

ACADEMIC DEADLINES: FALL TERM 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SEPTEMBER 2010

September 6: Labour Day Holiday, College closed.

September 7: Fall 2010 term begins. All fees must be paid in full for the Fall 2010 term and all prerequisites met by 4:00pm. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.

September 16: Last day to register. Last day to apply for refunds. Last day to change from credit to audit and last day for audit student to register if space is available.

TIME TO VOTE!

This month, watch for details about when and where to vote in Student Elections for NIC committees and the Students' Union.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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OCTOBER 2010

October 11: Thanksgiving, College closed.

October 15: Final Exam Schedule posted.
Flexible Distance Courses: Last day to register.

October 29: Applications for Co-op Education are accepted once per year and are due Oct 29.

Applications for Disney program can only be made by Co-operative Education students so apply now for the July work experience with Disney.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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NOVEMBER 2010

November 5: Last day to withdraw without academic penalty.

November 11: Remembrance Day, College closed.

DON'T FORGET!

Registration for January classes (aka Winter 2011 term) began in May; however, if you still haven't registered, there is still time.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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DECEMBER 2010

December 6-10: Last week of classes.

December 11-20: Final examination period.

December 21, 2010 to January 3, 2011: Seasonal Break.

December 25, 2010 to January 3, 2011: College Closed.

TAKE A BREAK!

You've earned it. The seasonal break for all NIC students is from December 21 to January 3. Have a safe and relaxing holiday!

ACADEMIC DEADLINES: WINTER TERM 2011

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JANUARY 2011

January 3: New Year Holiday, College closed.

January 4: Winter 2011 term begins.

All fees must be paid in full and all prerequisites met by 4:00pm for the Winter 2011 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.

January 13: Last day to register. Last day to apply for refunds. Last day to change from credit to audit and last day for audit student to register if space is available.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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FEBRUARY 2011

February 11: Flexible Distance Courses: Last day to register.

February 15: Final Exam Schedule posted.

February 14-18: Reading Break for ABE Advanced and Provincial levels (courses from 040 to 099), Business Administration, Interactive Media & Graphic Design, Fine Arts, Human Services, Nursing and University Studies.

February 17-18: Reading Break for Adult Basic Education Fundamental and Intermediate levels (courses from 010 to 039), English as a Second Language.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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MARCH 2011

March 4: Last day to withdraw without academic penalty.

March 21-25: Reading Break for Early Childhood Care & Education.

MONEY MONEY!

All NIC students are eligible to apply for over \$100,000 in bursaries & scholarships. Pick up a Foundation Awards booklet on-campus or online!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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APRIL 2011

April 11: Timetables posted for Fall 2011 and Winter 2012 terms.

April 11-15: Last week of classes.

April 16-29: Final examination period.

April 22 & 25: Good Friday and Easter Monday, College closed.

April 29: Applications for NIC Foundation awards must be received by this date.

REMINDER!

If you're graduating this year, apply this month before April 30th to participate in your graduation ceremony.

ACADEMIC DEADLINES: SPRING TERM 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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MAY 2011

May 2: Spring 2011 term begins.

All fees must be paid in full and all prerequisites met by 4:00pm for the Spring 2011 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.

May 6: Last day to register. Last day to apply for refunds. Last day to change from credit to audit and last day for audit student to register if space is available.

May 10: Continuing student registration begins for next academic year.

May 23: Victoria Day, College closed.

May 24: New student Registration begins for Fall 2011 and Winter 2012.

May 30: Last day to withdraw without academic penalty.

WHAT'S NEXT?

Time to get thinking about next year's courses. Stop in to see an Advisor, or register now for September classes = Fall 2011 term!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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JUNE 2011

Note: Award and Graduation Ceremony dates will be posted on the NIC web site.

June 13-17: Last week of classes.

June 20-24: Final examination period.

ALL DONE?

Congrats! If you've completed all your program requirements, don't forget to apply to receive your hard-earned certificate, diploma, or degree.

FOR DISTANCE COURSES ONLY

The same as scheduled courses, except for the following:

VOCATIONAL PROGRAMS/COURSES:

- Refund periods vary. Refer to Programs at a Glance page in the College Calendar for the appropriate fee and refund categories.
- Withdraw without academic penalty: Within first 60% of the course length, calculated on the student start and end dates.
- Exams are scheduled on an individual student basis.

ADULT BASIC EDUCATION, UNIVERSITY STUDIES & CAREER TECH. PROGRAMS:

- Last day to register is the Friday of the 6th week of both the fall and winter terms.
- Last day for tuition refunds or to change status (audit/credit) is 30 calendar days after the student start date.
- Last day to withdraw without academic penalty is 108 calendar days after student start date.
- Last day to submit all course requirements is the second Friday of February (fall term) and the second Friday of June (winter term).
- Exams are scheduled on an individual student basis.

WE'RE HERE TO HELP! CALL YOUR LOCAL STUDENT SERVICES/REGISTRATION FOR JUST ABOUT ANYTHING!

ACADEMIC DEADLINES: SUMMER TERM 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
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JULY 2011

July 1: Canada Day Holiday, College closed.

July 4: Summer 2011 term begins.

All fees must be paid in full and all prerequisites met by 4:00pm for the Summer 2011 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.

July 8: Last day to register. Last day to apply for refunds. Last day to change from credit to audit and last day for audit student to register if space is available.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
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AUGUST 2011

August 1: BC Day, College closed.

August 2: Last day to withdraw without academic penalty.

August 15: Restricted Admissions Programs only*:

All fees must be paid in full and all prerequisites met by 4:00pm for the Fall 2011 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.

August 15-19: Last week of classes.

August 22-26: Final examination period.

FOR CONTINUOUS ENTRY PROGRAMS AND COURSES ONLY

The same as scheduled courses, except for the following:

- Last day to register varies by program.
- Refunds and status changes (audit to credit and credit to audit): Within the first 10 days of the student start date.
- Withdraw without academic penalty: Within first 60% of the course length, calculated on the student start and end dates.
- Exams are scheduled on an individual student basis.
- ABE students can withdraw up to the last day of classes without academic penalty. It is the student's responsibility to officially withdraw so a DNC is not recorded on his or her transcript.

CONTACTS

WE'RE HERE FOR YOU

SILLY QUESTIONS

Baah, no such thing! We realize the information you need is not always clear or easy to find. Just ask Student Services/Registration. Anything, really. That's our job.

STUDENT SERVICES/ REGISTRATION

Expect to come to us for just about everything. Not just admission, registration, advising, counselling, and assessment services ... but also for questions, help, info and direction. Whatever you need, start with us. YOU are why we're here.

ESSENTIAL CONTACTS

Campbell River

Student Services/Registration: 250-923-9700 (1-888-293-3177 toll-free)
Library: 250-923-9785
Campus Store: 250-923-9705

Comox Valley

Student Services/Registration: 250-334-5000 (1-800-715-0914 toll-free)
Library: 250-334-5037
Campus Store: 250-334-5013

Port Alberni

Student Services/Registration: 250-724-8711 (1-888-414-8242 toll-free)
Library: 250-724-8733
Campus Store: 250-724-8720

Port Hardy

Student Services/Registration: 250-949-7912 (1-866-332-1133 toll-free)
Library: 250-949-2863

Bella Coola Centre

250-982-2511

Gold River Centre

250-283-7213

Cortes Island Centre

250-935-6442

Ucluelet Centre

250-726-2697



MY FACULTY DIRECTORY

Name	Name	Name
Department Chair	Course	Course
Phone	Phone	Phone
Email	Email	Email
Name	Name	Name
Course	Course	Course
Phone	Phone	Phone
Email	Email	Email
Name	Name	Name
Course	Course	Course
Phone	Phone	Phone
Email	Email	Email
Name	Name	Name
Course	Course	Course
Phone	Phone	Phone
Email	Email	Email

Hints: NIC staff email addresses are typically "name.surname@nic.bc.ca".
To find NIC staff contact info, visit the online directory at www.nic.bc.ca.

WE'RE HERE TO HELP! CALL YOUR LOCAL STUDENT SERVICES/REGISTRATION FOR JUST ABOUT ANYTHING!

STUDENT SUPPORT

FINANCIAL SUPPORT

CO-OPERATIVE EDUCATION

Co-op programs seriously strengthen your academic studies and employability with relevant, practical (and paid!) work experience. Check our website under "Co-operative Education" for a list of programs that offer a co-op option, or inquire at the Employment Resource Centre. Co-op applications are only accepted from September to October 29 each year so apply today!

EMPLOYMENT RESOURCE CENTRE

Looking for a job? The employment Resource Centre, located at both the Comox Valley and Campbell River campuses, offers a variety of employment related services, such as job postings from employers, individual coaching sessions, and assistance with your job search. Receive help with everything from resume and interview tips, to creating new pathways to employment. The ERC offers workshops and employer related events

throughout the year so visit our webpage or drop by for more details.

FINANCIAL AID

We know that sorting out money for college can be confusing, but that's why we're here! Student Advisors are available and more than happy to assist you with funding applications, loan status, and repayment methods. They can also recommend financial options that you may not have considered, such as bursaries, scholarships, and study grants. Call Student Services/Registration to book an appointment or browse Financial Aid details online under "Student Services/Planning Your Education".

MONEY MONEY!

Every year, generous people in your community donate money to help make college more affordable. That money is distributed to students like you by the NIC Foundation in the form of scholarships and bursaries. In 2009, 283

NIC students received over \$184,000. Current NIC students are eligible to apply. Next application deadline is April 29, 2011. Award distribution is May. Talk to Student Services/Registration or browse the NIC Foundation online.

NEED A JOB?

Check out online job resources listed under "Career Planning & Job Boards" and "NIC Job Postings" on the NIC website. You'll also find student job notices posted on bulletin boards around campus.

STUDENT LOANS

The deadline for submitting a Student Loan application and all required appendices is six weeks before your study period end date. If you're hoping to see that cash before classes actually begin, you'll need to apply at least eight weeks before your start date. Student Loan applications for September are generally available at Student Services/Registration in early July. Visit www.studentaidbc.ca. See also Financial Aid.

PERSONAL SUPPORT

ADVISING

Need a little direction? Our Student Advisors are keen to help. Drop in or call to book an appointment to get help with just about anything: like choosing the right courses or programs, figuring out forms, transferring, academic planning, financial aid. All that stuff.

ABORIGINAL STUDENT SERVICES

Aboriginal students are welcome to see all of the college's educational advisors and counsellors. In addition, Aboriginal Student Advisors are available to assist students in developing educational plans, liaise with instructors, or contact Aboriginal sponsorship organizations. Campus orientation tours can be provided, and each Advisor has an open door, drop-in policy. If you wish to meet with an Aboriginal Student Advisor, having registered status is not a requirement for eligibility. For more information, contact NIC's Aboriginal Student Advisor at your local campus.

COUNSELLING

Nearly all students experience challenges, like not having enough time to get everything done, trouble preparing for

exams, and writing term papers. This is normal ... frustrating, but normal. Don't suffer silently. NIC Counsellors are here to give you one-on-one help. New ideas, fresh perspectives: it might be just what you need. Confidential personal counselling is available at most campuses. And, it's free for NIC students! Here are just a few reasons students consider counselling: career & life planning, experiencing a crisis, lacking direction, difficulty focusing and/or studying, family or relationship issues, anxiety/panic attacks. Call Student Services/Registration to book an appointment

DISABILITY SERVICES

Students with a documented permanent disability can access a wide range of support services, from education planning to adaptive technology. Try to contact us at least eight months ahead so we can make sure the right services are in place before you start school. Email info_asd@nic.bc.ca or check for more details online.

LIBRARY SERVICES

Need an information specialist, internet guide, resource advisor? Then you need a Librarian. Call for advice, email a question (resources@nic.bc.ca),

drop in for help, or search the entire library at NIC online. Distance students can request book delivery. See also Printing & Photocopying on the What's On Campus divider.

STUDY SKILLS

Having the right study skills can make a huge difference not only in your success, but also in your stress levels. Videos resources at the Library can give you quick strategies and Counsellors can give you specific skill development. Check out our flexible Reading & Study Skills courses offered at various campuses.

FIRST NATIONS TRANSITION

This program, which is held at NIC's Port Alberni campus, is designed to help Aboriginal students in making a successful transition to college and is based on recommendations from the West Coast Advisory committee.

It is comprised of two courses: FNS 060 First Nation Study Skills I and FNS 061 First Nation Study Skills II.

For more information, check the Aboriginal Education page, or contact the Aboriginal Student Advisor at the campus nearest you.

REGISTRATION

COURSES

COURSES: ADDING

You can add courses up to the last day of registration. Check dates and deadlines online under “Academic Schedules & Deadlines”. Missed the deadline? Some flexibility is permitted for some courses. Talk to the course instructor or inquire at Student Services/Registration to find out more.

COURSES: DROPPING

For most programs, you can drop courses and receive a refund within the first two weeks of classes. Check dates and deadlines online under “Academic Schedules & Deadlines”. You can drop courses through your NIC CONNECT account or at Student Services/Registration. Drop with caution! You need a 60% course load to retain your loan eligibility.

COURSES: WAITLISTING

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 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 semester, per campus, and 2) you can’t waitlist for another section of a course you’re already registered in.

COURSES: WITHDRAWING

After the course drop deadline has passed, you can’t get your money back but you can still prevent a DNC (Did not complete) from being recorded on your transcript. Check deadlines online under “Academic Schedules & Deadlines” for the “Last day to withdraw without academic penalty.” Then, fill out/submit a Course Withdrawal Form at Student Services/Registration. Just make sure you’re not affecting your financial aid status—you need a 60% course load to retain your loan eligibility.

CONTINUING EDUCATION

You know, there are some really interesting courses going on in the evenings and weekends through Continuing Education. Things you might need for work, like Foodsafe and First Aid, as well as career- or interest-related classes, like Web Design or Spanish. Check it out online.

ONLINE & DISTANCE COURSES

Distance courses aren’t just for people who live out of town. They’re easy to schedule around your other classes, and many are self-paced - making the life-and-learning juggling act much less stressful. Browse courses at NIC Distance Education online. Visit www.BCCampus.ca for more options province-wide. See Distance Exams on the About Exams divider.

COSTS

TUITION AND COSTS?

It depends on your course or program. For details, start with “Program Tuition and Book Cost Estimates” and “Other Fees” under Student Services - Planning Your Education on the NIC website.

DON’T GET DROPPED

All fees must be paid in full before the deadline advertised under “Academic Schedules & Deadlines” online or in the NIC Calendar. Fee deferrals may be available for students who have applied for Student Loans or have been sponsored. Either way, contact Student Services/Registration or expect to be de-registered!

PAYING TUITION

You can pay your tuition via:

- 1) online banking,
- 2) NIC Connect, or
- 3) by Visa, MC, Debit, American Express, Cheque or Cash at Student Services.

When? 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/Registration to be sure. You can avoid long, annoying lineups on-campus by paying a week before classes start – or by paying online. See also Tuition and Costs and Don’t Get Dropped.

PREREQUISITES

PREREQUISITES

Most courses and programs require some form of previous study to get started or to continue on. You may be required to submit proof of completion, such as school transcripts, transfer credit, or placement testing before the first day of classes. If you’re not sure if this applies to you, inquire at Student Services. See also Don’t Get Dropped and Mature Student Status.

ASSESSMENT SERVICES/ PLACEMENT TESTING

Placement testing is offered on a regularly scheduled basis and is available if you are uncertain of your academic level or lack the necessary documentation or prerequisites. You can be assured that you will be placed at an appropriate starting point. For further information regarding Placement Testing and Assessment Services, please check out our website at www.nic.bc.ca/services/educationplanning.

MATURE STUDENT STATUS

North Island College has a Mature Student Status policy. If you are 23 years or older, you can sign a declaration that states you are a mature student. For some programs (mainly English, Humanities and Social Science, and some Fine Arts and Applied Business Technology courses) you are able to register in two courses per semester without proof of prerequisites. If this sounds like an option for you, speak to a Student Advisor at your local campus.

YOUR STUDENT RECORD

CHANGE OF NAME OR ADDRESS

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. You can also do this online using NIC Connect.



CONFIDENTIALITY OF YOUR RECORD

Only YOU can add/drop courses, pay fees, or inquire about your student record. That means your parent, spouse, or friend cannot conduct business for you without official consent. You can give another person access to your account by submitting a Proxy/Release of Information Form. Check online or inquire at Student Services/Registration.

FULL-TIME VS. PART-TIME

You are considered a full-time student if you are enrolled in 60% of a full post-secondary course load, which is also defined as 9 credits (or sometimes 3 courses).

GRADUATING?

Even if you're not attending the grad festivities, you need to complete a form to ensure you receive your hard-earned certificate, diploma or degree. Check our website for updated information on grad.

STUDENT ID CARDS

Anyone registered in one or more credit classes is eligible for a free Photo ID Student Card. You'll need it for: exams, the library, to add or drop courses, to vote in student elections, and for student discounts. Try not to lose it: replacement cards = \$10.

TRANSFER CREDIT

Want to know if your NIC course transfers somewhere else? NIC Advisors are your experts on transfer credit. Book an appointment through Student Services/Registration and check out the NIC Transfer Tips online. You can also do a quick check at www.bctransferguide.ca. Enter your NIC course name and number to see a list of accepting universities and colleges in BC.

TRANSCRIPTS

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 fee. You can download the form online and 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. Check the NIC Calendar or online for full detail. See also Confidentiality of Your Record.

WHAT HAPPENS IF I REGISTER, THEN DON'T GO?

Two things: 1) if you don't show up for the first day of class, they MIGHT drop you from the class to make room for the waitlist, or 2) if you don't show up for the whole term, but didn't properly de-register, you'll earn a DNC "did not complete" on your permanent record. Moral of the story? Notify your instructor if you're going to be absent by calling the campus, or de-register from classes you don't want. Refer to the NIC "No Show Policy". See also Courses: Dropping.

YOUR ONLINE NIC ACCOUNT

NIC Connect is your online student account. You can add/drop classes, print schedules, make payments, check grades, and more - all from the NIC website. It also lets you search/browse courses by time of day, location, subject, instructor, you name it.

TUITION TAX RECEIPTS (AKA T2202A)

In an effort to go green North Island College produces your T2202A (tuition tax receipt) using your NICConnect account. Expect your T2202A to be available by the end of February each year. To access simply log onto your NICConnect account and click on the link to display and print your T2202A.



USEFUL WEBSITES

BC Student Loans	www.studentaid.bc.ca
BC Council of Admissions & Transfer	www.bctransferguide.ca
Education Planner	www.educationplanner.bc.ca
Trades & Apprenticeship Learning	www.vitrades.bc.ca
Career Planning	www.workfutures.bc.ca
Housing Opportunities	www.nic.och101.com
North Island College	www.nic.bc.ca
North Island College Foundation	www.nic.bc.ca/foundation

WHAT'S ON CAMPUS

WHERE TO GO

BANK MACHINES

Bank machines are located on-campus near the Campus Store or cafeteria at Comox Valley and Campbell River campuses.

BIKE RACKS

Racks for bicycles are located throughout NIC campuses. Bringing a sturdy lock is smart, so is wearing your helmet.

CAMPUS STORES

NIC Campus Stores are located on-campus in Campbell River, Comox Valley and Port Alberni. They have textbooks, learning resources, as well as a selection of trade books, stationery and school supplies, art supplies, greeting cards, gifts, snacks and convenience goods. Gift certificates and NIC logo products are also available. Delivery is available for distance students.

Buying books: Book lists and prices are posted online (under Student Services) and at Campus Stores. At the NIC campus bookstore, you'll need to bring your registration form with you so that you can match the COURSE and SECTION numbers to the shelf tags. Delivery service is available for distance courses. Call your nearest campus for details.

COMPUTER & WIRELESS ACCESS

Computer access is available in the library, computer labs, and at Student Services/Registration. Also, wireless network access is widely available for student use at all campuses.

STUDENT DISCOUNTS

What student doesn't want to save a few bucks? Your NIC ID Card can get you great deals. It's also common for students to get 10% off travel, tickets, software, recreation passes, etc. Go on - ask around town, you won't have this kind of power again until you're a senior!

CHILDCARE

On-campus providers include Beaufort Children's Centre (250-897-1233), Comox Valley and Forest Circle Child Care (250-923-4440), Campbell River. Call 1-800-565-6510 for referral services in other communities. Make sure your childcare provider has a copy of your timetable. NIC Student Services/Registration can deliver messages to your class in emergencies.

GRUB ON THE GO

You'll find grab n' go snacks and hot lunches at NIC cafeterias (check hours posted at each campus) in Port Alberni, Campbell River, and Comox Valley. Vending machines are also located near campus bookstores and common areas at all campuses.

OFF CAMPUS HOUSING

Looking for a place to live? Need a roommate? Check out the Off Campus Housing website located at www.nic.och101.com to search available housing listings. Or, to find a suitable roommate go to www.roommate.nic.och101.com

LOCKERS

Locker rentals are available through Campus Stores at the Port Hardy, Port Alberni, and Comox Valley campuses.

LOST AND FOUND

Check Student Services/Registration to inquire about lost and found items.

PARKING

The best things in life are free - and at NIC, so is student parking! Seriously though, you'll get a ticket or towed if you park in the wrong area. So watch out for signs indicating loading zones, reserved for staff, or parking for those with disabilities.

PHOTOCOPYING

You'll find coin-operated photocopy machines (15¢/page) and printers for student use at all NIC libraries.



PAY FOR PRINTING

Every year North Island College students use over half a million pages of paper when printing using the free printing services in our Libraries. As a green initiative North Island College has implemented "pay for printing" in our libraries. You can create an account online and using a credit card you are able to load your account. Or, if you choose you may purchase pay for use cards at your local bookstore to use with the new pay for printing system.

Printing access is also available at designated computer labs.

SMOKING AREA

It's now actually against the law to smoke anywhere on campus except the designated areas. Look for the signs outside on campus and remember to butt out everywhere else!

TRANSPORTATION

More and more students are taking advantage of carpooling, particularly those travelling between communities. Watch for carpooling sign-up posters on campus bulletin boards, inquire among your classmates, and check the NISU website at www.nisu.ca for carpooling options under 'Ride Share'.

For local bus schedules, fares, and where to buy, check www.bctransit.com.

Bus passes are sold at Campus Stores and are available by monthly pass or semester pass.

WHAT'S ON CAMPUS

HEALTH & SAFETY

EMERGENCIES

Familiarize yourself with posted evacuation routes in each building. From any NIC office phone, dial 911 (fire/ambulance). See also First Aid.

FIRST AID

If you need First Aid attention, head to Student Services/Registration. All campuses have a designated and certified First Aid attendant on staff daily. See also Emergencies.

HUMAN RIGHTS

NIC has a zero tolerance policy on discrimination and harassment. Contact a Counsellor for advice and support.

POLICIES & PROCEDURES

Heads up! It is YOUR responsibility to understand and comply with the policies and procedures in the NIC Calendar. Please pay special attention to the following: Academic Progress, Examinations, No

Show, Student Appeal, Final Grade Dispute, Conduct, and Complaint Resolution. Or, chat with a Counselor, who will be happy to go over them with you. You can also find all of NIC policies & procedures online at www.nic.bc.ca

SAFE HARBOURS

North Island College is please to be part of the Safe Harbours program. **Safe Harbour:**



Respect for All is a vision in action. We are proud to be part of a network of over 750 Safe Harbour Locations across our province.

Embracing diversity is important to us. We wish to make our community a safe place for

all newcomers, Aboriginal people, visible minorities, youth, seniors,

and other diverse members of our community. We welcome you!

Respect for All – Pass It On!

www.safeharbour.ca

SAFETY AND SECURITY

If you notice suspicious activity or are worried for your personal safety, notify NIC reception or seek help at Student Services/Registration. After office hours, security personnel in uniform patrol most campuses. Most importantly, trust your instincts. If something doesn't seem right, it probably isn't.

SCENT FREE POLICY

It's surprising how many people are allergic to fragrances. That's why NIC has chosen to be a scent-free community. Please refrain from using after-shave, perfumes, and lotions.

STUDENT GROUPS

CLUBS AND ACTIVITIES

Notices about social, athletic, and other events are usually posted on bulletin boards around campus. Support and resources may be available if you are interested in starting a new club or team. Call Student Services/Registration and the North Island Student Union to inquire. See contact directory.

COMMITTEES

Each year, student representatives are elected to the NIC Board of Governors and NIC Education Council to provide input on the direction of college programs, services, and initiatives. Candidate information and nomination forms can be picked up at Student Services/Registration mid- to late-September.

STUDENT AMBASSADORS

Be a Student Ambassador! Help promote North Island College by chatting with prospective students, joining in recruitment events, and hosting campus tours. Apply for the job online or contact Student Services/Registration.

STUDENT ORIENTATION (AKA FREE FOOD AND FUN)

NIC campuses kick off every academic year with a variety of festivities, from potluck gatherings to all-day BBQs. These September events give new and returning students a chance to mingle, meet instructors, find new classrooms and get into the swing of things. Watch NIC online for events taking place in your region.

STUDENTS' UNION

Every NIC student is a member of NISU, the North Island Student Union, and pays membership fees. Elections for Program Representatives to the Campus Council are held every fall. Keep an eye out for election posters in the first week of classes. Also watch for the NISU Student Handbook - it's FREE and filled with loads of other info and services you might need. www.nisu.ca.

WHAT'S HAPPENING?

Watch for current events on the NIC website, and check campus/centre bulletin boards for posters of social, athletic, and other events.



WE'RE HERE TO HELP! CALL YOUR LOCAL STUDENT SERVICES/REGISTRATION FOR JUST ABOUT ANYTHING!

ABOUT CLASSES

ATTENDANCE

You ARE expected to show up for ALL your classes, lectures, labs, workshops, seminars, etc. Hit-and-miss attendance puts you behind everyone else. If you're sick: email your instructor and get better; we know that happens.

CLASSROOM ETIQUETTE

Be considerate of your classmates and instructor and make sure your cell phone/pager/blackberry, etc., is turned off during your class time.

CO-OPERATIVE EDUCATION

Co-op programs seriously strengthen your academic studies and employability with relevant, practical (and paid!) work experience. Check NIC online under "Co-operative Education" for a list of programs that offer a co-op option, or inquire at the Employment Resource Centre.

EXTENSIONS ON EXAMS/ ASSIGNMENTS

In rare and unavoidable circumstances, students may request extensions on exams or assignments by applying for Incomplete Status (max. up to three months). Talk to your instructor or inquire at Student Services/Registration.

PICK-UP/DROP-OFF FOR DISTANCE LEARNING

At all campuses and centres, Student Services/Registration is your pick-up and drop-off point for distance coursework, unless otherwise specified by your instructor.

STUDY SKILLS

Having the right study skills can make a huge difference not only in your success, but also in your stress levels. Video resources at the Library can give you quick strategies and Counsellors can give you new direction. See Student Support (on Divider #3) for more information on these and other services.

HOLIDAYS

STAY HOME! WE'RE CLOSED.

September 6: Labour Day

October 11: Thanksgiving

November 11: Remembrance Day

December 25, 2010 to January 3, 2011: Seasonal Break

April 22 & 25: Good Friday & Easter Monday

May 23: Victoria Day

July 1: Canada Day

August 1: BC Day

RELIGIOUS HOLIDAYS.

We're happy to accommodate other holy days; please speak to your instructor at least two weeks in advance.

READING BREAK

SCHEDULES BY PROGRAM

February 14-18: Adult Upgrading Advanced and Provincial levels (courses from 040 to 099), Business Administration, Computer Science, Fine Arts, Human Services, Nursing and University Studies

February 17-18: Adult Upgrading Fundamental and Intermediate levels (courses from 010 to 039), English as a Second Language

March 21-25: Early Childhood Care & Education

LATE FOR CLASS?

No matter how easy-going our NIC instructors are, breezing in late is annoying and disruptive to everyone else. If you're late, apologize and try harder to be on time. If it's not that simple, talk to your Instructor or a Counsellor - depending on the problem.

READING BREAK

TGI-RB! With 70 different programs happening throughout the NIC region, chances of us all taking a break at the same time are kinda slim. Check out the list above to see if your program area is scheduled for a February or March break.

SNOW & STORM CLOSURES

NIC communicates "campus closures" on the college website, local radio stations, and through recorded messages on phone lines at affected campuses/centres.



ABOUT EXAMS

FINAL 2010-2011 EXAM SCHEDULES

December 11-20: Fall 2010 term

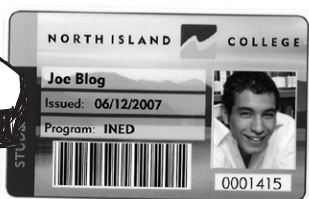
April 16-29: Winter 2011 term

June 20-24: Spring 2011 term

August 22-26: Summer 2011 term



Important: Bring photo ID to your exam



EXAM RULES

WHAT SHOULD I BRING?

Generally, just your student card and a suitable writing instrument (pen or pencil) plus a backup. Before exam week, ask your instructor three things: 1) what the format of the exam is - multiple choice, essay, open book, 2) what materials are allowed - calculator, dictionary, etc, and 3) how long the exam is.

WHAT ELSE CAN I BRING?

Nothing, really. No food or drinks. Generally, no books, notes, blank paper, laptops, etc unless your instructor says differently. Cell phones, pagers, and blackberries must be turned off and left on the corner of your table.

WHAT IF I DON'T SHOW UP?

In nearly all cases, you're given a mark of zero on the exam. For serious and documented absences (illness, injury, or bereavement), talk to your instructor about rescheduling options.

WHAT IF I'M LATE?

You're allowed in to the exam room up to 30 minutes after the start of an exam, but you won't be given extra time at the end to finish.

WHAT IF I FINISH EARLY?

You have to wait until 30 min. after the exam started before leaving the room.

WHAT IF I NEED DISABILITY SUPPORT SERVICES?

Special needs are gladly accommodated whenever possible, but arrangements must be made with the course instructor and Access for Students with Disabilities at the beginning of the semester.

CAN I WRITE MY EXAM ON A DIFFERENT DAY?

Usually, no. Final exams for scheduled courses must be written by the student at the designated time.

WHAT IF I HAVE THREE EXAMS ON THE SAME DAY?

We don't expect you to write more than two exams in one day. So if your schedule worked out that way speak to your instructors about rescheduling options.

WHAT IF I HAVE TWO EXAMS SCHEDULED AT THE SAME TIME?

Seems strange, but that does happen from time to time. Let your instructor know about the conflict right away to discuss rescheduling options.

See full exam policy online at www.nic.bc.ca/policies/ and click policy 3.09

DISTANCE EXAMS

WHERE CAN I WRITE DISTANCE EXAMS?

At any NIC campus or centre. You can also write your exam at another educational institute, if it's closer for you. Talk to your instructor for approval and they can give you direction about how to set that up. Keep in mind that writing your exams at an NIC campus/centre is free and that other institutions may charge you for the service.

HOW DO I ARRANGE TO WRITE MY EXAMS?

Two simple steps.

1) three weeks ahead of time, notify your instructor that you're ready to go. Tell them when (your desired test date) and where (which NIC campus/centre). They will send your exam to that location.

2) two weeks ahead, contact Student Services/Registration to make the booking. They will arrange for an invigilator (test supervisor).

Important: ask them to make sure your exam has arrived from the Instructor.

CAN I CHANGE MY EXAM BOOKING?

In general, once it's booked it's booked. If something serious or unexpected comes up, talk to your instructor immediately about your rescheduling options.

IS THERE ANYTHING ELSE I NEED TO KNOW?

Yes, everything in the section above entitled "Exam Rules"

Essential: picture ID and your student number are mandatory for distance exams.

STRESSED OUT?

You're not alone. Nearly all students experience challenges, like not having enough time to get everything done, trouble preparing for exams, and writing term papers. This is normal ... frustrating, but normal. Don't suffer silently. NIC Counsellors are here to give you one-on-one help. New ideas, fresh perspectives: it might be just what you need. Call Student Services/Registration to book an appointment. See also Counselling.