

## Your **first time** with NIC Connect?

Go to **www.nic.bc.ca** and click on "NIC Connect" in the top right-hand menu.

### 1/ Get your user ID and temporary password

You will have received your user ID and a temporary password on your Invite Letter.

#### Don't have your Invite Letter?

- On NIC Connect's homepage, click on "What's my password?".
- Click on "Reset my password".
- Enter your last name and SIN number or NIC student number, click "Submit".
- Select your email address from the drop down menu, click "Submit".

A temporary password will be emailed to you.

### 2/ Log in for the first time

- On NIC Connect's homepage, click on "Log In".
- Enter your user ID, your temporary password and a new password of your choice, between 6 and 9 characters and including letters and numbers.

Be sure to enter a "Password Hint" for future reference.

To update your address or email with NIC, click on "Address Change" under "User Account".

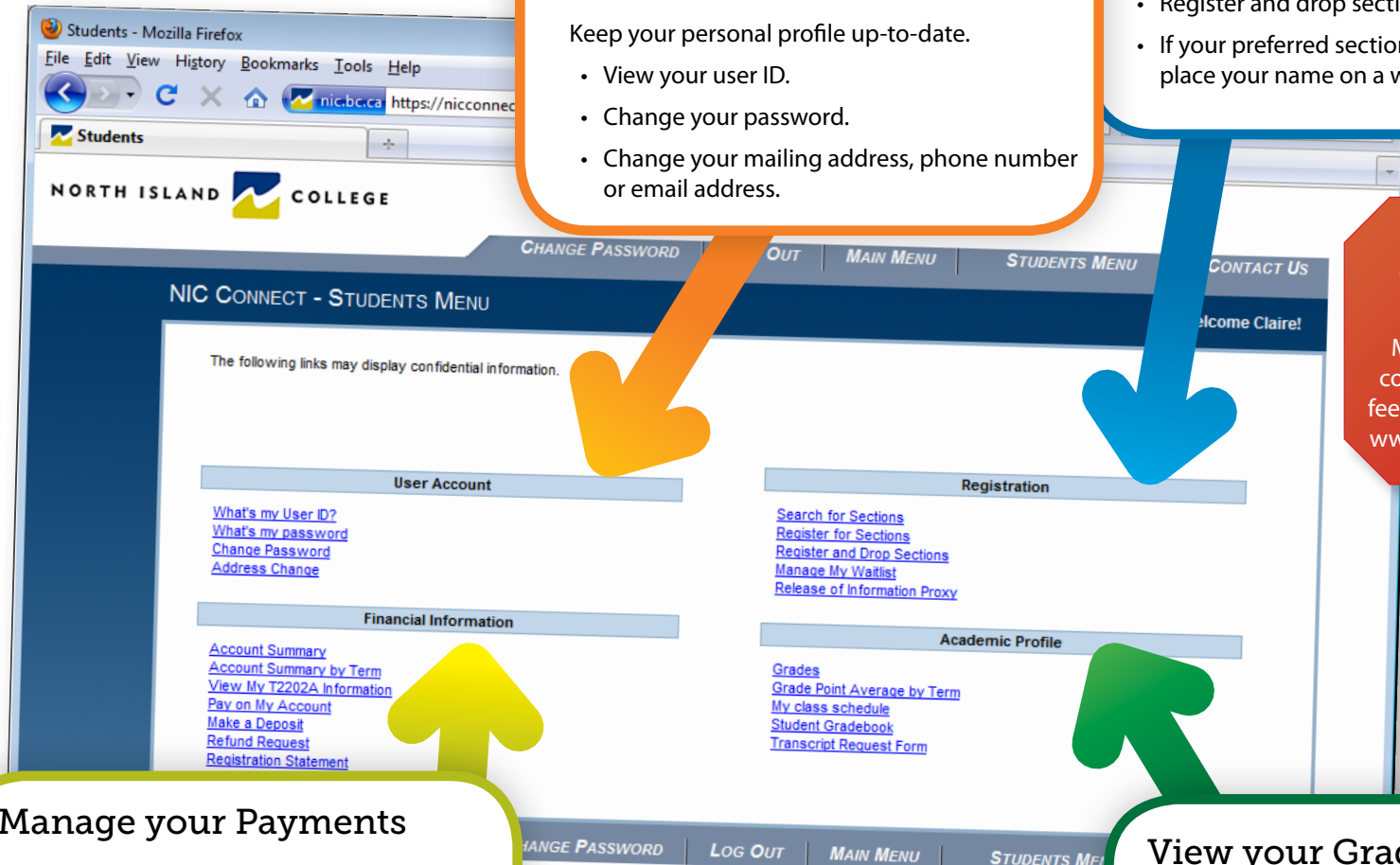
### Forgot your user ID or password?

On NIC Connect's homepage, you can retrieve your user ID by clicking "What's my User ID?" in the bottom right-hand menu; and your password by clicking "What's my password?".

**Need a hand?**  
Drop us a line!  
Click "Ask a Question" in the top and bottom menu.

## All your online tools **at a glance**

Go to **www.nic.bc.ca** and click on "NIC Connect" in the top right-hand menu. Log in and click on the "Students" menu.



### Edit your Account

Keep your personal profile up-to-date.

- View your user ID.
- Change your password.
- Change your mailing address, phone number or email address.

### Register for courses & Manage your Timetable

- Search all our credit courses to find scheduled sections that suits you.
- Register and drop sections.
- If your preferred section is full, you can place your name on a waiting list.

### Don't miss an important deadline!

Make sure you check course registration and fee payment deadlines at [www.nic.bc.ca/deadlines](http://www.nic.bc.ca/deadlines)

### Manage your Payments

Stay on top of your finances.

- View your account summary.
- Print your tax receipt and Registration Statement.
- Pay your tuition and request refunds.

### Help yourself!

There are help screens available for each page in the Students Menu. Look for them in to top and bottom menus.

### View your Grades

Keep track of your academic profile:

- View your grades, grade point average.
- View your current class schedule.
- Print an official transcript request form.

## Edit your **Account**

Let Student Services/Registration know if your name, address, or e-mail has changed. It only takes a moment and will save you from missing important updates related to your course, program, funding, or grad.

### Help yourself!

There are help screens available for each page in the Students Menu. Look for them in to top and bottom menus.

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## Manage your **Payments**

### Make a deposit

Once you have been invited to NIC you can pay your tuition deposit online with a credit card. A deposit is required at the start of every academic year and will be subtracted from your tuition.

### Pay on my account

Now you are registered, make sure you pay the remainder of your tuition fees before the payment deadline. Unpaid fees may result in removal from your courses.

### Request a refund

Complete the online form if you have dropped a course and are eligible to receive a refund.

### When are my payments due?

For most people, on or before the first day of classes. But some programs do have to pay earlier, so double-check your paperwork from Student Services to be sure. You can avoid long, annoying lineups on-campus by paying online with a credit card or through your bank.

## Register for courses & Manage your **Timetable**

A course section is a an available class. It is up to you to select courses with sections that don't conflict so you can attend all your classes. A full course load is typically made of 3 sections. Once you've found the course sections you want, register for them

### Register for courses

You can add a scheduled or "lock-step" or distance/flexible course to your course load up to the last day of registration.

### Dropping courses

For most programs, you will have up to ten calendar days from the start of classes to drop a course and receive a tuition refund.

Drop or withdraw with caution! You need a 60% course load to retain your eligibility for student loan.

### Waitlist procedures

If the course you're after is already full, you can add your name to the course waitlist. You'll hear from Student Services/Registration by phone or email if a seat becomes available. You're encouraged to show up for your waitlisted classes during the first week to keep up to date. Keep in mind two conditions:

1. You can only waitlist in one section of a course, per term, per campus.
2. You can't waitlist for another section of a course you're already registered in.

### Release of Information proxy

If you need someone to conduct student related business at NIC on your behalf, fill in the form and return it to Student Services.

## View your **Grades**

You can view your grades in 3 ways:

- Percentages, click "Grades"
- Grade Point Average by term
- Student Gradebook

### NIC Grading System

For grade definitions and equivalencies check out [www.nic.bc.ca/services/recordsandregistration/gradingsystem.aspx](http://www.nic.bc.ca/services/recordsandregistration/gradingsystem.aspx)

### View your class schedule

Once you've registered for courses, NIC Connect will compile the sections you chose into a handy timetable format (your Registration Statement is another way to view your classes).

### Official transcript request

To receive an official transcript (copy of all your NIC grades), just complete/submit the Official Transcript Request Form to Student Services/Registration and pay the \$5+HST fee. You can submit it in person, by fax, or mail. Don't forget: your record is confidential, so the request can only be sent in by YOU.

1-800-715-0914 | [www.nic.bc.ca](http://www.nic.bc.ca)

**Comox Valley campus**  
250-334-5000

**Bella Coola centre**  
250-982-2511

**Campbell River campus**  
250-923-9700

**Gold River centre**  
250-283-7213

**Port Alberni campus**  
250-724-8711

**Ucluelet Centre**  
250-726-2697

**Mount Waddington campus**  
250-949-7912

NORTH ISLAND COLLEGE



# HOW TO MANAGE YOUR STUDENT ACCOUNT

with NIC Connect at [www.nic.bc.ca](http://www.nic.bc.ca)

