

WELCOME FROM THE PRESIDENTS

NIAGARA COLLEGE PRESIDENT



DAN PATTERSON

On behalf of our staff, faculty and Board of Governors, it is my pleasure to welcome you to Niagara College. We are pleased that you have chosen Niagara College as your pathway to success, and we are committed to providing you with an unparalleled student experience.

Our faculty and staff share a strong commitment to your satisfaction and success, as reflected in our consistent rankings among Ontario's top colleges for student success. Provincial surveys also show that Niagara College graduates are getting jobs, and that employers are very satisfied with the NC graduates they hire. Whether you are preparing for a career or for another step in your educational pathway, by choosing Niagara College you have made a wise investment in your future.

I encourage you to make the most of your NC experience: study hard, make new friends and get involved in some of the many opportunities that are available outside the classroom. Whether it is clubs, varsity or intramural athletics, community engagement or volunteering, these activities broaden your experience. I encourage you to learn more about our Co-Curricular Record and options available to get involved with Niagara College and the local community at our Centre for Student Engagement and Leadership website at getinvolved.niagaracollege.ca.

Please accept my best wishes for a successful and memorable year.

***Dan Patterson Ph.D.
President***

STUDENT ADMINISTRATIVE COUNCIL PRESIDENT



SHANE MALCOLM

I am thrilled to be amongst the first to officially welcome you to Niagara College. As you embark on this new journey as a college student, I encourage you to take each step and embrace each moment with the utmost enthusiasm and excitement. You are now a member of a college community that continuously strives to make sincere efforts to enhancing your experiences, both student life and academically.

We are excited to be, once again, offering flexible health and dental benefits to you. In September you will be able to obtain a benefits package that is more suitable to your health care needs. Please visit ncsac.ca or any of our offices for more details. We have been asking ourselves, how can we combat student hunger on campus in an accessible and non-intimidating manner? I am happy to say that we are launching a Breakfast Program for our students – details will be announced in September.

SAC has been proudly serving our students since 1972. As the elected body of student representatives and our professional staff we provide entertainment/events, essential services, advocacy awareness and so much more. We at SAC consider you our bosses and we are always willing to hear how we can best serve you, so stop by our offices anytime (second floor of The Core - Welland, bottom floor on your way to the cafeteria –Niagara-on-the-Lake).

I encourage you to get out there, get involved, ask lots of questions and get to know the SAC Team at your campus. Seize every opportunity to take advantage of all the campus activities and events that we will put on for you this year. Remember, we are your voice on campus so we all look forward to meeting you and hearing your ideas as you help us to make your Niagara College experience a remarkable one.

We all look forward to meeting you, getting to know you a bit better in coming weeks and months and hearing your ideas. I know you will have a fantastic experience here at Niagara College.

THE 2014/2015 STUDENT ADMINISTRATIVE COUNCIL

WELLAND CAMPUS



AliceMary Nakiwala

EXECUTIVE VICE PRESIDENTS

NOTL CAMPUS



Matt Cowell



Nick Appelman
Campaigns



Casey Forgeron
Student & Community Relations

DIRECTORS



Megan Paterson
Campaigns



Brittany Lighheart
Student & Community Relations



Jamie-Lynn Gillingham
Clubs & Volunteers



Charles Burley
Social Programming



Jasmine Olah
Communications



Gabriella Hernandez Maltos
Clubs & Volunteers



Tanvi Dave
Social Programming



Nimisha Sumathi
Communications

STAFF



Jennifer Howarth
Executive Director



Karen Marasco
Business Manager



Jennifer Olm
Operations Manager



Christine Williams
Office Manager



Jordan Chiasson
Student Centre Manager



Adam Maiolo
Marketing & Events Manager



Myra Pisano
Marketing & Events Assistant

The Niagara College Student Administrative Council Inc. (SAC), with offices located at the Welland and NOTL campuses is the governing and legislative body for all students in programs at Niagara College. Its members are elected annually as representatives of the student body. SAC is responsible for extracurricular, social and academic functions, U-Pass services, student benefits and provision of the yearly student handbook. SAC is the liaison between the students and the Niagara College administration. The Core (Welland Campus) and The Armoury (NOTL Campus) are student-funded centres and are central meeting places for social and recreational purposes and food and beverage services. Every dollar spent in your student centre goes back to you... the student body.

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<p>Property of:</p> <p>Name: _____</p> <p>Student ID: _____</p> <p>Address: _____</p> <p>_____</p>	<p>Phone #: _____</p> <p>Email: _____</p> <p>In Case of Emergency Contact:</p> <p>Name: _____</p> <p>Phone #: _____</p>
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TELEPHONE NUMBERS

Admissions	7619	Counselling		Prior Learning	
Advanced Standing/ Transfer Credits		Welland.....	7778	Assessment and	
Welland.....	7538..	NOTL	4409	Recognition (PLAR)	7491
NOTL.....	4204	Dental Clinic	7758	Registrar's Office	
Alumni Office	7775	Financial Aid Office		Welland	7500
Athletics & Recreation		Welland.....	7618	Security	
Welland.....	7253..	NOTL	4205	Welland	6666
NOTL.....	4487	First Nations, Métis & Inuit Student Services		NOTL	4444
90.1 FM - Campus Radio		Welland.....	7414..	MMC	3616
Welland	7444	NOTL.....	4214	Student Administrative	
Cafeteria		Health Centre		Council (SAC)	
Welland.....	7212, 7620, 7666	Welland	7635	Welland.....	7659
NOTL.....	4090	NOTL	4449	NOTL	4225
Campus Store		InfoCentre		Student Benefits	
Welland.....	7585	Welland Campus	7559	Welland.....	7659
NOTL.....	4055	NOTL Campus	4208	NOTL	4225
Campus Tours		International		Student Centres	
Welland.....	7559..	Students' Office		(including rentals)	
NOTL.....	4208	Welland	7804	The Core - Welland	7660
Centre for Student		NOTL	4169	The Armoury - NOTL ...	4229
Engagement & Leadership		ITS Help Desk	7642	Student Newspaper	7750
Welland.....	7260	Libraries		Student Residence	
NOTL.....	4006	Welland		Welland	905-732-9700
Centre for Students		Circulation/Reference... ..	7767	NOTL	905-641-4435
with Disabilities		e-Resources & ILL.....	7404	Switchboard	0
Welland	7602	NOTL		TDD	736-6008
NOTL	4409	Circulation/Reference. .	4413	The Job Centre	
Co-Curricular Record		Lost and Found		Welland	7777
Welland.....	7260	Welland	6666	NOTL	4165
NOTL.....	4006	NOTL	4444	Transportation	7559, 4208
Continuing Education	7510	Parking	7407	U-Pass	7659, 4225
Co-op Education		Peer Tutoring			
Welland.....	7777	Welland	7769		
NOTL.....	4165	NOTL	4006		

Call 905-735-2211

905-641-2252 905-563-3254 905-374-7454

Available Online...Search by Name or Dept.

LINK = niagaracollege.ca/directory

KEY DATES

niagaracollege.ca/dates

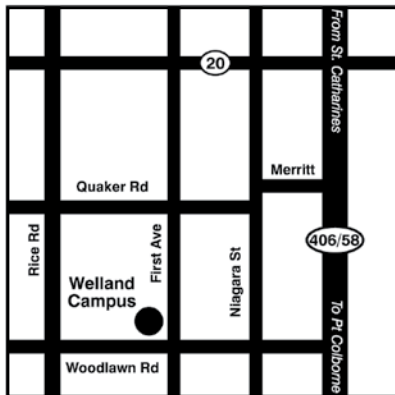
MAJORITY OF PROGRAMS*

	2014 Fall	2015 Winter	2015 Spring
Orientation	Sept. 2	Jan. 8 - 9	May 7
Classes Start	Sept. 3	Jan. 12	May 11
Tenth Day ¹	Sept. 16	Jan. 23	May 25
Classes End ²	Dec. 12	Apr. 24	Aug. 21
Breaks	Oct. 20 - 24	March. 2 - 6	June 29 - July 3
College Closed	Dec. 25 - Jan. 1		
Convocation	Oct. 23 - 24	June 16 - 19	

Tenth Day ¹ - the last day to withdraw from a program with a refund of fees
Classes End ² - Programs without final tests/exams may finish sooner.

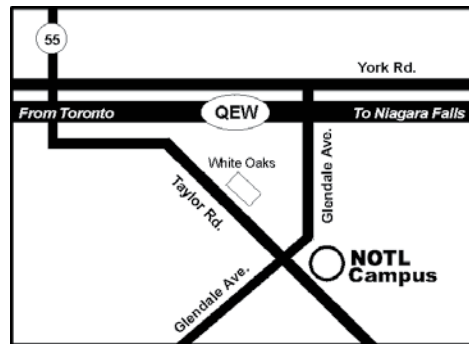
* **Please note:** Key dates can vary by program and are subject to change.
 Please refer to www.niagaracollege.ca/dates to view all current key dates.

CAMPUS LOCATIONS



Welland Campus
 300 Woodlawn Road,
 Welland, ON L3C 7L3

NOTL Campus
 135 Taylor Road
 Niagara-on-the-Lake, ON L0S 1J0



niagaracollege.ca/maps

EMERGENCY PROCEDURES

CAMPUS CLOSINGS

During instances of inclement weather conditions, Niagara College students should listen to local radio stations for bulletins regarding any possible campus closings as well as highway and road conditions. College closures are generally announced on local radio stations between 6:30 and 7 am for daytime closures, and between 4 and 6 pm for evening closures.

A notification will appear on the Niagara College home page at niagaracollege.ca and a voice mail announcement confirming such closures will also be made available to those phoning the College switchboard.

Local Radio Stations

- CHML 900 AM - Hamilton
- The River 101.1 FM - Niagara Falls
- CKTB 610 AM - St. Catharines
- CHSC 1220 AM - St. Catharines
- CHRE 105.7 FM - St. Catharines
- HTZ-FM 97.7 - St. Catharines
- Giant 91.7 FM - Welland

When classes are cancelled on Saturdays or Sundays, students are notified by phone.

EMERGENCY PROCEDURES

Fire Drills

Fire Drills are held in the Fall and Winter terms on all campuses.

Fire Guidelines

Upon hearing the alarm:

- 1) Leave building using the closest exit. Do not use elevator.
- 2) Leave building in an orderly fashion.
- 3) Remain calm.
- 4) Remain at least 100 meters (300 feet) from building.

FIRE ALARM PROCEDURE

When the fire alarm sounds, ALL persons are required to vacate classrooms, laboratories or work areas by walking at a brisk pace to the nearest exit. Professors will see that all doors are closed and will be the last to vacate the classroom, ensuring that all students have exited.

Building entrances are to be kept clear to allow firefighters and vehicles ready access. Fire Wardens will investigate the cause of the alarm, determine when re-entry is safe and advise when all evacuees may return to their areas.

FALSE ALARMS ARE SERIOUS BUSINESS

Activating the college's fire alarm as a prank is a criminal offence that carries a fine of \$5,000.

Failing to leave the building during an alarm is punishable by a fine of \$3,500.



Niagara College Student
Administrative Council

student life defined

Deadline to 'CHOOSE YOUR BENEFITS PLAN' ... Fall - Sept.26, Winter - Jan. 30, Spring - May 29.

YOUR SAC TEAM

PRESIDENT

The President is the liaison with the College's administration and official representative for any internal/external functions at local, provincial, national and international level. He/she reports to the Niagara College Student Administrative Council Inc. Board of Directors, and is accountable to this group and the membership at large. The President is responsible for the general management and supervision of the affairs and operations of the Niagara College Student Administrative Council Inc. in accordance with the Constitution, by-laws and policies.

EXECUTIVE VICE PRESIDENT

The Executive Vice Presidents oversee their respective Executive Committee members, and ensures that duties and responsibilities are being met/fulfilled in accordance with the Constitution, by-laws and policies. This position is responsible for all general office organization and reviews all financial matters for the Corporation operations.

DIRECTOR OF CAMPAIGNS

The Director of Campaigns is responsible for the creation, development, and design of campaigns targeting student issues, concerns, and support programs and services provided by the Niagara College Student Administrative Council Inc.

DIRECTOR OF SOCIAL PROGRAMMING

The Director of Social Programming is responsible for the creation, development, and design of all student events and entertainment for social and recreational purposes for their respective campus.

DIRECTOR OF STUDENT AND COMMUNITY RELATIONS

This position sits on all student grade appeals (conflict not withstanding). The Director of Student and Community Relations is the liaison with the Residence Life Coordinator, Athletic Department, International Department and the First Nations, Métis & Inuit Student Services, and holds monthly SAC awareness events at their respective campus.

DIRECTOR OF CLUBS AND VOLUNTEERS

This position accepts and reviews all club applications and all student group requests. The Director of Clubs and Volunteers will design a club fair each semester and attend club meetings and/or events. Recruiting, training and maintaining volunteers also fall under this position's portfolio.

DIRECTOR OF COMMUNICATIONS

The Director of Communications works with all Executive Committee Members to ensure that all promotions are completed. They focus on social media, face-to-face communication and oversee Niagara TV.

GET IN THE SAC

Consider joining the SAC Team now! Apply in the SAC office. Help SAC spread the word to your student body about all events and services that SAC has to offer.

SAC ELECTIONS

During the Winter semester, nominations will be accepted for the 2015/2016 Student Administrative Council Board of Directors. Election kits will be available in the SAC office **February 2-13, 2015 at noon**. This is a job, a course and an experience.

STUDENT ACTIVITY FEE

\$60/term

- | | |
|--------------------------------|----------------------|
| This Activity Fee includes: | ❖ Student Clubs |
| ❖ Student Centre Operations | ❖ Student Activities |
| ❖ Breakfast Program | ❖ Student Handbook |
| ❖ SAC Cares Assistance Program | ❖ Excursions |
| | ❖ Donations |

NCSAC's GUIDING PRINCIPLES

The NCSAC left for their Annual May Retreat on Friday, May 2, 2014 to engage in conversations and planning for the upcoming year. The group veered away for the typical strategic plan approach and instead came up with the following guiding principles; everything that is done over the next year will tie into these concepts:

1. Be professional in all we do.
2. Ensure inclusivity and student voices are heard through active engagement.
3. Assist college in returning in top spot in student satisfaction.
4. Always focus on quality over quantity.
5. Increase awareness of all services we offer through innovative approaches.
6. Represent the interests of the NCSAC in an efficient and transparent manner.
7. Be effective advocates for the students.
8. Be transformative leaders that are willing to learn and looking to inspire.
9. No matter what we do, we do it as one unified body.
10. Have fun in all we do.



SAC
team

Niagara College
Student Administrative Council

FREEDOM OF INFORMATION

College staff may not disclose personal information (such as grades, telephone number, address, etc.) to third parties, including parents, without the written approval of the student.

TRANSPORTATION & YOUR BUS PASS

WHO?

- Full time students who pay a U-Pass fee.
- Part time students can choose to pay the fee and join the U-Pass Program.

WHAT?

- Your bus pass connects Niagara Falls, St. Catharines and Welland transit systems, making public transportation easier and cheaper for students.

WHERE?

- Combines Transit Systems, giving students inclusive ridership. See SAC office for detailed routes.
- Campus Connection Route - connects Niagara-on-the-Lake and Welland campuses with one bus.

WHEN?

- You can pick up your U-Pass sticker on Orientation Day. Fall stickers are valid from September to April. Please refer to transit schedules on ncsac.ca.
- U-Pass stickers distributed in the Winter are valid from January to April.
- Limited Spring/Summer service is provided from May to August for students enrolled full time in the summer.
- Trips between campuses are Mon. to Fri., excluding statutory holidays and Christmas Break.

WHY?

- Public transit is environmentally friendly.
- The U-Pass is less expensive than buying individual bus passes, but you get access to all Niagara's transit systems.

HOW?

- All Niagara College students displaying their student card may ride the bus free for a limited period at the beginning of each term without their U-Pass sticker.
- Your U-Pass sticker must be picked up from your SAC Office and placed on your Student ID Card.
- Sticker distribution for programs which start in the Fall, Winter and Spring will start on Orientation Day. Check ncsac.ca at the beginning of each term for more details.

SPRING/SUMMER SERVICE?

- Spring/Summer service is greatly reduced for the May to August semester. You must pick up a summer U-Pass sticker for summer transit services. Stickers are only available to students attending classes full time during the spring/summer term.
- Spring/Summer passes and route information will be available from the SAC offices and on www.ncsac.ca.

What if I ...

Lose it?

- Visit the SAC office for a replacement sticker for \$20. Your second replacement is \$60. If you lose your sticker three times, you will need to pay the full U-Pass term fee.

Drive?

- Print your income tax receipt for tax returns from your Blackboard account.

Break or Damage ID Card?

- If your student card is broken or damaged and you have to replace it, bring the damaged card and your new card to the SAC Office to receive a free replacement sticker.

Please Note:

The U-Pass service was developed to make sure Niagara College students can get to and from campus for classes. If you have major concerns, not being able to get to class, please visit www.ncsac.ca to fill out a U-Pass complaint form. We will get back to you with any possible solutions within one business day.

U-PASS

U-Pass stickers distributed in the fall are valid from September to April with reduced service during Reading Weeks. For specific routes that will have reduced service each semester, please refer to transit schedules on ncsac.ca.

STUDENT ACTIVITIES

ATHLETICS & RECREATION

The Niagara College Department of Athletics & Recreation operates facilities at both the Welland and Niagara-on-the-Lake campuses. The department is committed to providing a wide variety of programming that enhances the overall student experience.

Registration for all fitness classes and intramural sports (with the exception of ice hockey) are free for full and part-time Niagara College students. Additionally students can utilize the athletic and fitness centres at both campuses without any additional fees. 'Open Gym' or unstructured sport and recreation time is available at various times throughout the week.

Campus Recreation

Intramural sports are held at various times throughout the day and potential activities include: Flag Football, Volleyball, Ice Hockey (off-campus), Basketball, Ball Hockey, European Handball, Dodgeball, and Badminton. Intramural sport leagues are offered in the fall, winter, and spring terms, and will only run if registration minimums for each league are reached.

Campus fitness centres are equipped with a variety of cardio, resistance, free weight, and body weight training equipment. Fitness classes such as Spin, Bootcamp, Core Training, and Zumba are provided at no

additional charge to students and are subject to availability.

Facility Hours

For information including facility hours, fitness class offerings, intramural sports, and open gym availability please visit the official website of the Niagara College Department of Athletics & Recreation at www.goknights.ca.

Intercollegiate Athletics

For all Intercollegiate Athletics information please visit www.goknights.ca. You can also cheer on your Knights via twitter and Instagram [@NC_Knights](https://www.instagram.com/NC_Knights). Niagara College is a participating member of the Ontario Colleges Athletic Association (OCAA) which involves 30 college and university member institutions from across Ontario.

Those who wish to become involved with Niagara College Intercollegiate Athletics must be full-time students who meet the academic requirements of both Niagara College and the OCAA. Varsity athletes are selected annually by way of tryouts and coaches' recruitment efforts. The Niagara College Knights Intercollegiate Sport Program features men's and women's Basketball, Curling, Golf, Soccer, and Volleyball.

All Niagara College Varsity home games are broadcast live at www.oaatv.com

CLUBS

If your particular hobby or interest isn't covered by the already long list of extracurricular activities available at Niagara, why not start a new club? If your club meets the criteria, you may receive funding through SAC. Stop by the SAC office at your campus to pick up a Club Application for SAC sanctioned clubs or visit ncsac.ca. Room bookings are made through the SAC Office.

P.S. Get Involved!



ATHLETICS BUDGET

Varsity Athletics and Intramural Activities Fee \$57/term

Athletic Budget includes:

- ▣ Support for all varsity teams
- ▣ Off-campus facility rentals
- ▣ Intramural programming
- ▣ Special events and promotions
- ▣ All home game and tournament events
- ▣ Recreational activities
- ▣ Equipment purchases & repairs
- ▣ Fitness rooms
- ▣ Facilities maintenance & repairs
- ▣ Website
- ▣ Knight's Nation Fan Club
- ▣ Student worker positions

FOOD FOR FRIENDS EMERGENCY FOOD BANK

Each year the Student Administrative Council sponsors two food drives for Niagara College students. Food may be dropped off throughout the year at the SAC office. Everyone is highly encouraged to donate to these food drives. Students can access the food bank Monday - Friday. Visit the SAC office for more details.

FOOD SERVICES

The Student Centres are operated by the Student Administrative Council and offer a large variety of affordable food options. Come in and try our new menu items. All sales generated in the student centres and SAC Shacks are used to improve SAC services and facilities and also create student jobs. Join your friends for some fun and great meals served at great prices.

NIAGARA COLLEGE SMARTPHONE APP

Stay connected with everything you need to know about student life at Niagara College with the Niagara College Smartphone App! Track events, create and share class schedules, access bus schedules, meet and chat with students, get exclusive deals and much, much more! The app is available on iPhone and Android and can be downloaded for free in the App Store or on the Google Play Store by searching "OohLaLa Campus App"

PHOTOCOPYING

Photocopying of course textbooks is a serious infringement under the Copyright Act and has the same effect as theft from the copyright holder. Students violating this principle are subject to disciplinary action by the College.

For special photocopy requirements, visit the SAC office at your campus.

POSTING NOTICES ON CAMPUS

Bulletin boards are available for posting notices related to events, policies, and other general information. Postings are permitted on these boards only, and may not be adhered to any other campus surfaces. Designated boards will be identified as such, and will have the posting rules and processes noted.

Notices that are offensive, suggest illegal activities, violence or commercial activity will not be approved.

Any individual or party found in violation of this policy will be subject to the appropriate College disciplinary process and/or the loss of advertising privileges on College campuses.

To view the full practice related to Posting Notices, please visit:

www.niagaracollege.ca/practices_college_facilities

SAC CARES

The SAC Cares program assists students in their educational goals. SAC has created various programs through SAC Cares. These include the emergency student food bank, emergency funds and scholarships and awards. Annual food drives organized by SAC collect food to feed our students in need. All students finding themselves in financial need will be assessed by the College nurse or Counsellor to determine if they are eligible for SAC Cares Emergency Funds. Throughout the year SAC may hold various fundraising activities to support this program and encourage all students to participate in them. Visit the Financial Aid office for more information.

SPECIAL EVENTS

Special night events are held at both campus Student Centres. Doors traditionally open at 9 pm though times may vary. While most night events are restricted to students 19 years and over, SAC also plans events targeted for all age groups starting at 7 pm. Admission is restricted to Niagara College students, staff and faculty with student/College ID. Outside guest(s) may be signed in with a Niagara College student. All non-students are to pay a cover charge.

Watch for special events posted on NCSAC.ca, [Facebook.com/TheNCSAC](https://www.facebook.com/TheNCSAC), and [@TheNCSAC](https://twitter.com/TheNCSAC) on [Twitter](https://twitter.com/TheNCSAC). Info is also on our poster boards and digital signs around campus.

SAC offers assorted entertainment and events during weekdays in both Student Centres (contests, karaoke, pool demonstrations, etc.) All daytime events are open to students of all ages.

STUDENT APPRECIATION DAY

Setting aside one day in each year is our way of saying “thanks for choosing Niagara College as your place to study, live, work and play”. Across the College, students will find games, prizes, food, contests and giveaways. Food and Campus Store specials round out the day. Student Appreciation Day is a day to appreciate **YOU!** Keep checking getinvolved.niagaracollege.ca for a scheduled date!

STUDENT CENTRES

The fun doesn't stop at Orientation. Throughout the year SAC will hold events and host entertainment in your student centres, where all profits earned back to you. Check out our hours of operation. Your student centres are all age venues (with some night time events). A nominal fee will be charged for a mandatory coat check at most evening events.

The Student Centres (The Armoury - NOTL Campus and The Core - Welland Campus) are where you will find great food, great drinks, and great service, all

for the lowest price on campus. Debit and credit cards are accepted with no extra charge.

SAC SHACK!

Visit our canteens located outside the Welland Campus Student Centre and inside of the Armoury. One stop shop for Grab 'N' Go snacks.

STUDENT HEALTH BENEFITS

Extensive health benefits are available for all students of Niagara College! **Most** full time students are automatically enrolled in this program offered by SAC.

Each year you must **CHOOSE YOUR PLAN!** There will be three options for you to choose from. See the '**Choose your Plan**' tab.

Fall start students will have until **Friday, September 26, 2014** to: Choose your plan, opt out of or back into the benefits if not done in prior years or add family members.

Winter start students will have until **Friday, January 30, 2015** to: Choose your plan, opt out of or back into the benefits if not done in prior years or add family members.

Spring start students will have until **Friday, May 29, 2015** to: Choose your plan or opt out of the benefits if not done in prior years.

A booklet describing your benefits can be found at <http://ncsac.ca/bus-schedules-and-forms/>. Coverage for all plans expires on August 31 each year.

Be sure to confirm your coverage before the deadline date indicated for your program start date! Students on coop placement may **not** be covered!

For more information or to confirm your coverage visit the Student Administrative Council Office at your campus, www.wespeakstudent.com or contact Karen Marasco at 905-735-2211, ext. 7853 or kmarasco@niagaracollege.ca.

REMINDER:

If you opted out at **ANY TIME** between Sept. 2008 and May 2014, you **WILL BE OPTED-OUT AUTOMATICALLY every year in the future!** If you now require these benefits, be sure to contact your SAC Office or Karen Marasco at 905-735-2211, ext. 7853 or kmarasco@niagaracollege.ca.

WEBSITE

NC SAC Website

The Niagara College Student Administrative Council website is a great source of information regarding all of the services and events offered by NCSAC. The website is the first place to get updated news and information regarding events, contests, benefit claims, transit schedules and contact information. What are you waiting for? Head on over to ncsac.ca!



ATHLETICS - 2014/2015

NIAGARA COLLEGE KNIGHTS - INTERCOLLEGIATE TRYOUTS

MEN'S SOCCER PROGRAM Head Coach, Frank DeChellis fdechellis@niagaracollege.ca
INFORMATION MEETING: August 16 10:00 a.m. Notre Dame HS (64 Smith Street)
TRYOUTS: August 16 3:00 p.m. Youngs SportsPlex (570 River Road)
..... August 17 4:00 p.m. Youngs SportsPlex
..... August 18 12:00 p.m. Youngs SportsPlex
..... August 23 3:00 p.m. Youngs SportsPlex
..... August 24 12:00 p.m. Youngs SportsPlex
..... August 25 12:00 p.m. Youngs SportsPlex

WOMEN'S SOCCER PROGRAM Head Coach, Frank DeChellis fdechellis@niagaracollege.ca
INFORMATION MEETING: August 16 10:00 a.m. Notre Dame HS (64 Smith Street)
TRYOUTS: August 16 5:00 p.m. Youngs SportsPlex (570 River Road)
..... August 17 2:00 p.m. Youngs SportsPlex
..... August 18 10:00 a.m. Youngs SportsPlex
..... August 23 5:00 p.m. Youngs SportsPlex
..... August 24 2:00 p.m. Youngs SportsPlex
..... August 25 10:00 a.m. Youngs SportsPlex

MEN'S & WOMEN'S GOLF TEAM Head Coach, Jim Briggs jabriggs@niagaracollege.ca
TRYOUTS: September 6 2:00 p.m. Hunters Pointe Golf Course
..... September 7 12:00 p.m. (289 Daimler Parkway)
TRYOUT FEES: \$55.00/round prior to August 25
..... Cheque payable to **Niagara College Athletics**
..... \$65.00/round after August 25 No refunds past deadline

WOMEN'S BASKETBALL PROGRAM Head Coach, Mike Beccaria mbeccaria@niagaracollege.ca
TRYOUTS: September 8-11 .. 5:30 p.m. Welland Campus Athletic Centre
..... September 12 4:00 p.m. Welland Campus Athletic Centre

MEN'S BASKETBALL PROGRAM Head Coach, Keith Vassell kvassell@niagaracollege.ca
TRYOUTS: September 8 7:30 p.m. Welland Campus Athletic Centre
..... September 9-12 .. 5:30 p.m. Welland Campus Athletic Centre

WOMEN'S VOLLEYBALL PROGRAM Head Coach, Joey Martins jmartins@niagaracollege.ca
TRYOUTS: September 9-12 .. 7:30 p.m. Welland Campus Athletic Centre

MEN'S VOLLEYBALL PROGRAM Head Coach, Nathan Groenveld ngroenveld@niagaracollege.ca
TRYOUTS: September 9-12 .. 7:30 p.m. Welland Campus Athletic Centre

MEN'S & WOMEN'S CURLING TEAM Head Coach, Scott Brown scbrown@niagaracollege.ca
INFORMATION MEETING: September 17 5:30 p.m. Welland Campus Athletic Centre
TRYOUTS: Further information will be announced at the meeting.

All student-athletes attending intercollegiate tryouts must be registered as full-time students at Niagara College.
For more information, contact Ray Sarkis (rsarkis@niagaracollege.ca) and/or visit www.goknights.ca.

INTERCOLLEGIATE ATHLETICS HOME SCHEDULE

MEN'S SOCCER

September 6, 2014.....	Redeemer Royals	4:00 PM
September 13, 2014.....	Conestoga Condors	4:00 PM
September 20, 2014.....	Fanshawe Falcons.....	4:00 PM
October 2, 2014.....	Mohawk Mountaineers.....	6:00 PM
October 24-25, 2014	OCAA Championship (Host)	TBA

WOMEN'S SOCCER

August 30, 2014	Centennial Colts (Ex)	11:00 AM
September 6, 2014.....	Redeemer Royals	2:00 PM
September 13, 2014.....	Conestoga Condors	2:00 PM
September 20, 2014.....	Fanshawe Falcons	2:00 PM
October 2, 2014.....	Mohawk Mountaineers.....	4:00 PM

MEN'S BASKETBALL

September 27, 2014.....	Brock University Badgers (Ex)	8:00 PM
October 1, 2014.....	Centennial Colts (Ex)	8:00 PM
October 9, 2014.....	Durham Lords (Ex).....	8:00 PM
October 26, 2014.....	Lambton Lions.....	4:00 PM
November 2, 2014.....	St. Clair Saints	3:00 PM
November 7, 2014.....	Fanshawe Falcons.....	8:00 PM
November 20, 2014.....	Humber Hawks.....	8:00 PM
December 19-20, 2014.....	Niagara Knights Invitational (Ex).....	TBA
January 7, 2015.....	Mohawk Mountaineers	8:00 PM
January 31, 2015	Cambrian Golden Shield	8:00 PM
February 1, 2015.....	Cambrian Golden Shield	3:00 PM
February 6, 2015.....	Redeemer Royals	8:00 PM
February 20, 2015.....	Sheridan Bruins.....	8:00 PM

WOMEN'S BASKETBALL

September 27, 2014.....	Brock University Badgers (Ex)	6:00 PM
October 1, 2014.....	Centennial Colts (Ex)	6:00 PM
October 9, 2014.....	Durham Lords (Ex).....	6:00 PM
October 26, 2014.....	Lambton Lions.....	2:00 PM
November 2, 2014.....	St. Clair Saints	1:00 PM
November 7, 2014.....	Fanshawe Falcons.....	6:00 PM
November 20, 2014.....	Humber Hawks.....	6:00 PM
December 19-20, 2014.....	Niagara Knights Invitational (Ex).....	TBA
January 7, 2015.....	Mohawk Mountaineers	6:00 PM
January 31, 2015	Cambrian Golden Shield	6:00 PM
February 1, 2015.....	Cambrian Golden Shield	1:00 PM
February 6, 2015.....	Redeemer Royals	6:00 PM
February 20, 2015.....	Sheridan Bruins.....	6:00 PM



WWW.GOKNIGHTS.CA

@NC_KNIGHTS

#GoNCgo

MEN'S VOLLEYBALL

September 20, 2014.....	Alumni Game (Ex).....	6:00 PM
October 31, 2014.....	Mohawk Mountaineers.....	8:00 PM
November 15, 2014.....	Cambrian Golden Shield.....	8:00 PM
November 16, 2014.....	Boreal Vipers.....	3:00 PM
November 21, 2014.....	Conestoga Coors.....	8:00 PM
November 30, 2014.....	Humber Hawks.....	3:00 PM
January 2-3rd, 2014.....	Niagara Knights Invitational (Ex).....	TBA
January 16, 2015.....	Redeemer Royals.....	8:00 PM
January 22, 2015.....	Fanshawe Falcons.....	8:00 PM
February 12, 2015.....	Sheridan Bruins.....	8:00 PM
February 15, 2015.....	St. Clair Saints.....	3:00 PM

WOMEN'S VOLLEYBALL

September 20, 2014.....	Alumni Game (Ex).....	4:00 PM
October 18-19, 2014.....	Niagara Knights Invitational (Ex).....	TBA
October 31, 2014.....	Mohawk Mountaineers.....	6:00 PM
November 15, 2014.....	Cambrian Golden Shield.....	6:00 PM
November 16, 2014.....	Boreal Vipers.....	1:00 PM
November 21, 2014.....	Conestoga Coors.....	6:00 PM
November 30, 2014.....	Humber Hawks.....	1:00 PM
January 16, 2015.....	Redeemer Royals.....	6:00 PM
January 22, 2015.....	Fanshawe Falcons.....	6:00 PM
February 12, 2015.....	Sheridan Bruins.....	6:00 PM
February 15, 2015.....	St. Clair Saints.....	1:00 PM

GOLF

September 22, 2014.....	Niagara Knights Fall Classic, Hunters Pointe, Welland.....	11:30 AM
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EVENT INFORMATION

(EX) – Exhibition

Niagara College is proud to host the 2014 OCAA Men's Soccer Championship at Youngs SportsPlex on October 24-25.

All Men's and Women's Soccer matches played at Youngs Sportsplex –
570 River Road, Welland, ON.

All Basketball and Volleyball home games played at the Welland Campus Athletic Centre –
300 Woodlawn Road, Welland, ON.

Admission to all Niagara College Knights home games is FREE for all current
Niagara College Students.

Championships History

- 6 National Championships
- 31 Provincial Championships
- 5 ICHL Championships
- 11 Regional Titles



WWW.GOKNIGHTS.CA

[@NC_KNIGHTS](https://twitter.com/NC_KNIGHTS)

[#goNCgo](https://www.instagram.com/goNCgo)

CAMPUS SAFETY

SECURITY

Niagara College Campus Security personnel are committed to assisting students, faculty, staff and the public at all campuses with the safety of the entire College community being of paramount importance.

Security personnel will respond in an “observe and report” capacity to violations related to College policies and regulations, federal and provincial statutes and municipal/regional by-laws. They will lend in conducting investigations and will contact the police and/or feasible agencies as required.

Security Services maintains a working relationship with the Niagara Regional Police Service as set out in an operations protocol, which has been established between the two services.

Assistance is rendered to the police, other law enforcement agencies and any emergency services that may attend the College.

Security Guards conduct routine patrols of all buildings and parking areas of the campuses and respond to all calls for service and any intrusion alarms that may be activated.

Security Services provides and maintains a lost and found service for the College community.

Security Services can be contacted at the Welland Campus, 905-735-2211, ext. 6666, NOTL Campus, 905-641-2252, ext. 4444, and Niagara Falls Campus, 905-374-7454, ext. 3616.

Security can also be contacted at all times by pressing the red emergency button on selected pay phones throughout the campuses or by VOIP emergency phones located in classrooms and meeting rooms.

Responsibilities

All individuals on campuses or other College sites and participating in College related activities are encouraged to resolve their differences and disputes in a nonviolent and rational manner.

Employees, students and visitors are urged to report all incidents of violence or of a suspicious nature to College Security. A report may be made in person or through another individual if the victim/complainant cannot immediately report the incident. Security will then initiate the appropriate procedures to ensure provide aid to the victim/complainant and respond

to the incident. Depending on the severity of the incident (i.e., assault or other criminal activity, medical assistance), or by request of the victim, the Police or Niagara Emergency Medical Services may become involved.

The victim always has the option to call the police before or after notifying College Security.

WEAPONS/FIREARMS

Unauthorized use or possession of firearms, replica firearms, weapons, ammunition, or explosive substances is strictly forbidden on Niagara College property. Anyone found in violation of this practice shall be disciplined by the College and/or prosecuted under the Criminal Code of Canada.

CAMPUS WATCH

Each of us has a role in Campus Watch.

Everyone is encouraged to participate in keeping Niagara College safe and secure. If you see something suspicious it is your responsibility to make a prompt report to Campus Security. **IF THERE IS AN EMERGENCY, IMMEDIATELY CONTACT 911** and then promptly notify Campus Security. Another component of Campus Watch is a service

provided during evening school hours. All persons on campus can request a Campus Watch – Student Patrol volunteer to walk them to or from their vehicles or between buildings from 6:00 pm to 10:00 pm, Monday to Thursday (or by a Security Guard at any time). This service is free of charge. In addition, the students patrol parking lots and buildings reporting any suspicious activity to security. This service is provided to keep our campuses safe for all of us and gives our students valuable work experience as well.

DRUGS/ALCOHOL

The illegal or abusive use of alcohol or drugs by members of the campus community jeopardizes the safety of the individual and the campus community. Niagara College is committed to having a campus that is free of illegal or abusive use of drugs or alcohol. Federal laws with respect to drugs apply on campus. Illegal or unauthorized use, possession, manufacture, or distribution of drugs or alcohol on College property or as part of any College activity is strictly prohibited. Persons found violating these rules shall be disciplined by the College and/or reported to the police.

PERSONAL SAFETY TIPS

- Walk with a buddy.
- Tell people where you are going, how you are getting there and when you'll be back.
- Be aware of your surroundings.
- Have your keys ready before you get into your car.
- Take advantage of safety programs like the Niagara College Campus Watch program.

Also visit the Campus Security website at niagaracollege.ca/content/campussecurityserviceshome.aspx

SUSTAINABILITY

Niagara College is dedicated to implementing sustainability principles into all actions and decisions we make. This can be demonstrated through our variety of operations, as well as our leading-edge and accessible learning environments. Learn more about our sustainability goals and initiatives, and to get involved during your time at Niagara College!

Visit our website www.niagaracollege.ca/sustainability and by scanning this QR code:



Be sure to follow these ten tips to make your time at Niagara College more sustainable!

- 1) Bring your reusable mug to the Cafeteria and Tim Hortons to receive a 20¢ discount!
- 2) Remember to compost your coffee cups and paper towels in the GREEN bin
- 3) Recycle your coffee cups in the BLUE bin
- 4) Turn off computer monitors when done in a lab
- 5) GET OUTDOORS and explore your campus! There are many biodiversity projects to check out.
- 6) Think TWICE before you print. Do you need a hard copy?
- 7) Turn off the lights when you exit any room
- 8) Bring your lunch from home in Tupperware, to help reduce plastic bags on campus
- 9) Don't leave your electronic devices plugged in when you are not using them
- 10) Be sure to **GET INVOLVED** with sustainability on campus, by visiting the Co-Curricular site!



STUDENT CENTRES

THE CORE - WELLAND

THE ARMOURY – NOTL

STUDENT CENTRE ALCOHOL POLICY

Introduction:

The Student Administrative Council and the Student Centre Management Committee have created the following regulations regarding the consumption and service of alcohol on campus to ensure the following:

- i) responsible consumption of alcohol by the staff, students and guests,
- ii) the avoidance of violations to the Liquor Licence Act of Ontario,
- iii) that all members of the College community have the same and equal opportunities to avoid prosecution under the Liquor Licence Act of Ontario, and
- iv) a safe and desirable environment for all staff, students, and guests who attend functions in Student Centre facilities of Niagara College where liquor service is provided.

REGULATIONS

1) **Unlawful Consumption**

It is in violation of the Liquor Licence Act of Ontario for any person under the age of nineteen (19) years to consume alcohol in a public place. Any person under age 19 who consumes alcohol at a Student Centre of Niagara

College (herein referred to as “Student Centre”) where alcohol service is provided is in violation of this policy and the Liquor Licence Act of Ontario, and thus shall be subject to any penalties deemed under either.

2) **Supply of Alcohol**

It is a violation of the Liquor Licence Act of Ontario to serve alcohol to a person who is under 19. Any person found to be serving alcohol to an underage person at any Student Centre where alcohol is provided is in violation of this policy and the Liquor Licence Act of Ontario, and thus shall be subject to any penalties deemed under either.

3) **Intoxication**

Service of alcohol to an intoxicated person is a violation under the Liquor Licence Act of Ontario, and thus no person shall be allowed to be intoxicated at any Student Centre where alcohol service is provided. Any person found to be intoxicated is in violation of this policy and the Liquor License Act of Ontario, and thus shall be subject to any penalties deemed under either. NOTE: Police can arrest without warrant any person who is intoxicated in public.

4) **Identification**

Any person attending any Student Centre where alcohol service is provided shall have on their person proper identification that provides information that they have attained the age of 19 years. Any person found consuming alcohol without proper identification, or false identification, is in violation of this policy and the Liquor Licence Act of Ontario, and thus shall be subject to any penalties deemed under either.

5) **Entrance to Student Centres (day-time operations)**

All ages are welcome during daytime operations; anyone consuming alcohol will be required to produce identification to any staff member serving alcohol.

6) **Entrance to Student Centres (night-time operations)**

Anyone who enters the Student Centre during an age 19+ night event will produce identification to the security person responsible for control of access to the room. Anyone who enters the Student Centre during an all-ages event will produce identification to the security person responsible for control of access to the room.

Anyone who is under 19 years shall have a large X marked on the top of each hand to identify an underage person. All persons age 19 years and older will have an identification bracelet placed on their right wrist. This bracelet identifies the individual wearing it as someone who has attained the legal drinking age in Ontario. NOTE: The identification bracelet is a security control measure that can not be removed unless it is cut off by the security person responsible for the door. Anyone experiencing a problem with an identification bracelet should report immediately to the security person.

7) Assisting Entrance

Any person found to be assisting any underage person to gain entrance to the Student Centre during a night time pub event via any other doorway other than that of the front doors is in violation of this policy and thus shall be subject to the penalty section of this policy.

8) Penalties

Anyone who violates any section of this alcohol policy shall be suspended from entering the Student Centre. This sanction may be imposed by the Director, Student Services.

9) Trespass

Any three (3) month suspension (or greater) will be accompanied by a trespass notice to the violator. Anyone under suspension who re-enters the Student Centre shall be deemed a trespasser and reported to the police, as well as receive a one (1) year suspension to be served out upon completion of the original three-month suspension.

10) Repeat Offences

Anyone who violates the Alcohol Policy and serves a three (3) month suspension, and then elects to violate the policy again shall be suspended for a period of up to one (1) full year from the date of the second offence.

**Deadline to ‘
CHOOSE YOUR
BENEFITS PLAN’ ...
Fall - Sept. 26,
Winter - Jan. 30,
Spring - May 29.**



**LIFE
HEALTH
FAMILY
MONEY
WORK**

**Call Student LifeLine for Free
24/7 Support @ 1 877 418-1537**

Professional support for maintaining a healthy balance between school, work and everyday life.

Confidential consultations, counselling, community referrals, CDs, booklets, podcasts, online Depression Centre and Stop Smoking Centre.

Support for issues related to Student Life, Relationships, Stress, Legal Concerns, Mental Health, Addictions, Finances, Nutrition, Sleep, Parenting, Career Development, Workplace Concerns, Older Relatives, Smoking, Tenant Rights, etc.



**User ID: niagara
Password: lifeworks**

LifeWorks.com

GENERAL INFORMATION

BANK MACHINES

Bank machines are conveniently located at both Welland and NOTL campuses.

BICYCLES, SKATES, SKATEBOARDS

Bicycles, in-line skates and skateboards are not allowed inside buildings. Anyone using any of the above equipment who causes damage to College property or who disrupts College activity will be asked to leave College premises.

CELL PHONES

Students with cell phones are required to turn them off in the classroom or other learning environments. Anyone using devices with photo features (e.g. camera phones) are expected to respect the dignity and privacy of all members of the College community when taking or sharing photos.

CLASSROOM VISITORS

To ensure a safe, accountable and academically inviting learning environment, only officially registered students may attend class, laboratory or field placement activity. Students are discouraged from bringing babies, children, and other visitors into the learning environment without permission.

LASER POINTERS

Students, staff and visitors are prohibited from bringing any laser pointers onto Niagara College property. If laser pointers are required for academic work or presentations, they can be borrowed from the appropriate College administrator. Use of laser pointers shall be limited to assisting educators, students, guest lecturers, speakers and presenters when giving lectures and/or making presentations. No other use will be authorized or condoned. Only Class 2 laser pointers are authorized for use at Niagara College. Class 2 pointers must have a small sticker on them with either a yellow Caution or black and red Danger symbol and showing the laser classification (2), the maximum output power (not to exceed 1mW) and the wavelength.

Individuals using laser pointers in contravention of this practice will be required to turn them over to College security, and may be subject to discipline. For more information on laser pointers, please refer to the Niagara College practice on Use of Laser Pointers found at www.niagaracollege.ca/content/CollegePractices/HealthSafetyandSecurity.aspx.

LOST/STOLEN ITEMS

It is the student's responsibility to protect, at all times, personal valuables including electronic equipment, cell phones, jackets and cameras. The College is not responsible for items lost or stolen from student lockers, parking lots or other areas of the College. Lost items, if found, can be returned to or claimed from the campus security office. Items are held for 21 days.

PETS ON CAMPUS

For the comfort and safety of others, pets are not allowed in College buildings. Special permission dogs, are permitted on campus to assist persons with visual and other impairments.

PRAYER ROOMS

A nondenominational prayer room is available at the Welland and NOTL campuses. Contact Security for access details.

PUBLIC ADDRESS SYSTEM

Approved announcements are made only at 9:20 am and/or 1:20 pm daily. Only emergency and important special announcements will be authorized. Please contact ext. 7689 (Welland Campus) for both campuses.

NOTE: Student Residences are smoke-free.

SMOKING

Niagara College is dedicated to providing an environment that promotes mutual respect and supports the health and well being of students, staff and visitors while ensuring compliance with provincial and municipal laws and regulations. The College's comprehensive policy regarding the use of tobacco products on campus can be found at <http://www.niagaracollege.ca/content/Home/BeAirAware.aspx>.

This policy requires that the use of tobacco products on campus be limited only to designated smoking areas, which are located at the Welland Campus (beside the residence; The Core patio; near parking lot "A"; near the south-east entrance to the Rankin Technology Centre; near the south entrance to the Simcoe Building); at the Niagara-on-the-Lake Campus (near parking lot "B2"; outside the Residence entrance; within the Courtyard

outside of The Armoury); and at the Maid of the Mist Campus (near the north entrance).

Leave The Pack Behind is a peer to peer support program for students interested in quitting or cutting back on their smoking. LTPB's team provides various resources and events all year to raise awareness about the effects of tobacco and nicotine on the body. Visit the website for more information: leavethepackbehind.org

BE AIR AWARE

"Niagara College is dedicated to providing an environment that promotes mutual respect and supports the health and well-being of students, staff and visitors while ensuring compliance with provincial and municipal laws and regulations. The College's comprehensive policy regarding the use of tobacco products on campus can be found at

<http://www.niagaracollege.ca/content/CollegePractices/HealthSafetyandSecurity.aspx>

This policy requires that the use of tobacco products on campus be limited only to designated smoking areas, which are located at the Welland Campus beside the residence; The Core patio; near parking lot "A"; near the southeast entrance to the Rankin Technology Centre; near the south entrance to the Simcoe Building; at the Niagara-on-the-Lake Campus near parking lot "B2"; outside the Residence entrance; within the Courtyard outside the Armoury; and at the Maid of the Mist Campus near the east entrance."

LIVING OFF CAMPUS?

For your sake and the safety of the college and surrounding community, if you choose to party, do so responsibly.

- Limit the number of guests; keep the party and noise inside. Excessive noise is not allowed at any time of day.
- Follow local parking and traffic rules; respect No Parking signs.
- Keep a clean and safe property; small children and families use the sidewalks to get to and from school and work.
- Control your guests; if things get out of hand, stop the party and/or call the police for help. You are ultimately responsible for your own behaviour and that of your guests, and the laws will be enforced.
- Visit niagaracollege.ca/housing for general tips on safe off-campus living.

STUDENT RESIDENCES

Located on the Welland and NOTL Campuses, the Student Residences are just steps to classes and campus facilities. The residence offers many advantages:

- students pay only for the school year NOT a 12-month lease
- utilities, phone (local calls), voicemail, email and cable incl.
- air-conditioned, furnished suites featuring two private bedrooms, kitchen with fridge, microwave and private three-piece bath (you supply only linen, cutlery and small CSA-approved appliances such as toaster, kettle, etc.)
- furnished lounges (main lounge includes satellite TV, pool table and games), study and social areas
- controlled access building with on-site management
- entrance monitored 24 hours a day, all visitors signed in and all common areas video monitored
- elevator
- laundry on site with light housekeeping
- vending machines, photocopy and fax service on site.

“Help stop the spread of bacterial infection: wash your hands often.”

For information visit our website at:

www.niagararez.ca

Email NOTL Residence at

Info.notl@niagararez.ca

phone: **905-641-4435**, ext. 2000.

Email Welland Residence at

Info.welland@niagararez.ca

phone: **905-732-9700**, ext. 5000.

RULES AND REGULATIONS FOR RESIDENTS & GUESTS

In addition to the rules and regulations set forth in the Student Residence Agreement (signed by all students residing in the residence) the following rules apply to all residents and their guests:

1. Residents are personally responsible for their guests and their actions at all times while in the residence.
2. No alcohol is allowed in any of the hallways, stairwells or common areas within the residence. Alcohol in transit from room to room must be unopened and in a box or bag.
3. The residence is a smoke free facility. Smoking is NOT permitted anywhere inside of the residence.
4. Unless otherwise posted, all stereos and televisions must be inaudible outside of individual suites between the hours of 11:00 pm and 8:00 am. Repeat offenders will have their stereo equipment

removed from the premises by management.

5. All visitors must be registered and signed in at the front desk. This includes full name and one piece of proper identification. Any nonresident caught in the building not signed in will be subject to a charge of trespassing.
6. Unauthorized use of fire doors and fire safety equipment is strictly prohibited. Any resident or guest caught tampering with or using this equipment in a way in which it was not intended, will be reported to the local authorities for investigation.
7. Harassment (verbal or physical) of fellow residents or residence life staff will not be tolerated (please refer to the Niagara College policy on Harassment and Discrimination). Any resident found guilty of such activity may have his/her residency terminated.
8. Wilful damage to the property, furniture or fixtures will not be tolerated. These are prosecutable offences and all cases will be reported to the local authorities for investigation.
9. The washroom and kitchenette areas of the student suite will be cleaned weekly. At this time the housekeeping staff will make a cursory inspection of the suite. Any violations

of the Student Residence Agreement will be reported to Residence.

10. Any resident caught in person or on camera engaging in vandalism, assault or any illegal activity may receive written warnings, residence probation, and/or eviction from the Residence. At any time the authorities may be contacted for investigation, without warning.

11. Students or guests found loitering, congregating or partying in the hallways, stairwells or designated quiet areas, will not be tolerated and may be subject to sanctions.

Violations of the above mentioned rules will result in the student receiving a second written warning. Any student receiving a second written warning may be

placed on residence probation. Further warnings may result in the termination of the student's residency.

It should also be noted that nonresident Niagara College students in violation of the above mentioned rules may have their guest privileges terminated immediately.

HARASSMENT & DISCRIMINATION

Niagara College is committed to the principles of the Human Rights Code which are to recognise the dignity and worth of every person and to provide equal rights and opportunities without any form of discrimination that is contrary to law. With specific reference to Harassment and Discrimination, Niagara College adopts the principle of zero tolerance.

What is Covered?

This Policy is intended to address discrimination, harassment and sexual harassment within the College environment recognizing that conduct to be offensive, degrading, and threatening. The prohibited grounds of discrimination or harassment covered under this Policy relate to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, and disability.

It is to be understood that this policy is not intended to constrain social interaction between people at Niagara College.

For more information, or to obtain a full version of the Niagara College Harassment and Discrimination Policy, please consult the College website at

niagaracollege.ca/practices

ATTENDANCE AND LATENESS

The acquisition of knowledge and the development of skills are worthy goals of any institution of higher learning. One way in which these goals may be achieved is by bringing faculty and students together in any different learning situations, i.e., lecture courses, laboratories, seminars and activity courses. Students are advised that unless they participate in course activities, it is unlikely that they will be able to progress satisfactorily.

Deadline to 'CHOOSE YOUR BENEFITS PLAN' ... Fall - Sept. 26, Winter - Jan. 30, Spring - May 29.

SUICIDE WARNING SIGNS

If someone you know exhibits any of the following signs:

- o Talking or writing about death, dying, or suicide
- o Looking for ways to kill oneself by seeking access to firearms, available pills, or other means
- o Feeling trapped—like there is no way out
- o Feeling anxious, agitated, unable to sleep, or sleeping all the time
- o Showing changes in behaviour, appearance, or mood
- o Deliberately injuring themselves
- o Abusing alcohol and/or drugs
- o Acting reckless or engaging in risky activities
- o Feeling hopeless or seeing no reason for living or having no sense of purpose in life
- o Withdrawing from friends, family, and society
- o Returning of borrowed items, or giving away personal belongings

You can help:

- o stay calm and listen
- o let them talk about their feelings
- o be accepting; do not judge

- o ask if they have suicidal thoughts
- o take threats seriously
- o don't swear secrecy
- o tell someone

Get help:

Contact: family, friends, relatives, clergy, mental health professionals, counsellors, crisis lines, teachers, doctors, or hospital emergency departments



www.suicideinfo.ca

**Brought to you by the Niagara Suicide Prevention Coalition (NSPC).
Working together as a community to provide hope for life.**

Resources:

Niagara College Student Success Centre

WC: 905-735-2211 ext. 7778

NL: 905-641-2252 ext. 4409

Professionally trained counsellors provide confidential supportive guidance, crisis intervention services, referrals and supports. Services are available year-round, Mon-Fri, 8:30am - 4:30pm; evening hours are available from Sept - Apr until 7:30 pm on Tues in NOTL and Wed in Welland. Locations: WC Rm SE102, NL Room W102.

Life Works

1-877-418-1537 www.lifeworks.com - User ID: niagara Password: lifeworks Student Lifeline is a confidential resource program available to students to help them manage personal issues at work or at home. Student Lifeline consultants are available 24 hours a day, 7 days a week, 365 days a year.

Good2Talk

info@good2talk.ca

www.Good2talk.ca

1-866-925-5454

Good2Talk is a new mental health help line for PSE students that provides

professional counselling, mental health information and connections to local resources. Students who are concerned about student life, health or mental well-being can call Good2Talk, a free, province-wide service, 24 hours a day, 7 days a week, 365 days a year.

COAST (Community Outreach and Support Team) Niagara/Mental Health & Addiction Help Line

1-866-550-5205 (press 1 for COAST, press 2 for Mental Health & Addiction Help Line) 24 hours a day, 7 days a week. COAST provides services to people in the Niagara Region who are in crisis; the Mental Health & Addiction Help Line provides services for those with non-crisis mental health or addiction concerns. Teams have a mental health worker paired with a specially-trained police officer. Ongoing telephone support and/or referral to appropriate follow-up services may be recommended.

Distress Centre

St. Catharines, Niagara Falls & area: 905-688-3711; Port Colborne, Wainfleet & area: 905-734-1212; Fort

Erie & area: 905-382-0689; Grimsby, West Lincoln & area: 905-563-6674

The Distress Centre provides emotional support, crisis intervention and suicide prevention by telephone to individuals of all ages who may be experiencing personal, family or other difficulties.

Mend the Mind 1-800-263-4944

www.mendthemind.ca

Sometimes it can be hard to admit that you need help, especially when there is so much stigma surrounding mental illness. This website provides numerous resources about coping with mental illness, misconceptions, supporting those with a mental illness, and where to get help.

Niagara Holistic Wellness Portal

mycircleofwellness.ca

The portal serves as a resource tool for students to gather information about mental health and wellness for themselves, friends and family, to reflect on their own emotional well-being, and to learn about local resources available to them.

STUDENT RIGHTS & RESPONSIBILITIES

Each student registered at Niagara College becomes a member of the Niagara College community. As a member of this community, each student is entitled to expect certain rights to be recognized by the College community and in the same way, the College community is entitled to expect responsible behaviour from the individual student. This document is intended to reflect the College's intention to respect the rights of students and to require students to observe the rules and regulations set out by the College.

This document applies to all Niagara College students on any owned or leased campus of Niagara College.

Nothing in the following information affects:

- the rights and duties of individuals under the general laws of Canada, Ontario and any local government having jurisdiction; or
- the relationship between sponsored students and the agency sponsoring such students.

RESPONSIBILITIES

Fundamental Responsibilities

1. The official registration forms must be completed and fees paid in accordance with College regulations, or College permission to attend class must be obtained before an individual can be considered as a student. Only

officially registered students may attend class, laboratory situation or field placement activity.

2. The College maintains that students are responsible adult members of the College community and are fully accountable for their actions while at the College or while engaged in College activities.
3. Students must respect the rights of other members of the community to a safe and pleasant environment and therefore, must refrain from any conduct which is deemed inappropriate. It is also expected that students will take care of any College property or facilities and will leave such property or facilities in a state in which they can be enjoyed and used by other members of the College community. Any abuse of such property or facilities will not be tolerated and may result in the loss of their use and/or suspension/expulsion.
4. Students require approval from the director of Student Services when sponsoring a student-related on-campus event involving alcohol.
5. Students must obtain approval from the Student Administrative Council before posting any poster or notice.
6. Students must be aware that violent behaviour towards any member of the College

community will result in instant suspension pending investigation. The uttering of threats and physical or verbal harassment towards others are considered to be forms of violence. Students found to be committing such acts will face discipline up to and including suspension/expulsion.

RIGHTS

Fundamental Rights

1. Every student has a right to equitable treatment by the College. This right must not be impaired by discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, disability or the receipt of public assistance.
2. Students have the right to:
 - 2.1 Express themselves, either individually or as a group, on any subject without hindrance and to publish and distribute opinions while on College property, either personally or through the campus media provided that these rights are exercised reasonably and in good taste, with due regard for others and in accordance with the general law (including the laws of defamation).
 - 2.2 Organize and take part in nonviolent assemblies provided that such

assemblies do not interfere with the regular activities of the College or any member of the College community.

- 2.3 Form, join and take part in any lawful group or organization for intellectual, religious, social, economic, political, cultural or recreational purposes (in accordance with 2.1 above).
- 2.4 Use facilities designated by the College as available for student use and agree to abide by any regulations of the College in regard to such use.
3. Students have the right to:
 - 3.1 Have published and made available on request the College rules/regulations.
 - 3.2 Enquire into, and be informed honestly and fully about, the reasons for such rules and regulations.
 - 3.3 Make representation to the appropriate authority of the College for changes in such rules and regulations.
 - 3.4 To make, without fear of reprisal, a complaint or petition to the appropriate authority of the College.
4. Students have the right to a learning environment which is safe.
5. Every student has the right to be free from any and all harassment, including sexual harassment.
6. Every student who has paid a student activity fee has the right to cast a vote in elections of the Student Administrative Council.

ACADEMIC RESPONSIBILITIES

Niagara College recognizes the importance of maintaining a positive, supportive and ethical environment that is conducive to learning for individuals and for our College community as a whole. Therefore, the College will publish and enforce Academic Codes of Behaviour for the College as a whole, and for individual programs where appropriate. These Codes of Behaviour will serve to define acceptable behaviour and performance, preserve the integrity of the academic community and promote an atmosphere that fosters student learning.

Niagara College expects that students are committed to achieving academic success. The College also expects students to behave in an appropriate professional manner for the programs and activities in which they are engaged as part of their studies. Students who violate these Codes of Behaviour will be subject to disciplinary action up to and including program/ College expulsion.

Students are expected to:

1. Acquaint themselves with the procedures to be followed to register for and change or withdraw from a course and/or program.
2. Arrive to class on time and remain for the duration of scheduled classes and activities.

3. Respect the College's right to determine course content, methodology and evaluation within the guidelines set by the academic departments.
4. Respect the faculty member's right to set deadlines for assigned work, to expect assignments to be submitted at the time specified, and to establish penalties for failure to comply with deadlines. It is the student's responsibility to ensure that all assignments are given directly to the professor unless it has been specified otherwise in a particular instance. Notwithstanding the preceding, extenuating circumstances must be considered.
5. Respect the faculty member's right to expect assignments to be properly presented with the appropriate identification (name, student number, course title).
6. Submit work that is their own. It is the student's obligation to know what plagiarism and other forms of cheating are and their consequences and be familiar with College practice.
7. Write tests and final examinations at the time scheduled by the professor or the College. Notwithstanding the preceding, extenuating circumstances must be considered.
8. Assume responsibility for classes missed. Professors are not obliged to provide for missed tests, laboratories or examinations and

students must be prepared to forfeit marks allocated to such work during their absence. Notwithstanding the preceding, extenuating circumstances must be considered.

9. Respect the faculty member's right to expect decorum and appropriate classroom conduct by all students. Should a student be disruptive and/or disrespectful, the professor has the right to take action to exclude the disruptive student from any learning activities. Professors also have the right to exclude from classrooms and program activities students who display symptoms of substance abuse.
10. Be responsible for keeping all quizzes, tests, papers, essays or other assignments returned to them in the event of a grade review. In fact, students are advised to keep a photocopy of important work submitted as protection against loss.
11. Become familiar with the rules and practices of the College as spelled out in the College Career Guide, Student Handbook and College website. The College Career Guide and other Niagara College practices can be obtained from the SAC, Libraries, the Director of Student Services or the Registrar.
12. Fulfill the requirements of the agency sponsoring their studies.

13. Be responsible for ensuring that they have completed the courses required for graduation in their program.
14. Be responsible for ensuring that all health requirements for programs are met before the start of classes. Failure to comply may result in inability to participate in certain courses or work placements.

ACADEMIC RIGHTS

1. Every student has the right to a quality education. The College will make every reasonable effort to maintain the quality of education it dispenses.
2. Students have the right to have adequate warning of any proposed program changes.
3. Students have the right to know the course content and regulations/ procedures prior to the beginning of the term, and to be assured that the course will not be substantially changed after registration.
4. Students have the right to information concerning program and graduation requirements, academic regulations and admissions.

This information should include, where appropriate:

- corequisites and prerequisites for courses
- cooperative requirements where applicable
- course descriptions
- course availability
- the method of evaluation
- costs
- timetables.

5. Students have the right to have access to the course outline at the beginning of the course, which states the objectives of the course and the evaluation system.
6. Students have the right to be given at least one week's notice for major tests/ assignments.
7. Students have the right to know the College's definitions of cheating and plagiarism and the consequences of their detection.
8. Students have the right to expect that adequate measures will be taken by the faculty member to ensure that cheating during testing does not occur.
9. Students have the right to know what is expected with regard to class attendance and punctuality.

ASSOCIATED PRACTICES: **niagaracollege.ca/practices**

STUDENT ACADEMIC MISCONDUCT

HARASSMENT AND DISCRIMINATION, STUDENT DISCIPLINE

Report all suspicious, unusual or disruptive use of computers or networks to College Security at your campus, or the Computing Support Centre at 7642 or via email to

csc@niagaracollege.ca

10. Students have the right to receive instruction for the number of hours specified on their timetables for the duration of the term.
11. Students have the right to be notified of class cancellations as soon as possible. It is the responsibility of the department to post all cancellations.
12. Students have the right to have classes which will start and end on time.
13. Students have the right to reasonable notice in writing of any changes to the course outline once classes are in session.
14. Students have the right to receive, from the professor, sufficient concrete feedback to grade and evaluate their progress in the course by one week prior to the official course withdrawal deadline.
15. Students have the right to have their grades viewed as confidential. They should be assured that grades will not be posted by names. Grades can be posted by student identification number with written permission of the student. Students have the right to have all papers, class tests, quizzes and examinations returned individually to them. These items must not be left in unsupervised areas such as halls or outer offices.
16. Students own any original work they have produced (e.g., their own work or ideas). Students may expect their work to be returned

promptly, except in cases where cheating may be suspected. The departments may retain actual test questions, examinations and quizzes, and need not supply copies to the students.

17. Students have the right to see and review all grades with the professor who will keep the grades for a minimum of one year after course completion. *
 18. Students have the right to view any official record that exists in their files in the College. *
 19. Using the Appeal of Academic Decisions practice, students have the right to appeal any final academic decision that affects them.
- * Freedom of Information Act (FOI) guidelines apply.

STUDENT ACADEMIC MISCONDUCT

Student academic misconduct is a serious offence and will not be tolerated. It may take many forms, including plagiarism, the use of unauthorized aids in assignments or examinations, and the wilful distortion or fabrication of experimental results or data.

The minimum penalty for a first offence is a mark of "0" for the work involved. However, the College reserves the right to assess misconduct penalties up to and including course, program, or College suspension, depending on either the nature of the incident or the cumulative effect of a subsequent incident. The student

will be formally notified of any suspensions.

The Registrar shall record all cases of academic misconduct and retain such files for a period of two (2) years.

For full details on procedures associated with Student Academic Misconduct and Appeal of Academic Decisions, see niagaracollege.ca/practices

APPEAL OF ACADEMIC DECISIONS

Niagara College students have the right to appeal decisions that significantly affect their academic careers. The Academic Appeal process provides steps through which students may appeal all College decisions, including admissions, promotion decisions and course grades.

The informal student appeal process will be addressed within the appropriate academic division. If resolution at the informal stage cannot be reached, the student may pursue the "formal" academic appeal process by completing an Appeal Application Form available from the Student Success Centre or Office of the Registrar. Student Services staff will be available to advise the student at any stage of the appeal process.

In the case of grade appeals, the student should remember that all failing grades are reviewed as a matter of course. The grade appeal process does not question the professional judgment of the faculty member. The focus is on

the fair and consistent application of the evaluation process.

For information on how to proceed with an informal or formal appeal, please refer to the academic practice entitled “Appeal of Academic Decisions” on the website at niagaracollege.ca/practices for complete details.

GRADES

Marks will be reported in percentages, unless otherwise indicated in course outlines.

The student’s performance in each course of a program will be reported according to the following grading system:

- 80% - 100% A Outstanding**
- 70% - 79% B Proficient**
- 60% - 69% C Competent**
- 50% - 59% D Acceptable**
- 0% - 49% F Failure**

Please refer to the academic practice on Grading and the Transcript on the website at niagaracollege.ca/practices

GRADUATION & PROMOTION REQUIREMENTS

In order to progress through a program and graduate, students must satisfy all requirements as listed in the following chart. Individual programs may have additional requirements. Additional requirements will be communicated in writing by the program staff.

ACADEMIC STANDING

It is important to recognize the academic performance of students and to provide notice of any academic concerns so that students have an opportunity to improve. To this end, all students,

based on their academic performance, will be placed in one of the academic standing categories. In some cases a comment will appear on the grade report. The grade report comment is based only on courses completed in the current term. A positive comment does not necessarily indicate that all program requirements have been met. Students are responsible for ensuring that they have satisfied all requirements to proceed to the next term or graduate.

Please refer to the academic practice on Academic Standing and Awards on the website at niagaracollege.ca/practices.

	Bachelor's Degree	Ontario College Graduate Certificate	Ontario College Advanced Diploma	Ontario College Diploma	Ontario College Certificate	Certificate of Achievement	Statement of Completion
Passing Grade Note 1	50%	50%	50%	50%	50%	50%	50%
Promotion - Level to Level or Year to Year	50% GPA and Passing Grade in all courses or permission of the academic administrator	50% GPA and Passing Grade in all courses or permission of the academic administrator	50% GPA and Passing Grade in all courses or permission of the academic administrator	50% GPA and Passing Grade in all courses or permission of the academic administrator	50% GPA and Passing Grade in all courses or permission of the academic administrator	N.A.	N.A.
Graduation	65% GPA and Passing Grade in all courses	65% GPA and Passing Grade in all courses	60% GPA and Passing Grade in all courses	60% GPA and Passing Grade in all courses	60% GPA and Passing Grade in all courses	60% GPA and Passing Grade in all courses	60% GPA and Passing Grade in all courses

Note 1 - Some Niagara courses may have a different passing grade; please consult the official course outline.

WITHDRAWAL FROM COURSES/PROGRAMS

Voluntary Withdrawal

Students who withdraw after the tenth day of class but before the 2/3 point of the term will receive a “W” on the transcript. (see practice: Grading and the Transcript)

Repeated Courses

All attempted courses will appear on the transcript, but only the highest grade will be calculated into the weighted average. (see practice: Grading and the Transcript)

Withdrawal requests must be in writing and submitted to the Registrar’s Office. Notice by telephone is not acceptable and cancellation of a payment or failure to attend classes does not constitute a withdrawal. Academic and/or financial penalties will be incurred if a student fails to withdraw from courses or programs within the appropriate manner and time frame.

Look up your Key Dates at niagaracollege.ca/dates or the Continuing Education Calendar at niagaracollege.ca/ce for deadlines.

Mandatory Withdrawal

A student may be required to withdraw from a course, a program or from the College for “just cause”. Included in “just cause” is consistent failure to meet the objectives of the course or program, academic misconduct, inappropriate classroom/lab or other behaviour, failure to pay fees, submission of false documents

or information for admission purposes, etc. Students may also be withdrawn from adult training and preparatory programs for consistent failure to sign in, report absences, or for poor attendance.

A student will be permanently withdrawn from the College for any serious breach of acceptable behaviour. A student will be informed, in writing, if he/she is formally withdrawn from a program.

Students who are withdrawn from programs (mandatory withdrawal) are not eligible for a refund.

Re-Admission

A student who wishes to re-enter a program after withdrawing (either voluntary or mandatory withdrawal), must reapply and be subject to:

- a) the current admission requirements for the program in question
- b) the order of priority of admissions applicable to the program.

NOTE: In circumstances where previous College academic progress or behavioural patterns have been unacceptable, a further admissions review may be required. In such a review, an applicant must be able to demonstrate evidence of the ability to perform at an acceptable standard in the program in question.

Probationary Status – Post-secondary Programs

Students who do not meet the total admission requirements or students whose general performance is “unsatisfactory” may be classified as “probationary”. Probationary status may involve the requirement to complete specific remedial activities. If performance is “unsatisfactory” at the end of the probationary period, students may be asked to withdraw from the program or counselled to consider other ways of continuing their education. A probationary student will be notified in writing of his/her status by the appropriate Academic Administrator or designate.

COMPLAINTS & CONCERNS

About the College

It is the desire of Niagara College to resolve any complaints or concerns in a prompt and courteous manner.

It is the expectation of the College that most issues will be resolved informally by way of discussion between the student and the appropriate staff member.

For certain complaints or concerns, Niagara College has established specific procedures. For example, complaints regarding grades or program withdrawals are subject to the academic appeal policy; complaints regarding harassment/discrimination are subject to the

NOTE: Some policies may be subject to review. For up-to-date versions consult the College website at niagaracollege.ca/practices

harassment/discrimination policy in a manner pursuant to such policies established by the College. Students will be expected to initiate their complaint or express their concern in accordance with those specific policies. In any other case, students are invited to follow the general complaint procedure set out below.

Procedure For Complaints STEPS

1. In an effort to resolve the issue informally, the student will bring the issue to the appropriate staff member. The staff member may request that the student complete a Student Issue Form (available in divisional offices, counselling services, Student Administrative Offices, and Libraries).
2. If no resolution at Step 1, the student may present the complaint or concern in writing using the Student Issue Form, to the Administrator of the division in which the student is registered. The written submission must include details related to the Step 1 process (see Student Issue Form). The Administrator will initiate an individual or joint discussion with the student(s) and staff member(s) involved. If resolved, the Administrator will notify all concerned parties.
3. If no resolution at Step 2, the student may refer the matter to the appropriate Vice-President. The appropriate Vice-President will review the

materials submitted and may convene a meeting between the parties. The Vice-President will render a final decision and notify all parties concerned.

As a guideline, Steps 1 to 3 should not normally exceed one month.

About Another Student

Each member of the College community is responsible for helping to create an environment that is free of harassment, discrimination and violence. The College encourages all members of the College community to work and study in cooperative and collaborative ways, respecting the worth and dignity of every person.

From time to time, interpersonal difficulties and conflicts may arise between students.

If your concern involves a threat to personal safety, yourself or others – report the matter directly to police, security services or any administrator of the College.

For all other complaints or concerns involving another student, the following steps are recommended:

Procedure For Complaints STEPS

1. As soon as possible after the complaint or concern has arisen, attempt to discuss with the individual involved. Most conflicts are the result of a misunderstanding or miscommunication – find out if this is the case with your issue.

2. At any point during your complaint resolution process, seek confidential guidance and support from the professional staff in Counselling Services.
3. If informal attempts to resolve the interpersonal student conflicts are not successful, and you feel your learning environment continues to be negative, please report the matter to the office of the Director, Student Services 905-735-2211, ext. 7783, Room SE103, Welland Campus.

Student Issue Forms are available in divisional offices, Student Success Centres, Student Administrative Council offices and the Libraries at each campus or online at niagaracollege.ca/complaints

STUDENT DISCIPLINE ASSOCIATED WITH DISRUPTIVE STUDENT BEHAVIOUR

The primary objective of discipline associated with disruptive behaviour should be the development of student self-discipline and the protection of the learning environment for all students.

The academic division in which the student is registered normally handles discipline associated with disruptive behaviour occurring within the learning environment. Examples include behaviour that is offensive, abusive, intimidating and/or unwelcome to other class members and/or faculty members and includes both in-class and

out-of class learning experiences such as coop, work placement and class trips.

The office of the Director, Student Services normally handles discipline associated with disruptive student behaviour occurring outside the learning environment. This includes, but is not limited to, breaches of the Student Rights and Responsibilities Code, violations of the Illegal Use

of Drugs and Alcohol Practice and complaints made under the Harassment and Discrimination Policy.

Student actions that violate the **Criminal Code of Canada** are to be reported directly to Security. To minimize interruption of the learning process, unless there is an immediate threat to the safety of students, faculty, or others, violations that occur within the

classroom/lab setting will be reported to security once the scheduled class/lab adjourns.

The discipline imposed may range from a verbal and/or written warning to loss of privileges to suspension and/or expulsion.

For more information visit the College website at

niagaracollege.ca/practices

STUDENT SERVICES

NIAGARACOLLEGE.CA/SERVICES

ADVANCED STANDING/ TRANSFER CREDIT

Students may be able to transfer credits for post-secondary courses taken elsewhere. Transcripts and course outlines are required.

For further information, please visit niagaracollege.ca/transfer-credit or call 905-735-2211, ext. 7538 for Welland Campus programs or ext. 4204 for NOTL programs.

CO-CURRICULAR RECORD GET INVOLVED... MAKE YOUR DIFFERENCE

This CCR promotes and tracks student engagement and records it on an official college document. Get involved, and make your difference!! (for more information, check with the Centre for Student Engagement and Leadership) getinvolved.niagaracollege.ca

COMPUTING & INFORMATION TECHNOLOGY SERVICES

computing.niagaracollege.ca Computer Labs

Many computer labs are located throughout the College campuses. Some are used in formal class settings, while others are available in an open access format for completion of course assignments. Wireless networking is available throughout the Welland and NOTL campuses. A number of loaner netbooks and laptops are available for signout from the library. Colour and Black & White printing are available in all open-access format labs and the libraries. All labs are open from 7:00 am to 11:00 pm, Monday-Friday; access on the weekend is often available with a pass. Students can check with the security office on campus for specific instruction and availabilities.

Open Access Labs

Open Access labs (PC and Mac) are available for completion of course-related assignments (a list of locations is available on the website). Internet access is available in these and all other computer labs on campus. Students are assigned email accounts on Niagara servers, and have access to a very wide range of standard and program-specific software packages.

MY NIAGARA / BLACKBOARD

My Niagara/Blackboard is a web-based portal and learning management system at Niagara College. It is designed to provide centralized access to web applications, College news on current events and initiatives, as well as enables instructors to enhance learning by bringing their course material, class discussions, assignments and assessments to the web. The College will, as

available and appropriate, also provide access to a student's own records, as well as information on College services and programs of study through the My Niagara/Blackboard portal. Visit niagaracollege.ca/portal now.

OPPORTUNITY KNOCKING!!! Join Niagara's SWAT Team



(SWAT = Students who Advance Technology)

An enthusiastic energetic team of student consultants, assisting staff and students in the use of technology.

- This is an opportunity to increase your resume power while attending College. You can enhance technical skills and knowledge, while earning an income during your term at Niagara College.
- Applications are encouraged from students enrolled in ALL

College programs from ALL campuses - with Software, Hardware and Internet skills ranging from Beginner to Intermediate or Advanced levels.

We want YOU if you:

- Possess excellent communication and customer service skills.
- Have a strong motivation to learn and to share your knowledge.
- Are able to commit at least 6 hours per week.

DENTAL CLINIC

A variety of dental services are available at minimal cost through our dental programs which may be covered by your Student Benefits Plan!. For more information or an appointment, contact

**Dental Clinic, Niagara College Applied Health Institute, AH120
300 Woodlawn Road
Welland, ON L3C 7L3
905-735-2211, ext. 7758
niagaracollege.ca/dental**

FOOD SERVICES

Campus Cafeterias

Campus Cafeterias proudly display the Eat Smart Cafeteria Program. The college offers a variety of franchise outlets. The Welland campus has Subway, Tim Horton's and Proudly Brewed Starbucks. The NOTL campus has Tim Horton's. Pastas, grilled items, breakfast and much more are available at the Welland and NOTL Campus cafeterias.

Hot meals, international cuisine, vegetarian selections and a wide variety of prepared snacks are available from the cafeterias at the Welland Campus, and the NOTL Campus. Vending machines are located in all College buildings at all campuses. For information on the Student Meal Plan contact 905-735-2211, ext. 7666 or visit niagaracollege.ca/mealplan.

Student Centres

The Student Centres (The Armoury - NOTL Campus and The Core - Welland Campus) are where you will find outstanding food!

We offer a variety of delicious breakfast items and have a wide selection of subs, wraps, grilled items, vegetarian items and finger foods, We also provide daily food specials, all at a great price!

Debit and credit cards are accepted in the Student Centres for no additional costs. Check out our hours of operation! Remember...every dollar spent in the Student Centres goes back to you!

Open Access Labs

Welland and Niagara-on-the-Lake Campuses
WC - SE182 & The Library NOTL - N301 and N202

Open access labs and the wireless network are funded by the Student Technology Enhancement Fees. Employment opportunities for students as members of the S.W.A.T. (Students Who Advance Technology) are available each term. Apply online at niagaracollege.ca/joinswat

Stop by The SHACK at the Welland Campus for some hot and cold beverages and quick grab-and-go snacks. Debit and credit cards also accepted in The SHACK at no additional cost. Watch for the opening of The SHACK 2.0 at the NOTL campus located in The Armoury!

INTERNATIONAL STUDENT SERVICES

International students studying at Niagara College with a student visa or international students studying ESL on a visitor visa receive a wide array of specialized services via the International Department. In addition to standard services such as on-campus job support, advising and student accounts, the International Department also offers several 3rd party pay for use services such as airport pick-ups, housing, international orientations, banking and health insurance.

International students have full access to all College facilities including the libraries, computer labs, campus stores and vendors, cafeteria, athletics centers as well as any student centers and clubs. Niagara College also has several sports and recreational teams which international students are encouraged to participate on. Participation in student and college activities gives all of our students the opportunity to make new friends and to learn more about Canadian culture and norms.

The International Department organizes several exciting and diverse activities and events for our international students including field trips, social activities and on campus activities. For international students seeking an opportunity to improve on their academic or communication skills, the International Department can facilitate access to tutors and conversation partners.

International students also have the opportunity to get involved in community activities and community groups, volunteer activities and various outreach opportunities by visiting the International Department and by checking their International Homeroom folder in their Blackboard account. Because of the diversity of the international student population at Niagara College, there are many opportunities to gain knowledge on a global level. Niagara College's "Be World Ready" campaign is designed to bring global competencies into the classroom and to enhance Niagara College students' global experiences.

For more information about this and other opportunities available to international students please contact: 905-735-2211, ext. 7804 or 4189 **or visit**

international.niagaracollege.ca

JOIN IN THE FESTIVITIES

PLEASE JOIN US FOR INTERNATIONAL CELEBRATIONS THIS YEAR!

**Diwali - Latin Party - Lunar New Year - Black History Month Celebration
Eastern European Party - Brazilian Party - and much more!**

Be sure to check out the International Department at ANY of our campuses!

Welland - S100 Niagara-on-the-Lake - E108 Niagara Falls - MM52

Diwali - October 23, 2014

International Education Week - Monday, November 17 to Friday, November 21, 2014

Lunar New Year - Thursday, February 19, 2015

**Check out the International Department at any campus for details about
our celebrations, events and activities held throughout the year !!!!**

KEY PERFORMANCE INDICATORS

The Ministry of Training, Colleges and Universities instituted a system of performance measures for its Colleges in 1999. The measures are called Key Performance Indicators, or KPIs. Niagara College consistently monitors its performance in providing quality, relevant programs and services to its various student and client groups, as part of its process of continuous improvement.

The following list represents the five KPIs:

1. Graduate employment
2. Graduate satisfaction
3. Employer satisfaction
4. Student satisfaction
5. Graduation rate (student success)

The first four KPIs are measured through independent surveys of students, graduates and employers. The fifth KPI is measured by data provided by the College on the percentage of entering students who graduate within a timeframe determined by the Ministry.

The Student Satisfaction survey is administered once a year to students in term 2 or higher. Generally the survey is conducted in-class during a two week period in early February, however there is an advanced survey in November for students who will not be in class during the regular

survey period. Additionally, starting in 2013-14, the KPI Student Satisfaction Survey was extended to all apprenticeship training. The survey is administered to in-class apprentices in their final 2 weeks in class of any level and is administered year round. The survey questions are determined by the Ministry and completed surveys are sent to a third-party service provider, hired by the Ministry, who compiles the data and provides the Ministry and Colleges with the results. Niagara College has a robust process for administering the Student Satisfaction survey which includes collaboration with and participation by SAC and a training program for survey administrators.

Students are also surveyed 6 months after they graduate regarding their College experience and employment status. Additionally, starting in 2014-15, students will also be surveyed 2 years after graduation. All colleges will participate in a full pilot of the 2 year after graduation survey beginning in August 2014 and continuing for the entire 2014-15 survey cycle.

This is a telephone survey conducted by a third party hired by the Ministry. The results are very important to Niagara College as part of its program of continuous improvement of its programs and services. We truly appreciate graduates taking the time to complete the survey and ask that graduating students inform the College of any change in their contact information.

LOCKERS

Locker information can be found at the student portal and at niagaracollege.ca/content/informationandtours/lockers.aspx

NC LIBRARIES AND LEARNING COMMONS

Libraries are located at the Welland and NOTL campuses. Student photo ID cards act as Library cards. A student ID card is required for all loans of library materials.

The Library provides research resources such as books, DVDs, print journals, e-books, research databases, and online journals. Students can access the library 24/7 through the library website www.niagaracollege.ca/library

Library staff are available to help you achieve academic success by providing “one on one” information seeking and research skills sessions as well as library tours and orientations. Program specific subject guides have been created to support student research. “One on one” library research sessions are also offered.

The library helps students enhance class projects and presentations through the loan of a variety of audio visual equipment such as laptops, LCD projectors, digital voice recorders, digital cameras and digital video cameras. Report binding and laminating services are also available.

Information about library services and hours can be found on the library website or by contacting the library directly at 905-735-2211, ext. 7767 for Welland, and 905-641-2252, ext. 4413 for NOTL.

PARKING

All Staff and Students are required to have a valid parking permit to park on campus. Permits are available online at niagaracollege.ca/parking

Parking is by permit only including the student residences at all campuses. Daily permits are available for visitors and non permit holders. Parking permits and valid daily permits are good for all Niagara College locations.

Control of parking is authorized under municipal bylaws and illegally parked vehicles will be subject to ticketing or towing. The College does not accept responsibility for loss/theft/damage to personal property.

It is your responsibility to ensure that your parking permit is visible at all times.

For information contact Parking Services 905-735-2211, ext. 7407 or visit niagaracollege.ca/parking

Register your permit application online at the Student Portal.

PRIOR LEARNING ASSESSMENT & RECOGNITION

Prior Learning Assessment & Recognition (PLAR) is based on the belief that many adults acquire College-level learning and skills through work experience, community work, non-credit courses, self-directed study, travel and military service.

PLAR evaluates this learning and relates it to formal courses and programs at the College. Adults who have successfully challenged a given course or courses by demonstrating or documenting that they have achieved the course objectives, will be granted College credits based on an assessment of this learning.

PLAR is intended for students who are resuming their education rather than those continuing directly from secondary school.

For information contact 905-735-2211, ext. 7491. Applications are available online at niagaracollege.ca/plar.

RADIO, TELEVISION & NEWSPAPER

The Welland Campus maintains both radio and television close-circuit programming for educational, cultural and recreational purposes.

Radio - 90.1 FM The Heat 'Niagara's New Rock' (CRNC)

(Campus Radio Niagara College)

Listen throughout the area on 90.1 FM to 'Niagara's New Rock'. Hear today's best music all day and listen for 'specialty shows' each evening where students program their own special brand of 'College Radio'. 'The Heat' also keeps you up-to-date on College, local, provincial, national and international news. Special interview and production features are presented regularly. Student Council and College events are promoted as well as area events, club and concert listings. Student feedback on CRNC programming is welcomed. The main on-air studio ('The Shark Tank') is located in the Simcoe Building foyer.

You can also listen online at niagaracollege.ca/radio

NIAGARA COLLEGE HEALTH CENTRES

Welland – AH125
Mon - Fri 8:30 - 4:00
735-2211, ext. 7635

NOTL – W105
Mon - Fri 8:30 - 4:00
641-2252, ext. 4449

Television - 'Inside Niagara'

View the student produced and hosted half hour news magazine show 'Inside Niagara'. The show airs LIVE on TV COGECO from mid February to the end of April. News, sports, entertainment, community items and student produced features from music videos to historical vignettes are all a part of the half hour program. The entire show, from the set design to what you see each week is created by the second year Television Production and Television/Radio Presentation students. It's 'Inside Niagara' and it's 'All About Niagara'!

The Campus Newspaper

Niagara News, the community newspaper of Niagara College, is written and created by the students of the Niagara College Journalism program. The students write on a wide variety of topics, including news, student issues, entertainment, sports, lifestyle and commentary from both on and off campus.

You can find printed copies of Niagara News in newsstands on campus and at Avondale stores throughout the Niagara Region. Online, you can find us at niagara-news.com. Our website also includes PDF editions of past issues.

We welcome your story suggestions and comments at newspaper@niagaracollege.ca. Watch for links to the latest edition on Blackboard announcements.

TEXTBOOKS & SUPPLIES

For full-time programs costs may range from \$500 to \$2,500. Students can purchase texts and materials at the Campus Stores (Welland and NOTL) once they have their timetables before the start of each term.

Stores are set up by course and course number. Texts for each course are available at the campus where the program is being offered. Students can bring their timetable to purchase books at the store. They may also visit the Niagara College website and go to the Campus stores website and put in their course and course number to find the title and cost for new, used and if rental is available. At this point, textbooks can be ordered online to have sent free of charge to the campus store to be picked up or shipped directly to your home. Shipping charges apply.

Continuing Education and part-time students are expected to purchase textbooks and materials as needed. Distance Education texts are available only at the Welland store.

The store accepts payment by MasterCard, VISA, American Express, debit and cash. For more information contact 905-735-2211, ext. 7585 at Welland and 905-641-2252, ext. 4055 at NOTL niagaracollege.ca/store

THE DEPARTMENT OF CO-OP EDUCATION & GRADUATE EMPLOYMENT SERVICES

Stop By And Find The Right Job For You!

We are here to help you put your education to work! Niagara College Students and graduates are encouraged to take advantage of the wide range of online and on-campus job search assistance.

We offer:

- Co-op Education Services
- Graduate Services
- Employment and Training Solutions
- Summer Jobs Service
- Recruitment events, Career Fairs and employers on campus.

We offer the following job finding resources at each campus for all students:

- One-on-one job search assistance
- Workshops to help you get a job
- Access to job postings
- Résumé reviews, printing and photocopying services (job search related)
- Free access to computers, phone, fax and internet (job search related)
- Space and privacy for video and phone interviews
- Employers on campus throughout the year

- Access to Employment Services Assistants for job search support
- Free online access to Optimal Tools - Optimal Résumé, E-Folio and Interview.

On-Campus/Part-time Jobs

Postings for available positions can be found on the web at mycareer.niagaracollege.ca

Employment Services Assistants

Employment Services Assistants are available on a drop-in basis throughout the week to assist you with your résumé, cover letter and job search.

Co-op Jobs

Co-op Consultants are here to guide and assist you in your co-op job search and are connected with employers. Make an appointment to discuss your strategy with your Co-op Consultant.

Co-op programs provide you with:

- Career-related work experience
- Application of classroom learning to the workplace
- Opportunities to earn income while you complete your education
- Contacts for graduate employment
- Potential for increased graduate employment opportunities and higher starting salaries.

Graduate Jobs

Graduate Services is your connection to employers and the world of work. Students and graduates are encouraged to take advantage of the wide range of job search assistance and job opportunities available.

As you prepare to graduate, we offer:

- Individual employment and career planning advice
- Assistance with interview techniques and job search strategies
- Workshops to help you get a job
- Résumé/cover letter review
- Online job postings
- Recruitment events including Career Fairs and more.

Recruiting Events

Co-op and Graduate Employment Services hosts a number of recruiting events, employers on campus and career fairs throughout the year. Visit the **Career Events Calendar** at mycareer.niagaracollege.ca to find out more!

Summer Jobs Service

If you are between the ages of 15 and 30, returning to school, legally entitled to work in Canada and seeking summer employment, we can help!

We offer you:

- Free access to summer job leads and online job postings in Niagara
- Free help in your search for a summer job
- Free assistance with résumé and cover letter writing
- Resource areas with access to phone, fax and internet.

PUT YOUR EDUCATION TO WORK!

**Welland Campus - SE101
950-735-2211, ext. 7777**

**NOTL Campus - W115
905-641-2252, ext. 4165**

**Monday - Friday
8:30 am - 4:30 pm**

or email us at

**ncemploymentsupport@niagaracollege.ca
mycareer.niagaracollege.ca**

Volunteer Opportunities

For volunteer opportunities contact Centre for Student Engagement and Leadership, ext. 7260.

***getinvolved.
niagaracollege.ca/
community_engagement_
volunteer***

***Did you know ...
STUDENT TUTORS
provide over 4,000
hours of tutoring each
academic
year to help their fellow
students be successful!***

CENTRE FOR STUDENT ENGAGEMENT & LEADERSHIP

Are you looking to make the most of your Niagara College experience? Whether you are looking to get involved, gain on, or off-campus co-curricular experience, develop your leadership skills or join in for some fun student life activities, the Centre for Student Engagement and Leadership (CSEL) has something for you! The Centre for Student Engagement is the place to go to Get Involved ... make YOUR difference!

Visit the getinvolved.niagaracollege.ca portal to find out what is happening at Niagaa College, how to get involved and about building your CoCurricular Record (CCR).

CO-CURRICULAR RECORD (CCR)

What is a CCR?

CCR is an official Niagara College certificate via the Centre for Student Engagement and Leadership. The Flagship Get Involved - Co-Curricular Record (CCR) Service coordinates, tracks and validates all CCR involvement. The CCR enhances your resume and career or academic portfolios. By participating in the program, individuals gain recognition for student engagement, leadership and co-curricular activities pursued outside of the classroom.

What are the benefits?

CCR provides students with a certificate to communicate and validate their co-curricular involvement to future employers, graduate schools and for grants and bursaries. The CCR provides students with a tool to identify, evaluate, and reflect on the experiential learning in their co-curricular activities.

What is the CCR used for?

Traditionally, the CCR is used when applying/interviewing for jobs, internships, scholarships, awards, continuing education and further development experiences.

niagaracollege.ca/cocurricularrecord

ORIENTATION/FIRST YEAR EXPERIENCE

It all starts in your first year. Orientation activities don't just happen in your first week at school, they extend right through the whole year with workshops, information sessions, guest speakers and fun Student Life events to help create a smooth transition into your postsecondary experience.

FIRST GENERATION

First Generation students are students whose parents or guardians did not attend college or university. CSEL encourages First Generation student success by offering ongoing support, seminars and events, programs and bursaries. Ext 7364.

COMMUNITY ENGAGEMENT & VOLUNTEERING

CSEL is there to help you connect to meaningful on campus and off campus volunteer experiences. Ext. 4610.

PEER MENTORING

Peer Mentoring partners senior students with first-year students to assist with the major transition to post-secondary life. Ext. 4602.

STUDENT LEADERSHIP PROGRAM

Niagara College's **Student Leadership Development Program** is a co-curricular program designed to offer students from any academic area the opportunity to explore and develop leadership skills in three key themes: individual growth, group development, and community values. Through learning, growth and experience in these areas, you will challenge yourself, bring out your personal best and develop the skills to affect change and make an impact.

For more information visit or call the Centre for Student Engagement and Leadership (Welland L20 - ext. 7260, NOTL W206 - ext. 4006) email CSEL@niagaracollege.ca

STUDENT SUCCESS CENTRES

ACADEMIC ADVISING

Academic Advisors are available from registration to graduation - connecting you to the many services and supports that will enhance your college experience and provide the appropriate resources to support your success at Niagara College. Advisors meet individually with students to discuss progress term to term. If you are unsure of where to go, who to see or what to do, contact your advisor. If an Advisor doesn't have the answer, they will connect you to someone who does. Advisors will help you with:

- program specific knowledge
- adjusting to a post secondary setting
- adjusting to the demands of your program
- access to additional college supports and services
- advisement at midterm to determine any barriers to success
- advisement for students who were unsuccessful in or would like to drop a course
- advisement for students on academic probation and alert
- program withdrawals
- NC policies and procedures
- transfer agreements between programs at NC and other institutions.

For more information go to niagaracollege.ca/academicadvising

COUNSELLING SERVICES... WE'RE HERE TO HELP!

The Counselling office is a vital part of the Student Success Centre, offering free, confidential services to all students attending Niagara College. Professionally trained counsellors are available to meet with you at any point during your academic career to discuss personal, academic, vocational or educational issues and concerns such as:

- personal/mental health counselling
- crisis intervention
- counselling for academic difficulties
- improved note taking, study and test skills problems
- budget management
- stress management and problem solving
- community services referrals.

The counselling office staff also supports special events such as First-Year Orientation, Student Appreciation Day and International Student Celebrations. A series of free student success workshops (study skills, stress management, exam tips) are offered throughout the year - watch for notices on campus.

Welland Campus, SE102
905-735-2211, ext. 7778
NOTL Campus, W102
905-641-2252, ext. 4409
Check out our website:

niagaracollege.ca/counselling

DISABILITY SERVICES

Students with disabilities may have one of the following: learning disability, visual impairment, hearing impairment, physical or mobility impairment, chronic health problems or social/emotional conditions.

If you are a student with a disability, you are encouraged to contact the Student Success Centre at the Welland or NOTL Campuses to make an appointment with a counsellor and discuss your needs for assistance. It is the responsibility of the student to self identify to our office, so that staff can facilitate the appropriate accommodations. The earlier in the term you ask for assistance, the more effective we can be in helping you. Accommodations are not retroactive.

Welland Campus
905-735-2211, ext. 7602

NOTL Campus
905-641-2252, ext. 4409

Check out our website:
niagaracollege.ca/cswd

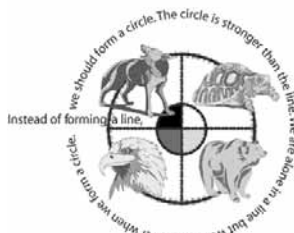
FIRST NATIONS, MÉTIS & INUIT STUDENT SERVICES

Niagara College is firmly committed to developing new and better ways to meet the growing needs of Aboriginal students. We have a strong partnership with the Aboriginal Communities. Our office supports culturally appropriate teaching, learning and ways of life.

Aboriginal students receive support through First Nations, Métis & Inuit Student Services which include:

- computer lab for Aboriginal students' use with Internet access (WC)
- library of Aboriginal resource materials
- provision of guidance, advice and support to new and returning students
- Aboriginal designated bursaries
- study and lounge area.

For further information, contact:
First Nations, Métis &
Inuit Student Services
Welland Campus/NOTL Campus
905-735-2211, ext. 7414/4214.
Visit us online at
niagaracollege.ca/firstnations



HEALTH SERVICES

There is a Health Centre at the Welland Campus in AH125 and at the NOTL Campus in W105. These centres offer the services of a Registered Nurse and regularly scheduled Doctor's clinics. Physician services require an appointment and valid Health Card/Insurance must be provided. Nursing services are free. Some charges may apply for testing and immunizations.

Our Services include:

- first aid
- some over-the-counter medications
- immunizations
- TB skin testing
- referrals to community services
- temporary sick bays

- birth control resources
- confidential STI testing
- wellness promotion and health education.

Security officers are available to provide first aid and emergency assistance. In cases of serious emergency please dial 911 to activate EMS or report to the Emergency Department of the nearest hospital.

For further information contact the Niagara College Health Centre Welland 905-735-2211, ext. 7635 NOTL 905-641-2252, ext. 4449.

PEER TUTORING

Peer tutoring focuses on students helping other students who are having difficulties with their studies. A great way to connect with others at NC! ext. 4006 or 7769.

OFF CAMPUS HOUSING

For the latest in off-campus housing listings and important information about fire safety, local bylaws and tenant-landlord rights please visit

www.niagaracollege.ca/housing

COMPUTERS & YOU @ NIAGARA COLLEGE

Niagara College provides a diverse set of computer resources to support your educational goals. We encourage you to take advantage of the facilities and services available to you. Many computer labs are located throughout the College campuses. Some are used in formal class settings, while others are available in an open-access format. Within the labs, you should be able to find the software you need for your academic program, as well as gain access to library and research resources, online learning, student services and the Internet.

Since the computer network is shared by all students and College staff, Niagara College has implemented a code of conduct aimed at ensuring good service for all. The code of conduct is called, "Computer and Network Use Practice." It applies to staff and students alike.

In summary, College computers and networks are provided to students for academic and administrative use only. Access to College computers and networks is a privilege that may be suspended or revoked with inappropriate use. Here's a list of do's and don'ts:

DO:

- Use in a manner that is consistent with College practice and applicable laws (e.g., copyright law, criminal law, human rights code)
- Adhere to College practices in the use of email and messaging
- Access only the information that you need to complete your studies or the job you've been assigned
- Protect your account from unauthorized use by other individuals in the College and the public
- Choose safe passwords and protect them from disclosure
- Take reasonable steps to make sure that your computing activities do not pose a security threat
- Report all possible security openings to the System Administrator

DO NOT:

- Share an account or password
- Use College computers to gain unauthorized access to other computer systems
- Access accounts and parts of the system for which you are not authorized
- Access another user's protected files or email messages without permission
- Install software on the College system without first consulting the System Administrator
- Use the system to access, transmit or print pornographic

or other offensive images, access or transmit hate material, or do anything else that would be considered a violation of the College's practice on Harassment & Discrimination

- Use the system to commit academic misconduct as defined by the College's practice
- Consume large amount of system resources, deliberately crash systems, or otherwise interfere with others' use of the system
- Use computers and networks for commercial purposes
- Engage in frivolous, disruptive, or inconsiderate conduct in computer labs.

Violations of the Niagara College Computer and Network Use Practice may result in discipline up to and including suspension/expulsion from College as per the College practice on Student Discipline.

When it has reason to believe that College Computers or networks have been used to commit a crime, police will be advised.

FEES & FINANCIAL ASSISTANCE

FULL TIME STUDENTS

A student registered in either 70 percent of program hours or two-thirds of the number of courses in any term, is classified as a full-time student.

Basic Annual Fee

Full-time tuition fees are established in accordance with the Ontario Ministry of Training, Colleges and Universities guidelines and are subject to revision on an annual basis.

The basic annual fee includes tuition plus the following fees:

- student activity fee, athletics, College services, orientation, student centre fee, student health plan, information technology, alumni, graduation, U-Pass, Student Priority Fund, College Student Alliance, Co-curricular Fee.

Additional fees include coop and materials fees (if applicable to the course).

International Student Fees

International fees are as follows:

Post-Secondary Tuition (2 terms): \$6,075.00

Degree Tuition (2 terms): \$6,325.00

Post-Graduate Tuition (2 terms): \$6,325.00

Short-Term ESL (7 weeks): \$2,350.00

English for Academic Purposes (14 weeks): \$4,450.00

Additional fees may apply such as medical insurance, service fees, coop fees and/or laptop fees etc. Please consult your invoice for details regarding fees for your program of study.

All fees are payable in full by the fee deadline dates as established by the college and stated on your invoice.

Late Fees

Students who fail to pay fees by date(s) stipulated by the College, or fail to register on the date(s) assigned by the College, will be assessed a \$50 late fee.

CONTINUING EDUCATION

Continuing Education General Interest, Professional Development, On-Line Learning, Certificate and Part-Time Studies course offerings can be found in the current edition of the CE Calendar. For complete descriptions, dates, times and fees visit the CE website at niagaracollege.ca/ce. Fees are payable at the time of registration.

PART-TIME

Part-time learners can take courses not filled with full time students during the day. The tuition fee is calculated at the rate of \$105.24 per credit. Fees are payable at the time of registration.

TECHNICAL SKILLS (ADULT) TRAINING

For fee-paying (i.e. non-sponsored students), the tuition fee is \$69.10 plus \$20.03 ancillary fees per week. Fees for students in technical and skills (adult training) programs are payable, in full, no later than the first day of the program.

ADDITIONAL FEES

Co-op Education Fees

Tuition fees may vary from the standard tuition fee. An additional Cooperative Education Fee is charged to all students registered in cooperative education programs. The total fee is payable by instalments in the academic term (\$475 per coop work term in 2014/2015).

Diploma & Certificate Replacement

A \$12 fee is charged to cover the cost of reissuing any College diploma or certificate.

Graduation

The total graduation fee in any program is \$112 and is divided equally over the terms in the program. Students in six term programs will pay \$18.66 per term, students in four-term programs will pay \$28 per term and students in two-term programs will pay \$56 per term. In addition to services directly related to graduation, the fee provides the student with lifetime transcript services.

Insurance - Accident & Health

Niagara College provides Student Accident Insurance for all full-time students.

SAC offers three plan options for any student requiring personal coverage. Most full time students are automatically covered; however, dependants are not included but can be added at additional charges within specified deadlines.

In Ontario, most students are included in their parents' family coverage until they marry or reach the age of 21, at which time they must apply for their own insurance. Canadian students from other provinces should remain with their own provincial health plan while attending school in Ontario.

Policy brochures describing accident insurance benefits, claim forms and other informative materials are available at the Financial Services office in the Simcoe Wing, room S218.

International students will be provided with medical insurance by the college's designated international student insurance provider. Insurance coverage begins on the 1st of the month of the start of term. If a student arrives prior to the 1st of the month or wishes to remain in Canada at the end of their studies, the student is required to purchase private insurance. The International Department can facilitate this service as needed.

International Student Insurance Fees:

1 Year: \$720
8 Months: \$480
4 Months: \$240
2 Months: \$120
1 Month: \$60

Mature Student Test Fee

For all mature student applications, there is a test fee payable at the time of test booking.

Materials Fee

The cost of any learning materials, equipment or clothing retained by the students in some programs will be charged to the student in addition to the standard tuition fee. The specific fees are set prior to the start of the program and are included on the fee statement that is sent after students have been confirmed in their program.

Prior Learning Assessment and Recognition (PLAR)

A non-refundable tuition fee (varies by course) is assessed for each PLAR request made.

N.S.F. Cheques

A \$40 service charge will be levied on all N.S.F. cheques. No cheques are accepted for post secondary students.

Student Parking Fees

Niagara College operates under the Municipal Bylaw of the city in which the campus is located, therefore, vehicles parked in an unauthorized area or without a valid permit will be issued an infraction.

Parking permit registration begins in August. Register your permit application online at the Student Portal.

Permits are sold by month, term and year. For permit prices and other parking information please visit niagaracollege.ca/parking

Additional Program Fees

Additional costs for optional field trips may be incurred by students in some programs. The costs of any learning materials, equipment or clothing retained by the student will be charged to the student as a material fee, in addition to the standard tuition fee.

OUTSTANDING FEES/ INDEBTEDNESS

Students with outstanding fees or other indebtedness may be withdrawn from their course or program and will be ineligible to receive any grades, transcripts, certificates or diplomas until all amounts owed to Niagara College are paid.

Payment of Fees

All fees are payable in full by the fee deadline date as established by the College. The earliest date for the Fall/Winter academic year is June 17. Payment by the established due date is required to guarantee a place in the program to which the student has been accepted. Students who fail to meet the deadline forfeit their reserved position in the program. Students electing to pay fees in two instalments will pay an additional \$50 fee.

REFUNDS/WITHDRAWALS

Full-time Students

In accordance with the Ministry of Training, Colleges and Universities Tuition Fee Operating Procedures, students must submit formal written notification within 10 business days of the beginning of a semester to receive a refund of fees for the current term.

If you do not officially withdraw in writing at the Registrar's Office, you will be responsible for all fees assessed.

NON-ATTENDANCE DOES NOT CONSTITUTE AUTOMATIC NOTICE OF WITHDRAWAL.

If you officially withdraw at the Registrar's Office within 10 days of the start of the semester, you will be refunded for:

- a. all fees assessed for that term, less the \$100.00 non-refundable deposit and
- b. all fees paid in advance for subsequent terms.

If you withdraw after the 10th day of the semester, you will receive a refund of fees paid in advance for subsequent terms only.

Service charges are non-refundable (includes installment, late and deferral cost).

Official withdrawal forms are available through the Counselling Office - SE102 at the Welland Campus or W102 - NOTL Campus.

Mandatory withdrawals

Students who are withdrawn by the College at any point after the tenth day of classes are not eligible for a refund. Students will also be responsible for any fees outstanding.

Part-time Day Students

All fees paid, less \$20 per course (to a maximum of \$50), are refundable provided official withdrawal takes place up to and including the 10th day of class after the date (as published) on which classes officially commence for the term.

Technical & Skills (Adult) Training Students

All tuition fees less \$100 are refundable, provided the official withdrawal takes place up to and including the 10th day of classes after the start date of the program.

Continuing Education Courses / Refund of Fees - Withdrawal

Students who wish to withdraw must notify the Office of the Registrar, Welland Campus in writing and return their fee receipt.

All fees paid, less \$20 per course (to a maximum of \$50), are refundable provided the official withdrawal is made at the Registrar's Office no later than seven days before the start date (general interest courses and seminars) or no later than the third class (other courses), or a date specified for a particular course.

A full refund will be granted when a course is cancelled by the College or the student is unable to attend a course due to unannounced changes by the College.

There will be no academic penalty if the student withdraws prior to two-thirds of the way through the course. Non-attendance does not constitute automatic notice of withdrawal.

Students who find they cannot continue in a course are urged to withdraw officially, since neglecting to do so will result in a failing grade for that course.

Refunds for On-Line Learning Courses

On-Line learning students must notify the Registrar's Office in writing within 14 days from the start of the class for a refund, less the administration fee.

OSAP

The Ontario Student Assistance Program (OSAP) provides eligible students with various types of assistance based on financial need. This assistance is intended to supplement, not replace, the resources of you and your family.

Who can apply

- You must be a Canadian citizen; permanent resident of Canada (landed immigrant) or a protected person as defined by Citizenship & Immigration Canada
- You must meet OSAP's Ontario residency requirement
- You must be enrolled in an OSAP approved program
- Students must be taking a minimum of 60 per cent of a full course load (40 per cent for students with permanent disability)
- You must have passed the OSAP credit check

How to apply

- You can fill out the online application on the OSAP website at

<http://osap.gov.on.ca>

The online application is available 24 hours a day, 7 days a week. If you are applying using the online application, there is no application fee. For more information please visit the OSAP website at <http://osap.gov.on.ca>

NIAGARA COLLEGE STUDENT CARD

The Niagara College Student Photo Identification Card is issued to students at the Welland or Niagara-on-the-Lake InfoCentre. The card is used to borrow books from the library, for identification when requested by security officers, when writing examinations, to access health benefits U-Pass services and for student activities.

Student ID Card Replacement Fee

Each student of Niagara College is issued one student card at the beginning of their time as a Niagara College student. If a student's card is lost, stolen, damaged or a new picture is requested, it is the responsibility of the student to pay the replacement fee to have a new card issued. Student ID cards that are lost or damaged will be replaced at a fee of \$20 each time a card is replaced.

Disclaimer

The issuance of a student ID card occurs once as there is no expiration date and a student number is permanently assigned to each student. In the event a student begins a new program as a level 1, term 1 student after previously taking another program, the

student ID card previously issued is to be used. In the event there is a period of a semester gap or greater between the student's full time or part time studies at Niagara College, a student may be issued a new card at no charge if the student is no longer in possession of their previous card. Confirmation of enrollment in a new program may be requested by the InfoCentre staff.

It is the responsibility of the student to keep their student ID card in flat surface (i.e. wallet or similar). Cards can bend, chip, and snap, if handled inappropriately. A student will be required to pay the replacement fee for a card that is damaged as a result of personal wear and tear. If the card does not function due to a defect, the InfoCentre will coordinate with Information Technology Services and replace the card in question at no charge.

Student ID cards will not be punched with the exception of students enrolled in health related programs. Students who wish to wear their student cards for identification or other purposes are encouraged to purchase a plastic case with clip or lanyard.

SCHOLARSHIP & BURSARY INFORMATION

It is important that our students not only attend Niagara College, but that they succeed while attending. Similarly, it is important that you, as a student, provide yourself with all the financial support you need while pursuing your studies. Niagara College graduates succeed in our community thanks to a combination of talent, hard work and the support from our many donors and friends who recognize the importance of a Niagara College education.

Niagara College provides bursary and scholarship support throughout the academic year. To be considered for a bursary or scholarship, you must complete an application form. For full details and deadlines on each of our scholarships and bursaries and to complete an application, visit the Financial Aid & Scholarships website at

www.niagaracollege.ca/finaid

Also, students will be considered for scholarships selected by faculty within each program. The variety and amount of these awards varies by program, and it is not necessary to apply to be considered.

In addition, there are scholarship and bursary opportunities external to the College that students can apply for. Check out our website for a list of external scholarships at www.niagaracollege.ca/finaid which is updated throughout the year.

STUDENT HEALTH BENEFITS

Most students in full time programs are assessed a Health Care Fee which is a Compulsory Non-Tuition-Rated Incidental Fee. Students in full time programs which start a) in September (Fall) are assessed \$213.70 for a full year of coverage; b) in January (Winter) are assessed \$172.00 for 8 months of coverage; c) in May (Spring) are assessed \$130.75 for 4 months of coverage. You

may opt out of the benefits if you have complete alternate coverage. To receive a refund less a non-refundable administration fee, complete the required forms online at ncsac.ca or wespeakstudent.com. **Deadlines apply!** Dependant coverage **MUST** be purchased separately.

Reminder:

If you opted out any time between September 2008 and May 2014 **YOU WILL BE OPTED OUT AUTOMATICALLY every year in the future.** If you now require these benefits, be sure to contact your SAC Office or contact Karen Marasco at 905-735-2211, ext 7853 or kmarasco@niagaracollege.ca.

For more information or to confirm your coverage visit the SAC Office at your campus, www.wespeakstudent.com or contact Karen Marasco at 905-735-2211, ext 7853 or kmarasco@niagaracollege.ca.