



Welcome
& welcome back

2026

Fall Orientation
Welcome Package

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CAMPUS CONTACTS

General Office Phone number: (709) 637-8530

Senior Campus Director:	Tanya Kelly 709-637-8562 tanya.kelly@cna.nl.ca
Campus Manager:	<i>TBA</i> <i>TBA</i> <i>TBA</i>
Senior Manager (Admin):	Stephen Newell 709-637-8615 stephen.newell@cna.nl.ca
Guidance Counsellors:	Jeff Patry 709-637-8586 jeff.patry@cna.nl.ca
	Nichole Pickett 709-637-8527 nichole.pickett@cna.nl.ca
Accessibility Services:	Stephanie Cashin Accessibility Services Coordinator 709-637-8585 stephanie.cashin@cna.nl.ca
	Craig Short Resource Facilitator 709-637-8609 craig.short@cna.nl.ca
Student Development Officer:	Shanna Mugford 709-637-8558 shanna.mugford@cna.nl.ca
Student Development Officer Co-op:	Ashley Christoper 709-637-8595 ashley.christopher@cna.nl.ca
SMART Program Coordinator:	Scott Furey 709-532-4501 scott.furey@cna.nl.ca

Bookstore:	Pat Pender Storekeeper II pat.pender@cna.nl.ca
Computer/IT Services:	Jeff Boardman Computer Support Specialist 709-637-8642 jeff.boardman@cna.nl.ca
	Dean Pitcher Computer Support Specialist 709-637-8537 dean.pitcher@cna.nl.ca
Instructional Coordinators:	Michael Crant School of Business & IT School of Academics, Applied Arts & Tourism 709-637-8552 michael.crant@cna.nl.ca
	Kevin Bond School of Natural Resources and Industrial Trades School of Engineering School of Sustainable Development 709-637-8568 kevin.bond@cna.nl.ca
Library Services:	Brent Slade Librarian II 709-637-8547 brent.slade@cna.nl.ca
	Nicholas Manuel Library Technician II nicholas.manuel@cna.nl.ca
Department Support:	Christina Brake 709-637-8517 christina.brake@cna.nl.ca
	Mitchell White mitchell.white@cna.nl.ca

GETTING STARTED

START OF CLASSES

Classes will begin on Thursday, September 3, 2026. Program Advising sessions will be scheduled for Wednesday, September 2, 2026 (a schedule will be forwarded to students). Students can also find the Program Advising information, [HERE](#) under the Campus Documents tab.

IMPORTANT DATES & DEADLINES

Academic dates can be found on [HERE](#). These dates include semester start and end dates, deadlines for fees, course drop dates, exam periods, online registration, and scheduled campus closures.

STUDENT SELF-SERVICE

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

MY CNA

[MyCNA](#) is your gateway to student supports and resources at College of the North Atlantic. Resources include Student Self Service (course registration, access grades, student finances, etc.), Student Webmail, Peer Tutoring, Student Services, Student Conduct Policies, Scholarships, Awards, and much more.

STUDENT ID CARDS

All students are encouraged to obtain a Student ID card. They are used for many things, including ID for assessments and exams, ID for some Work Integrated Learning requirements, and for potential student discounts. Student IDs can be obtained in person or online through your Student Self-service.

In Person:

Student ID cards are available on Campus at the Library. You will need to provide your student number, and you will have your photo taken. This is also a great time to get your assigned locker!

Online via Self Service:

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

If you experience any issues with the Student Photo ID Request process, contact the Help Desk at SSHelpReg@cna.nl.ca

STUDENT WEBMAIL

When you register at the College, your email account is automatically created based on your name and student ID. Information on accessing your email account can be found [HERE](#).

Students are strongly encouraged to access their College E-mail accounts regularly. Important information will be posted there over the Academic year, such as awards information, academic deadline dates, registration information, etc. In many cases, faculty will post assignments, assignment results, etc. Failure to access your College E-mail account could result in missed deadlines for which there are no extensions.

There are step-by-step instructions on how to access your College Student Webmail through the Outlook on your browser and your mobile device [HERE](#)

TEXTBOOKS

Book lists will be available to students during their advisement sessions taking place on Wednesday, September 2, 2026. Textbooks may be available as hard copy, an e-book, or both. **PLEASE WAIT UNTIL YOU MEET WITH YOUR INSTRUCTORS BEFORE BUYING TEXTBOOKS.**

Hard Copy Textbooks: Physical copies of textbooks can be purchased brand new from the Campus bookstore or online. A great way to save money is to purchase your textbooks second-hand (This can be found on notice boards around campus or other sources (i.e., CNA Used Textbooks Facebook group). *Previous editions of text may be acceptable however students are advised to confirm with their instructor prior to purchasing a previous edition.*

E-Books: MyCNA maintains an [Online Textbook Database](#) that lists required textbooks for each course. You can use the search bar to filter by Program, Semester, and Course Name. If there is no E-Book alternative the database will state 'Contact your campus bookstore.' If a student is uncertain, they should contact their instructor **BEFORE** making a purchase as e-textbooks are non-refundable. Prices will not be provided on the CNA site since in some cases students may have several options to purchase and the price will vary

Additional Resources: Some courses may require other resources (software, lab manuals, equipment or supplies). This information will be available when you arrive on Campus. Industrial Trades students need to connect with their campus for specific program resources.

Note: *If you are receiving funding that covers the cost textbooks, you will need to speak with the GENERAL OFFICE before receiving your textbooks.*

Bookstore Hours and Return Policy can be found [HERE](#)

COMMUNICATIONS

There are many ways to stay informed as a CNA Student:

College Website: The primary [College](#) and [Corner Brook Campus](#) websites contain a wealth of information. Use the search option to find specific information that you may need.

College 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 Outlook on your browser and on your mobile device can be found [HERE](#)

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

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

Social Media: You are encouraged to “Like” the Corner Brook campus on [Facebook](#).

School Messenger System: opt-in to receive information about Campus Closures via text message, email, and/or landline phones. Directions to opt-in can be found [HERE](#)

FUNDING YOUR EDUCATION

PAYMENT OF FEES

For the Fall 2026 semester, **fees are due September 30, 2026**. Tuition and course fees can be paid at the campus or online through Student Self Service with Visa, Mastercard, or Amex [HERE](#) (*MyCNA from the CNA homepage*). If a credit card is not available to you, then you can pay by cheque (be sure to include your student ID). Send the cheque to:

College of the North Atlantic
HQ Cashier
P.O. Box 5400
Stephenville, NL, A2N 2Z6

Funding: Jobs, Growth, and Rural Development (Skills Development) cheques will be sent directly to the campus by the department. Once the cheque is received, you will need to sign-it and it will be applied to your student account.

Student Aid: borrowers will have their loans processed when their enrollment status is confirmed (this is done automatically at the General Office). You can also track information regarding your student loan (Newfoundland & Labrador students only) at [the StudentAidNL website](#) by logging into the portal using

your username and password. Please contact [Shanna Mugford](#), Student Development Officer at the Corner Brook Campus, for more information related to your student loan and its release.

Please visit our [website](#) for detailed information on all applicable fees and related charges.

STUDENT LOAN

Student loan assistance may be available from the provincial and federal government. More detailed information about StudentAidNL (including repayment) is available at MyCNA on the [Financing Your Education Page](#) (under Student Loans tab). ***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 now registered as a full-time student; you are not required to make payments while attending post secondary. You must register for the [National Student Loan Service Centre Online Services](#) (see below) and request a Confirmation of Enrollment via your account. **Please note that this must be requested and completed each semester individually.**

Tuition and equipment/material fees: will be deducted from your loan which is submitted to the student loan portal by Student Aid.

Health and Dental Coverage Opt-out: 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.

Textbooks: 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](#).

REGISTER WITH NATIONAL STUDENT LOAN SERVICE CENTRE ONLINE SERVICES

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

- Check the status of your student loan
- Check the balance of your loan
- Review details of new loans you've recently received
- Update your Mailing and Permanent Addresses and other contact information on-line
- Access your T4A tax slip in your Mailbox
- Submit a request to confirm your enrolment
- Review your loan payment and transaction history
- Receive helpful information about your loan in your Personal Message Centre
- Customize Your Repayment: Use this tool to create a request form to increase or decrease your monthly payment.
- Get Repayment Assistance: If you qualify for periods of Repayment Assistance, the government will help make payments toward your loan. You could be approved to receive interest and/or principal Repayment Assistance.

SCHOLARSHIPS & AWARDS

CNA provides an opportunity for students in most 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 to all students. Also, be sure to check your College Student Webmail account for more scholarship announcements! Deadlines vary throughout the year, but most are mid-January. Check the applications for exact deadline dates.

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 September 30, 2026. 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.

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

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 your Guidance Counsellors, [Jeff Patry](#) or [Nichole Pickett](#) for assistance.

PROGRAM COST FORMS

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

COMPUTER HARDWARE & SOFTWARE

BRING YOUR OWN DEVICE (BYOD)

In Fall 2026, CNA students may be required to have their own computers. Many instructors have their course materials and other resources available online to support your learning. Also, in the event of a government-issued public advisory that limits your access to the campus, you will continue to have access to your courses in a virtual environment.

- We strongly recommend having a computer for off campus use if you are registered in an On Campus program.
- We require that you have a computer, webcam, and headset if you are registered in a Blended, online – Asynchronous, or online – Synchronous program to access your courses and complete the required online evaluation activities, such as assignments and exams.

Not all programs have the same technology requirements. You can purchase any device if it meets the specific minimum hardware requirements for your program (More details can be found [HERE](#). For portability reasons, CNA recommends purchasing laptop devices for most programs. Please refer to the specifications outlined in this document when purchasing a computer for your upcoming program of studies.

Many software programs associated with course textbooks require a Windows operating system. Due to compatibility and accessibility issues, we **do not** recommend:

- **Google Chromebooks:** Chromebooks operate on a system that is not compatible with CNA-required software.
- **Apple/MAC computers (unless noted for specific programs):** If you use an Apple/MAC, you may need to install boot camp on your device to access some programs with Windows-based software. Before proceeding, please contact your instructor or Campus Administrator to determine if this is necessary

All students must have access to the internet for a full educational experience. Students have access free Wi-Fi when working on campus.

BRIGHTSPACE & BRIGHTSPACE PULSE APP

Our Online Learning courses and programs are offered through 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. More information can be found [HERE](#).

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.

MS OFFICE SOFTWARE

As a CNA student, 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
- Full copy of MS Office (Current Version) on up to 5 devices
- MS SharePoint
- MS Lync/Skype
- OneDrive with 1 TB of storage
- MS Teams
- Please see [O365 FAQ](#) for students for more information.

MICROSOFT TEAMS

Students at CNA have access to Microsoft Teams through your MS Office 365 account. Microsoft Teams is an online platform that gives students the ability to meet virtually with college staff, faculty, and other students. It has a range of capabilities that includes online calling, video conferencing, screen sharing, instant messaging, and creating “team” groups for collaboration. Training videos on how to use this platform can be found [HERE](#) and on this [website](#).

PRINTERS

Printer Services are known as SAFEQ Cloud Client. You will be able to use a personal pin to sign in to any of the available printers located around campus. Follow [these instructions](#) to set up a new pin. If you are having issues, please contact computer/ IT services.

FORMS AND COLLEGE POLICIES & PROCEDURES

FORMS

All forms such as deferred exam request, application for exemption/credit transfer, course add, course withdraw, etc., are available on our [website](#).

COURSE WITHDRAW/REFUNDS

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

Incorrect Course Selection: Students who have completed online registration and have chosen an incorrect course for Fall Semester can contact your Admissions Officer, for a [Change in Course Registration Form](#). **It is recommended that you speak with an academic advisor or a guidance counsellor for advice prior to dropping or adding any courses.**

Once you have been enrolled in courses for the Fall Semester, please login into your account to check for accuracy; this is usually completed within the first week of classes.

EXEMPTIONS/CREDIT TRANSFERS & PLAR

Exemptions/ Credit Transfers occurs when you have completed a course that is using the same course description and number as a required course, or a course you have completed has at least a minimum of 70% equivalency in the course material required. Please note that courses must be completed within a certain number of years to be valid, contact the general office for mor information.

Prior Learning Assessment and Recognition (PLAR) is a process that allows a student to demonstrate prior learning to possibly receive credit towards a post-secondary course. Enrolled students will be given every opportunity to receive credit for past learning experience through a comprehensive systematic process of evaluation.

The deadline to apply for [Exemption/Credit Transfers](#) and [PLAR](#) is **one week after the semester starts for the Fall 2026 semester**.

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 at 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](#).

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.

SEXUAL VIOLENCE TRAINING MODULE & SEXUAL VIOLENCE SUPPORT

Training Module: As of Fall 2026, it will be **mandatory** for all student to complete CNA's Sexual Violence Training Modules. The modules will be available in Brightspace D2L as a free course named **NC3409 Sexual Violence**. Students are automatically registered for this course, and you will be able to complete its contents at your own pace. Please note that this course will need to be completed before the end of the Fall 2026 semester.

Sexual Violence Support: Please visit the [Sexual Violence Support page](#) on our website to familiarize yourself with CNA's Sexual Violence Policies and Procedures, Consent, and the resources available if you our someone you know has been affected by sexual violence.

STUDENT SUPPORTS

ACADEMIC ADVISING

As you enter post-secondary, it is important to understand that you are now your own advocate. To assist you with this transition, each student is assigned an Academic Advisor. This individual will be your contact for any program-related concerns such as reviewing course registration, questions regarding current and future courses, adding or dropping courses, etc. Please reach out to your Advisor to have a quick chat whenever you need advice.

GUIDANCE COUNSELLOR

Personal, emotional, and academic challenges 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 a Guidance Counsellor at Corner Brook campus, please contact:



[Jeff Patry](#)
Guidance Counsellor

[Nichole Pickett](#)
Guidance Counsellor

STUDENT DEVELOPMENT SERVICES

Student Development Officers (SDOs) provide a variety of student engagement and support services at College of the North Atlantic campuses. As a student at CNA, SDOs are your first stop for many services including:

- Preparing to become a CNA student
- Orientation sessions & activities
- Scholarships & awards
- Graduation

Other duties include:

- Information about Student Code of Conduct and Student Rights & Responsibilities
- Advising and supporting the [Student Representatives Council](#) (SRC)
- Liaising between students and Campus staff, alumni, and friends of CNA
- Coordinating and participating in various recruitment events (Information sessions, campus tours, career fairs, etc.)
- Graduate Employment Programs, which may include:
 - Delivering job search seminars
 - Coordinating job training placements
 - Connecting students with industry employers
 - Delivery of career fairs
 - Supervising student employees

Appointments: Can be arranged in-person, virtually through Microsoft Teams, via email, by telephone. The Student Development Officer at the Corner Brook campus, is [Shanna Mugford](#). For students needing assistance with their Co-Op placements or courses, please reach out to [Ashley Christopher](#), the Student Development Officer (Co-Op) at the Corner Brook Campus.

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, [book an appointment](#) with Stephanie Cashin, Accessibility Services Coordinator at the Corner Brook Campus. You will be required to provide documentation such as an [assessment report](#) or information documenting your disability, complete a pre-entry interview, and agree to disclose details to appropriate personnel for the purpose of implementing the accommodations. Accommodations may include quiet testing space, adaptive technologies, extra time, etc.

You should arrange to meet with the coordinator within the first two weeks of the semester and maintain communications with them throughout the term. You must contact the coordinator at the beginning of each semester to avail of accommodations for the term.

Appointments: Can be arranged by telephone, email, or virtually through Microsoft Teams. For more information, please contact:

[Stephanie Cashin](#)

Accessibility Services Coordinator

[Craig Short](#)

Resource Facilitator

LIBRARY SERVICES

The [Corner Brook Campus Library Learning Commons](#) has a collection of approximately 10,000 books, DVDs, and magazines as well as access to online academic journals and e-books from all over the world at the [Library Services Website](#). [Brent Slade](#) and [Nicholas Manuel](#) are happy to help you search for resources and provide research assistance.

The Library Learning Commons features group workspace where course-related discussion is permitted as well as a quiet area, two bookable group-work rooms, and ten computer workstations with colour printing capability.

COMPUTER SERVICES

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

ONLINE ACADEMIC HELP CENTRE

CNA offers an [Online Academic Help Centre](#) in collaboration with our instructors. You can now use your Student Webmail/Office 365 account credentials to book a session with an instructor to get help with courses such as communications, math, science, accounting, and statistics.

ADDITIONAL SUPPORTS

FOOD PANTRY

CNA has begun a Food Pantry initiative at each of its 17 campuses to support student food security. Food security has been linked with positive mental health and well-being and student success. The pantry's stock non-perishable foods along with personal hygiene items to help support students when in need. Accessing the pantry is completely anonymous and does not require approval from the Student Services staff at the campus. The pantry is accessible by all students when a need arises, anytime throughout the day. They are in discreet, accessible areas in each campus. **Corner Brook's pantry is located in the Student Council Chambers (Room 143C).** For more information or how to donate, please reach out the Student Development Officer at your campus.

STUDENT GOVERNANCE

Student Representatives Council (SRC) 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 is responsible for planning and organizing various extracurricular activities on behalf of the student body. The SRC also has an advisor from Student Services which, at the Corner Brook Campus, 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 (Full Time)
- Vice-President
- Secretary
- Treasurer
- Each program may elect, or appoint, at least one Class Representative.

The Council of Student Executives (CSE) is another student governance committee which has a student representative from each of the CNASU's campuses. These representatives are elected by their fellow SRC

members. This committee is responsible for ensuring that students will sit on all major college committees including the College Board of Governors. If you are interested in running for a position on the SRC, please contact [Shanna Mugford](#) (Student Development Officer, Corner Brook campus).

Information regarding the nomination and election process will be distributed during orientation.

PEER TUTORING

Through the Peer Tutoring Program is a free service offered to students needing academic assistance in a particular subject area. The student is paired with another student who has been approved to tutor in the same subject area. Peer tutors are compensated at a rate established by the campus. Students can receive up to 15 hours per semester of one-on-one tutoring.

For further information, visit the [Peer Tutoring site](#) on MyCNA or contact the following person depending on your program

Christina Brake

- School of Natural Resources and Industrial Trades
- School of Engineering
- School of Sustainable Development

Mitchell White

- School of Business & IT
- School of Academics, Applied Arts & Tourism

SMART PROGRAMS

SMART programs at the College of the North Atlantic (CNA) are student success initiatives designed to build academic readiness, personal resilience, and professional leadership skills through virtual workshops and sessions. More detailed information can be found [HERE](#) or on [MyCNA](#)

STUDENT HOUSING

Corner Brook campus does not have on-site student housing. There are a few resources that students can use to find a place to live:

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

Grenfell Housing: Each year Grenfell Campus reserves a set number of rooms for CNA students. Students should apply prior to May 1 for the Fall semester. Shortly after May 1, a lottery draw will be completed to determine who will be accepted into one of the 23 room spaces reserved for CNA students. Applications received after this date will only be processed as time and space permits. For more information about this option contact gchousing@mun.ca.

Other Platforms: Besides our Student Housing list, students can also use external platforms to connect with landlords looking for tenants. Facebook Marketplace and Kijiji.ca are both widely used to list rentals

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:

Sir Richard Squires Building
84 Mount Bernard Ave
P.O. Box 2006
Corner Brook, NL A2H 6J8
Telephone: (709) 729-2608-5839
Toll Free: (877) 829-2608
Fax: (709) 637-2498
Email: landlordtenant@gov.nl.ca
Website: [Landlord & Tenant - Government Services](#)

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

Housing with Other Students/ Roommate Considerations

Although the law has specific provisions to govern your relationships with your landlord, it does not govern leaves the terms of your relationship with your co-tenant (roommate). It is important to consider potential areas of disagreements at the start of your cohabitation to avoid disruptions to your personal and academic life (especially at exam time). These disruptions can also be expensive or leave you in situations (ie. paying rent and utilities that should be your co-tenants' responsibility). The best way to avoid these problems is to talk to your co-tenant(s) and put the terms of your arrangement in writing. You may be responsible for the actions of others. The key issues you should resolve are how you will split the cost of:

- Rent
- Utilities (Power Bill, Internet, Cable)
- Groceries
- Any other expenses
- Responsibilities of a co-tenant who "disappears" during the lease period

CAMPUS LIFE

BOOKSTORE

The bookstore is in the **Trades Wing (Room 174)**

Regular Hours of Operation:

9:00 am – 12:00 pm and 1:00 pm – 3:00 pm (Monday to Friday).

Bookstore Return Policy: Most books purchased at the bookstore are eligible for a refund up to three weeks (21 days) after the date of purchase. **Books that are Shrink wrapped at time of purchase CANNOT be returned once the plastic has been removed.**

CAFETERIA SERVICES

Cafeteria facilities include tables, chairs, booths, microwaves & vending machines. There is lounge space as well for relaxation, and a ping-pong table for recreation. Near the cafeteria, there are additional vending machines for hot and cold beverages. Food service is available from September to June.

Regular Hours of Operation:
8:00 am to 1:30 pm (Monday to Friday).

LOCKERS

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

PARKING

The parking spaces at the Corner Brook campus are free and do not require a permit; however, there are some parking spots reserved for college vehicles, Dept. of Transportation Infrastructure, & individuals who require disability services. The College asks all students and staff to observe these restrictions. We also ask that you take extreme caution when driving around the campus as there is a daycare on site with young children. Please refrain from using excess speed and drive with safety in mind.

CNA has an agreement with the Salvation Army located at 177 O'Connell Drive which allows students and staff to use designated spaces in their parking lot free of charge from Monday to Friday, 7am - 10pm (September to June). With the additional parking available, the College will no longer accept double parking on campus. **Double parked vehicles will be ticketed. Anyone parked in a no parking area on campus will be towed and/or ticketed.**

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

PUBLIC TRANSPORTATION

The City of Corner Brook offers Public Transportation as follows:

Fixed-Route Service:

7:00 am to 6:00 pm, Monday through Friday

On-Demand Service*, Evening and Weekends:

Weekdays: 6:00 pm to 11:00 pm

Saturdays and Sundays: 9:00 am to 5:00 pm

****Note: Evening and Weekend Trips must be booked in advance***

For more information about Bus Routes, Fares, where to purchase the Transit M-Card, and booking the On-Demand Service please visit the [City of Corner Brook – Corner Brook Transit](#)

WEATHER POLICY

Campus closures will be communicated through our **School Messenger System** via text message, email and/or landline phones. Notices will only be sent to students who have opted in. To receive these notifications, visit [Self Service](#) to ensure your personal information (telephone, email) is up to date.

If you did not opt-in, text **978338** with a response of "Y" or "YES". Also, we will communicate any campus closures through your College Student Webmail and our campus Facebook page.

Please Note: Messages received on social media regarding weather and weather closures with not responded to.