

Welcome to the
Happy Valley - Goose Bay
Campus



2022-2023
Orientation



Welcome to the Happy Valley-Goose Bay Campus

College of the North Atlantic

On behalf of Faculty and Staff of the Happy Valley – Goose Bay Campus it is with great pride that we offer a warm welcome to all new and returning students registering for programs and courses in the 2022-23 academic year.

College of the North Atlantic is proud to be student-centred and, as such, we are here to help you reach your potential and be successful in your studies. We strive to offer quality programs with quality instruction while supporting your academic and personal needs.

We understand the commitment that you have made to pursue a post-secondary education and are extremely pleased that you have made us your college of choice. We encourage you to work hard to make your dreams a reality, make use of services available to you, and ask for help when needed.

We wish you every success in your studies and for the future.

2022 – 2023 Academic Dates

Fall 2022

September 5 (Monday)

Labour Day, College Closed

September 7 (Wednesday) Classes Commence

Deadline for receipt of applications for Supplementary & Deferred Examinations

September 9 (Friday) Supplementary/Deferred Exams – Intersession/Spring/Summer Semesters

September 13 (Tuesday)

Deadline for receipt of Exemption requests - Fall Semester
Deadline for receipt of requests for Prior Learning Assessment Recognition (PLAR)

September 20 (Tuesday)

Last day for adding courses – Fall Semester

September 30 (Friday)

College CLOSED – National Day for Truth & Reconciliation

October 3 (Monday)

Last day of eligibility to drop for a full refund – Fall Semester

October 4 (Tuesday) Fees due – Fall Semester
Last day to opt out of the Health and Dental Plan

October 10 (Monday)

College CLOSED –Thanksgiving Day

November 1 (Tuesday)

Last day for dropping courses without academic prejudice - Fall Semester

November 11 (Friday)

College CLOSED – Remembrance Day

November 28 (Monday) - December 9 (Friday)

ON-LINE REGISTRATION – Winter Semester

December 9 (Friday)

Last day of classes/examinations – Fall Semester & Trades programs (For courses with final exams)

December 12 (Monday) – December 21 (Wednesday)

SEMESTER EXAMINATIONS

December 22 (Thursday)

Last day of Classes – Fall Semester

December 23, 2022 (Friday) - January 2, 2023 (Monday) CHRISTMAS BREAK

Winter / Intercession 2023

January 3 (Tuesday)

Classes Commence

January 4 (Wednesday)

Deadline for receipt of applications for Supplementary & Deferred Examinations – Fall Semester

January 6 (Friday)

Supplementary/Deferred Exams – Fall Semester

January 10 (Tuesday)

Deadline for receipt of Exemption/Credit Forward requests and requests for Prior Learning Assessment Recognition (PLAR)

January 17 (Tuesday)

Last day for adding courses – Winter Semester

January 30 (Monday)

Last day of eligibility to drop for a full refund – Winter Semester

January 31 (Tuesday)

Fees due – Winter Semester
Last day to opt out of Health Dental – New Learners, Winter Semester

February 2 (Thursday) – February 3 (Friday)

Semester Break – Winter Semester

February 28 (Tuesday)

Last day for dropping courses without academic Prejudice - Winter Semester

March 6 (Monday) – March 10 (Friday) Winter Semester Reading Break

April 3 (Monday) – April 14 (Friday)

ON-LINE REGISTRATION – Technical Intercession

April 7 (Friday)

College CLOSED – Good Friday

April 17 (Monday)

Last day of classes/examinations – Winter Semester (For courses with final exams)

April 18 (Tuesday) - April 27 (Thursday) SEMESTER EXAMINATIONS - Winter Semester

Diploma-level & Certificate-level programs

April 28 (Friday)

Last day of classes – Winter Semester

May 1 (Monday)

Commencement of Classes – Intercession Trades Programs

May 8 (Monday)

Last day to add Courses – Intercession
Commencement of Classes All Other Programs

May 10 (Wednesday)

Deadline for receipt of applications for Supplementary & Deferred Examinations – Winter Semester

May 12 (Friday)

Supplementary/Deferred Exams – Winter Semester

May 14 (Sunday)

Last day of eligibility to drop for a full refund – Spring Semester

May 15 (Monday)

Last day to add Courses – Technical Intercession
Last day to drop courses with academic prejudice – Trades

Fees Due – Continuing Intercession

May 22 (Monday)

COLLEGE CLOSED – Victoria Day

June 5 (Monday)

Fees Due – Technical Spring Semester

June 8 (Thursday) – June 13 (Tuesday)

SEMESTER EXAMINATIONS – Trades programs

June 14 (Wednesday)

Last day of classes for Intercession (for courses with final exams)

June 22 (Thursday) WORKTERM COMPLETION

June 26 (Monday)

College CLOSED - June Day

July 3 (Monday)

College CLOSED - Canada Day

Campus Information

Mailing Address: P.O. Box 1720, Stn. B
Happy Valley-Goose Bay, NL
AOP 1E0

Street Address: 219 Hamilton River Rd

Contact Information: (709) 896-6300 – Campus Office
(709) 896-3733 – Fax

Parking: Student parking is located to the left of the building. Accessibility parking is located in front of the campus. The front parking area is reserved for staff and the general public.

Smoking: The College has expanded its Smoke Free Workplace program to include NO SMOKING on any College property- including all buildings, parking lots, and grounds.

Scent Free: Our campus is Scent Free. Many of our staff and students are allergic to scented products and you may be asked to leave the building if you are wearing a scented product.

Peanut Free: Our campus is also peanut free. Some staff and students are allergic to peanut and other nut products such as hazelnuts. Please respect their rights to a healthy environment.

Student Messages: Given the nature of our programs and varied student breaks, we cannot page students for messages. We only page during emergencies that will affect the whole campus. Students' names are placed on monitors located throughout the building. If your name is on the monitor, please come to the campus office for messages.

Fire Alarms: All students must exit the building when the fire alarm sounds. When outside, find your class and remain with them until the Fire Marshall has given permission to enter the building again.

Wireless Internet: Wireless internet is available throughout the building.

Attendance: It is very important that all students maintain 100% attendance as this affects student success. If you should become sick or unable to make it to class, please contact your instructor by phone, text, or e-mail. All staff e-mails are firstname.lastname@cna.nl.ca

Cafeteria Services: The cafeteria is open from Monday – Friday for all students for snacks and lunch and for residence students only for breakfast and supper. Residence students should refer to the residence handbook for meal information and times.

Student Services

College of the North Atlantic offers a full range of services for students who would like to enrich their college experience or require assistance in areas related to their educational and personal needs. The following describes some of the services offered by our Student Services team. If you have any concerns or questions, please speak to your instructor/advisor who will refer you to the appropriate person or feel free to drop by the Campus Office.

Accessibility Services - Students may receive support from the Accessibility Services Office when appropriate documentation is presented, and the individual is accepted for this particular service. We are here to make your transition to the college setting an easier one.

Counselling - Counselling services can assist you with personal and social concerns so that your academic success and general quality of life can be enhanced. They can also provide support with career planning, peer tutoring, and more. Please contact Lesley Tucker, our counsellor, for these services or inquire at the campus office.

Indigenous Student Support - The Aboriginal Support Coordinator's primary role is to help Indigenous students succeed. They act as a liaison between the College, funding agencies and Indigenous students on campus. Indigenous students are encouraged to make contact at the beginning of the school year and if they have any funding, financial, academic, attendance, or personal issues that they feel are challenges to their academic success at the College. If this person cannot help you, she will make sure you are referred to the appropriate people and/or services who will assist you.

Scholarships and Awards - The College offers several scholarships and awards to its students. Information on these can be found on the College website www.cna.nl.ca under the Services tab. Most awards have a deadline date in January of that academic year.

Peer Tutoring - Peer tutoring is offered throughout the year. If you should encounter difficulty with your courses or would like to apply for tutoring please contact Lesley Tucker, Counsellor or Mona Cabot, Indigenous Support Coordinator.



Library - The Library is located in Rm 135 on the first floor of the campus. Orientation sessions occur throughout the year with library staff available to help you with any questions you may have. A computer lab in the library is also available for student use. The library is open Monday – Friday from 8:00am - 4:00pm.

Student Success Centre - The Student Success Centre is located next to the library. There are tables and computers available for group work with resource personnel available at scheduled times to provide additional academic support to students.

Indigenous Resource Centre - Located in the front hallway in Room 121, this is a comfortable place for students to gather, study, and find additional information on Indigenous resources.

Student Emergency Fund – The College has a student emergency fund to assist students experiencing an emergency. For more information, please contact the campus Counsellor or Student Development Officer.

Food Pantry – Each campus has a food pantry to assist students in need. Food security has been linked to positive mental health, wellbeing, and student success. It stocks nonperishable food items, personal hygiene products, and other miscellaneous products. Accessing the pantry is anonymous and does not require approval from student services. The food pantry is located across from the campus office in the student services section.

Child Care Centre - The Child Care Centre is conveniently located in the Family Residence with priority given to children of college students. It is a licensed childcare centre operated by the College of the North Atlantic for children ages 6 months to preschool (age 5 provided they are not in kindergarten). Applications are available at the Campus Office. For further information please contact the Child Care Centre at 896-6350.

Singles/Family Residence - The singles residence, Grand River Hall, is located next to the campus and includes a meal plan, laundromat, lounge/social room, wireless internet, and a small kitchenette. The family residence has eight (8) apartments available for families with children who travel to pursue their studies. Residence applications are available at the Campus office.

Student Health and Dental – College of the North Atlantic provides students with a mandatory health and dental insurance plan. Full-time students are automatically charged for this coverage. However, if you are covered under another health and dental plan, you have the option of opting out of or declining the College’s plan. This needs to be done before the first week in October. To opt out please visit your self-service page on [MyCNA](#). For more information on the health and dental plan, view frequently asked questions, link into Green Shield (health partner), or to print your student health and dental card visit the [Health and Dental Information](#) section.

Student Council/Committees - There are opportunities for students to be involved in college life and extracurricular activities. Each class should have a representative on Student Council as it provides opportunities to bring forth concerns or recommendations. Students are encouraged to participate as this greatly enhances student life.

Admissions/Student Records - If you need assistance with any of the following, please visit the campus office.

- ✓ applications
- ✓ fees and charges / student accounts
- ✓ academic regulations / student transcripts
- ✓ funding resources / agencies
- ✓ referrals to other Student Services / College personnel



MyCNA - [MyCNA](#) is your gateway to student supports and resources at College of the North Atlantic. It is the link to student self-service (course registration, grades, student finances, etc.), student webmail, peer tutoring, policies governing student conduct, student services, scholarships, and awards, and more.

Student Photo ID – Students can log in to their student self-service ([MyCNA](#)) and upload a photo similar to a passport photo. To make the process more efficient and avoid photos being rejected it is best to use a headshot photo with a light background. You will also need to upload a verification document. This can be a photo of your driver’s license or Indigenous status card. For more information on how to submit a photo ID request please view [Student Photo I.D. Request Instructions](#).

Student Webmail – The student email system is called webmail. **Students are required to check their student email**, so they don’t miss valuable information related to their program, registration, events, and activities. Your webmail can be accessed through your [MyCNA](#) or through [student webmail](#) at [webmail.cna.nl.ca](#). Your student email address will be [firstname.lastname##@ed.cna.nl.ca](#) (## are the last two digits of your student number). Your email will also be used as your username when logging into college computers.

Student Aid – If you applied for a student loan for the 2022 -2023 academic year, have previously had a student loan, or need help in applying for a loan please contact the Student Development Officer – sharon.lucci@cna.nl.ca. The campus can deduct tuition, program fees, and residence fees from your student loan. We cannot deduct textbook costs. Therefore, students need to be prepared with funds to purchase books.

Health and dental fees for NL loan borrowers have to be deducted from student loans. If you opt out of your health and dental, this will be refunded to the National Student Loan Service Centre and will be deducted from your total debt owing.

Students are also required to register with the [National Student Loan Service Centre](#). Here you can monitor amounts owing, view payback plans, and change your contact information.

Campus Closure – Campus closures will be communicated through the 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 your student self-service to ensure your personal contact information is correct. If you did not opt-in, text 978338 with a response of “Y” or “Yes”. Closures will also be communicated through student webmail, campus Facebook pages, and local radio stations.

Campus Facebook – Please visit and like our College of the North Atlantic, HVGB Campus Facebook page <https://www.facebook.com/cnahvgb> where announcements, important dates, etc., will be posted.

Confirmed Programs for 2022 / 2023

TRADES	HEALTH PROGRAMS	ACADEMICS/APPLIED ARTS
Construction/Industrial Electrician	Personal Care Attendant	Aboriginal Bridging
Heavy Duty Equipment Technician	Practical Nursing	CAS Transfer
Powerline Technician		CAS Transition
Orientation to Trades & Technology		Early Childhood

Other programs may start throughout the year.

Campus Directors / Student Services Team

Craig Baker

Senior Campus Director
craig.baker@cna.nl.ca
896-6311

Lesley Tucker

Counsellor
lesley.tucker@cna.nl.ca
896-6306

Mona Cabot

Aboriginal Support Coordinator
mona.cabot@cna.nl.ca
896-6340

BettyAnn Knight-Brake

Coordinator of Accessibility Services
bettyann.knight-brake@cna.nl.ca
896-6344

Maxine Broomfield

Admissions
maxine.broomfield@cna.nl.ca
896-6304

Ashley McKnight

Librarian
ashley.mcknight@cna.nl.ca
896-6772

Petar Krndija

Campus Director
petar.krindja@cna.nl.ca
896-6311

Sharon Lucci

Student Development Officer
sharon.lucci@cna.nl.ca
896-6308

Yaniv Koblentz

Residence Supervisor
yaniv.koblentz@cna.nl.ca
897-4343

Sandi McRae

Resource Facilitator
sandi.mcrae@cna.nl.ca
896-6522

Tana Pittman

Student Records
tana.pittman@cna.nl.ca
896-6356

Brad Brown

Bookstore
brad.brown@cna.nl.ca
896 6322

COVID PROTOCOLS

Mask Mandate for Indoor Spaces

As of September 1, 2022, CNA will mandate **a mask requirement in all indoor spaces**. Students, staff, and visitors will be required to wear a [non-medical mask](#) (minimum 2-layer but 3-layer is recommended) in all instructional and public indoor spaces. These spaces include classes, labs, shops and common areas such as hallways, stairwells, Learning Commons, etc. The mask mandate may change as the school year progresses.

Masks are **strongly recommended** (but not mandatory) for the following situations:

1. An instructor who is lecturing and can remain physically distant,
2. A student or guest who is presenting and can remain physically distant,
3. A student or instructor participating in a specific course objective for which communication is hindered by a mask,
4. A student or instructor participating in program objectives involving outdoor activities,
5. Participants in a meeting who can remain seated and physically distant,
6. Employees in offices who can remain seated and physically distant,
7. Individuals who are actively eating or drinking at one of CNA's on-site cafeterias

Physical Distancing

CNA is **strongly recommending** all individuals maintain physical distancing while on its sites.

Recommended Public Health Measures

In addition to wearing a mask and maintaining physical distancing, individuals are reminded to protect themselves by practicing good hygiene and staying home and self-isolating should they feel ill. Individuals with symptoms of COVID-19 should complete the [COVID Assessment and Test Reporting Tool](#) and follow all recommendations. Should an individual test positive all recommendations from [Public Health](#) should be followed. Students who test positive are to contact their instructors immediately to ensure they are updated with course requirements.

College Computer Login Information

Username: EDU\student number

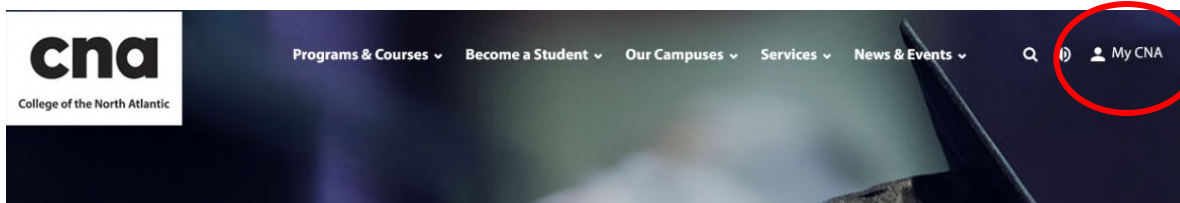
(Enter your own student number here)

Password: Your temporary password will be emailed to you along with instructions on how to reset your password.

Access to Course Registration/Online Grades/Health and Dental Opt Out

Visit the main page of the college website -<https://www.cna.nl.ca/>

Step 1: Click on “My CNA” in the top right corner



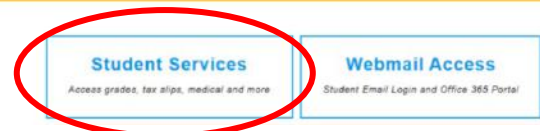
Step 2: Click “Student Services”

Log into account

- User ID – Student ID
- Password = will be the same password
- That you set up.



Step 3: Select the option you are looking for.



*Access to online grades will not be granted if you owe fees to the College.

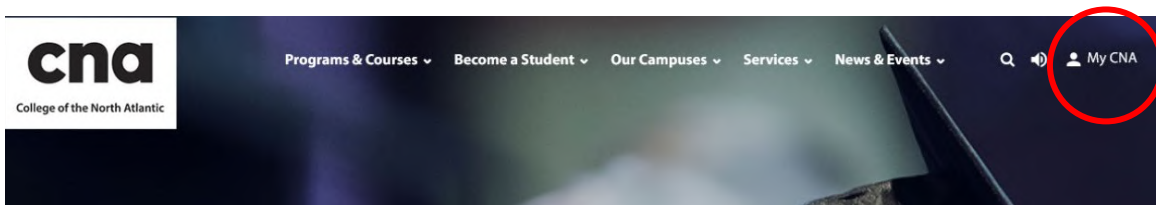


Accessing Student Webmail

USING YOUR BROWSER

Step 1: Visit <https://www.cna.nl.ca/>

Step 2: Click on “My CNA” in the top right corner



Step 3: Click on “Webmail Access”



Step 4: Click on “Student Email Login & Office 365 Portal”

Step 5: Enter your username and password in this format:

Username: [firstname.lastname##@ed.cna.nl.ca](#)

Password: Your temporary password will be emailed to you along with instructions on how to reset your password.

Accessing Student Webmail

USING THE OUTLOOK APP ON YOUR PHONE

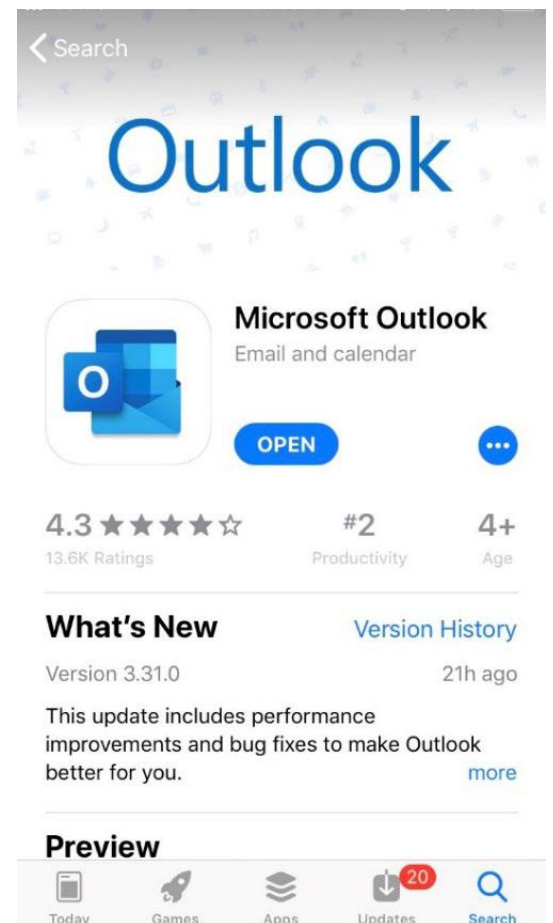
Step 1: Visit the App Store and download “Outlook”

Step 2: Enter your college email address 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”

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 receive an email.

Your email 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.



Student Budget Worksheet

Study Period Costs

Monthly Costs		Amount
Accommodations	Rent/Mortgage	
	Heating	
	Electricity	
	Cell phone	
	Property Tax	
	Other (Cable, Internet, etc.)	
Food	Weekly Groceries	
	Snacks	
	Restaurant meals/week	
Transportation	Car	
	Public Transit	
	Other (Taxi)	
Personal	Leisure Activities (Movies, etc.)	
	Personal Care	
	Hair Styling	
	Laundry/ Dry Cleaning	

Monthly Costs		Amount
Clothing	Work Clothes	
	Family/Personal	
Care of Dependents	Child Support	
	Childcare	
Debts	Credit Cards/ Line of Credit	
	Loans	
Insurance	Dental/ Medical	
	Personal Life	
	Homeowner's	
Medical	Doctor/Dentist/Optician	
	Prescription Drugs	
	Other	

Total Monthly Costs (From Above)	
Number of Months in Study Period	
Total Monthly Costs for Study Period	

One-Time Costs	Amount
Tuition	
Books	
Supplies (tools, lab coats, etc.)	
Student Fees	
Other (Work-term costs)	
Total One-Time Costs	

Total Monthly Costs for Study Period	Total One-Time Costs=	COSTS

Study Period Resources

Monthly Resources	Student	Spouse
Net Income from Work (Take Home)		
Employment Insurance, Income Support, etc.		
Sponsorship-Funding		
Child Support/Alimony		
Pension Income (CPP, etc.)		
Other Income		

One-Time Resources	Amount
Savings at Start of Classes	
Sale of Assets	
Scholarships/ Awards	
Tuition Voucher	
Income Tax	
Total One-Time	

Total Monthly Household Resources	
Number of Months in Study Period	
Total Monthly Resources for Study Period	

Total Monthly Resources for Study Period +	Total One-Time Resources =	RESOURCES

COSTS - (minus)	RESOURCES = (equals)	NEED

Please Note: For those applying for a student loan, it is important to remember that the loan may not be enough to cover your *NEED*, as identified in the table above.



Area

Restaurants

A&W	11 Loring Dr	896-4554
Bentleys/Maxwells	97 Hamilton River Rd	896-3585
Blazing Igloo	11 Aspen Drive	896-7698
Dairy Queen	3 Tenth Street	896-1561
El Greco*	133 Hamilton River Rd	896-3473
Jungle Jim's	382 Hamilton River Rd-Hotel North Two	896-3388
KFC	132 Hamilton River Rd	896-5400
Mariner's Galley	25 Loring Dr	896-9301
Mary Browns	1 Churchill St	896-2157
Pep's Diner	21 Green Street	896-2543
Pizza Delight*	91 Hamilton River Rd	896-8338
Subway	11 Loring Dr	896-9777
Tim Hortons	220 Hamilton River Rd	896-5666
Tim Hortons	corner of Hamilton/Loring Drive	896-8243
Trapper's Cabin (Club)	1 Aspen Rd	896-9522
Riverside Restaurant	2 River Road, North West River	497-3333

*Offers Delivery Service

Community Services Directory

Emergency Numbers

Emergency Calls	911
Hospital	897-2000
-Emergency	897-2361
-Appointments	897-2174
Ambulance	896-2100
RCMP	896-3383
Fire	
-Happy Valley-Goose Bay	896-2222
-North West River	497-8338
Mental Health Crisis Hotline	1-888-737-4668

Medical Services

Mental Health and Addictions	897-2343
AIDS Committee of Newfoundland	1-800-563-1575
Kids Help Phone	1-800-668-6868
Sexual Assault Crisis Line	1-800-726-2743
Poison Information Centre (24hr)	1-709-722-1110
First Nations and Inuit Hope for Wellness Helpline	1-855-242-3310
Vogue Optical (Optometrist)	896-2466
Dr. Jackman (Orthodontist)	896-2885
Keating Family Chiropractic Clinic	896-8855
Gosala Dental Clinic	896-8700
Labrador Dental Clinic	897-2343
Northern Dental	896-9668
Hamilton Drugs	896-8418
Warr's Pharmacy	896-2963

Childcare Centres

Pumpkin House	896-8239
Robin's Nest	896-6900 ext. 6060
CNA Childcare	896-6350
YMCA	896-9622

Family Resource Centres

Grand River Family Resource Centre	896-2202
Aboriginal Family Centre	896-4398

Banks and Lending Agencies

CIBC	1-800-465-2422
Eagle River Credit Union	896-8352
Royal Bank	896-6510
Scotia Bank	897-3000
Bank of Montreal	896-4412/896-4439
Citi Financial	896-3344

Airline Agencies

Air Canada	1-888-247-2262
Provincial Airlines	896-3531
Air Borealis	1-800-563-2800

Travel Agencies

LeGrow's Travel	896 -7375
Mokami Travel	896 -2477
Harvey's Travel	896 -3389

Other Agencies and Services

Career Information Hotline	1-800-563-6600
College of the North Atlantic	896-6300
Happy Valley Public Library	896-8045
Immigration, Population Growth, & Skills	896-8846
Innu Nation	497-8398/896-9460
Legal Aid	896-5323
Labrador Friendship Centre	896-8302
Libra House (Women's / Family Shelter)	896-8022
Housing Hub Emergency Shelter	896-2389
Military Family Resource Centre	896-6900 ext. 6060
Nunatsiavut Government	896-8582
Nunatsiavut Health and Social Development	896-3396
NunatuKavut	896-0592
PLIAN – Public Legal Information	896-5235
Student Aid	1-888-657-0800/1-709-729-5849
Women's Centre/Thrifty Fashions	896-3878

Sports Facilities/Clubs

Amaruck Golf Club	896-2112
Base Gym	896-6900 ext. 1981
Birch Brook Ski Club	899-0696
E.J. Broomfield Arena	896-2269
Gear's Gains Fitness Centre	896-2298
Goose Bay Curling Club	896-4062
Grand River Snowmobile Club	896-5983
Lake Melville Minor Hockey Assoc.	896-4090
YMCA	896-9622



Churches

Base Chapel	896-1171
Moravian Church	896-3119
Northern Cross Church	896-5968
Our Lady Queen of Peace	896-3485
Pentecostal Tabernacle	896-2156
St. Andrews Anglican Church	896-5831
United Church	896-5991
Salvation Army	896-2756

Beauty Salons/Barber Shops/Spas

Creative Curl unisex Salon	896-2793
The Hair Studio	896-4400
Kelly Way's Hair Salon	896-9663
Birch Island Spa & Skincare Centre	896-5300
Grand River Barber Shop	896-9390
Merle Norman Salon & Cosmetics	896-6500
Beauty Valley Spa	896-0233

Garages/Auto Parts

AWD (All Wheel Drive)	896-2500
Baytech Mechanical	896-9112
Cabot Auto	896-3095
Goose Bay Motors Ltd.	896-2973
Hillcrest Automotive	896-4092
Labrador Motors Ltd.	896-2452
NAPA Auto Parts	896-3987
Precision Automotive Inc.	896-8681
Repair Shop	896-5140
Speedy Glass	896-4016
TM Auto	896-3866

B&B/Hotels

Cherrywood Corp. Suites	896-4000
Emma's Suites	896-4570
Hotel North	896-9301
Hotel North Two	896-3398
Royal Inn	896-2456
Hamilton Corporate Rooms	897-5692
<u>North West River</u>	
Motel North	896-9301
Red Wine Bed & Breakfast	899-2666

Theatre/Auditorium

Arcturus Theatre	896-6900 ext. 7766
Lawrence O'Brien Auditorium	896-4027

Taxi

Cooney's Taxi	896-3333
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