



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

International students may not qualify for Student Loans. However, if you think you may qualify, you may consult the Student Development Officer at (709) 651-4819.



International Health Plan

Registered international students of CNA are covered under an accident insurance plan. This **DOES NOT** provide routine medical coverage for students. For information, you should contact Chandra Jordan at (709) 758-7290 or chandra.jordan@cna.nl.ca. If you wish to opt out from the plan, you must provide proof of purchase of a similar health insurance plan.

NL Health Plan

The Medical Care Plan (MCP) program applies to any international learner issued an official study permit by Citizenship and Immigration Canada before entering the country. You must be attending a recognized post-secondary educational institution in Newfoundland and Labrador (including College of the North Atlantic) for a period of at least 12 months. Dependents will also be covered under MCP, provided they are living in the province and have relevant documentation to support their application.

In order to receive coverage, you must apply for and receive an MCP card (applications available at <http://www.health.gov.nl.ca/health/mcp/international.html>). Eligible learners must present a registration letter from the college and an MCP application form to be considered for the program. Coverage will become effective for eligible learners and dependents on the date of registration. Coverage is renewable on a yearly basis, with a current enrollment letter, and will terminate upon completion of the study program or the end date of study permit, whichever is earlier. You must be attending school and residing in the province in order to avail of coverage. Work terms outside the province are not covered.

Please note that only services listed under the Medical Care Insured Services Regulations and the Hospital Insurance Plan Regulations will be accessible for international learners.

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', written over a horizontal line.

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.

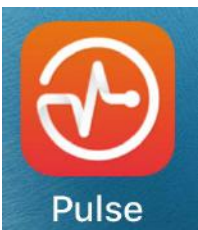


Problems login in? Contact us at the Helpdesk

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: d2lshelp@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.

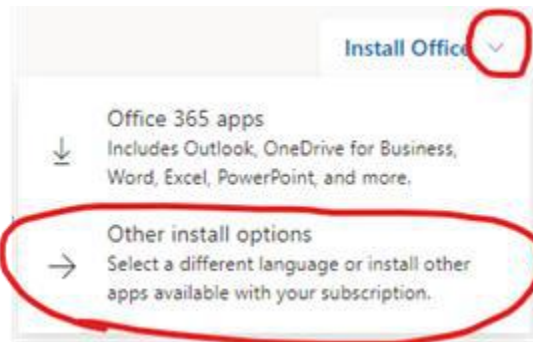
Installing Office365

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](#)