

2024 Fall Orientation

Welcome
Package



CAMPUS CONTACTS

<i>Senior Campus Director:</i>	Tanya Kelly	tanya.kelly@cna.nl.ca
<i>Campus Manager:</i>	Vadney Tucker	vadney.tucker@cna.nl.ca
<i>Senior Manager – Admin. Serv.:</i>	Stephen Newell	stephen.newell@cna.nl.ca
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	Maribeth Villamayor	maribeth.villamayor@cna.nl.ca
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<i>Bookstore:</i>	Pat Pender	pat.pender@cna.nl.ca
<i>Receiving:</i>	Daryl Torraville	daryl.torraville@cna.nl.ca
<i>Accessibility Services:</i>	Stephanie Cashin Coordinator stephanie.cashin@cna.nl.ca	Craig Short Resource Facilitator craig.short@cna.nl.ca
	Miranda MacDonald Resource Facilitator miranda.macdonald@cna.nl.ca	
<i>Computer/IT Services:</i>	Adam Clancey adam.clancey@cna.nl.ca	Dean Pitcher dean.pitcher@cna.nl.ca
<i>Counsellors:</i>	Jeff Patry jeff.patry@cna.nl.ca	Julia McDonald julia.mcdonald@cna.nl.ca
<i>Library services:</i>	Brent Slade Librarian brent.slade@cna.nl.ca	
<i>Student Development Officers:</i>	Ashley Christopher Campus Life ashley.christopher@cna.nl.ca	Deepti Mhaske Co-op Officer deepti.mhaske@cna.nl.ca
	Linda Spingle Student Development International linda.spingle@cna.nl.ca	
<i>Departmental Support:</i>	Kim Short kim.short@cna.nl.ca	Christina Brake christina.brake@cna.nl.ca
<i>Instructional Coordinators:</i>	Michael Crant michael.crant@cna.nl.ca	Kevin Bond kevin.bond@cna.nl.ca

General Office Phone number: (709) 637-8530



GETTING STARTED

IMPORTANT DATES & DEADLINES

All key dates and deadlines, including midterm and final exam dates, are posted on our [Calendar of Events](#), [campus website](#), & [campus Facebook page](#). Also emailed to students through their CNA Student Webmail.

BRIGHTSPACE PULSE APP

[Brightspace Pulse](#) is an app that helps students find out what's new and what's next. You can use it to stay up to date and prepared by unifying course calendars, assignments, grades, and news during the busiest times.

BUY YOUR OWN DEVICE (BYOD)

As you may be aware, CNA has implemented a Buy Your Own Device (BYOD) initiative for students to ensure that you can properly participate in your online learning. It is recommended that you review the technical requirements for your program when purchasing a device. We would also like to remind you that if you are applying for student financial support through Immigration, Population Growth and Skill (IPGS) or Student Aid that you include these costs in your application. For more information on the requirements of your device, please read our [BYOD manual](#).

MICROSOFT TEAMS

Students at CNA have access to Microsoft Teams through your MS Office 365 account (see below). Microsoft Teams is an online platform with capabilities to do many things as a student; first and foremost being the ability to meet virtually with not only staff/faculty at the College but also students. It has a range of capabilities that includes online calling, video conferencing, screen sharing, instant messaging, and creating “team” groups for collaboration. Training videos on how to use this platform can be found [here](#) and also on this [website](#)

MY CNA

[My CNA](#) is your gateway to student supports and resources at College of the North Atlantic such as Student Self Service (course registration, access grades, student finances, etc.) and Student Webmail as well as peer tutoring, student services, policies governing student conduct, scholarships and awards, and much more.

MS OFFICE SOFTWARE

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

- E-mail with a 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/ Skype
- OneDrive with 1 TB of storage
- MS Teams
- Please see [O365 FAC](#) for students for more information.



PAYMENT OF FEES

Fees are due Tuesday, October 1, 2024 for the Fall 2024 semester. Tuition and course fees can be paid online using Visa, Visa Debit, and MasterCard through Student Self Service by visiting www.cna.nl.ca/mycna (*MyCNA from the CNA homepage*). If a credit card is not available to you, then payment by cheque (be sure to include your student ID) can be sent to:

CNA, Bay St. George Campus DSB Fowlow Building
432 Massachusetts Dr. P.O Box 5400
Stephenville, NL A2N 2Z6

Student Aid borrowers will have their loans processed remotely. Once the loan is processed you will receive an email to confirm that it is done. You can also track information regarding your student loan (Newfoundland & Labrador students only) at www.gov.nl.ca/studentaid by logging into the portal using your username and password. Please contact your Student Development Officer for more information related to your student loan and Main Office on its release. Please visit our [website](#) for detailed information on all applicable fees and related charges.

STUDENT ID

You can request a CNA Student Photo ID card through the Student Self-Service portal online. Students can log in to their [student self-service](#) and upload a photo similar to a passport photo. In preparation for this, you may want to have your photo ready to upload when the system is available. To make the process more efficient and avoid photos being rejected we suggest that you have a headshot photo with a white background ready. You will also need a verification document ready to submit. This can be a photo of your driver's license or any recognized photo ID. These photos can be taken with your cell or digital camera but must be saved as JPG or JPEG format to be uploaded. In addition, you will be asked to confirm your correct mailing address during the process to avoid the photo ID being sent to the wrong address.

[Click here for instructions](#) to submit or view a **Student Photo ID Request**. If you experience any issues with the **Student Photo ID Request** process, contact the Help Desk at SSHHelpReg@cna.nl.ca

STUDENT SELF-SERVICE

Self-Service is your portal to register for courses, opt out of health and dental coverage, student self check-in, access your grades, check your account balance, pay outstanding fees, download your T2202A form for income tax (available late February), etc. Please contact the Student Service Help Desk (SSHHelpReg@cna.nl.ca) if you have any issues with your Self-Service account.

STUDENT WEBMAIL

Important information regarding registration, exams, job opportunities, scholarships/awards, etc., are communicated via your [College Student Webmail account](#). Please ensure you check your webmail regularly, so you do not miss valuable information. Instructions on how to access your College Student Webmail through the Outlook at on your mobile device will follow at the end of this document.



USING Desire2Learn (D2L)

Our Distributed Learning courses and programs are offered through a learning environment called **Brightspace** (formerly known as Desire2Learn (D2L)) which contains many features that will enhance your learning experience. Students who use Brightspace are able to access course content, post to discussions, submit assignments, complete online quizzes, email instructors and other students, and check their grades. Please check out the [DL Know How video](#) below that demonstrates the tools that your instructor may or may not use in your course.

STUDENT SUPPORTS

ACCESSIBILITY SERVICES

The College offers accommodations to students with disabilities. Students are responsible for notifying the College if disability services are required. Students should self-identify on the admission application. If you did not do this, use the [Accessibility Services Request form](#) at the beginning of the semester. The request will be forwarded to Stephanie Cashin, Accessibility Services Coordinator at the Corner Brook Campus. You will be required to provide documentation such as an assessment report or information documenting your disability, complete a pre-entry interview, and agree to disclose details to appropriate personnel for the purpose of implementing the accommodations. Accommodations may include quiet testing space, adaptive technologies, extra time, etc. You should arrange to meet with the Coordinator within the first two weeks of the semester and maintain communications with them throughout the term. You must contact the Coordinator at the beginning of each semester to avail of accommodations for the term.

For more information, please contact Stephanie Cashin (Accessibility Services Coordinator) or Craig Short or Miranda MacDonald (Resource Facilitators). Appointments can be arranged virtually through the [online booking page](#).

ADVISING

During any type of post-secondary, it is important to understand that you are now your own advocate. Each student is assigned an Academic Advisor and this individual will be your contact for any program-related concerns such as reviewing course registration, questions regarding your current and future courses, adding or dropping courses, etc. Please reach out to your Advisor to have a quick chat whenever you need advising about your program and courses.

COMPUTER SERVICES

Students experiencing technical difficulties can contact Adam Clancey or Dean Pitcher, the Computer Support Specialists at the Corner Brook campus. Students having trouble with passwords can reset their own password by [visiting this site](#).



FOOD PANTRY

CNA has begun a Food Pantry initiative at each of its campuses to support student food security. Food security has been linked with positive mental health and well-being and student success. The pantry is stocked with non-perishable foods along with personal hygiene items to help support students when in need. The Corner Brook campus pantry is in the Student Council Chamber (Room 143C). For more information or how to donate, please reach out the Student Development Officer, [Ashley Christopher](#).

COUNSELLORS

Personal, emotional, and academic problems are a normal part of student life. Counselling Services are available to support all registered CNA students in coping with these challenges. We offer a variety of services to help you:

- Individual counselling sessions in a private, supportive, and confidential environment.
- Sessions and workshops to help you develop the necessary skills to succeed at CNA (i.e., study skills, time management skills, etc.);
- Workshops and awareness campaigns to promote overall wellness (i.e., mental health awareness, stress management, mindfulness, etc.).

To schedule an appointment with a Guidance Counsellor at Corner Brook campus, please use the [online booking page](#) located on the Corner Brook campus of the CNA website.

Students enrolled in Engineering Technology, Natural Resources, Industrial Trades, and Sustainability programs are assigned to [Jeff Patry](#). While students in Business/Information Technology, Academics, and Health Sciences are assigned to [Julia McDonald](#).

HEALTH & DENTAL BENEFITS

CNA provides full-time students with a mandatory health and dental insurance plan. Students will have access to drug, extended medical, and dental insurance coverage. Full-time students are automatically charged for this coverage. If you do not want this insurance, it is your responsibility to decline the coverage through the Student Self Service before the deadline of **Tuesday, October 1, 2024**. Family coverage is available at an additional cost. For details on all Health & Dental benefits contact Mary-Ellen Alexander at mary-ellen.alexander@cna.nl.ca.

For more information or to print claim forms, please visit [Green Shield](#) and click on “What You Need.” You can visit the Student Support section of the College’s website for detailed information on what is involved with the plan or visit this [website](#). Also, students can print their own [Student Health ID cards](#).



LIBRARY SERVICES

Library services are available at the Corner Brook campus. We provide a full range of research assistance services. Library staff can search our Library Catalogue to see what is available in all CNA Library Learning Commons collections and can also retrieve articles, books, and other resources online. Anyone who requires assistance locating or accessing resources is encouraged to contact our Librarian, Brent Slade. An [E-Library \(Electronica Library Catalogue\)](#) is available to search for books and other resources in our Library collections database including e-books, articles, and websites.

ONLINE ACADEMIC HELP CENTRE

CNA offers an Online Academic Help Centre in collaboration with our instructors. You can now use your student webmail/office 365 account credentials to book a session with an instructor to get help with communications, math, or science courses.

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 \$20.00 per hour.

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 [Christina Brake](#) (School of Engineering Technology, Natural Resources, Sustainability and Industrial Trades) or [Kim Short](#) (School of Business & Information Technology, Academics, and Health Sciences) or visit the [Peer Tutoring site](#) on MyCNA.

REGISTER WITH NATIONAL STUDENT LOAN SERVICE CENTRE ONLINE SERVICES

The [National Student Loan Service Centre Online Services](#) is pleased to provide a way for you to get information and details about your student loans. [Setting up an online account will allow you to:](#)

- Check the status of your student loan.
- Check the balance of your loan.
- Review details of new loans you've recently received.
- Update your Mailing and Permanent Addresses and other contact information on-line.
- Access your T4A tax slip in your Mailbox.
- Submit a request to confirm your enrolment.
- 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.



SCHOLARSHIPS & AWARDS

CNA provides an opportunity for students in many programs to compete for a variety of awards, scholarships, bursaries, and prizes. These awards are made possible by the generous contribution of donors which include numerous organizations, companies, and individuals. A list of [scholarships/awards](#), broken down by campus, is available to all students. Also, be sure to check your College Student Webmail account for more scholarship announcements! Deadlines vary based on the award, but most are mid-January. Check the applications for exact deadline dates.

STUDENT CODE OF CONDUCT AND APPEALS

College of the North Atlantic students are expected to follow a [code of conduct](#) and, within this policy, also have certain rights and responsibilities. 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 through an [academic appeal](#) or [non-academic appeal](#).

STUDENT DEVELOPMENT SERVICES

Student Development Officers (SDOs) provide a variety of student engagement and support services at College of the North Atlantic campuses. SDOs are your first stop for many services including preparing to become a student at CNA, the orientation process including sessions and activities, scholarships and awards, graduation, and becoming familiar with and following the Student Code of Conduct as well as Student Rights and Responsibilities. The SDOs also advise and support the Student Representatives Councils (SRC) at each campus, which is an important part of student life.

During your time as a student, the SDOs are involved in student and graduate employment programs which may include delivering job search seminars, coordinating job training placements, connecting students to industry through the organization and delivery of career fairs, and supervising student employees. As well, SDOs coordinate and participate in local and provincial recruitment strategies including signature events as well as campus tours, recruitment information sessions, and career fairs. SDOs are a liaison between students, support staff, faculty, campus college administration, senior college management. SDOs also work together to connect and support students, alumni, employers, and friends of the College. Appointments can be arranged with [Ashley Christopher](#), Student Life at the Corner Brook campus, in-person, virtually through Skype/Microsoft Teams, or through telephone/email. For students needing assistance with their Co-Op placements or courses, please reach out to [Deepti Mhaske](#).

STUDENT EMERGENCY FUND

The purpose of the CNA Student Emergency Fund is to provide financial assistance to students encountering un-expected emergency financial circumstances, focused around four core areas: food, shelter, medical, and transportation. Please contact your Guidance Counsellors, Jeff Patry or Julia McDonald, for assistance.



STUDENT GOVERNANCE

Student Representatives Council (SRC) is an integral part of student life on campus. Each campus elect 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, 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 SRC, please contact Scott Furey (Student Development Officer, Corner Brook campus). Information regarding the nomination and election process will be distributed during orientation.

STUDENT LOAN

Student loan assistance may be available from the provincial and federal government. More detailed information (including repayment) is available at [My CNA](#). Out of province students should check with the Student Aid office within your jurisdiction.

If you previously had a government sponsored loan and you are registered as a full-time student, you do not have to make payments while attending post-secondary. You must register for the [National Student Loan Service Centre Online Services](#) (see below) and request a Confirmation of Enrollment via your account. **Please note that this must be requested and completed each semester individually.** Tuition and equipment/material fees will be deducted from your loan which is submitted to the student loan portal by Student Aid. **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 the total debt owing. Also, we are not permitted to deduct fees for textbooks therefore you should ensure you have funds available to purchase your textbooks until you receive your loan.

If received, loans will be processed by our office once your full-time or part-time enrollment is confirmed and will take 7-10 business days to reach your bank account. When your loan is processed a confirmation email will be sent to your [CNA Student Webmail](#).



RESOURCES

ACCESS TO INFORMATION & PROTECTION OR PRIVACY (ATIPP) ACT

When we collect personal information on applications, forms, etc., it will be for the purpose of facilitating admissions, registration, academic progression, graduation, etc. More information is available on our [website](#). A [Consent for Release of Personal Information](#) form must be signed/submitted and indicate what information and to whom it can be disclosed. This form does not enable a third party to advocate or speak on behalf of a student.

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

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

ACCOMMODATION AWARENESS

- Rental agreements in general, are 1 month rent fee + damage deposit 50%.
- Utilities (heat, lights, & Internet) not included on rental fees unless stated.
 - Renters must arrange own utility registrations.
 - Any utility bill/invoices under your name will be paid by you.
 - Winter expenses are much higher than summertime.
- Taking photo of the place to rent is advisable in support of your damage deposit as it will not be refunded should property damage occur.
- The renter is responsible for any damages they may cause as a direct result of their own actions.
- Follow your agreed renter terms & conditions.

ACCOMMODATIONS LISTING

An Accommodations List is available on our [campus website](#). This list is updated throughout the year and contains information on many available accommodations in the area surrounding the Corner Brook campus.



CAFETERIA SERVICES

Food services are operated by Daleco Ltd. Hours of operation will be posted in the cafeteria. Microwaves are provided for all students in the dining area.

DL HELP DESK

As some of our courses will be housed virtually through Distributed Learning, a dedicated [Help Desk](#) support team is available to serve your technical support needs. Team members possess a wide range of technical skills and look forward to answering your questions, finding solutions to your problems, and ensuring that your online experience is an enjoyable one. We aim to provide prompt courteous service within 24 hours. **NOTE:** When corresponding with the Help Desk, include your course name/number and Student ID number and details on the problem you are experiencing, including any error messages you may have received.

COMMUNICATIONS

Telephone: College staff and faculty have access to work phones and email. Visit the [College's main page](#) for contact information (under Services).

College Student Webmail: Important information regarding registration, exams, job opportunities, scholarships/awards, etc., are communication via your [College Student Webmail account](#). **Please ensure you check your webmail regularly, so you do not miss valuable information.**

Brightspace Email: Students and instructors will use email within their courses to communicate on course related information. Please note, you cannot email to external email addresses using Brightspace email.

Brightspace News: Within the Brightspace common area there is a primary news section where we post announcements regarding registration schedules, exams, etc. Within your individual courses, there is a news section that your instructor may use to communicate course related information.

COURSE WITHDRAW/REFUNDS

If you wish to withdraw from a course, you should first speak with either of the Guidance Counselors at the Corner Brook campus to see how dropping a course might impact your program. Students would have to complete a [Change in Course Registration](#) form to be submitted to Lori Sooley, Admissions Officer. If you are within the applicable time frame for a refund, allow 2-3 weeks for refund to be issued from CNA Headquarters. Refunds for sponsored/student loans are returned to the sponsor/Student Aid.

Students who have completed online registration and have chosen an incorrect course for Fall Semester can contact Lori Sooley, Admissions Officer, for a "Change in Course Registration Form" – it is recommended that you speak with an academic advisor or our guidance counsellor for advisement prior to dropping or adding any courses. Once you have been enrolled in courses for the Fall Semester, please login into your account to check for accuracy; this is usually completed within the first week of classes.



CNA & DL WEBSITES

The primary [College](#) and [Corner Brook Campus](#) websites contain a wealth of information. Use the search option to find specific information that you may need. If there is anything that you need clarified, please do not hesitate to contact us.

EXEMPTIONS/CREDIT TRANSFER/PLAR

The deadline to submit an application for Exemption/Credit Transfer and Prior Learning Assessment is one week after the semester starts. For the Fall 2024 semester, the deadline is September 13, 2024. Forms can be submitted to the main office.

FORMS

All forms such as deferred exam request, application for exemption/credit transfer, course add, course withdraw, etc., are available on our [website](#) and can be submitted to Lori Sooley, Admissions Officer.

LOCKERS

Students can reserve lockers in the library during open hours. The locker is assigned to that student for the duration of the study period as per policies outlined in the Locker Use Agreement.

PARKING

Parking spaces are location on three sides of the school. These spaces are free and do not require a permit; however, there are some parking spots reserved for College vehicles and for Dept. of Transportation Infrastructure and individuals who require accessible parking (blue zone). The College asks all students and staff to observe these restrictions. We also ask that you take extreme caution when driving on campus as there are young children attending the Fisher Children's Centre. Please refrain from using excess speed and drive with safety in mind.

It should also be noted that College student/staff and faculty who are found parking in the Subway parking across the street or in the parking lot at Coleman's, Lawton's, Newfoundland Liquor Corporation may incur a \$50 fine from the City.

PROGRAM COST FORMS

[Program Cost Forms](#) list all compulsory fees associated with individual programs as well as semester start and end dates, required supplies, and scheduled holidays for the academic year. All costs and dates are subject to change without notice.

SOCIAL MEDIA

You are encouraged to "Like" the Corner Brook campus on [Facebook](#).



TEXTBOOKS

Book lists will be available to students during their program Information sessions taking place on Tuesday, September 3, 2024. Students may choose to utilize hard copy books that they obtain second hand or from other sources (i.e., CNA Used Textbooks Facebook group). Previous editions of text may be acceptable however students are advised to confirm with their instructor prior to purchasing a previous edition.

A list of all courses being offered in the fall, with the corresponding e-textbook option, is available to students on [MyCNA](#). This list was compiled with information from each campus and students are encouraged to confirm the specific textbook needed with their instructor as there may be differences from campus-to-campus offerings. The list contains a suggested source from which students can directly purchase the e-book and e-books will not be available for purchase from campus bookstores. Prices will not be provided on the CNA site since in some cases students may have several options to purchase and the price will vary.

Some textbooks do not have an e-textbook alternative. These textbooks will be listed as such and students will need to contact their campus for directions on how to obtain their textbook. Also, some courses may require other resources (software, lab manuals, equipment, or supplies) and this information will be obtained directly from the Campus. Industrial Trades students need to connect with their campus for specific program resources. If a student is uncertain, they should contact their instructor to making a purchase since e-textbooks are non-refundable.

The bookstore hours are:

Monday-Friday from 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m.

WEATHER POLICY

Campus closures will be communicated through our School Messenger System via text message, email and/or landline phones. Notices will only be sent to students who have opted in. To receive these notifications, visit [Self Service](#) to ensure your personal information (telephone, email) is up-to-date. If you did not opt-in, text 978338 with a response of “Y” or “YES”. Also, we will communicate any campus closures through your College Student Webmail and our campus Facebook page.



TRANSPORTATION

Bus Operational Days and Pick-up Times: Monday to Friday only “NO” BUSES during weekends.

Route 1:

7:47 AM, 8:47 AM, 9:47 AM, 10:47 AM,
11:47 AM, 12:47 PM, 1:47 PM, 2:47 PM,
3:47 PM, 4:47 PM, 5:47 PM

Route 2:

7:08 AM, 8:08 AM, 9:08 AM, 10:08 AM
11:08 AM, 12:08 PM, 1:08 PM, 2:08 PM
3:08 PM, 4:08 PM, 5:08 PM

By City transit

Adult fare: \$3.25
Child (under 12): \$2.00
Pre-school: Free

Ride Bus Cards:

5 Ride bus cards \$13.50
5 Ride student cards \$12.50
50 Ride student cards \$55.00

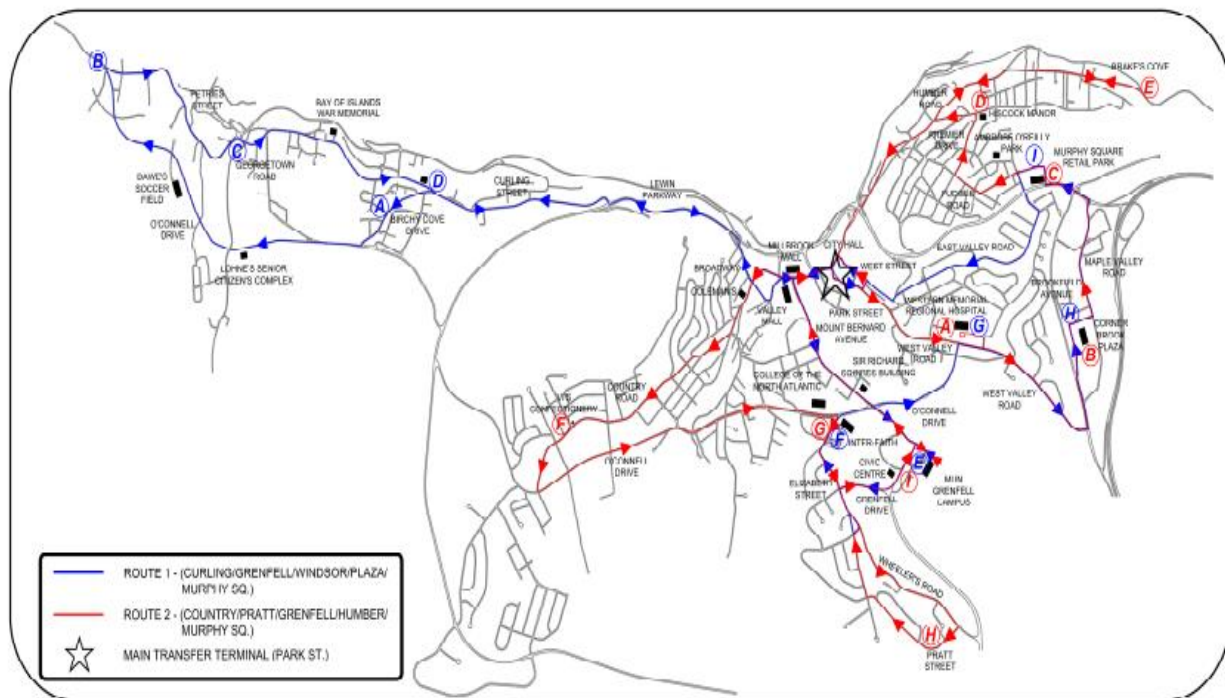
WHERE TO PURCHASE:

City Hall – all passes
College of the North Atlantic
Grenfell Campus bookstore
City Pharmacy – 5 Ride Cards only

TAXI RIDE:

Star Taxi: (709) 634 4343
City Cabs: (709) 634 6565
Corner Taxi: (709) 634 5662

Corner Brook Transit Route Map



ROUTE 1

- | | |
|---|---|
| A) Birch Cove Drive | F) Interfaith Cottages / Elizabeth Street |
| B) Petrics St / O'Connell Drive | G) WMR Hospital / Brookfield Avenue* |
| C) Georgetown Road | H) Corner Brook Plaza / Maple Valley Road |
| D) Curling Street / Birch Cove Drive | I) Murphy's Square Shopping Area |
| E) MUN Grenfell Campus / University Drive | |

ROUTE 2

- | | |
|---|---|
| A) WMR Hospital / Brookfield Avenue | F) Country Road (VI's Confectionery) |
| B) Corner Brook Plaza / Maple Valley Road | G) Elizabeth Street (Interfaith Cottages) |
| C) Murphy's Square Shopping Area | H) Pratt Street |
| D) Clarence Street (Hiscock Manor) | I) MUN Grenfell Campus / University Drive |
| E) Humber Rd / Riverside Drive (Brake's Cove) | |

*Bus does not stop at Hospital at 8:45 & 3:45

college...

YOUR WAY

CORNER BROOK SCENERIES

BARTLETTS POINT PARK
CAPTAIN JAMES COOK HISTORIC SITE
JIGS AND WHEELS
MARGARET BOWATER PARK
MARBLE MOUNTAIN

MAJESTIC LAWN
MAJOR BERTRAM BUTLER TRAIL
MAN IN THE MOUNTAIN
THREE BEAR MOUNTAIN TRAIL

OUTDOOR ACTIVITIES

Softball and Soccer
Fishing
Kayaking

Rock Climbing
Golf
Darts

Trailing
Beach Volleyball
Bowling

BANKS

TD – Canada Trust

Atlantic Edge Credit Union

Bank of Montreal

RBC Royal Bank

Newfoundland and Labrador Credit Union

Scotiabank

CIBC

SHOPS AND RESTAURANTS

MURPHY SQUARE

La Dinerie
Magicut's
Staples
McDonalds
Subway
Canadian Tire
Buck or Two
Tim Hortons
EB GAMES
Dominion
Optical Dominion
Pizza Delight
M & M Food Market
Wal-Mart
Bulk Barn Foods
Drugstore Pharmacy
Chatters Hair Salon
SmartStyle Hair Salon
New China Restaurant

VALLEY MALL

Dollarama
Tim Hortons
Sobeys
Cowans Optical
Aroma's Plus
Rossy
Ultimate Tanning
Beauty & the beach
Eclipse Basic Fashion
TD Bank
CBC Radio
Bell Aliant
CounterBalance Fitness
Downtown
Entertainment
Freestyle Sport
The Natural Vibe
Western Regional Health

PLAZA MALL

Quality Inn Corner
Brook
Dollarama
Boston Pizza
Ardene's
Bell Aliant
Carter's QshKosh
B'gosh
Scotia Bank
Bentley
Boathouse
Koodo Mobile
Telus Mobility
Coles
McDonalds
Northern
Reflections
Samuel & Co.
The Shoe Company

Robin's Donut
Jungle Jim's
Cleo
SportChek
First Choice Hair
Cut
Charm Diamond
Centre
Bogarts
Bootlegger
Refresh Salon &
Spa
BlackWell
Lids
Phone and tablet
Repair
Reitmans
The Body Shop
PretzleMaker

WEST STREET

Greenwood Inn &
Suites
Brewed
Awakening
Dawn's Hair Studio
Alexandra Chappa
Counselling &
Psychotherapy
Lifelong Smiles
Dental
Richard Payne
Psychologist
Caesar's Mens Hair
Styling Shop
Dance Studio West
Best Coast
Restaurant
KFC
Newfoundland
Labrador
Outfitters

Hew & Draw Hotel
The Corner Pocket
Humber Valley Dental
Clinic
Island Dental Lab
Nola's Trendsetters
Physical Rehab
City Pharmacy
Louis Gee's Pizza
Greco Pizza
Jiwen Garden
West Coast Physio Clinic
Bob's Barber Shop &
Family hair Salon
Gentleman's Choice &
Ladies
Shez West Image Salon
Bob's Beauty Salon
Aware Home Health
care
Retro Classic Arcade
and Sports Bar

MAIN STREET

Go Western Newfoundland
Toning & Tanning Salon
Hotel Corner Brook
Edless Beauty
Health and Performance
Center
Cineplex Cinemas
Main Street Beauty
Nita's Unisex
Rinda's Kitchen
New Branches Nursing
Provincial Chiropractic
Clinic
Central office Equipment
Hair Boutique Salon & Day
Spa

O'CONNELL

Sugar & Dice
Lawtons Drugs
Coleman's Garden
Market
Crossfit Heavy Timber
Family Pharmachoice
Small's Barber Shop
Reliable Ambulance
Services

BROADWAY

Swirsky's Theatre and
Music Hall
AJs Bar and Billiards
Dental Arts Clinic
Jennifer's
Newfound Sushi
Wowo Asian Home-Style
Cooking
Alteen's Jewellery
Altronics
Birch & Berries
Cards, Coins, &
Collectables
Christopher's Menswear

HERALD Avenue

Asian Food Mart
Chef Tony's Pizza
Advantage Denture
Clinic
Belstone Audiology
and Hearing Clinic
Broadway Family
Health clinic
CareGivers-Corner
Brook
Corner Brook
Optical
For Foot Sakes
Griffin Pain Relief
Clinic

Shoppers Drug
Mart
Marry Brown's
The Crooked
Feeder Gastropub
Lawtons Drugs
Compro Services
Humber
Community
YMCA
Maximum Home
Support Services
The Ann
Robinson Infusion
Clinic

MT. BERNARD

Tim Hortons
The Connection
Book Store & Café
Brewed on Benard
Sobeys
Downtown
Entertainment
Humber Valley
Orthodontics
Murray Clinic
Tina Coleman Yoga
Foot Solutions
Dollarama

CHURCH STREET

Qalipu Mi'kmaq

CARIBOU ROAD

Arthur James Clothing
Company
Cards Coins & Collectibles
Pennyworth
Our Pleasure
What's Underneath
Empire Atlantic
62 Broadway
Christopher's Menswear
Rossy

college...

**YOUR
WAY**

Accessing Student Webmail USING YOUR BROWSER

Step 1:

Visit: <https://www.cna.nl.ca/MyCNA>

Step 2:

Click on "Self Service Options"

Step 3:

Click on "Webmail Access"

You can also simply visit: <https://webmail.cna.nl.ca>

Step 4:

Enter your username and password in this format:

Username: firstname.lastname##@ed.cna.nl.ca

Password: dd-Mmm-YYYY

- **## is the last two digits of your student number**
- **Password is your date of birth**
(i.e., 23-April-1999 or 5-Dec-1999)

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**YOUR
WAY**

Accessing Student Webmail

USING THROUGH THE OUTLOOK APP ON YOUR PHONE

Step 1: Visit the App Store and download "Outlook"

Step 2: Enter your college email and select "Sign In with Office 365"

Step 3: You will be forwarded to a page where it will prompt you to enter your password for your college email. Enter the password and press "Sign In with Office 365"

Step 4: A message should pop up asking you to either turn on or off notifications; turn it on so you get a notification when you get an email. Your e-mail is now set-up! The orange circle is the college email and if you click the one in under it you can add another email such as a personal.

Step 1:



Step 2:



Step 3:



Step 4:



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**YOUR
WAY**