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STUDENT HANDBOOK 2011 - 2012

This handbook belongs to:

Name: _____

Address: _____

Tel.: _____

Student ID #: _____

Program: _____

PRESIDENT'S WELCOME

We are pleased to present you with this NBCC Student Handbook, a valuable resource containing helpful information about your own NBCC campus community.

We encourage you to consider yourself an active partner in your learning. Get involved, ask questions, make suggestions and consider a role in student government. Your input is important to us as we strive to offer programs and services to meet the needs of our diverse and dynamic student population. And remember – not all of your learning will take place in a classroom, so get involved in the activities and events at your campus and truly settle into and enjoy college life.

Thank you for choosing NBCC to further your education. Good luck!!

Sincerely,

Marilyn Luscombe,
President & CEO, NBCC

NBCC Quality Policy Statement

The New Brunswick Community College seeks to enhance student satisfaction through continuous improvement of its processes and services.

“We are committed to providing quality opportunities for learning that meet the needs and expectations of clients as well as encouraging innovation and the ongoing improvement of our educational environment.”

NBCC PROFILE

Welcome to NBCC! You are about to begin a new adventure. We hope your NBCC education leads you to a rewarding career and opens up many opportunities for further study and personal development.

NBCC offers services in English at six campus locations in Fredericton, Miramichi, Moncton, Saint John, St. Andrews and Woodstock.

At NBCC we are proud of the personalized, relevant education we provide. We maintain small class sizes so you can get one-on-one attention and support needed to succeed. We hire qualified, award-winning instructors that draw from their workplace experience to provide practical knowledge and skills. This greatly benefits graduates when they move into the workplace. We provide a positive learning atmosphere, and offer a range of services to students in the areas of academic, personal and financial support.

Our campus Student Councils organize athletics programs, social events, student advocacy and peer support initiatives to complement your academic pursuits. After all, your life at NBCC is not restricted to the classroom.

Our campus orientation activities and programs will introduce you to your fellow classmates and instructors, as well as provide you with information to help you settle into college life.

Graduates have excellent employment opportunities and it's not unusual that our students have a position waiting for them on graduation day. Those who wish to continue their studies and gain a university degree or post-diploma credentials can take advantage of the articulation and transfer agreements NBCC has in place with many Canadian universities.

From the time you begin your first course until you walk proudly across the stage to receive your certificate or diploma, we are here to support you. This handbook contains information about where to find policies that affect you and your learning.



SERVICES FOR STUDENTS

Accommodations

Campuses do not have student residences; however, most campuses can provide a list of available accommodations and housing. Please note that NBCC does not inspect the accommodations and properties; therefore, it becomes your responsibility to ensure a safe and healthy environment.

Orientation

Your first week at NBCC will be an exciting one with social, recreational, cultural and educational activities designed to help you adjust to campus life and the surrounding community. You can participate in orientation activities on the first day of classes and various other activities that include everything from socials and sports competitions to study skills seminars from your first week on and throughout the year.



Student Services

Student Services is responsible for registration, collection of fees, student records and certification. You may obtain information regarding tuition, transcripts, credits, programs, and various forms. Student Loans are also distributed through this office.

Student Services assists students throughout their entire career at NBCC. The services provided include:

- Program information
- Application Assistance
- Registration
- Financial: tuition, student loans, tax forms, etc.
- Student Records
- Transcripts
- Certificates/Diplomas

It is important to keep your contact information current since notices and tax receipts from the Registrar's Office are sent by both e-mail and mail to your home address. Please advise the Registrar's Office of any change in address, contact information or a change in your student status.

Child Care

Some campuses offer a day care service to enable students with children to attend classes and complete their post-secondary education. Other campuses provide information on accessing child care service within the community.

SERVICES FOR STUDENTS (continued)

Bookstore

Each campus has a bookstore, where students can purchase a variety of course-related materials including books and supplies.

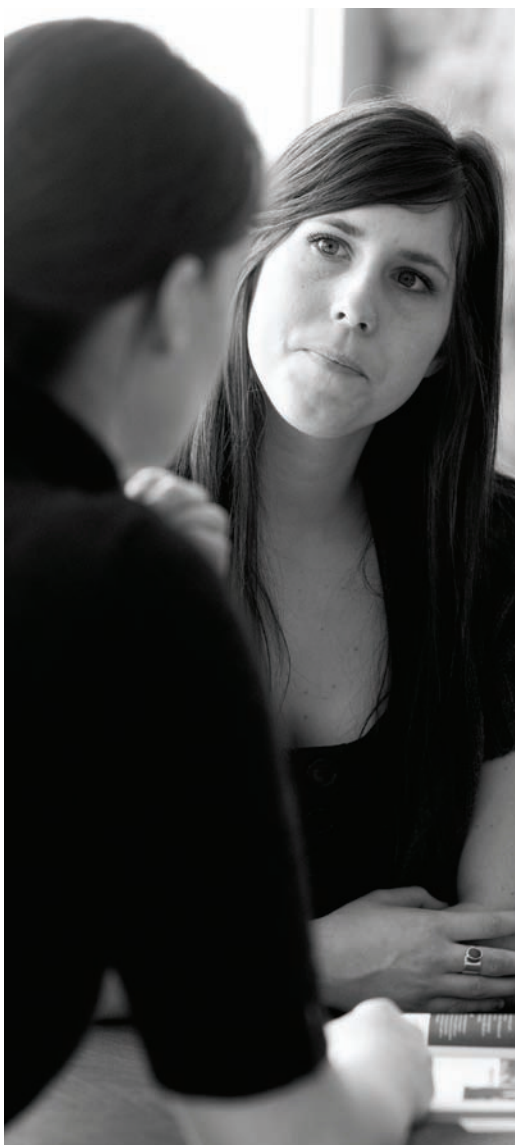
Some campuses also offer NBCC clothing, school supplies, giftware and gift certificates.



SERVICES FOR STUDENTS (continued)

Counselling

The Counselling and Learning Centre has a staff of experienced, professional counsellors to provide you with career, educational and personal/financial counselling services, as well as assessment and information services.



Additional services provided through the Counselling and Learning Centre:

- **Services for Students with Disabilities:** All people, regardless of ability, are given the opportunity to access education and training at NBCC. Our goal is to ensure that each student, regardless of ability, has access to appropriate and viable training opportunities. Upon acceptance to college, you should complete the form "*Services for Students with Disabilities*," which can be found on www.nbcc.ca. The College Admissions Service will contact your campus to assist you in obtaining a positive educational experience.
- **Scholarships, Bursaries and Student Loans:** A Financial Directory, listing scholarships, bursaries and awards, is available in the Counselling Centre and online where many applications can be accessed. Students seeking financial assistance are advised to plan ahead, and make sure that applications are complete, with letters of reference and transcripts.

SERVICES FOR STUDENTS (continued)

Visit the Counselling Centre for more information on:

- Peer Mentoring
- Accommodations
- Student loans

To ensure your success at NBCC, we provide academic support for course content, and with lifelong learning skills such as time management, study skills, test taking and more!

The range of services includes:

- Professional Tutoring
- Research Support and Proofreading
- Proctoring / Accommodations
- Workshops
- Consultation and Coaching

Library Services

The library and resource centre offers a collection of materials to assist you in your program. In-house collections are supplemented by access to the collection of other Canadian libraries through inter-library loan services. Other resources, such as internet access or audiovisual materials, are also available.

Health Services

Campuses offer health services to their students, either directly or through a community agency or hospital. Students are responsible for any costs involving a call for an ambulance on their behalf, and to

advise the campus of health issues that could affect their learning.

Graduation

NBCC honours its graduating students with a ceremony to celebrate their accomplishments and successes in receiving their certificates and diplomas. Students are recognized for their academic excellence and any awards received.

Other Services

As a student at NBCC, you have access to many services; campuses offer the convenience of on-site food services, which vary from a full service cafeteria to vending machines.



TUITION PAYMENT SCHEDULE - “REGULAR” PROGRAMS

What can you expect to pay?..... \$2,800 per year

- Confirmation Fee (paid upon acceptance and applied to tuition) ..\$250
* confirmation fee is non-refundable
- Tuition (2nd payment – due at registration).....\$1,150
- Tuition (3rd payment).....\$1,400
* due in January for programs starting in September
* due in September of the same calendar year for programs starting in January

SRC Fee\$80

NBCC EDUCATIONAL GUIDELINES

Your academic success is important to us, and to further encourage success, we have policies that cover how you're evaluated, what to do if you're being harassed, acceptable computer usage and more. If a printed copy of our policies is required, please request from your local campus administration. For the most complete and accurate information, please refer to *NBCC Policies* at www.nbcc.ca/policies.



IMPORTANT DATES

NBCC Policy 8106

Academic Calendar	2011-2012
Summer Term Classes begin	2011-06-27
Canada Day	2011-07-01
New Brunswick Day	2011-08-01
Summer Term ends	2011-09-02
Labour Day	2011-09-05
<i>Registration and Orientation</i> For NBCC the last of these 3 days is Orientation Day for 1 st year students	2011-09-07 to 2011-09-09
Fall Term Classes begin	2011-09-12
Last day for Admissions (for most programs)	2011-09-30
Thanksgiving Day	2011-10-10
<i>NBCC Professional Development Day</i> No classes for students	2011-11-10
Remembrance Day	2011-11-11
Fall Term ends	2011-12-23
Winter Term Classes begin	2012-01-09
Spring Study Break	2012-03-05 to 2012-03-09
Good Friday	2012-04-06
Easter Monday	2012-04-09
Winter Term ends	2012-04-20
Spring Term Classes begin	2012-04-23
Victoria Day	2012-05-21
Spring Term ends	2012-06-22



NBCC

CONTACT US

College Admissions Service
New Brunswick Community College
6 Arran Street, Campbellton, NB
E3N 1K4 Canada

1-800-376-5353 Toll free from Canada,
United States and Mexico
1-506-789-2404 Telephone
1-506-789-2430 Fax

LOCATIONS

1-506-453-3641	Fredericton
1-506-778-6000	Miramichi
1-506-856-2220	Moncton
1-506-658-6600	Saint John
1-506-529-5024	St. Andrews
1-506-325-4400	Woodstock

Visit us at www.nbcc.ca
Email us at info@nbcc.ca