



July 2022

Dear Student,

Thank you for deciding to join CNA-Gander for the Fall 2022 semester! We know that you are excited to embark on a post-secondary adventure with CNA. If you are a new student that has been conditionally accepted, the information outlined will apply only when you meet the entrance requirements.

As you are aware, **Online Registration** for the Fall 2022 semester will take place between **August 1-12, 2022**. You should have already received information as to how to complete this process via e-mail. In this **Orientation Package**, you will find information and documents pertaining to scheduled on-campus orientation, class start-up, online requirements, student resources (both on-campus and online), and much more.

Program Registration & Orientation

The times below refer to the times that you are to attend on-campus for program registration and orientation. Please note that **attendance is mandatory** at all aspects of program orientation. Both online and in-person registration is required.

<i>Program</i>	<i>Date & Location</i>	<i>Registration/ Orientation Time</i>	<i>Additional Information</i>
Aircraft Maintenance Engineer (1 st Years)	September 6 Cafeteria	10:00am	Program Orientation to follow Registration (Cafeteria). Classes begin Sep. 7, 8:30am
Aircraft Maintenance Engineer (2 nd Years)		11:30am	Classes begin Sep. 7, 8:30am
Aircraft Structural Repair		10:00am	Program Orientation Sep. 6, 11:30am (Cafeteria) Classes begin Sep. 7, 8:30am
Automotive Service Technician		1:30pm	Program Orientation to follow Registration (141). Classes begin Sep. 7, 8:30am
Comprehensive Arts & Science – College Transition		2:00pm	Program Orientation to follow Registration (201). Classes begin Sep. 7, 8:30am
Early Childhood Education		9:00am	Program Orientation to follow Registration (206). Classes begin Sep. 7, 8:30am (206)
First Year Engineering Technology		2:00pm	Program Orientation to follow Registration (219). Classes begin Sep. 7, 8:30am
Hairstylist		9:00am	Program Orientation to follow Registration (203). Classes begin Sep. 7, 8:30am
Practical Nursing		9:30am	Program Orientation to follow Registration (215). Classes begin Sep. 7, 8:30am (215)

Note: Executive Office Management students will not have to attend in-person orientation.



Bring Your Own Device

All Gander Campus programs are scheduled to be held on-campus in Fall 2022, except for the Executive Office Management program. In the meantime, given the global pandemic and the fact that all courses offered by CNA come with online shells for course delivery, it is recommended that all students be prepared with a device for online learning.

Information about computer device requirements is available along with the Program Cost form found in this package as well as on the CNA website at ([https://www.cna.nl.ca/news/pdfs/Bring-Your-Own-Device-\(BYOD\)-Program-Booklet.pdf](https://www.cna.nl.ca/news/pdfs/Bring-Your-Own-Device-(BYOD)-Program-Booklet.pdf)). Information about accessing the D2L environment is also provided in this Orientation Package. You are also encouraged to check out the CNA Distributed Learning site (https://dls.cna.nl.ca/current/accessing_course.shtml) to explore the learning environment as soon as possible.

As a student of CNA, you will have access to **Office 365** and **Webmail**. Before classes begin in September, it is recommended that you take advantage of the opportunity to connect to **Office 365** (instructions available in this package), and follow-up with any e-mail information provided through your college webmail address (access information also provided in this package). For those using the online learning environment, some instructors may also make use of Microsoft Teams. The following link will give you steps to access this tool: [MS Quick start for Students](#). Students with connection issues are advised to contact Ray Bugden (Computer Support) at 651-4807.

Tuition & Fees

All tuition fees and payments can be made online or at the Main Office in Student Services. CNA accepts cash, cheque, debit card, Visa, or Mastercard. You will have until **Tuesday October 4, 2022** to pay all fees. You will still have to register, however, in order to attend classes. If you are a returning student with outstanding fees, library books, etc., you will not be permitted to register or attend classes until all fees are cleared. Please note, fees are subject to change without notice.

The Program Cost form for your program fees is included in this package. You can also obtain a copy from the campus website at <http://www.cna.nl.ca/Explore-Our-Campuses/Gander.aspx>.

MyCNA

You can access important up to date information on the MyCNA page. Here you will find information on student governance, career resources, facilities, academic support, personal support, financial support and recreation. Policies and procedures can also be found under the resources tab on the MyCNA site: <https://www.cna.nl.ca/MyCNA/>.

Student Aid

For those students interested in applying for Student Loans, you may consult the Student Development Officer at (709) 651-4819, or you may apply online through <https://www.gov.nl.ca/education/studentaid/>.

Health & Dental

CNA offers a Health and Dental plan that is compulsory for full-time students enrolled in a program of fifteen (15) weeks or longer. You must indicate your intention for the Health and Dental plan, e.g., opting in or out of enrollment in single or family coverage. Your Health and Dental options must be completed as soon as possible to ensure the proper fees are calculated on your student financial account. Please visit the CNA



website to make the necessary selections to your Health and Dental plan (<https://www.cna.nl.ca/MyCna/Personal-Support/Health-and-Dental.aspx>.)

Note: If you want to opt-out, you will need to provide existing proof of coverage, i.e., policy number, insurance provider, and plan member information, when completing the online request. **Failure to update your Health and Dental options during the enrollment period will result in an automatic enrollment in Single Health and Single Dental coverage and the applicable fees will be assessed to your student financial account. The deadline to opt-out of Health and Dental coverage is Tuesday, October 4, 2022.**

There may also be a black-out period as information is collected and processed. During this period, students should visit the Green Shield site (<https://www.greenshield.ca/en-ca/student-centre/north-atlantic-students-cna>) for information and to submit claims electronically.

For specific inquiries, students may also contact Mary Ellen Alexander at (709) 643-7927 or by e-mail at MaryEllen.alexander@cna.nl.ca.

Bookstore

The Bookstore will be open on September 6, 2022 at 8:30am. Keep in mind that the Bookstore is a separate payment desk, so please ensure you have a method of purchasing your books should you need to do so on campus.

For a comprehensive program booklist, please see the list included in this package. If they are available, you are encouraged to order electronic versions of your texts through the source indicated on the booklist or through another source (as long as the ISBN# matches the required edition). The electronic books will not be available for purchase on campus.

Should you have access to used versions (or alternate electronic versions of a text), you are encouraged to speak with the instructor in the fall to confirm that an alternate text can be used.

Personal Protective Equipment

Our shops and labs provide users with the ability to function in many varieties of work which contain overhead, respiratory, hearing-related, and/or eye-related hazards. Depending upon the program, hard hats, safety glasses, hearing protection, respirators, and/or work boots may, and in many cases will, be required equipment. Please inquire with lead instructors and your tools lists (included in this package where applicable) before purchasing PPE that may not be suitable for your program. For any program with on-campus practicals and labs, a non-surgical facemask may be required should Public Health Restrictions in the province continue to require it.

Accessibility Services

If you are a student with a disability, and you will require services and supports from **Accessibility Services**, you are encouraged to start the application process early. Early planning can help you avoid any delays in starting your program or in accessing the services and supports you will need. If, for example, you require adaptive equipment, alternate format texts or interpreting services, at least three-months notice may be needed to ensure availability at the start of your program. For Gander Campus students, contact should be made with the Accessibility Services Coordinator (Ivan LeDrew at Ivan.Ledrew@cna.nl.ca) or the Resource Facilitator (Kerry Harris at Kerry.Harris@cna.nl.ca).



Physical Distancing and Hygiene Protocols

All students, employees, and visitors to the Gander Campus will be required to follow COVID-19 hygiene protocols noted for public indoor spaces. Please be mindful of the following:

- Hand sanitizer and surface disinfectants will be found throughout the campus. Please make use of these stations and supplies.
- Masks are strongly recommended for shared confined spaces, large gatherings, or anywhere YOU choose. Please note that anyone in modified isolation is still required to always wear a mask during this period. Regulations on mask requirements are subject to change at any time depending upon Public Health Restrictions surrounding COVID-19 protocols.
- If you are exhibiting any signs or symptoms of COVID-19, please stay home and contact 811. Notify your instructor and Campus Administrator about your status.
- Any on-campus requirements and/or restrictions are subject to change at any time. Changes in requirements and restrictions will be communicated to you through your CNA webmail address.

Other Information

- Gander Campus is a clean-air or scent-free building. Administration asks that all students and faculty who expect to be on campus in the fall make an effort to find scent-free products when shopping for anything from cologne, perfume, and deodorant, to other hygienic products like laundry detergent and shampoos.
- There are students on site with allergies to certain foods. The campus will do everything it can to make the student body aware of the allergies and to work with specific individuals to institute a personalized safety plan. The health of our students is paramount.
- The campus is a public building and a smoke-free zone. No smoking is permitted anywhere on the campus grounds.
- All students are to park in the rear parking lot (closest to Gander Collegiate). Entrances to the campus for students are to be found on either side of the Cafeteria.
- Finally, as some of its methods of contact with students, the campus will use college webmail as well as **Facebook**. It is imperative that you spend time getting to know your e-mail account and, should you wish, *Like* the campus **Facebook** page (<https://www.facebook.com/pages/Gander-Campus-College-of-the-North-Atlantic/295922593782913>) to ensure you are getting all updated information.

We are looking forward to meeting you and assisting you in attaining your educational goals.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennifer Strickland'.

Jennifer Strickland
Campus Director



Accessing D2L & Webmail on your Mobile Device

Go to www.dls.cna.nl.ca

Student Webmail Login

Click Webmail on the top menu to access the webmail portal.

Follow the format of the email on the bottom of the login image. If your password was never set for your self service, webmail, or on campus computer access then it should be your date of birth in the format of 1-Jan-1980 (capital J)

Course Login

Login by clicking 'Course login' on the DL website and you will be prompted with instructions to log in.

Your login credentials will be the same as your webmail access.

Click 'Continue to Login' and use your full CNA email address and your password.

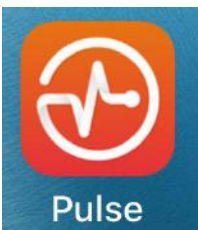


Problems login in? Contact us at the Helpdesk

Phone: 1-877-465-2250 Option 1

Email: dls-help@cna.nl.ca

Chat: click 'Live Chat' on www.dls.cna.nl.ca



You can also download the Brightspace D2L 'Pulse' App

Available for iPhone, Android and BlackBerry

Brightspace Pulse is an app you download that will allow you to login into your D2L courses.

Download it for free and stay connected wherever you go.





Accessing Your Student Email:

To access your student email account, students should go to <http://webmail.cna.nl.ca>

Click on the “**Student Email Login & Office 365 Portal**”

Enter your CNA email address using the following format:

[Firstname.lastname##@ed.cna.nl.ca](#) (the ## is the last two digits of your student ID)

Example: if your name is John Smith and the last two digits of your student id is 84, you would enter: john.smith84@ed.cna.nl.ca

You will be prompted for your **password**. If you do not know your password, or are having issues logging in, then please contact the **D2L Help desk** at:

- 1-877-465-2250
- Email: dlshelp@cna.nl.ca
- Student Services email: sshelpreg@cna.nl.ca

When you contact the Help desk, you will need to provide information so they can verify your identity. This would normally be your student ID number or with a personal email address that you have registered with CNA.

Please note: if this is your first time logging into your email, you will get prompted to set up security on your account. You will need to set up your security as it will allow for password recovery.

College of the North Atlantic Student's Association

September 2022 – August 2022 Rates for Health Plan

	September 2022 – August 2023 (12 Months)		January – August 2023 (8 Months)		May – August 2023 (4 Months)	
<u>Benefit</u> Health, Travel, Maple, AD&D	<u>Single</u> 269.52	<u>Family</u> 513.96	<u>Single</u> 179.68	<u>Family</u> 342.64	<u>Single</u> 89.84	<u>Family</u> 171.32
Admin Fee	12.00	14.00	12.00	14.00	12.00	14.00
TOTAL FEE	281.52	527.96	191.68	356.64	101.84	185.32

September 2022 – August 2023 Rates for Dental Plan

	September 2022 – August 2023 (12 Months)		January – August 2023 (8 Months)		May – August 2023 (4 Months)	
<u>Benefit</u> Dental	<u>Single</u> 138.36	<u>Family</u> 279.60	<u>Single</u> 92.24	<u>Family</u> 186.40	<u>Single</u> 46.12	<u>Family</u> 93.20
Admin Fee	12.00	14.00	12.00	14.00	12.00	14.00
TOTAL FEE	150.36	293.60	104.24	200.40	58.12	107.20

Combined Health and Dental	September 2022 – August 2023 (12 Months)		January – August 2023 (8 Months)		May – August 2023 (4 Months)	
	431.88	821.56	295.92	557.04	159.96	292.52

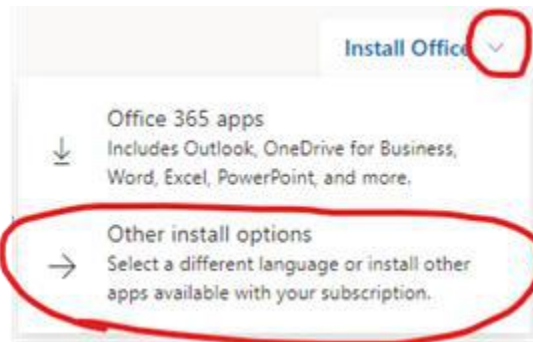
Installing Office365

If you are having issues using Office 365 online because the Apps have limited options or there are some programs missing (eg. Access, Publisher), you can get full access to these features on your home computer by installing the full version of Office 365.

Please note: This will not work on Phones or Tablets.

Login to your College email by going to: <https://webmail.cna.nl.ca>

Once you have successfully logged in, you will see an **Install Office** dropdown in the top right corner. Click the dropdown arrow to the right and then click **Other install options** when it appears.



After a few seconds a new page will appear, click the blue **Install Office** button and follow the prompts to complete the install; it should take about 15 - 30 minutes.

↓ Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

[Install Office](#)

Need money to go to school?

Maybe **Student Aid** can help!

With a combination of loans and grants available, funding may be available to help cover the costs of your schooling.

Here is how it works

With one application you will be assessed to determine if you qualify for any funding.

You just need to:

1. Set up an account at www.gov.nl.ca/studentaid;
2. Complete the online application; and
3. Submit all required forms and documentation.

Once everything is submitted, you will be assessed to determine funding eligibility. Student Aid staff can help guide you through the process and answer any questions you may have.

More detailed information on funding and the application process is available on our website - <https://www.gov.nl.ca/education/studentaid/>.

Eligibility

You are eligible for student financial assistance if you meet all of these basic eligibility criteria:

- Canadian citizen, permanent resident, or protected person
- Resident of Newfoundland and Labrador
- Valid Canadian social insurance number
- Have demonstrated financial need
- Previous student loans in good standing
- Pursuing studies at a designated educational institution and enrolled in a program of study leading to a degree, diploma or certificate that is at least 12 weeks long

Note: You can only receive funding from one province.

Repayment

Starts six months after you finish school. Any funds you receive as a grant generally does not have to be paid back. You only have to pay back the loan portion. Federal loans are interest free up to March 31, 2023 (Provincial loans are interest free).

Have a previous student loan?

If so, your previous loan needs to be in “good standing” to be eligible for more student aid funding.

To determine the status of previous loans, log into your National Student Loan Service Centre account at <https://www.csnpe-nslsc.canada.ca/en/home> or call 1-888-815-4514 (or your lender, if your loan was prior to July 31, 2000) to speak with an agent.

For additional information, please visit our website at www.gov.nl.ca/studentaid

Phone 1-888-657-0800 or 1-709-729-5849, fax 709-729-2298

Questions: email studentaidenquiry@gov.nl.ca

Document submission: studentaidmailbox@gov.nl.ca

Student Financial Services Division, Department of Education

P.O. Box 8700, St. John's, NL A1B 4J6



Funding Available For the 2022-2023 Academic Year

Full-time Students (Those registered in a course load of at least 80% may qualify for Provincial funding, 60% course load is required for eligibility for federal funding. Students with a permanent disability may carry a 40% course load to be eligible for **both** Federal and Provincial funding. Course load percentage is determined by the educational institution).

Federal Assistance – Canada Student Grant for...

- **Full-Time Students:** up to a maximum of \$750/month
- **Full-Time Students with Dependents:** up to \$400/month of study for each child under 12 yrs.
- **Adult Learners:** valued at \$200 per month (10 years out of high school)
- **Students with Disabilities:** \$4,000 per academic year
- **Services and Equipment for Students with Disabilities:** up to \$20,000 per year for education-related costs
- **Loans:** up to maximum of \$210 per week of study

Provincial Assistance

- **NL Student Loan:** up to a maximum of \$100/week of study
- **NL Student Grant:** up to a maximum of \$100/week of study
- **Grant for High Need Students with Disabilities:** as needed and verified by educational institution

Part-time Students (if registered in a course load of at least 20%-59%)

Federal Assistance

- **Loans for Part-Time Studies:** based on your assessed financial need
- **Grant for Part-Time Students:** up to \$3,600 per academic year
- **Grant for Part-Time Students with Dependents:** \$80/week of study with 1 or 2 children under 12, \$120/week of study with 3 or more children under 12.
- **Grant for Part-Time Students with Disabilities:** \$4,000 per academic year
- **Grant for Services and Equipment for Students with Disabilities:** up to \$20,000 per year for education-related costs

Provincial Assistance

- **NL Part-time Incentive Grant:** up to \$500 per semester
- **Grant for High Need Students with Disabilities:** as needed and verified by educational institution

Note: Students with disabilities who are registered in a course load of 40-59% can apply for **either** full-time or part-time assistance.

**Depending on the cost of your program,
Student Aid may not be enough to cover all your costs during school.**

For additional information, please visit our website at www.gov.nl.ca/studentaid

Phone 1-888-657-0800 or 1-709-729-5849, fax 709-729-2298

Questions: email studentaidenquiry@gov.nl.ca

Document submission: studentaidmailbox@gov.nl.ca

Student Financial Services Division, Department of Education

P.O. Box 8700, St. John's, NL A1B 4J6



Student Aid

Students with Permanent Disabilities or a Persistent/Prolonged Disability

As a student with a disability, you may be eligible for additional funding and supports through Student Aid, such as:

- extra time to complete your program
- a smaller, more manageable course load
- extra grant funding

In addition to federal and provincial loans and grants, you may be eligible for:

- **Canada Student Grant for Students with Disabilities CSG-D**
\$4,000 per academic year is available to help cover costs associated with living accommodations, tuition and books. Submit the completed **Verification of Eligibility Form** the first time you apply for a student loan.
- **Canada Student Grant for Services and Equipment for Students with Disabilities (CSG-DSE)**
Up to \$20,000 per school year to help cover the costs of education expenses related to your disability (i.e., tutors, technical aids, etc.). Submit the completed **Application for Grant for Services and Equipment for Students with Disabilities**. This application is to be completed by you and the disability coordinator/qualified staff person at your school. A new application is required each time you request funds for services and/or equipment.
- **Grant for High Need Students with Disabilities**
If your need for services and equipment costs is higher than the CSG-DSE maximum of \$20,000 per year, you will be automatically assessed for the Grant for High Need Students with Permanent Disabilities if approved for the CSG-DSE.

Before you apply

- Speak with the disability coordinator or a qualified staff person at your post-secondary school to determine the supports available.

Applying for Student Aid

When applying for the first time as a student with a disability, the **Verification of Eligibility Form** is required in addition to the full-time or part-time application.

- apply online and submit all required forms/documentation

Note: To help determine if you are a full-time or part-time student, contact us or refer to our website.

Once you have been approved for funding as a student with a disability, you are automatically considered for the CSG-D with future applications and you will not need to submit another Verification of Eligibility Form (unless there are additional disabilities you need to include).

Assistive Services and Equipment

The equipment and/or services covered by both the Canada Student Grant for Services and Equipment for Students with Disabilities and the Grant for High Need Students with Disabilities may include but are not limited to:

- Tutors
- Note takers
- Interpreters
- Readers
- Alternate formats
- Assistive technology (computer, software, etc.)
- Specialized transportation (to and from school)
- Attendant care for studies
- Reimbursements for psycho-educational assessments (75% up to \$1700) if it confirms a diagnosis of a Learning Disability

Refer to the [List of Services and Equipment – CSG-DSE](#) in the Students with Disabilities Section of our website for a more extensive list.

Receiving your Funds

Canada Student Grant for Students with Disabilities (CSG)

- These funds are issued with your Student Aid funding, normally at the beginning of your first semester in the academic year.

CSG for Services and Equipment for Students with Disabilities

Grant for High Need Students with Disabilities

- You must submit your banking information using the online Supplier Form to receive this grant for the first time ([Supplier Form - Finance \(gov.nl.ca\)](#)).
- Please visit <https://www.gov.nl.ca/education/services-and-equipment-grant/> for more information on how to setup your Supplier account.
- Funds will be deposited directly into your bank account once enrolment is confirmed by your school.

After you Receive Funds for Services and Equipment

You must submit receipts confirming the funds you received were used as intended by the end of your study period. Remember to write your name and the last 3 digits of your Social Insurance Number on each receipt.

Any funds not used for the intended purpose must be returned to Student Aid. A cheque or money order made payable to the **NL Exchequer** is acceptable.

For assistance, please contact an Assessment Officer II:

- | | | |
|-------------------|----------------|--|
| • Chantelle Kenny | (709) 729-7365 | chantellekenny@gov.nl.ca |
| • Dianne Sheppard | (709) 728-8929 | dianneesheppard@gov.nl.ca |
| • Vince Au | (709) 729-4027 | vincentau@gov.nl.ca |

For additional information, please visit our website at www.gov.nl.ca/studentaid

Phone 1-888-657-0800 or 1-709-729-5849, fax 709-729-2298, email studentaidenquiry@gov.nl.ca

Student Financial Services Division, Department of Education

P.O. Box 8700, St. John's, NL A1B 4J6

Student Aid

Repayment

It is time to start repaying your loan when you:

- have graduated from your studies;
- have transferred to part-time studies;
- have left school; or
- are taking time off school for more than six months.

Payments can be made at any time without penalty!

Non-repayment or Grace Period: For the first six months after you leave school, you will not have to make payments on your student loan.

Note: Interest starts to accumulate on your federal student loan portion during your grace period. (It is currently suspended until March 2023). Your Newfoundland student loan portion is interest free.

Consolidation Agreement: This agreement will be mailed to you discussing your repayment options 4-5 months after you finish school. If you do not receive this document, it is your responsibility to contact the National Student Loans Service Centre to make repayment arrangements. If you have not made arrangements, your loan payments may be automatically withdrawn from the same bank account where your loans were deposited after the grace period has ended.

Tips to consider while in repayment:

- make payments during in non-repayment period
- make weekly or bi-weekly payments
- make lump sum payments
- always ensure you make at least the minimum payment each month

Useful Websites

The National Student Loans Service Centre handles the repayment of your student loan. Their website provides round-the-clock access to your student loan information.

- **National Student Loans Service Centre** <https://www.csnpe-nslsc.canada.ca/>
(Log in to check on the status of your loan and to keep your contact information up-to-date)
- **General information about student loans and grants**
<https://www.canada.ca/en/services/jobs/education/student-financial-aid.html>
- **Loan Repayment Estimator** <http://tools.canlearn.ca/cslgs-scpse/clin-cln/crp-lrc/af.nlindex-eng.do>
(Shows how repayment terms and interest rate affect your loan)
- **Repayment Assistance Estimator** <http://tools.canlearn.ca/cslgs-scpse/clin-cln/rae-ear/rae-ear-1-eng.do>
(Allows you to approximate your affordable payment based on your loan, income and family size)

Repayment of your Student Loan

Returning to School

If you return to full time studies while in repayment of your student loan:

- you need to advise NSLSC that you are a full time student;
- no interest will be charged on your loan during that time; and
- you will not be required to make student loan payments.

Having Difficulty with Student Loan Payments?

Stressed that you can't make your loan payment? Already missed a loan payment? **Contact the NSLSC right away!** Missing payments can have serious and long-term consequences. There is assistance available.

For more information on repayment, please contact:

National Student Loan Service Centre

Toll Free: 1-888-815-4514

TTY: 1-888-815-4556

Fax: 1-888-815-4657

<https://www.csnpe-nslsc.canada.ca/>