

COLLEGE...

**YOUR WAY**

**2025**

**FALL ORIENTATION  
WELCOME  
PACKAGE**

---

**cna**

College of the North Atlantic

[cna.nl.ca](http://cna.nl.ca)





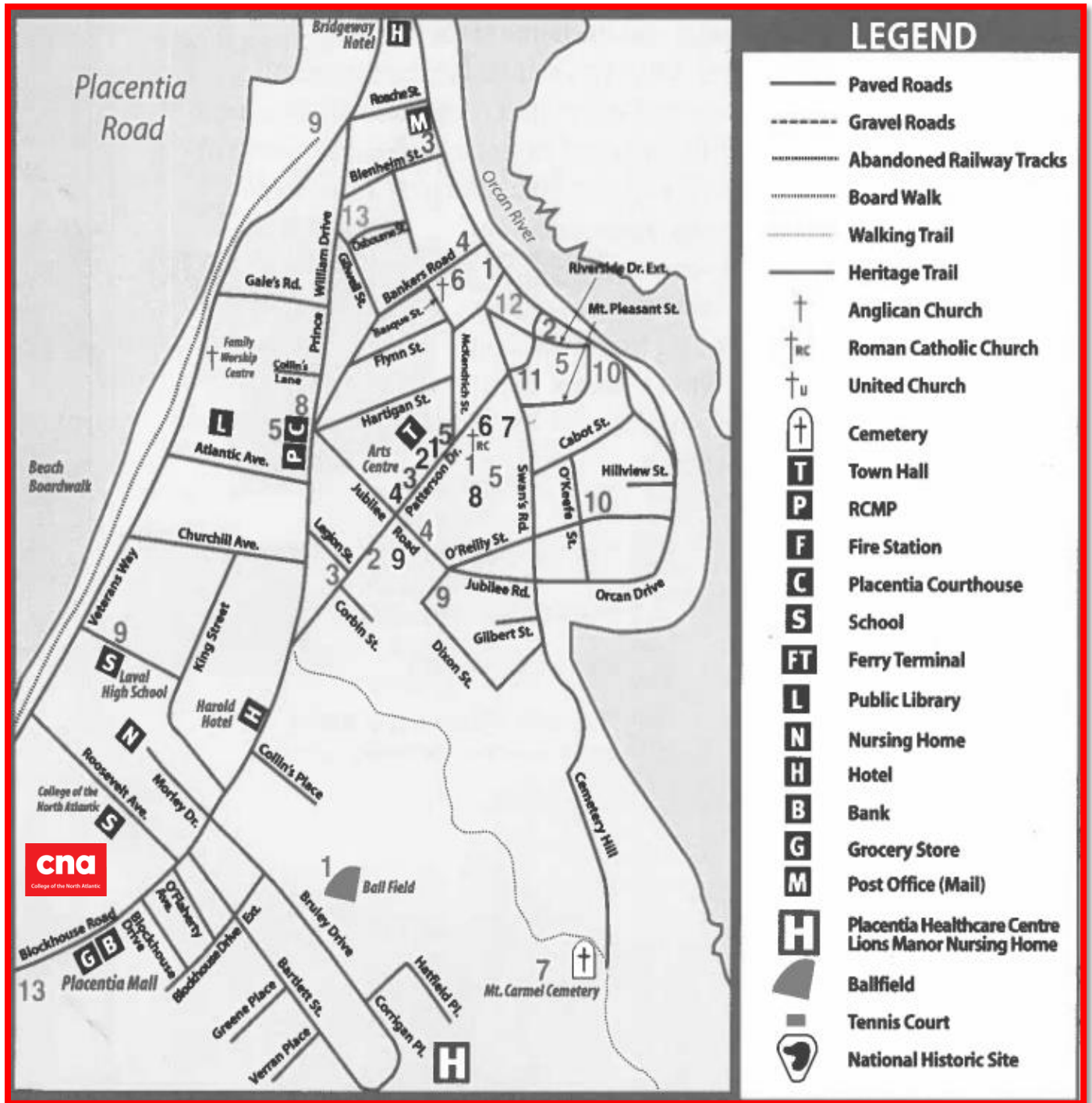
# Placentia Campus

## Fall 2025 Semester Guide



Version Date: September 2025  
*INFORMATION IS SUBJECT TO CHANGE*

# PLACENTIA



College of the North Atlantic

# PLACENTIA CAMPUS CONTACTS

Campus Manager

Chris Moss  
709-227-6262  
[chris.moss@cna.nl.ca](mailto:chris.moss@cna.nl.ca)

Clerk IV (Admissions)

Janice Greene  
709-227-2038  
[janice.greene@cna.nl.ca](mailto:janice.greene@cna.nl.ca)

Clerk III

Cynthia Griffin  
709-227-2037  
[cynthia.griffin@cna.nl.ca](mailto:cynthia.griffin@cna.nl.ca)

Accessibility Services                      TBD

Guidance Counsellor                      TBD

709-227-6273

Student Development Officer

Rose Power  
709-227-6264  
[rose.power@cna.nl.ca](mailto:rose.power@cna.nl.ca)

Student Development Officer – Recruitment

Jennifer Richardson  
709-227-6276  
[jennifer.richardson@cna.nl.ca](mailto:jennifer.richardson@cna.nl.ca)

Bookstore

TBD  
Storekeeper  
709-227-6278

Computer/IT Services

Justin Ricks  
709-744-6836  
[justin.ricks@cna.nl.ca](mailto:justin.ricks@cna.nl.ca)

Library Services

TBD  
*Library Clerk*

## **START OF CLASSES**

Orientation will begin on **Tuesday, September 2, 2024, at 9:30 a.m.** Program specific orientation sessions will take place prior to start of your classes to review guidelines, protocols, and procedures. Classes will commence as per your program schedule on **Wednesday September 3, 2025 at 8:30 a.m.**



### Program Advising Session Schedule | Fall 2025

#### Placentia Campus

Program	Date	Time	Location
Heavy Duty Equipment Technician/ Truck & Transport Mechanic	September 2, 2025	9:30 a.m. 10:30 a.m. 10:45 a.m.	Cafeteria Check-in Lab 8 Classroom 1
Heavy Equipment Operator	September 2, 2025	9:30 a.m. 10:30 a.m. 10:45 a.m.	Cafeteria Check-in Lab 10 Classroom 7
Industrial Mechanic (Millwright)	September 2, 2025	9:30 a.m. 10:30 a.m. 11:00 a.m.	Cafeteria Classroom 4 Check-in Lab 8
Machinist	September 2, 2025	9:30 a.m. 10:30 a.m. 11:00 a.m.	Cafeteria Classroom 3 Check-in Lab 10
Personal Care Attendant	September 2, 2025	9:30 a.m. 10:30 a.m. 11:15 a.m.	Cafeteria Classroom 2 Check-in Lab 8
Welding	September 2, 2025	9:30 a.m. 10:30 a.m. 11:15 a.m.	Cafeteria Welding Classroom Check-in Lab 10

Sessions are mandatory. You must attend on the date and time assigned to your program.

Class schedules and book lists will be available via your instructors during those times.

Classes begin on **Wednesday, September 3, 2025 at 8:30 a.m. for all programs.**

**Tuition and Fees:** Fees can be paid online through your **MVCNA** Account or at the main office.

**Student Loan Processing:** If you have any questions regarding your student loan, please contact your campus Student Development Officer.

**Textbooks:** Textbooks can be purchased at the campus bookstore. Hours of operation will be posted.

#### **Your Campus Student Development Officer:**

Rose Power  
Tel: 709 227 6264 | [rose.power@cna.nl.ca](mailto:rose.power@cna.nl.ca)

**WELCOME AND WELCOME BACK**

## **IMPORTANT DATES & DEADLINES**

All key dates and deadlines, are posted on our [Calendar of Events](#) , [Placentia Campus website](#), [Campus Facebook page](#), and emailed to students through their CNA Student Webmail.

### **Fall Semester 2025**

JULY 28 – AUGUST 8 - **ON-LINE REGISTRATION - FALL SEMESTER**  
 TUESDAY, SEPTEMBER 2 - FALL SEMESTER STARTS – CAMPUS ORIENTATION  
 WEDNESDAY, SEPTEMBER 3 - FIRST DAY OF COURSE INSTRUCTION  
 TUESDAY, SEPTEMBER 16 - **LAST DAY TO ADD COURSES**  
 MONDAY, SEPTEMBER 30 - **COLLEGE CLOSED** – NATIONAL DAY OF TRUTH AND RECONCILIATION  
**FEES DUE & LAST DAY TO OPT OUT OF HEALTH & DENTAL**  
 MONDAY, OCTOBER 13 - **COLLEGE CLOSED** – THANKSGIVING DAY  
 TUESDAY, OCTOBER 28 - **LAST DAY TO DROP COURSES WITHOUT ACADEMIC PREJUDICE**  
 TUESDAY, NOVEMBER 11 - **COLLEGE CLOSED** – REMEMBRANCE DAY  
 NOVEMBER 24 – DECEMBER 5 - **ON-LINE REGISTRATION FOR WINTER SEMESTER**  
 FRIDAY, DECEMBER 19 - LAST DAY OF FALL SEMESTER - **CHRISTMAS BREAK BEGINS**

### **Winter Semester 2026**

MONDAY, JANUARY 5 - WINTER SEMESTER START – ORIENTATION/ADVISING  
 TUESDAY, JANUARY 6 - FIRST DAY OF COURSE INSTRUCTION  
 MONDAY, JANUARY 19 - **LAST DAY TO ADD COURSES**  
 MONDAY, FEBRUARY 2 - **FEES DUE & LAST DAY TO OPT OUT OF HEALTH & DENTAL**  
 FEBRUARY 4 & 5 – **SEMESTER BREAK**  
 MONDAY, MARCH 2 - **LAST DAY TO DROP COURSES WITHOUT ACADEMIC PREJUDICE**  
 MARCH 2 - 6 – **MARCH BREAK**  
 MARCH 30 – APRIL 10 – **ONLINE REGISTRATION FOR INTERSESSION/SPRING**  
 FRIDAY, APRIL 3- **COLLEGE CLOSED – GOOD FRIDAY**  
 THURSDAY, APRIL 30 – LAST DAY OF WINTER SEMESTER

### **INTERSESSION / SPRING Semester 2026**

MONDAY, MAY 4– INDUSTRIAL TRADES INTERSESSION STARTS (ORIENTATION/ADVISING)  
 TUESDAY, MAY 5 - FIRST DAY OF COURSE INSTRUCTION  
 MONDAY, MAY 11 – **LAST DAY TO ADD COURSES**  
 MONDAY, MAY 18 – **COLLEGE CLOSED - VICTORIA DAY HOLIDAY,**  
**FEES DUE & LAST DAY TO OPT OUT OF HEALTH & DENTAL**  
**LAST DAY TO DROP COURSES WITHOUT ACADEMIC PREJUDICE**  
 THURSDAY, JUNE 18 - **LAST DAY OF INTERSESSION**

**\*\*\*PLEASE NOTE THE ACADEMIC DATES ARE SUBJECT TO CHANGE\*\*\***

## **GETTING STARTED**

### **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.

### **MICROSOFT TEAMS**

Students at CNA have access to Microsoft Teams through your MS Office 365 account (see below). Microsoft Teams is an online platform has the capabilities to do many things for 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.

### **MY CNA**

[My CNA \(https://www.cna.nl.ca/MyCNA/\)](https://www.cna.nl.ca/MyCNA/) 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 at CNA, your Microsoft Office 365 (O365) account provides the following benefits:

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

Please see [O365 FAQ for students - https://webmail.cna.nl.ca/pdfs/O365-FAQ-for-Students.pdf](https://webmail.cna.nl.ca/pdfs/O365-FAQ-for-Students.pdf)

### **PAYMENT OF FEES**

**Fees are due September 30, 2025** for the Fall Semester. Fees can be paid at the main office or online through Student Self Service - [MyCNA](#). CNA accepts cash, cheque, debit card, Visa, Visa Debit, and MasterCard.

**Immigration, Population Growth, & Skills** tuition cheques are normally sent to the campus. If you are on campus, you will be called to the office to sign them.

**Student Aid** - Once your attendance is confirmed your loan will be processed. Tuition fees will be taken from the loan, and you will receive an email indicating that it has been done. You can track information regarding your NL student loan at [www.gov.nl.ca/studentaid](http://www.gov.nl.ca/studentaid) by logging into the portal using your username and password. Please contact Rose Power, Student Development Officer at the Placentia campus, for more information.

Please visit our website (<https://www.cna.nl.ca/Admissions/Fees-And-Charges.aspx>) for detailed information on all applicable fees and related charges.

## STUDENT SELF-SERVICE

[Student 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 (SSHelpReg@cna.nl.ca) if you have any issues with your Self-Service account.

## STUDENT ID

You can now request a CNA Student Photo ID card through the Student Self-Service portal online. Log in to your [student self-service](#) and upload a photo, preferably a headshot with a white background. You will need a verification document ready to submit. This can be a photo of your driver's license or any recognized photo ID. These photos must be saved as JPG or JPEG format to be uploaded. In addition, you will be asked to confirm your correct mailing address 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 [SSHelpReg@cna.nl.ca](#).

## 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 can 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](#) <https://www.youtube.com/watch?v=pHFjE6sXDUE&feature=youtu.be> 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 Dodie Blanche, Coordinator of Accessibility Services, for the Placentia 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 the Accessibility Services Coordinator.

## COMPUTER SERVICES

Students experiencing technical difficulties can contact Justin Ricks, Computer Support Specialist, [justin.ricks@cna.nl.ca](mailto:justin.ricks@cna.nl.ca). Students having trouble with passwords can reset their own password by visiting this site. - <https://www.cna.nl.ca/MyCna/Academic-Support/Password-Reset.aspx>

## GUIDANCE COUNSELLOR

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
- Crisis intervention and crisis management
- 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 the Guidance Counsellor for Placentia campus, please contact Dodie Blanche at [dodie.blanche@cna.nl.ca](mailto:dodie.blanche@cna.nl.ca) or at 227-6273

## 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 Oct 1, 2024. Family coverage is available at an additional cost. For details on all Health & Dental benefits contact Mary-Ellen Alexander at (709) 643-7927 or [mary-ellen.alexander@cna.nl.ca](mailto:mary-ellen.alexander@cna.nl.ca).

For more information or to print claim forms, please visit Green Shield - [www.greenshield.ca](http://www.greenshield.ca) 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](https://www.cna.nl.ca/student-support/pdfs/Student-Health-ID-Card.pdf). Also, students can print their own [Student Health ID cards](https://www.cna.nl.ca/student-support/pdfs/Student-Health-ID-Card.pdf). <https://www.cna.nl.ca/student-support/pdfs/Student-Health-ID-Card.pdf>

  <b>1.888.711.1119</b>		<b>ATTN: SERVICE PROVIDERS SUBMITTING ONLINE CLAIMS PREFIX MUST BE ENTERED WITH STUDENT NUMBER</b>	
<b>COLLEGE OF THE NORTH ATLANTIC STUDENTS' ASSOCIATION</b>		<b>DEPENDENTS (OLDEST TO YOUNGEST)</b>	
Name: <input type="text"/>		01 (SPOUSE) <input type="text"/>	
CNA Student # <b>-00</b>		02 <input type="text"/>	
		03 <input type="text"/>	
		04 <input type="text"/>	
<a href="http://greenshield.ca/studentcentre">greenshield.ca/studentcentre</a>		<small>Use of this card authorizes the provider to submit personal information to Green Shield Canada necessary for claims adjudication. This card is not transferable. Unauthorized use of this card constitutes fraud. Coverage eligibility is subject to benefits outlined in the contract and premiums paid.</small>	

24-HOUR TRAVEL EMERGENCY MEDICAL  
1.800.936.3326 toll-free  
in Canada & USA  
0.519.742.3556 collect  
in other countries  
You must call within 48 hours  
of commencement of treatment  
GSC Travel # 5492

## PEER TUTORING (In-person/Online)

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. Students can receive up to 15 hours per semester of one-on-one tutoring.

The *objectives* of the Peer Tutoring Program are to help students:

- increase their skills in the selected areas;
- keep on par with peers;
- feel good about themselves; and
- enjoy and succeed at college work.

The *Terms of Reference* for the Tutor are as follows:

- Submit applications to Student Services with signatures from subject area Instructors
- Be a full-time student in good standing
- Possess good interpersonal skills
- Be prepared to work a 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.
- 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 Guidance Counsellor/Accessibilities Coordinator.

## REGISTER WITH NATIONAL STUDENT LOAN SERVICE CENTRE ONLINE SERVICES

The National Student Loan Service Centre Online Services <https://www.csnpe-nslsc.canada.ca/> 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 is available online -<https://www.cna.nl.ca/awards>. Also, check your College Student Webmail account for more scholarship announcements! Deadlines vary throughout the year, but most are mid-January. Check the application for exact deadline date.

## 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 the College of the North Atlantic campuses. SDOs provide many services including preparing to become a student; financial aid information; orientation sessions and activities; scholarships and awards; graduation; and becoming familiar with and following the Student Code of Conduct and Student Rights and Responsibilities. SDOs advise and support the Student Representatives Council (SRC), an important part of student life. SDOs coordinate and participate in local and provincial recruitment strategies like signature events, campus tours, recruitment information sessions, and career fairs. SDOs are a liaison between students, support staff, faculty, campus administration, senior management, and work together to connect and support students, alumni, employers, and friends of the College. Appointments can be arranged with Rose Power, SDO at the Placentia campus, in person, or calling 227-6264, or emailing [rose.power@cna.nl.ca](mailto:rose.power@cna.nl.ca).

## STUDENT GOVERNANCE

Student Representatives Council (SRC) members will be needed and are an integral part of student life on campus. Each campus elects members at the beginning of each academic year. The SRC is governed by a constitution and has a responsibility for planning and organizing various extracurricular 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, and Secretary. In addition, 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 see the Student Development Officer.

## STUDENT LOAN

Student loan assistance may be available from the provincial and federal government. More detailed information (including repayment) is available at [MyCNA. \(https://www.cna.nl.ca/MyCna/\)](https://www.cna.nl.ca/MyCna/). 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 check with Rose Power SDO if you need assistance with this.

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 is sent to your CNA Student Webmail.

## STUDENT EMERGENCY FUND

The purpose of the CNA Student Emergency Fund is to provide financial assistance to students encountering emergency financial circumstances, focused around four core areas: Food, Shelter, Medical and Transportation. Please contact Rose Power, Student Development Officer, for assistance.

## FOOD PANTRY - PLACENTIA CAMPUS CUPBOARD

Located in the Library Commons Study Area. We are pleased to be able to offer this support, so feel free to take what you need.

## **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.

<https://www.cna.nl.ca/MyCna/Resources/pdfs/CS-Consent-for-Release-of-Information.pdf>

### **ACCOMMODATIONS**

#### **Landlord and Tenant Relations**

If you have any questions on the Residential Tenancies Act, Security Deposits, Rental Agreements, Termination Notices, legislation, statutory conditions, etc., please contact the Residential Tenancies Office at:

Government Services Center  
5 Mews Place  
P.O. Box 8700  
St. John's, NL A1B 4M4  
Telephone: (709) 729-2608/5839 \* Toll Free: (877) 829-2608  
Fax: (709) 729-6998  
Website: [www.gs.gov.nl.ca/landlord/index.html](http://www.gs.gov.nl.ca/landlord/index.html)

#### **Housing with Other Students**

Although the law has specific provisions to govern your relationships with your landlord, it leaves the terms of your relationship with your co-tenant (roommate) up to you. If you do not think of potential areas of disagreement now, you may end up fighting with those you share living quarters. This will not only be disruptive to your personal and academic life but may result in expensive and uncertain situations like paying rent and utilities that should be your co-tenants' responsibility. To avoid such problems, talk to your co-tenant(s) and put the terms of your arrangement in writing. The key issues you should resolve are how you will split the cost of rent, utilities, groceries, and other expenses as well as responsibility for a co-tenant who "disappears" mid-term.

**Accommodation Listings** - An Accommodations list is available on our [Campus page](#) - <https://www.cna.nl.ca/explore-our-campuses/Placentia.aspx>. This list is updated throughout the year and contains information on many available accommodations in the area surrounding the Placentia campus.

### **DISTRIBUTED LEARNING (ONLINE) HELP DESK**

As our courses will be housed virtually through Distributed Learning, a dedicated [Help Desk](#) (<https://dls.cna.nl.ca/main/helpdesk.shtml>) support team is available to serve your technical support needs. 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:** Visit the College's main page ([www.cna.nl.ca](http://www.cna.nl.ca)) for contact information (under Services).

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

**Brightspace Email:** Students and instructors will use email within their courses to communicate on course related information. 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 WITHDRAWAL/REFUNDS

If you wish to withdraw from your program, you should first speak with Dodie Blanche, Guidance Counsellor, or Rose Power, SDO at Placentia campus. If you are funded by a student loan or a sponsored student, please note that withdrawing from your program will affect your loan repayment status. Students must complete a **Change in Status** form and submit it to Admissions. 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.

## CNA & DISTRIBUTED LEARNING (DL) WEBSITES

The primary **College** and Placentia campus website - <https://www.cna.nl.ca/explore-our-campuses/Placentia.aspx> contains a wealth of information and the search option can be used to find specific information. If there is anything that you need clarified, please do not hesitate to contact us.

## EXEMPTIONS/CREDIT TRANSFER/PLAR

The deadline to apply for Exemption/Credit Transfer and Prior Learning Assessment is one week after semester start. Forms can be submitted to the main office.

<https://www.cna.nl.ca/MyCna/Resources/pdfs/Exemption-Credit-Transfer-Application.pdf>

## FORMS

Forms such as deferred exam request, application for exemption/credit transfer, course withdraw, etc., are available on our website - <https://www.cna.nl.ca/MyCna/Resources/Forms.aspx> and can be submitted to the main office.

## PARKING

Student parking in the designated area in the parking lot by the main entrance.

## SMOKE FREE BUILDING and GROUNDS (includes e-cigarettes)

**SCENT FREE BUILDING** – due to possible allergies

**CAFETERIA SERVICES** – unavailable – vending machines on site

## SOCIAL MEDIA

You are encouraged to “Like” the Placentia campus on Facebook  
<https://m.facebook.com/CNAplacentiacampus/>

## TEXTBOOKS

The Campus Bookstore is in the academic wing of the building and is open Monday to Friday. Hours of operation will be posted.

Previous editions of text may be acceptable however **students are advised to confirm** with their instructor prior to purchasing a previous edition.

## 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 [Placentia Campus | Facebook](#) page.

## HOW TO CHECK-IN

- ➔ Go to [www.cna.nl.ca](http://www.cna.nl.ca)
- ➔ Click on MyCNA
- ➔ Click on Self Service Options
- ➔ Login to Student Service (using Student Number for username)
- ➔ Click on Registration/Check-in Window
- ➔ Check-in tick box

Select the **Check-In** check box and click **Save**.

Welcome to College of the North Atlantic's Student Check-In process. By completing the check-in below, you are confirming that you will be in attendance this semester. Failure to complete this process indicates that you will not be attending this semester and your registration will be cancelled.

To complete the check-in process, select the check box below and press the save button.

Good luck with your studies!

Academic Institution	Term	Academic Career	Program	Plan	Check-In
College of the North Atlantic	Fall 2018	Credit	Business Administration	Business Admi	<input type="checkbox"/>

Click **Save** to complete the process.

A confirmation message will appear on the screen and a confirmation email will be sent.

**Message**

You have successfully completed the Student Check-In process. (0,0)

## Health and Dental Opt-out

- Go to [www.cna.nl.ca](http://www.cna.nl.ca)
- Click on MyCNA
- Click on Self Service Options
- Login to Student Services (using student number for username)
- Click on Health and Dental window
- Health and Dental opt out

## 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)



# 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”

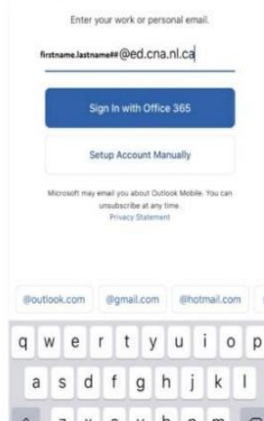
**Step 3:** You will be forwarded to a page where it will prompt you to enter your password for your college email. Enter the password and press “Sign In with Office 365”

**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.

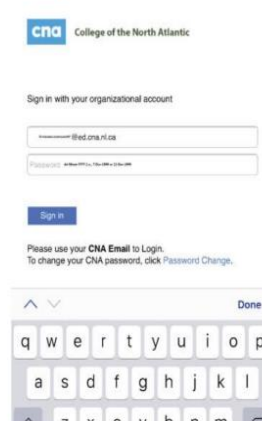
**Step 1:**



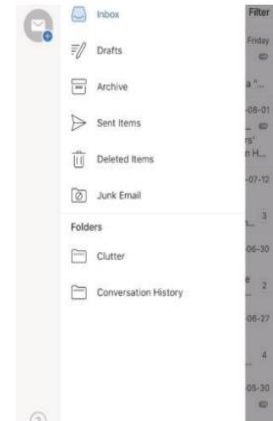
**Step 2:**



**Step 3:**



**Step 4:**





## Local Telephone Numbers

The following list of local services and attractions may not be a complete list.

### Emergency and Medical Contacts

<b>Hospital:</b>	Placentia Health Center	Emergency 227-2031 Appointments 227-4105
<b>Dentists:</b>	Dr. D.J. Greene Placentia Dental	227-3191 227-5100
<b>Optometrists:</b>	Dr. Heidi Patterson Cowan's Optical	227-1900 cowansopticalplacentia@outlook.com
<b>Fire Departments:</b>	Emergency Placentia (Town Office) Fire Chief's Office	227-3200/911 227-2151 227-7021
<b>Police:</b>	Placentia Detachment	227-2000 or 911

### Hair Salons

Bill's Hair Styling and Barber Shop (Fox Harbour Road)	227-2762
BJs Hairstyling (Placentia)	227-5177
Beauty by the Sea	227-9667
Modern Unisex Shop (Placentia)	227-3339
The New Image (Placentia)	227-2239
Wanda's Color Room (Southeast)	227-3901
Marlie's Salon (Dunville)	226-0065
Headline Hair Designs	227-6507
Frankie's Barber Shop	219-0882

### Convenience Stores

Dunville Convenience North Atlantic	227-7575
Orange Store (Placentia)	227-3019
Super 1 Stop (Jerseyside)	227-5373

### Grocery Stores

Foodland (Placentia)	227-5172
----------------------	----------

Restaurants

Tim Hortons (Placentia)	227-0397
Harold's Hotel (Placentia)	227-2107
Hoi Pun Restaurant (Placentia)	227-2549
Mary Brown's Fried Chicken (Placentia)	227-3763
Mitchell's (Placentia)	227-1112
Annemarie's Gut Truck (Fox Harbour)	227-3300

Drug Stores

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

Hardware

Aylward's Home Center (Placentia)	227-2145
-----------------------------------	----------

Furniture

Aylward's Home Center (Placentia)	227-2145
-----------------------------------	----------

For Reference

Placentia Mall	227-0002
Town of Placentia	227-2151 ( <a href="https://www.placentia.ca">https://www.placentia.ca</a> )
Weather Information	227-5223
Stepping Stones (Placentia)	227-1010
Five Star Garage (Point Verde)	227-0993
Matt's Auto (Placentia)	227-7150
Wilson's (Dunville)	227-5633
Maher's Garage Dunville/Argentia Metal Recycling	227-2066
NAPA Auto Parts (Placentia)	227-2721
Unity PARC (Placentia)	227-3996 ( <a href="mailto:unityparc@placentia.ca">unityparc@placentia.ca</a> )
Mary Margaret's Flowers (Placentia)	227-7000
Paint Shop (Placentia)	227-5253