ID

Password: d-Mmm-yyyy (see example below)

The diagram shows a login form with two input fields. The first field is labeled 'Domain\user name:' and contains the text 'EDU\1234567'. A red arrow points from the text 'Your Student ID' to the '1234567' part of the text. The second field is labeled 'Password:' and contains the text '21-Jul-1982 or 2-Aug-1990'. Three red arrows point to the '21-Jul-1982' part of the text: one to the '21', one to 'Jul', and one to '1982'. Below these arrows are the labels 'Capital Letter', 'No leading zero', and 'Capital Letter' respectively. To the right of the password field is a 'Log On' button.

- Your password is case sensitive.
- If the day of your birthdate is between 1 and 9, there is no leading zero
- The first letter of the month is CAPITAL

Once you are logged in, you may be required to change your password. If you experience difficulties, please contact the help desk at: SSHelpReg@cna.nl.ca

Password change requirements

When you change your password you have to follow these rules.

1. Password cannot be any previous password.
2. Password cannot contain your first/middle/lastname.
3. Password must be a minimum of eight (8) characters long.
4. Password must contain three (3) of the following:
 - A Number (ex. 1234567890)
 - A lowercase letter (ex. abc)
 - A capital letter (ex. ABC)
 - A symbol (ex. !@#\$%^&*)

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.

As a student of the College, your Microsoft Office 365 (O365) account provides the following benefits:

- E-mail with at 50 GB limit, attachments of up to 25 MB, Mobile device support
- MS Office Web Apps
- Full copy of MS Office (Current Version) on up to 5 devices
- MS SharePoint
- MS Lync
- OneDrive with 1 TB of storage

If you have any questions about computer use, student e-mails, or to reset your password, please visit **Justin Ricks (Computer Support Specialist)** by visiting his office, call **227-6276**, or e-mail justin.ricks@cna.nl.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 longer. Only students who provide proof of alternate health and dental coverage 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:

For the 2017-18 academic year;

Fall semester- Oct 3rd, 2017

Winter semester (new students)- January 30th, 2018

Intercession (new students) – May 18th, 2018

Student who fall to opt out before this/these dates will be charged the fee

Students who wish to opt out of the Health and Dental plan or change from single to family coverage will need to do so via Student Self Service and can be done during online registration

The benefits coverage is from Sept 1, 2017-August 31st, 2018 (regardless of when your programs ends)

For further information, contact:
Mary Ellen-Alexander
643-7927
Maryellen.alexander@cna.nl.ca

For more information or to print claim forms, please visit Green Shield at 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>

SCHOLARSHIPS, AWARDS, AND BURSARIES

College of the North Atlantic offers opportunities to students in many programs to complete for a variety of provincial and campus-specific achievement awards, scholarships, bursaries, prizes, and graduation awards.

An **Awards Handbook** outlining all awards as well as the specific criteria may be available at the **Student Services Office in Room 68** as well as visiting www.cna.nl.ca/awards. Students can also access applications by visiting this website. Also, information about these scholarships, awards, and bursaries are advertised by displaying them on the **bulletin board and/or table outside of the library** as well as the **TV Screen, e-mail to students, and posted to Placentia Campus’ Facebook page**.

STUDENT GOVERNANCE

College of the North Atlantic Student Union (CNASU) members will be needed again this year and are an integral part of student life on campus. Be a part of the CNASU– the Student Voice!

Each campus elects members at the beginning of each academic year. The CNASU is governed by a constitution and has a responsibility for planning and organizing various extra-curricular activities on behalf of the student body. The CNASU also has an advisor on behalf of Student Services which, at the Placentia 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 CNASU 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 – Placentia Campus, please see:

Dodie Blanche, Student Development Officer
Room 68
227-6273
Dodie.blanche@cna.nl.ca

ACADEMIC REGULATIONS

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

- a. Students are in clear standing when they have passed all courses and have attained a grade point average of at least 2.0.
- b. In Diagnostic Ultrasonography, Medical Laboratory Sciences II and III, and Medical Radiography II and III, the pass mark is 60%, including a minimum of 60% on the final exam.
- c. **In Industrial Trades programs, the pass mark is 70% in the practical component and 70% in the theory component.**
- d. In Aircraft Maintenance Engineering Technician and Aircraft Structural repair the passing grade is 70%.
- e. In Primary Care Paramedicine, the pass mark is 80%, including a minimum of 80% on the final exam.

Conditional Status

Students are classified as conditional when: they have a cumulative grade point average between 1.0 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 our website for complete details on all admission regulations <http://www.cna.nl.ca/Admissions/Academic-Regulations.aspx>

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 2017/18 for more details. Or at <http://www.cna.nl.ca/Explore-Our-Campuses/Placentia.aspx>

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 \$10.75 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

Information on receiving tutoring or becoming a Tutor is available at **Student Services in Room 68**. Students will complete appropriate forms, take them to their Instructors for referral, and return them to Student Services.

For further information, please contact **Dodie Blanche (Student Development Officer call 227-6273)** or **Sandy Maher (Guidance Counsellor -227-6275)** in **Room 68**, or e-mail dodie.blanche@cna.nl.ca.

CAMPUS FACILITIES

Library

The Library is open Monday to Friday 8:00a.m. - 4:00 p.m. Once the semester begins the library will be opened during the evenings. Days and times to be determined 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.

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

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

Monday – Friday: 8:00 a.m. – 4:00 p.m.

Saturday and Sunday: Closed

Library Technician, Linda Reddigan will be happy to assist you

Bookstore

The bookstore is located in the Trades Wing and is open on Monday-Friday. Hours of operation will be posted. 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

Please see Jennifer Power – Storekeeper for further information

Parking

Students are permitted to park in the designated student parking area in the parking lot by the main entrance.

TV Screen

There is a TV Screen in the main lobby displaying important information for students. If you would like to post an announcement, please see **Dodie Blanche (Student Development Officer)** in **Room 68** or call **227-6273**.

Cafeteria

Cafeteria services are available. Hours of operation will be announced.

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

Also, the cafeteria houses a ping pong table, dart board, foosball table and television for your enjoyment during your time at the campus.

Personal Protective Equipment (PPE)

Head, eye, face, and foot injury potential exist in activities concurrent to various trades, technology, field sites, and other places of work, learning and research. Protecting yourself and others against these hazards will help ensure everyone's safety.

Work in shops, power plants, trade shops, and similar places where head, eye, face, and foot hazards exist require all workers, students, and visitors to wear the following minimum personal protective equipment to protect yourself against these hazards:

- Hard Hat
- Safety glasses
- Safety boots

Important Note: The School of Industrial Trades minimum PPE is hardhat, safety glasses, and safety boots for all trade shops. Please see your direct supervisor for the type and standard of acceptable personal protective equipment in your work or learning area.

Lockers

Lockers are provided by College of the North Atlantic, Placentia Campus, and will be assigned to students after classes begin in September 2015. Students must provide their own combination locks. 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.

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 VOICM 590, OZ FM 100.3, FM 97.5, CHCM 740, sent to students through their college webmail if signed up for campus closure notifications, posted on our campus' Facebook page, and also posted on our website at www.cna.nl.ca under "Campus Closures."

Is the college scent-free?

The Placentia 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

How do I get a Student ID Card?

Student ID cards are available at the library; dates for issuing IDs for Placentia Campus – Sept 13th- 20th

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
Tel 709-729-2608/5839 or Toll free:877-829-2608 Fax: 709-729-6998
Website: www.gs.gov.nl/landlord/index.html

ACCOMODATIONS LISTING – An accommodation's listing is available at the main office and on our website <http://www.cna.nl.ca/Explore-Our-Campuses/Placentia.aspx>

LOCAL TELEPHONE NUMBERS

The following list of local services and attractions may not be a complete list. For a complete listing of services and attractions in the local towns, please visit their individual websites. If you would like your business added to this list in the future, please contact the campus at (709) 227-2037.

Emergency and Medical Contacts

Hospital:	Placentia Health Center	Emergency 227-2031 Appointments 227-4105
Clinics:	Placentia Medical Clinic (Dr. Penney) Fort Frederick Medical Clinic (Dr. Power)	227-2081 227-2101
Dentists:	Dr. D.J. Greene Dr. Renee Mulrooney	227-3191
Optometrists:	Dr. Cashin	227-5530 or Call Lawton's @227-2292 to make an appt
Fire Departments:	Emergency Placentia (Town Office) Fire Chief's Office	227-3200 227-2151 227-7021 911
Police:	Placentia Detachment	227-2000 911
Ambulance:	Power's Ambulance Service Cape Shore Ambulance Service	227-3808 337-2888 911

Transportation

	Five Star	227-6994
	Town Cabs	227-1600
	Newhook's Transportation (Placentia to St. John's)	227-2552/5597
	Jude's Cab	227-4999

Hair Salons

	Bill's Hair Styling and Barber Shop (Fox Harbour Road)	227-2762
	Joe Joy's Barber Shop (Freshwater)	227-3269
	By the Sea	227-9667
	Modern Unisex Shop (Placentia)	227-3339
	The New Image (Placentia)	227-2239
	Wanda's Color Room (Southeast)	227-3901
	Marlie's Salon (Dunville)	226-0065

Churches

	Our Lady of Angels Parish (Placentia) <u>Mission Churches:</u> Sacred Heart Church, Placentia; Holy Rosary Church, Freshwater; St. Anne's Church, Dunville; Sacred Heart Church, Fox Hr St. Theresa's Church, Ship Hr	227-2174
	The Family Worship Center Pentecostal (Placentia)	227-2273
	United Church Dunville	
	Anglican Church Dunville	

Convenience Stores

	Healey's Store (Freshwater)	227-7319
	Dunville Convenience North Atlantic	227-7575
	Orange Store (Placentia)	227-3019
	Gateway Mini Mart (Dunville)	227-2346
	Neville's Central Store Ltd. (Dunville)	227-2162
	Super 1 Stop (Jerseyside)	227-5373

Grocery Stores

	Barry's Value Grocery (Placentia)	227-7770
	Neville's Central Store Ltd.	227-2162
	Sobey's (Placentia)	227-5172

Restaurants

	Tim Hortons (Placentia)	227-0397
	Three Sisters (Placentia)	227-0124
	Harold's Hotel (Placentia)	227-2107
	Hoi Pun Restaurant (Placentia)	227-2549
	Mary Brown's Fried Chicken (Placentia)	227-3763
	Phillip's Café (Jerseyside)	227-0127
	Grandma's Kitchen (Placentia)	227-0890
	Annieree's Gut Truck (Fox Harbour)	227-3300

Drug Store

	Green's Drug Mart (Placentia)	227-1050
	Lawton's Drugs (Placentia)	227-2292

Hardware

	Aylward's Home Center (Placentia)	227-2145
	Townside Hardware	227-3065

Furniture

	Aylward's Home Center (Placentia)	227-2145
	First Choice Furniture & Flooring (Placentia)	227-1770
	Bailey's Furniture and Appliance (Dunville)	227-2526
	Roule's Carpentry & Modern Upholstery	227-4924/3537

Nice To Know

	Placentia Mall	227-0002
	Town of Placentia www.placentia.ca	227-2151
	Weather Information	227-5223
	Stepping Stones (Placentia)	227-1010
	Little Pete's Daycare	227-2219
	Darissa Auto Repair	227-1662
	Five Star Garage	227-0993
	Matt's Auto	227-7150
	Esso Garage	227-5633
	Maher's Garage Dunville/Argentia Metal Recycling	227-2066
	NAPA Auto Parts	227-2721
	Unity PARC	227-3996 unityparc@placentia.ca
	Colonial Garage (Bay Roberts)	786-0104
	Mary Margaret's Flowers	227-7000
	Jennifer's Flowers	227-2100