



NORTH ISLAND COLLEGE



# 2018 STUDENT GUIDE

EVERYTHING YOU NEED TO KNOW ABOUT BEING A STUDENT AT NIC

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**NOTE:** This Student Guide is published before the beginning of the academic year, and while every attempt has been made to ensure the accuracy of its content, it may be amended from time to time. Check our website for up-to-date information.

# YOUR GUIDE TO NORTH ISLAND COLLEGE



Welcome. We're glad you've chosen to study with us. At NIC, you'll have the best possible instruction and learning environment as well as the opportunity to join a supportive community focused on your success. This Student Guide was created to assist you in navigating your journey as a North Island College student.

## **OUR MISSION**

North Island College is committed to meeting the education and training needs of adults within its service region by: providing high quality, affordable higher education and skills training, collaborating with our partners to create pathways to learning, and empowering individuals to achieve their full potential.

## **OUR VISION FOR THE FUTURE**

North Island College holds a vision of being a premier community and destination college, in a spectacular west-coast environment, that inspires and prepares students for success in a rapidly changing world.

## **OUR FOCUS IS YOUR SUCCESS**

Student Services provides a wide range of services and resources to help you reach your goals. Throughout your time at North Island College, you'll find we're here to help not just with admission, registration, and advising, but with everything from random information and directions to first aid and security.

## **STUDENT RESPONSIBILITY**

It is the student's responsibility to be aware of College policies regarding your conduct, attendance, performance, registration and any other related policies.

## **CONFIDENTIALITY OF YOUR RECORD**

Only you can add/drop courses, pay fees, or inquire about your student record. That means your parents, spouse, or friend cannot conduct business for you without official consent.

## **RELEASE OF INFORMATION PROXY**

You can give another person access to your account by submitting a Proxy/Release of Information form which is available online or at your local campus.

# SCHEDULES & DEADLINES – KEY DATES



Do you know when you need to pay your tuition or when your reading break is? Not all NIC programs follow the same schedule. Keep track of your program's registration, fee payment and withdrawal deadlines, fall and winter breaks, exam schedule, and more.

## **PROGRAMS WITH VARYING START DATES AND DISTANCE COURSES**

North Island College offers a wide range of programs with varying schedules and deadlines. Please ensure that you are following the timelines associated with your program. For more information or guidance, please contact Student Services.

### **Applied Business Technology**

(key dates are draft and under review)

**Office Assistant I certificate, Administrative Assistant certificate, Computing Accounting Assistant certificate, Office Management certificate:**

- Students registering from May to September for the Fall, Winter, Spring and Summer terms must pay full fees by 4:00 pm by the due date of each term (see below).
- Students registering during the terms must pay full fees at the time of registration.
- Last day to drop for refund is 10 days from the term or course start date. Last day to withdraw without academic penalty is within 25% of the course.
- Term start dates:  
2018FA – Tuesday, September 4th  
2019WI – Wednesday, January 2nd  
2019SP – Wednesday, May 1st  
2019SU – Tuesday, July 2nd

## **Early Childhood Care & Education**

**Early Childhood Care & Education Certificate:**

- Full fees are due approximately 3 weeks prior to start of the program. Dates are provided in your admission letter.
- Last day to drop for refund is 10 days from the start date of the program.
- Fall reading break is Friday, November 9, 2018.
- Winter break is December 25, 2018 to January 1, 2019 inclusive. Winter classes start January 2, 2019.
- Spring reading break TBA.
- All stat holidays apply.

**Early Childhood Care & Education Diploma:**

- Full fees are due approximately 3 weeks prior to start of the program. Dates are provided in your admission letter.
- Last day to drop for refund is 10 days from the start date of the program.
- Fall reading break is Friday, November 9, 2018.
- Winter break is December 25, 2018 to January 1, 2019 inclusive.
- Winter term starts January 2, 2019.
- All stat holidays apply.

## SCHEDULES & DEADLINES – KEY DATES

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### Health & Community Care

#### Health Care Assistant Certificate:

- Full fees are due approximately 3 weeks prior to start of the program. Dates are provided in your admission letter.
- Last day to drop for refund is 10 days from the start date of the program.
- Winter break is December 25, 2018 to January 1, 2019 inclusive.
- Winter classes start January 2, 2019. All stat holidays apply. No reading breaks.

### Practical Nursing Diploma

- Full fees for the first term are due 3 weeks prior to start of the program. Dates are provided in your admission letter.
- Last day to drop for refund is 10 days from the start date of the term.
- Winter break December 25, 2018 – January 1, 2019 inclusive.
- Winter classes start January 2, 2019.

### Animal Care Aide Certificate & Hospital Unit Clerk Certificate

- Full fees are due 3 weeks prior to start of the program. Dates are provided in your admission letter.
- Last day to drop for refund is 14 days prior to the start date of the program.

### Tourism & Hospitality

#### Hospitality Distance Learning:

- Full fees are due at the time of registration.

### Trades & Technology

Aircraft Structures Technician (AME-5), Aircraft Sheet Metal Manufacturing Technician, Automotive Service Technician Foundation Harmonized, Carpentry Foundation Harmonized, Electrical Foundation, Electronics Technician Core, Heavy Mechanical Foundation, Industrial Automation Technician, Joinery/Cabinetmaking Foundation, Metal Fabrication Foundation, Plumbing & Piping Foundation, Professional Cook 1, 2, 3, Welding Foundation Harmonized:

- Typically full fees are due 3 weeks prior to start of the program. Dates are provided in your admission letter.
- Last day to drop for refund is 10 days from the start date of program.
- Winter break is December 25, 2018 to January 1, 2019 inclusive.
- Winter classes start January 2, 2019.
- All stat holidays apply. No reading breaks.

### Apprenticeship Technical Training

Carpenter Apprenticeship Harmonized, Electrician Apprenticeship, Heavy Mechanical Apprenticeship, Plumbing Apprenticeship, Welding Apprenticeship Harmonized :

- Full fees are due 60 days prior to the start day of your course.
- Last day to drop for refund is 28 days prior to start of course.
- Schedule of training dates can be found at [www.tradestrainingbc.ca](http://www.tradestrainingbc.ca)

### University Studies Distance

North Island College offers three types of distance courses for which different deadlines apply. Distance courses may be offered fully online or paper-based or a combination of the two.

#### Flexible distance courses:

(Identified with an 'F' as the 3rd letter in the section code eg: CVF1)

- Last day to register is the Friday of the 6th week for both the fall and winter terms.
- Last day for tuition refunds or to change status (credit/ audit) is 30 calendar days after the student start date.
- Last day to withdraw without academic penalty is 60% from 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.

#### Lock-step distance courses:

(Identified with an "L" as the 3rd letter in the section code eg: CVL1)

- Term-based schedule and deadlines apply.

#### Continuous entry/exit distance courses:

(Identified with a 'W' as the 3rd letter in the section code eg: CVW1)

- Last day to withdraw without academic penalty is 60% from student start date.
- Last day for tuition refunds is 10 days from student start date.

### Withdrawal Without Academic Penalty

Programs that are longer than 13 weeks in length with varying start and end dates will have up to 8 weeks from start of program to withdraw without academic penalty.

## PROGRAMS AND COURSES WITH TERM-BASED START DATES

The following North Island College programs and courses are guided by the term-based schedule and deadlines listed in the calendar of dates in this section of the guide:

#### Upgrading & Special Programs

Adult Basic Education courses, English Language Program.

#### Business

Business Administration certificate, diploma, degrees and post degree diploma.

#### Fine Arts & Design

Fine Arts diploma, Interactive Media programs (Web Design diploma, Web & Mobile Application diploma, Communication Design diploma, Advanced Communication Design diploma), Mobile Application Development diploma, Metal Jewellery Design.

#### Tourism & Hospitality

Tourism & Hospitality Management certificate and diploma.

#### Health & Community Care

Bachelor of Science in Nursing degree, Human Services programs (Education Assistant/Community Support certificates, Human Services diploma, Social Service diploma).

#### University Studies & transfer

Associate of Arts and Science degrees, Criminology diploma, University Studies courses.

# SCHEDULES & DEADLINES – KEY DATES | TERM BASED DATES

## WINTER TERM 2018

### JANUARY 2018

S	M	T	W	T	F	S
31	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	31	1	2	3

- Jan 2 Orientation for new International students.
- Jan 2 All Business and Tourism classes cancelled.
- Jan 2 First day of Winter term, classes begin. All fees must be paid in full and all prerequisites met by 4 pm for the 2018 Winter term.
- Jan 8 Last day for waitlisted students to claim seats; remaining waitlists will be cleared at 4 pm.
- Jan 11 Last day to register, apply for refund, change from credit to audit.

### FEBRUARY 2018

S	M	T	W	T	F	S
28	29	30	31	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	1	2	3

- Feb 9 Last day to register for flexible distance courses.
- Feb 12 Family Day, College closed.
- Feb 12-16 Reading Break for Adult Basic Education, Business Administration, Interactive Media, Fine Arts, Human Services, Bachelor of Science in Nursing, University Studies, ESL.  
*NOTE: ECCE reading break TBA*
- Feb 15 Winter exam schedule posted.
- Feb 23 Last day to withdraw without academic penalty.

### MARCH 2018

S	M	T	W	T	F	S
28	29	30	31	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	31

- Mar 2 Last day to register for ABE at the Port Alberni and Mount Waddington campuses.
- Mar 30 Good Friday, College Close

### APRIL 2018

S	M	T	W	T	F	S
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	1	2	3	4	5

- Apr 2 Easter Monday, College Closed.
- Apr 3 Timetable posted for the fall/winter/spring/summer terms.
- Apr 2-6 Last week of classes.
- Apr 7-20 Winter final exams.
- Apr 25-27 Orientation for new International students.

## SPRING TERM 2018

### MAY 2018

S	M	T	W	T	F	S
29	30	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	31	1	2

- May 1 Spring: First day of term, classes begin. All fees must be paid in full and all prerequisites met by 4 pm.
- May 3 Spring: Last day for waitlisted students to claim seats; remaining waitlists will be cleared at 4 pm.
- May 7 Spring: Last day to register, apply for refund, change from credit to audit. Spring-Summer: First day of term, classes begin. All fees must be paid in full and all prerequisites met by 4 pm.
- May 9 Spring-Summer: Last day for waitlisted students to claim seats.
- May 14 Spring-Summer: Last day to register, apply for refund, change from credit to audit. Continuing student registration begins for Fall and Winter terms.
- May 15 Spring: Final exam schedule posted.
- May 21 Victoria Day, College closed.
- May 28 New student registration begins for Fall and Winter terms.
- May 29 Last day to withdraw without academic penalty.

### JUNE 2018

S	M	T	W	T	F	S
27	28	29	30	31	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

- Jun 11-15 Spring: Last week of classes.
- Jun 16-23 Spring: Final exams.
- Jun 28-29 Spring-Summer: Reading Break (no classes).
- Jun 29 Spring-Summer: Last date to withdraw without academic penalty.

## SUMMER TERM 2018

### JULY 2018

S	M	T	W	T	F	S
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	31	1	2	3	4

- Jul 2 Canada Day, College closed.
- Jul 3 First day of Summer term, classes begin. All fees must be paid in full and all prerequisites met by 4 pm.
- Jul 5 Last day for waitlisted students to claim seats; remaining waitlists will be cleared at 4 pm.
- Jul 9 Last day to register, apply for refund, change from credit to audit.
- Jul 17 Summer final exam schedule posted.
- Jul 31 Last day to withdraw without academic penalty.

### AUGUST 2018

S	M	T	W	T	F	S
29	30	31	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	31	1

- Aug 6 BC Day, College closed.
- Aug 6-10 Last week of classes.
- Aug 13-22 Summer final exams.
- Aug 14 Last day to pay fees for Fall Limited Entry Programs.
- Aug 27-31 Orientation for International students.

# SCHEDULES & DEADLINES – KEY DATES | TERM BASED DATES

## FALL TERM 2018

### SEPTEMBER 2018

S	M	T	W	T	F	S
26	27	28	29	30	31	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	1	2	3	4	5	6

- Sep 3 Labour Day, college closed.
- Sep 4 Orientation Day - no regular scheduled classes. First day of Fall term. All fees must be paid in full and all prerequisites met by 4 pm for the 2018 Fall term.
- Sep 5 Fall classes begin.
- Sep 10 Last day for waitlisted students to claim seats; remaining waitlists will be cleared at 4 pm.
- Sep 13 Last day to register, apply for refund, change from credit to audit.

### OCTOBER 2018

S	M	T	W	T	F	S
31	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	31	1	2	3

- Oct 8 Thanksgiving Day, college closed.
- Oct 12 Last day to register for flexible distance courses.
- Oct 15 Fall Final exam schedule posted.
- Oct 26 Last day to withdraw without academic penalty.

### NOVEMBER 2018

S	M	T	W	T	F	S
28	29	30	31	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	1

- Nov 9 Fall Reading Break for Adult Basic Education, Business Administration, Interactive Media, Fine Arts, Human Services, Bachelor of Science in Nursing, University Studies, ESL.  
**NOTE:** Students on practicum should check with their instructors to confirm attendance on this date.
- Nov 12 College closed in lieu of Remembrance Day.

### DECEMBER 2018

S	M	T	W	T	F	S
26	27	28	29	30	31	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	31	1	2	3	4	5

- Dec 3 - 7 Last week of classes.
- Dec 8 - 21 Final exams.
- Dec 25/18 - Jan 1/19 College closed.

## WINTER TERM 2019

### JANUARY 2019

S	M	T	W	T	F	S
30	31	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	31	1	2

- Jan 2 Orientation for International students.
- Jan 2 First day of Winter term. All fees must be paid in full and all prerequisites met by 4 pm for the 2019 Winter term.
- Jan 3 Classes begin.
- Jan 8 Last day for waitlisted students to claim seats; remaining waitlists will be cleared at 4 pm.
- Jan 11 Last day to register, apply for refund, change from credit to audit.

### FEBRUARY 2019

S	M	T	W	T	F	S
27	28	29	30	31	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	1	2

- Feb 8 Last day to register for flexible distance courses.
- Feb 18 Family Day, College closed.
- Feb 19 Winter final exam schedule posted.
- Feb 19 Last day to register in ABE continuous entry/exit (*Port Alberni and Mount Waddington campuses only*)
- Feb 19-22 Reading Break for Adult Basic Education, Business Administration, Interactive Media, Fine Arts, Human Services, Bachelor of Science in Nursing, University Studies, ESL.  
**NOTE:** Early Childhood Care & Education reading break TBA
- Feb 22 Last day to withdraw without academic penalty.

### MARCH 2019

S	M	T	W	T	F	S
27	28	29	30	31	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
31	1	2	3	4	5	6

### APRIL 2019

S	M	T	W	T	F	S
31	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	1	2	3	4

- Apr 1 Timetable posted for the fall/winter terms.
- Apr 4-10 Last week of classes.
- Apr 13-26 Winter final exams.
- Apr 19 Good Friday, College Closed.
- Apr 22 Easter Monday, College Closed.



# SCHEDULES & DEADLINES – KEY DATES | TERM BASED DATES

## SPRING TERM 2019

### MAY 2019

S	M	T	W	T	F	S
29	30	31	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	31	1

- May 1 First day of Spring term, classes begin. All fees must be paid in full and all prerequisites met by 4pm.
- May 6 Last day for waitlisted students to claim seats; remaining waitlists will be cleared at 4 pm.
- May 7 Last day to register, apply for refund, change from credit to audit.
- May 13 Continuing student registration begins for Fall and Winter terms.
- May 15 Spring final exam schedule posted.
- May 20 Victoria Day, College closed .
- May 27 New student registration begins for Fall and Winter terms.

### JUNE 2019

S	M	T	W	T	F	S
26	27	28	29	30	31	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	1	2	3	4	5	6

- Jun 7 Last day to withdraw without academic penalty.
- Jun 10-14 Last week of classes.
- Jun 15-21 Spring final exams.

## SUMMER TERM 2019

### JULY 2019

S	M	T	W	T	F	S
30	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	31	1	2	3

- Jul 1 Canada Day, College closed.
- Jul 2 First day of Summer term, classes begin. All fees must be paid in full and all prerequisites met by 4 pm.
- Jul 4 Last day for waitlisted students to claim seats; remaining waitlists will be cleared at 4 pm.
- Jul 8 Last day to register, apply for refund, change from credit to audit.
- Jul 15 Summer final exam schedule posted.

### AUGUST 2019

S	M	T	W	T	F	S
28	29	30	31	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	31

- Aug 2 Last day to withdraw without academic penalty.
- Aug 5 BC Day, College closed.
- Aug 13 Last day to pay fees for Fall Limited Entry Programs.
- Aug 12-16 Last week of classes.
- Aug 17-23 Summer final exams.



# CONTACT US

## All Communities

Information/Registration (toll-free in BC) .....1-800-715-0914  
North Island College Online..... [www.nic.bc.ca](http://www.nic.bc.ca)  
NIC Employee  
Directory ..... [www.nic.bc.ca/about-us/contact-us/directory](http://www.nic.bc.ca/about-us/contact-us/directory)  
Inquiries ..... [questions@nic.bc.ca](mailto:questions@nic.bc.ca)  
Office of Global Engagement ..... [study@nic.bc.ca](mailto:study@nic.bc.ca)  
..... 250-334-5033

## Campbell River

### Campbell River Campus

1685 South Dogwood Street, Campbell River BC V9W 8C1  
Student Services/Registration.....250-923-9700  
Fax.....250-923-9703  
Educational Advisors (Education & Financial Aid) ..250-923-9700  
Counsellors .....250-923-9700  
Aboriginal Education Advisor .....250-923-9700  
Employment Service Advisor .....250-923-9739  
Campus Store.....250-923-9705  
Library & Learning Commons.....250-923-9785  
Facilities.....250-923-9700  
Forest Circle Childcare.....250-923-4440

### Vigar Vocational Centre

2780 Vigar Road, Campbell River, BC V9W 6A3  
Tel .....250-923-9794  
Fax.....250-830-0816

## Comox Valley

### Comox Valley Campus

2300 Ryan Road, Courtenay BC V9N 8N6  
Inquiries toll-free in BC .....1-800-715-0914  
Student Services/Registration.....250-334-5000  
Fax .....250-334-5018  
Educational Advisors (Education & Financial Aid) ..250-334-5000  
Counsellors .....250-334-5000  
Aboriginal Education Advisor .....250-334-5000  
Employment Service Advisor .....250-334-5076  
Campus Store.....250-334-5013  
Library & Learning Commons.....250-334-5037  
Facilities.....250-334-5000  
Comox Valley Aquatic Centre.....250-334-2527  
Beaufort Children's Centre .....250-897-1223

## Port Alberni

### Port Alberni Campus

3699 Roger Street, Port Alberni BC V9Y 8E3  
Student Services/Registration.....250-724-8711  
Fax.....250-724-8700  
Educational Advisors (Education & Financial Aid)...250-724-8711  
Counsellors .....250-724-8711  
Aboriginal Education Advisor .....250-724-8711  
Campus Store.....250-724-8720  
Library & Learning Commons.....250-724-8733  
Facilities.....250-724-8711

### Tebo Vocational Centre

4781 Tebo Avenue, Port Alberni, BC V9Y 6X7  
Tel .....250-724-8738  
Fax .....250-723-4573

## Port Hardy

### Mount Waddington Regional Campus

PO Box 901, 140 - 8950 Granville Street, Port Hardy BC V0N 2P0  
Student Services/Registration .....250-949-7912  
Fax .....250-949-2617  
Educational Advisors (Education & Financial Aid)...250-949-7912  
Facilities.....250-949-7912

## Ucluelet

### Ucluelet Centre

PO Box 198, 10 – 1636 Peninsula Road, Ucluelet BC V0R 3A0  
Information/Registration.....250-726-2697  
Fax.....250-726-2698

Looking for a specific North Island College employee or department?

[www.nic.bc.ca/about-us/contact-us/directory](http://www.nic.bc.ca/about-us/contact-us/directory)

Enquiries toll-free in BC: 1-800-715-0914

# myNIC



North Island College uses a number of technologies to serve the educational needs of our students. For most of our courses and programs, you will need to have access to a computer connected to the internet and be able to operate a variety of software applications. If you do not have access to the necessary technology, you may access computers at campus locations such as the Library & Learning Commons and Computer Labs. If you are a distance student or are unable to attend one of our facilities, you will be expected to provide your own computer and internet connection.

## COMPUTERS FOR STUDENT USE

North Island College students are provided with access to computers which can be found in the Library & Learning Commons and Computer Labs. Students should inquire at their local campus for availability and scheduling details.

Wireless internet is widely available for student use at all North Island College campuses.

## myNIC

myNIC is your account at North Island College. You can manage your classes, print your schedule, pay for your courses, and check your grades online and more. Through myNIC you have access to WebAdvisor self-service, student email, personal digital storage, BlackBoard Learn, team sites, and Learning Communities for staying connected. A calendar is also included to help you organize your time and announcements for staying up to date on important information.

## Log In

Access myNIC Login online at <https://mynic.nic.bc.ca> or click myNIC link located in the upper right hand corner on the North Island College website [www.nic.bc.ca](http://www.nic.bc.ca).

Type in your user ID and password. Your user ID and password were sent to you at the time of your application.

## Forgot your user ID

Your user ID is your student number preceded by a small letter 'n'. eg: n0123456

## Forgot or Reset your Password

From the log in page, click on 'Forgot your password'. A new temporary password will be emailed to your personal email address. Be sure to click on 'I want to change my password after logging on' to create your own personal password.



## USING myNIC

### Student email

Located in the upper right hand corner of your myNIC homepage is your student email account. Communication from NIC will be sent to your student email account. myNIC FAQ are available to help you to activate your email account after your initial log in if you have not already done so.

Please check your email frequently for important information from North Island College staff and faculty.

### myNIC is made up of the following web parts:

**WebAdvisor:** This is myNIC self-serve. Here you can register for courses, make payments, view grades, order transcripts, evaluate your program and more. Click on the drop down arrows to expand and view the multiple self-serve options.

**My Week/My To Do/Deadlines:** The My Week and My To Do web parts summarize information from your student mailbox and personal calendar entries as well as the meeting times for courses you are enrolled in.

- Deadlines – Links directly with the college's Key Dates. View it often to avoid missing any important dates.

### News/Events

- News - Links to all the NIC news. Keep up with us and what is happening around campus.
- Events - Links to the NIC calendar of events.

**Announcements:** NIC will post announcements here. Check often for important information.

**myNIC FAQ's:** Find answers to some of the most frequently asked questions. If you're having difficulty using myNIC, browse through this information, and you may find the answer you need.

**My Bookmarks:** Provides links to the following resources:

- Election Rules and Regulations
- Library & Learning Commons
- NIC Advising Syllabus
- NIC Employee Directory
- NIC Forms
- Student Employment Services
- Student Guide
- Student Policies
- Student Technical Services

You can also save your own links in this list.

**My Document Library:** Access your personal files online wherever you have online access.

**My Team Sites:** Here are program areas, interest groups and other community groups that may have "Learning Communities". These Learning Communities are areas where group members can collaborate online for discussions, document sharing, etc.

## BLACKBOARD LEARN



is an online educational tool designed to enhance student-instructor and student-student communication by providing a centralized area to access classes and class information. It enables instructors to put up course materials, tests, web links, discussion forums, blogs, wikis and announcements on the Internet for easy access by students. Blackboard Learn is accessible via your web browser or available as an app for your Android or Apple mobile device.

If your instructor uses BlackBoard Learn, you will see it and the courses you are enrolled in on your myNIC site.

### Having problems logging on?

- Ensure your Java is updated.  
You can do this by going to [www.java.com/en](http://www.java.com/en)
- Adobe Reader will need to be updated as well.  
You can do this by going to <http://get.adobe.com/reader>

## STUDENT TECHNICAL SERVICES

If you are still experiencing technical problems logging on, you can contact tech services three easy ways:

1. At the Student Technical Services website:  
[libguides.nic.bc.ca/studenttech](http://libguides.nic.bc.ca/studenttech) (preferred)
2. In-Person at the Student Technical Services desk located in the Comox Valley Library & Learning Commons (during available hours)
3. By calling 250-334-5010

## STUDENT PLANNING

With Student Planning you will be able to plan and track your course of study, allowing you to progress more confidently towards your chosen credential.

Student planning allows you to plan ahead all course requirements for your program. Select the Catalogue Search to find your courses and add them to your timetable. Once registration opens, register for all your selected courses with one click of the button. Add, drop and make changes as required. View all scheduled and planned courses in a timetable view.

View Your Progress to see how far along you are in your program. Want to change programs? Select another program and see how your courses can be used towards another path.

Advisors are here to help you plan. Call today to book an appointment.

## ELLUCIAN GO NIC MOBILE APP

At the time of printing, this app is in transition to a new brand. Stay tuned for more information.

# REGISTRATION TO GRADUATION



This section will guide you through from registration to graduation and everything in between.

## REGISTRATION

Once you have paid your **non-refundable tuition** deposit (not required for Apprenticeships or ABE), you can register in your classes.

If you are in one of the following programs, you must first see an educational advisor before registering in classes:

- Applied Business Technology programs
- Adult Basic Education

### Registration Period

Registration begins in May for the academic year that begins in September and ends on the last day of the add-drop period for each term. View “Deadlines” on myNIC for your program’s registration period.

### 1. Understand course codes and delivery methods

**Course codes** are composed of three parts: the subject, the level and the section.

For example:

#### BIO 160L CVS1N

- **BIO** – the subject is Biology
- **160** – a one-hundred level/first-year course
- **L** – indicates the course is a lab
- **CV** – location (in this case, the Comox Valley)
- **S** – the delivery method (in this case, a scheduled class)
- **1** – the number of the section offered (in this case, the first)
- **N** – if there is a fifth digit, it is a reserved section (in this case, reserved for nursing students). Other codes: B=Business, C=Communication, F=Fine Arts, I=Web Development, T=Tourism, U=Human Services

#### Locations

- CV – Comox Valley
- CR – Campbell River
- PA – Port Alberni
- PH – Mount Waddington (Port Hardy)
- UC – Ucluelet
- PK – Parksville
- PM – Port McNeill

# REGISTRATION TO GRADUATION

**Delivery methods** describe how a class is presented and are indicated in the section part of the course code.

- **Scheduled (S)** – Instructors teach course content through lectures, laboratories, seminars and other forms of face-to-face contact at regularly set days and times.
- **Interactive Television (T)** – Also referred to as ITV, these courses are scheduled courses that are linked by television with students at one or more campus. The instructor is located at one of these campuses.
- **Continuous Entry/Exit (C)** – Students regularly attend classes but proceed through course material at their own pace, subject to completion deadlines. Students may enroll throughout the semester until the last day of registration for the course or program area.
- **Lock-Step Distance (L)** – A print-based distance course that follows all the same timelines for assignments and exams and completion as a scheduled course.
- **Flexible Distance (F)** – A print-based distance course where students work through course material at their own pace within a specific timeframe.
- **Web-Based (W)** – An online distance course where work and assignments are completed entirely online. These courses typically follow the scheduled course timelines.
- **Blended (B)** – Blended learning occurs when a course is organized so that a portion of the class will occur face to face in either a physical or virtual classroom and the remainder is delivered using online tools.

## 2. Choose your courses

### Check your program curriculum

Refer to your program's webpage ([www.nic.bc.ca/programs-courses](http://www.nic.bc.ca/programs-courses)) and click on the "Curriculum" tab to see what courses you need to take. Click on each course code to read its course description and to see if it has a prerequisite. Make a list of courses you need to register in.

**Prerequisites:** A prerequisite course is a course that must be taken before a student can take more advanced courses in the discipline. You must provide Registration and Student Services with proof of prerequisites (official transcripts, completion of placement testing, application for transfer credit, or a signed prerequisite waiver) by the first day of term.

**Co-requisites:** A co-requisite course is a course that must be taken at the same time as another course.

**Electives:** Some programs require electives, which are usually university transfer courses that students select outside of their major area of study. If you need help choosing electives, make an appointment with an Educational Advisor.

## 3. Timetable your courses

After making a list of courses you want to register in, do the following:

- a. Print off a blank timetable ([www.nic.bc.ca/worksheet](http://www.nic.bc.ca/worksheet)) or use the one at the back of this guide.

- b. Login to myNIC and find out when the classes are being offered: **Self Service > Students > Registration for Students > Search for Sections**
- c. First, schedule courses that have only one section and build your timetable around them.
- d. Ensure that you schedule labs for courses that require them.
- e. If there are reserved sections for your program, choose those.

If you would like help with timetabling your courses, make an appointment with an Educational Advisor.

## 4. Register in your courses

To register online, login to myNIC and go to: **Self Service > Students > Registration for Students > Register for Sections**

**TIP:** be sure to check the boxes by the sections you want, then click submit. When you get to the next page, choose an action (Register, Remove from List or Waitlist) from the action drop-down menu for each course before clicking submit.

You can also register in person at your nearest Registration and Students Services office.

**Waitlists:** If a course is full, you can get onto a waitlist for it. If space becomes available, **we will automatically register you into the course and notify you via your North Island College email address.** If you have changed your mind and no longer wish to be in the course, it is your responsibility to withdraw yourself from it: **Self Service > Students > Registration for Students > Manage My Waitlist**

### Waitlist rules:

- You are permitted to register in only one section of a course per term per campus.
- You are not permitted to waitlist for a different section of a course you are already registered in.

**TIP:** if you are still on the waitlist by the first week of class, attend the class to keep up with the course work in case a seat becomes available during the add/drop period. (Please note: This does not apply to labs or Fine Arts courses.)

## 5. Be a responsible student – protect your Grade Point Average (GPA)

### Attend your classes

You are responsible for dropping from any courses that you are not going to attend. If left registered, a DNC (Did Not Complete with a grade point of "0") will permanently be recorded on your transcript. Refer to the Registration Policy on [www.nic.bc.ca](http://www.nic.bc.ca) for details.

### First Day of Class-No-Show

If you are unable to attend the first day of class, you must notify your instructor to avoid being dropped or receiving a DNC on your record.

### Add/drop courses by the add/drop deadline

You are permitted to change your schedule without financial penalty until the end of the add/drop period – approximately ten days into the start of term. For the add/drop deadline dates, consult the Key Dates section of this guide or our website. For continuous exit/entry & flexible distance courses, the add/drop period is 10 days from your registration date.

## REGISTRATION TO GRADUATION

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Dropping courses can be done the same way as adding them – in person at a Registration and Student Services Office or online through myNIC: **Self Service > Students > Registration for Students > Register and Drop Sections**

**Student loan recipients:** you must maintain a 60% course load to retain your loan eligibility.

### Auditing courses

To audit a course, you must request this in person by the add/drop deadline. You must pay full fees, but you do not need to meet prerequisites.

### Withdrawing from a course

After the add/drop deadline, you can still “withdraw” from a course without academic penalty if you do so by the academic withdrawal deadline. Consult the Key Dates section in this guide or on our website for specific deadline dates.

**NOTE:** there are no refunds after the add/drop period.

To withdraw, complete and submit a Withdrawal Form to Student Services before the deadline.

**Student loan recipients:** withdrawing may jeopardize the interest-free status of loans and future loan eligibility. Speak with a Financial Advisor before withdrawing.

## RESIDENCY REQUIREMENT

Generally, at least 50% of program requirements must be completed at North Island College with up to 50% met through transfer credit from other institutions.

## TRANSFER CREDITS

If you have taken courses at other universities or colleges and wish to transfer those course credits to NIC:

1. Complete an Application for Transfer Credit form. Found at [www.nic.bc.ca/student-services/student-records/nic-forms](http://www.nic.bc.ca/student-services/student-records/nic-forms).
2. Submit an official transcript along with the detailed course descriptions for those courses that you would like to transfer in. **The transcript must come directly from the institution.**

You can start today by browsing online:

- [www.educationplanner.bc.ca](http://www.educationplanner.bc.ca)  
Search programs, fields of study, locations, costs, admission requirements, program lengths, and much more at 28 of BC's post-secondary institutions.
- [www.bctransferguide.ca](http://www.bctransferguide.ca)  
Search all your options from North Island College to anywhere else in the province. Find out how transfer credit works, which courses are equivalent, and more.

## Recognition for Prior Learning (PLA)

[www.nic.bc.ca/student-services/assessment](http://www.nic.bc.ca/student-services/assessment)

NIC recognizes that adult learners acquire knowledge and skills through life and work experiences and study unassociated with formal education. More information regarding Prior Learning Assessment can be found online or by speaking with an educational advisor.

## TUITION AND FEES

For most programs, payments are due on or before the first day of classes. Some programs have earlier payment dates, so double-check your letter from Admissions to be sure.

### Making a Payment

You can pay your fees in the following ways:

- **myNIC** – Credit Card payments can be made by accessing your myNIC account: **Self Service > Students > Financial Information > View Account and Make Payments**
- **Online Banking** – You can set up “North Island College” as a payee at your financial institution. Your account number is your seven-digit student ID number. Note that it can take up to three business days for these payments to be processed.
- **Student Loans, Grants or Sponsorships**

If you have been approved for full-time government student loan/grant funding, you will be responsible to pay your fees upon receiving your funds.

If you have been approved for part-time government student loan/grant funding, your tuition will be paid directly to the College. If funds that you are receiving are less than the required tuition amount, you are required to pay the outstanding amount by the fee deadline date.

If you have been approved for sponsorship by an external agency, it is your responsibility to ensure that the College has received the sponsorship approval. If the sponsorship you are receiving is less than the required tuition amount, you will need to pay the outstanding amount by the fee deadline date.

Consult a Financial Aid Advisor if you have questions.

- **In Person** – You may come in person to any campus Student Services office to pay by credit card, debit, cheque or cash.

**NOTE:** We do not take payments over the phone.

A student may be denied admission, registration, grades, official transcripts or credentials until outstanding debts to the college have been paid.

### Understanding Your Fees

**Deposits:** Once you have been invited to NIC, your program may require a deposit to complete your acceptance. Some programs may also require a continuing-student deposit be paid every year you attend. **Deposits are non-refundable and non-transferable** but are applied towards your tuition once you have registered. Pay your tuition deposit either online with a credit card using myNIC or in person.

**Registration Fees:** Your registration includes tuition and lab fees as well as your North Island Student Union (NISU) dues. Fees may also include the cost of necessary equipment for some programs. Students may incur additional costs, such as field trips and supplies. For more details, consult your instructor.

**Book Costs:** For information on book costs, contact the campus bookstore. Estimates for the current academic year are available on the NIC website.

## REGISTRATION TO GRADUATION

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### Refunds

You may request a refund for any courses that have been fully paid and dropped within the add/drop deadline dates. Refunds may be requested in person at a Registration and Student Services office or through myNIC: **Self Service > Students > Financial Information > Refund Request**

### Electronic Transfer of Funds

Refunds may be deposited directly to your bank account if you provide us with your banking information. Select E-Check Bank Information in the Refund Request menu.

### Health and Dental Plan

As part of continued efforts to increase services for students, the North Island Students' Union has, after a successful referendum in the spring of 2015, implemented a system of health and dental benefits. The health and dental plan will be applied to students taking a full time course load in a given term, defined as three or more credit based courses per term or students who are enrolled in a vocational or certificate program that is six months or longer in duration with varying start dates and are considered full-time. More information on benefits and plan opt-out options can be found at <http://nisu.ca/health-and-dental-plan/>

### TAX RECEIPTS (T2202A)

Official tax receipts are available for download through myNIC at the end of February. **Self Service > Students > Financial Information > My T2202A**

**NOTE:** the T2202A will pop up as a pdf. Ensure that your browser is set to allow pop ups.

### STUDENT IDENTIFICATION CARDS

As a student, you are eligible to receive a Student Photo ID Card. Photos are taken in the Student Services office at your local campus. Remember to bring your student number and another form of photo ID. Distance students are eligible for photo ID—call your closest campus or centre for more details.

You'll need to show your NIC student card when:

- Borrowing books from the library
- Registering or withdrawing from courses in person
- Voting in elections of student representatives
- Receiving student discounts at participating businesses

A replacement card costs \$10.

### TEXTBOOKS

To find your required class textbooks you may use the Book Search function online at:

[www.nic.bc.ca/life-at-nic/bookstores/book-search](http://www.nic.bc.ca/life-at-nic/bookstores/book-search)

Type in your subject, term, campus, course number, and section to find your required texts and the latest available pricing. Every possible effort is made to ensure text listings reflect current prices; however, prices are subject to change. If a “no book selection available at this time” comment appears, please check back later. For distance learners, books may be ordered toll-free from the campus stores at 1-800-715-0914 ext 4027.

### CAMPUS STORES

[www.nic.bc.ca/life-at-nic/bookstores](http://www.nic.bc.ca/life-at-nic/bookstores)

The North Island College campus stores are located in Campbell River, the Comox Valley, and Port Alberni. The Campbell River and Comox Valley campus stores, for a fee, offer fax services to students.

In addition to textbooks and other learning resources, the campus stores sell a selection of trade books, stationery, school supplies, art supplies, greeting cards, gifts, bus passes, and convenience goods.

Gift certificates and NIC insignia products are also available.

Returns cannot be authorized for opened course packages/eTexts, or titles marked or in damaged condition. Refunds and returns are extended through peak periods, in accordance with campus store policy.

**PrintBucks** are also available for student printing needs and can be purchased at all campus stores.

Locker rentals are available at the Comox Valley, Port Alberni, and Campbell River campuses through the campus stores.

Check our website for contact information, Campus Stores Refunds and Returns Policy, and current text/price lists. Campus store hours are subject to change.

### ORIENTATION

Students are encouraged to attend orientation at their local campus at the start of the Fall term. This event marks the beginning of the academic year and is an opportunity to get to know your classmates and instructors while participating in Orientation activities. Each campus holds a variety of activities and/or workshops with the goal of supporting student success and creating a sense of community. Specific information regarding Orientation will be posted on myNIC Announcements and on our website at the end of August/beginning of September. It is also mailed out to all registered students.

### INTERNATIONAL STUDENT ORIENTATION

The International Student Orientation is a week-long event including seminars designed to connect newly-arriving international students with their campus and community. Students begin to build friendships with each other, connect with instructors, and learn about college and community services. New students will appreciate the opportunity to begin to understand the differences in academic cultures from home to Canada, find out about work and volunteer opportunities and have some fun exploring the community. Information about the International Student Orientation is shared with arriving students via email in the month before term start.

### STUDENT RECORDS

You can view your record online at myNIC:

<https://myNIC.nic.bc.ca>

- Keep track of your academic profile
- View your grades, grade point average
- View your current class schedule
- Request an Official Transcript



# REGISTRATION TO GRADUATION

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## Grade Point Average (GPA)

- For each course appearing on the transcript, the assigned grade point equivalent to the letter grade is multiplied by the credit value to obtain a weighted grade point value.
- These weighted grade points are summed.
- The credit value of each course is summed.
- The sum of the weighted grade points is divided by the sum of the credit values to obtain the grade point average.

Access the following site to view the complete grading system information:

[www.nic.bc.ca/student-services/student-records/grading-system](http://www.nic.bc.ca/student-services/student-records/grading-system)

## Program Evaluation Tool

This tool allows you to evaluate the progress in your current program or try out 'what-if-scenarios' if you are thinking of switching programs. Track what you have completed and what you still need to do.

## TRANSCRIPTS

Transcripts contain the complete record of students' grades and credits. Request your official transcript online via myNIC at **Self Service>Students>Academic Profile for Students>Transcript Request** or come into any Student Service office to complete a Transcript Request form. Official transcript cost is \$10 plus GST.

View your grades online by accessing your myNIC account.

## EXAMS

If you are taking courses that are term-based, your exam will usually be administered (or written) within the exam period. Dates for posting the final exam schedule for each term are listed in the Key Dates in this guide. For all other programs your instructor will advise you on your exam schedule.

### Exam Schedule

You can view the exam schedule online at:

[www.nic.bc.ca/student-services/key-dates/exam-schedule](http://www.nic.bc.ca/student-services/key-dates/exam-schedule)

You will never be required to write more than two exams in a one-day period.

You are responsible for showing up to all exams on time with your student ID and with the appropriate writing tools (pen or pencil plus backups). You may be permitted in to write an exam up to 30 minutes after the start time, but you must complete the exam within the designated time frame.

If you do not show up for the final exam, you could receive a mark of zero which may result in an automatic fail for the course. For documented absences (illness, injury, bereavement) talk to your instructor about rescheduling options.

## Distance Course Exams

Distance exams may be written at any NIC campus or centre, but it is also possible to write your exam at another educational institute.

### Arranging a Distance Exam

Three weeks ahead of time, notify your instructor that you will soon be ready to write your exam. Tell them when (your desired test time) and where (which NIC campus or centre). They will send your exam to that location.

Two weeks ahead of time, contact Student Services to make the booking at your chosen location. It is important at this time to make sure your exam has arrived from the instructor. If something serious or unexpected comes up, talk to your instructor immediately about your rescheduling options.

Picture ID and your student number are mandatory for distance exams, so please bring your student card or other photo ID and a suitable writing instrument (pen or pencil) plus a backup. When you notify your instructor to arrange your exam, ask them three things:

- What is the format of the exam (multiple choice, essay, open book, etc)?
- What materials are permitted (calculator, dictionary, etc)?
- How much time is allotted for the exam?

### Arranging an Off-Campus Exam

To write a distance exam at another institute, you will need to complete the Off-Campus Exam Application and submit it to Assessment Services for approval of your invigilator. Once your invigilator is approved, permission will be granted for the exam to be released. Requests should be submitted no later than three weeks before you want to write your exam. If you cannot attend a North Island College campus/centre or another educational institute to write your exam, your exam may be written under the supervision of an approved invigilator. Please contact the Student Services' Assessment Office to learn more about invigilation services.

### Scheduled Course Exams

Students wishing to write an NIC mid-term or final exam outside regularly scheduled exam times should contact Student Services to confirm space and time availability.

**NOTE:** NIC students must contact their course instructor to request that the exam be forwarded to the appropriate Assessment Service office taking administrative timelines into consideration.

### Learning Strategies

Learn effective study skills including exam preparation, academic reading and note taking, and time management. NIC counsellors are here to give you one-on-one help. Contact Student Services to book an appointment.

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# REGISTRATION TO GRADUATION

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## ACADEMIC AWARDS

North Island College recognizes students with high achievements. The following awards are available. These awards are noted on the transcript.

### Medal Awards

Every academic year, two prestigious medal awards are given to exceptional NIC students. The Governor General's Collegiate Bronze Academic Medal goes to the student with the highest academic standing upon graduation from a diploma-level program. No application is required.

The Lieutenant-Governor's Silver Medal is awarded to students in vocational or career programs less than two years in duration who have excelled in their studies and have contributed in a positive way to the life of the college or of the community. Students must apply for this medal. Applications are available from the Financial Aid office or in an announcement on myNIC.

### President's Award, Policy #3-08

<https://www.nic.bc.ca/pdf/policy-3-08-presidents-award-for-academic-excellence.pdf>

Each award period, the President will recognize students who have achieved the highest standing within the defined award categories. The recipients of the awards will include students in a certificate-level program, a diploma-level program, the Adult Basic Education program, the English Language program, the University Transfer program, and in a bachelor degree program. These students will be awarded the President's Award.

### Dean's Honour Roll, Policy #3-21

<https://www.nic.bc.ca/pdf/policy-3-21-deans-honour-roll-awards.pdf>

Each academic year, the Deans recognize those students who have demonstrated excellence in their program of study. These students are named on the Dean's Honour Roll.

## GRADUATION

Here's how you can prepare for graduation in three easy steps:

### 1. Register

Students must register to participate in a graduation ceremony.

- Download the Student Registration and Regalia Order form from our website or pick up a copy from Student Services. Complete the form and drop it off at the Student Services/Registration Office at your local campus.
- A \$20 fee is due by April 30. Payment may be made in person with a debit card, cheque, credit card, cash, or by mail with a cheque only.

For more information, contact the Assistant Registrar at your local campus.

### 2. Attend the Ceremony

The graduation ceremony is the highlight of the college year, and we look forward to honouring your success and achievements. The details below will help to clarify any questions you may have regarding the day's events.

All guests are welcome to celebrate your important day with you. Guest seating is not reserved, there is no limit to the number of guests you can bring, and no invitations are required at the door. Remember to join us after the ceremony for a reception.

Graduates will be ushered into the ceremony to reserved seats. Please arrive at least one hour before the ceremony to coordinate gowns and photos. Specific information about your graduation ceremony will be emailed to you mid-May. Information will also be posted on the NIC website.

Regalia must be returned after the ceremony. Students will be responsible for any charges incurred due to damage or late return.

### 3. Get your Credentials

Fill out the Application for Credentials form to receive your credentials. All NIC certificate and diploma graduates will receive their credentials by mail. Degrees are presented at the graduation ceremony.

Keep your address current online via myNIC or mail or fax the Change of Address form to the Student Services office at your local campus.

## ONLINE FORMS

You can download all our online PDF forms from:  
[www.nic.bc.ca/student-services/student-records/nic-forms](http://www.nic.bc.ca/student-services/student-records/nic-forms)

# STUDENT SERVICES



Whether you're interested in Co-operative education, looking for Financial Aid or ways of getting connected, NIC offers a wide range of resources and services such as academic advising, on-site child care, peer-support and much more.

## ADVISORS

[www.nic.bc.ca/student-services/advising](http://www.nic.bc.ca/student-services/advising)

Educational advisors are available by appointment and may offer limited walk-in service. Advisors will help you create an educational plan based on your specific needs and career goals. Advisors have information about educational requirements for many different college programs, courses, certificates, diplomas and degrees.

## COUNSELLING

While attending North Island College all students may seek free, professional and confidential counselling support. When challenges interfere with studies, talking with a counsellor may help to clarify the situation, explore new options, and identify strategies that can support success in school and life. Appointments for in-person counselling can be made in Student Services on the Comox Valley, Campbell River, and Port Alberni campuses. Telephone counselling can be arranged for students at other campuses.

## Services

Our Counsellors offer assistance and coaching in :

- Career Planning
- Interpretation and guidance of NIC policies and procedures
- Conflict Resolution
- Learning Strategies/Study Skills
- Personal Challenges

When appropriate, referrals will be recommended to community agencies and services.

## Limits of Confidentiality

You have the right to privacy. While it is unusual to break confidentiality, it is our duty to advise you of the following: We will only release information about you to others with your written permission with three exceptions, specifically when there are reasonable grounds to believe that:

- A person under the age of 19 needs protection from abuse.
- Individuals are likely to cause injury to themselves or others.
- We are ordered by a court of law to provide confidential records.

## Spiritual and Religious Diversity

North Island College recognizes diversity in spiritual and religious philosophies and practices. The Reflection Room provides a space for quiet prayer and meditation. The Reflection Room is located in Village A at the Comox Valley campus.

## Aboriginal Student Services

Aboriginal educational advisors are available to assist students in developing educational plans, liaise with instructors, or contact Aboriginal sponsorship organizations. Aboriginal students are welcome to see any of the college's educational advisors and counsellors free of charge. Campus orientation tours can be provided. Check with your local campus for dates and times. If you wish to meet with an Aboriginal educational advisor, having registered status is not a requirement for eligibility. For more information, contact NIC's Aboriginal educational advisor at your local campus.

## STUDENT SERVICES

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### Elders in Residence

Elders in Residence are an important part of NIC's college community. They support Aboriginal students enrolled in courses and programs at the college, and liaise with First Nations communities. They're also available to staff and students interested in Aboriginal culture or in need of guidance. Elders participate in classes, take leadership roles in ceremonial matters, and provide curriculum support. All students are welcome to consult the Elders in Residence for support and guidance.

- Daryle Mills  
Rm C219, Campbell River campus  
Tuesdays & Thursdays from noon to 2:30 pm  
250-923-9700 ext 7885, [daryle.mills@nic.bc.ca](mailto:daryle.mills@nic.bc.ca)
- June Johnson  
Rm C219, Campbell River campus  
Wednesdays from noon to 2:30 pm  
250-923-9700 ext 7887, [june.johnson@nic.bc.ca](mailto:june.johnson@nic.bc.ca)
- Fernanda Pare  
Rm 218, Discovery Hall, Comox Valley campus  
By appointment Mondays & Tuesdays  
250-334-5000 ext 4020, [fernanda.pare@nic.bc.ca](mailto:fernanda.pare@nic.bc.ca)
- Evelyn Voyageur  
Rm 209, Puntledge Hall, Comox Valley campus  
By appointment  
250-334-5000 ext. 4054, [evelyn.voyageur@nic.bc.ca](mailto:evelyn.voyageur@nic.bc.ca)

### Aboriginal Student Lounges

NIC has Aboriginal Student Lounges at the Port Alberni, Campbell River and Comox Valley campuses. These spaces provide Aboriginal students on campus with a place to meet, host study groups and take part in cultural workshops.

### Support Services for Students with Disabilities

#### Access Services

Faculty are available by appointment at the Campbell River, Comox Valley, Mount Waddington and Port Alberni campuses to provide confidential support services to students with disabilities. If these services are required, contact the Department of Accessible Learning at the local campus. As funding may depend on outside agencies, we strongly recommend that you contact us at least eight months in advance of attending classes.

#### Diagnostic Assessments

The Department of Accessible Learning provides confidential diagnostic educational assessments to clarify the possible learning challenges that may be impacting a student's academic success. Testing will also include suggested compensatory learning strategies and a review of the student's interests and abilities related to employment. Referrals for this type of service come through a faculty member, counsellor, advisor, or by self-referral. The service is dependent on the availability of resources.

### Invigilation Services

North Island College Assessment Services provide exam invigilation for North Island College courses, other educational institutions and outside agencies that have testing needs. Examinations are scheduled and prior booking is required.

### STUDENT EMPLOYMENT SERVICES

[www.nic.bc.ca/student-employment](http://www.nic.bc.ca/student-employment)  
@NICSES

Student Employment Services provides information, assistance and job search support to all NIC students and alumni throughout the year. Services include developing strategies for effective job search, connecting with businesses and organizations seeking employees, improving resumes, cover letter writing and interview skills. Students can view career-related events, access online resources and job board which are only available to NIC students as well as book appointments online with an Employment Services Advisor via CareerCentral at [www.nic.bc.ca/career\\_central](http://www.nic.bc.ca/career_central). Students log in using their NIC number and password.

For more information please visit our website or email:  
[studentemployment@nic.bc.ca](mailto:studentemployment@nic.bc.ca)

### CO-OPERATIVE EDUCATION

Co-operative education is a three-way partnership between employers, students, and North Island College. Co-op employers and supervisors act as co-educators who aim to provide constructive feedback to help students grow professionally and increase their employability. It is currently offered in the academic departments of business and tourism and hospitality. Students must complete 4-months paid work term on a full time basis when they are not at school. Most co-op placements take place between May-August.

For more information please visit our website or email:  
[studentemployment@nic.bc.ca](mailto:studentemployment@nic.bc.ca)

### INTERNSHIPS

There are a number of post-degree programs at NIC with mandatory internships. Internships are an integral component in the academic curriculum and give students the opportunity to apply theories learned in the classroom to real life business problems encountered in the workplace. Internships can be completed on a full time or part time basis and can be paid or unpaid. Students work closely with the Coordinator Work Integrated Education to find a suitable internship work term that is relevant and meaningful to their personal career goals.

For more information please visit our website or email:  
[studentemployment@nic.bc.ca](mailto:studentemployment@nic.bc.ca)

### FINANCIAL AID

[www.nic.bc.ca/financial-support](http://www.nic.bc.ca/financial-support)

As an NIC student, you may be eligible to receive financial assistance from loans, grants, bursaries, or scholarships. NIC's financial aid advisors can help you with loan forms and financial aid applications. They can also work with you to explore all your funding options, from bank and government student loans to scholarships, study grants, and bursaries.

Speak with a financial aid advisor for options and sources of funding that may be available to you.

### Student Loans and Grants

If you have been approved for full-time government student loan/grant funding, you will be responsible to pay your fees upon receiving your funds.

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## STUDENT SERVICES

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If you have been approved for part-time government student loan/grant funding, your tuition will be paid directly to the College. If funds that you are receiving are less than the required tuition amount, you are required to pay the outstanding amount by the fee deadline date.

Consult a Financial Aid Advisor if you have questions.

### Sponsorships

If you have been approved for sponsorship by an external agency, it is your responsibility to ensure that the College has received the sponsorship approval. If the sponsorship you are receiving is less than the required tuition amount, you will need to pay the outstanding amount by the fee deadline date.

### How to apply

Students must apply online at [www.studentaidbc.ca](http://www.studentaidbc.ca)

For faster application processing, students should submit their applications at least six weeks prior to the start of classes in order to ensure timely processing.

### Contact Us

You can contact us by phone at 1-800-715-0914 or you can email a financial aid advisor at your campus:

- Campbell River Campus  
Brooke McIntosh - [brooke.mcintosh@nic.bc.ca](mailto:brooke.mcintosh@nic.bc.ca)
- Comox Valley Campus  
Doris Funk - [doris.funk@nic.bc.ca](mailto:doris.funk@nic.bc.ca)
- Port Alberni Campus  
Jana Devito - [jana.devito@nic.bc.ca](mailto:jana.devito@nic.bc.ca)
- Mt. Waddington Regional Campus  
Christy Whitmore - [christy.whitmore@nic.bc.ca](mailto:christy.whitmore@nic.bc.ca)

## FINANCIAL AWARDS

[www.nic.bc.ca/financial-support](http://www.nic.bc.ca/financial-support)

### Scholarships and Bursaries

Through the generosity of donors who contribute to the North Island College Foundation scholarship and bursary program, the Foundation awards more than \$375,000 per year to students requiring financial assistance as well as recognizes students who have achieved academic excellence.

The application deadline for scholarships and bursaries is April 25.

Each year, the NIC Foundation publishes a complete listing of North Island College Foundation scholarships and bursaries.

View all Scholarships and Bursaries online or visit Student Services at any NIC campus to pick up a booklet.

## LIBRARY & LEARNING COMMONS

<https://library.nic.bc.ca>

The LLC provides traditional library services such as lending, interlibrary loans, library classes and Research help, as well as a number of academic supports such as Peer tutoring and help with Technology, Writing and Math. The LLC provides various spaces for both group collaboration and individual study purposes. Break out rooms are equipped with various learning technologies including Skype, interactive boards and multimedia projectors.

Library resources, including books, ebooks, DVDs, streaming videos and journal articles can be found using the Discovery Search tool on the library landing page. Information about borrowing, links to Research guides and resources, campus library hours of operation and the staff directory can be found at <https://library.nic.bc.ca>

### Research

There are various ways to get help with library research: meet with a library staff member, email your question to [research@nic.bc.ca](mailto:research@nic.bc.ca), call your campus library or chat on AskAway, a provincial reference service provided by librarians at BC Colleges and Universities.

The AskAway chat box appears on many of the library webpages. Research guides on various topics have been developed and can be viewed at <https://library.nic.bc.ca> Check out the Research Tutorial found at <http://libguides.nic.bc.ca/researchhelp>

### Math Support

Math Support is a drop-in service where you and your study group can spend time working on all levels of math problems with the support of NIC math faculty. To get the most out of the Math Support session, bring your class notes, textbooks, and any prior attempts at solving the math problem.

<http://libguides.nic.bc.ca/MathSupport>

### Student Technical Services

Student Technical Services is your gateway to understanding and utilizing technology in your studies at NIC. We are here to help you login to myNIC, become acquainted with Blackboard Learn, and to help with technology across the College.

We encourage you to visit our website at <http://libguides.nic.bc.ca/StudentTech> where answers to common questions such as "how do I get Office 365 for free?" or "how can I print a document from my laptop to a NIC printer?" and "why am I having trouble logging in to myNIC?" are found. You can book an appointment, submit a question online, call us, or even start a live chat. Contact us at 250-334-5010 or toll free 1-800-715-0914 extension 5010.

### Peer Tutoring

Through the Peer Tutoring program you can connect with fellow students to get the help you need in the courses you are struggling in. Our trained peer tutors can help you with the content and concepts in your courses, but they can also help you with the study skills and strategies you need to become a more successful student. To see a list of the tutors and subject areas they tutor in, and to make an appointment with a tutor, visit <http://libguides.nic.bc.ca/PeerTutoring>. If you cannot find a tutor in the course you are looking for, email [tutoring@nic.bc.ca](mailto:tutoring@nic.bc.ca) to request a tutor.

### Writing Support

Writing support at NIC can help you with any aspect of your writing in any written assignments you need to submit for an NIC course: developing a thesis statement, organizing your essay, clarifying your ideas, improving your sentence structure, building your argument, providing supporting evidence, and, yes, grammar. Writing support services include drop-in and face-to-face appointments, as well as electronic submissions for written feedback via WriteAway. To see the Writing Support schedule, make an appointment, or submit an essay visit <http://libguides.nic.bc.ca/WritingSupport>

## STUDENT SERVICES

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### Printing and Photocopying

In order to print on student printers, users require an NIC Pay4Print account and sufficient printing credits. Each printed page costs 10 cents. Two ways to pay for printing:

1. Create an account and purchase printing credits online using a credit or debit card, or if your bank is part of Interac Online, using online banking at <https://nic.pcounterwebpay.com>.
2. Purchase NIC PrintBucks at the campus stores, in increments of \$1 or \$5 (cash or debit only).

Purchases of printing credits and PrintBucks are non-refundable. You'll find coin-operated photocopy machines (15¢/page) and printers for student use at all NIC libraries.

### ONLINE RESOURCES

The North Island College website provides students with access to College information and planning tools as well as services and links to relevant educational websites. All students are encouraged to familiarize themselves with the website and to use it to enhance their college experience.

#### Important Websites

- North Island College: [www.nic.bc.ca](http://www.nic.bc.ca)
- myNIC (Online Services for NIC Students): <https://mynic.nic.bc.ca>
- North Island College "Apply Online": [www.educationplanner.bc.ca](http://www.educationplanner.bc.ca)
- Student Loan Program: [www.studentaidbc.ca](http://www.studentaidbc.ca)
- International student application: <http://international.nic.bc.ca>
- BC Campus — Online courses throughout BC: [www.bccampus.ca](http://www.bccampus.ca)
- BC Online Transfer Guide: [www.bctransferguide.ca](http://www.bctransferguide.ca)
- Education Planner: [www.educationplannerbc.ca](http://www.educationplannerbc.ca)

You can find further online resources in the Contact Us section at the front of this guide.

### DID WE MAKE THE GRADE?

North Island College student services strives to deliver excellence in customer service. Your feedback is important in helping us deliver excellent customer service. If you want to comment on your experience with student services, you can do so at [www.nic.bc.ca/student-services](http://www.nic.bc.ca/student-services). This survey is active each academic year from September to December. During the winter, spring and summer terms, you may contact an Assistant Registrar to provide your feedback.

### OFFICE OF GLOBAL ENGAGEMENT

The Office of Global Engagement (OGE) directs and supports internationalization initiatives designed to spark the intercultural imaginations of students, employees and community. In addition, OGE provides a suite of services to international students, over and above those offered through Student Services.

#### Internationalization at Home

OGE's Global Engagement Liaison works together with the Student Leadership Team to develop and deliver activities and events throughout the year for all students to examine and experience cultural diversity in fun and engaging ways. Join us on our NIC Global Facebook page to get all the latest information on upcoming events.

<https://www.facebook.com/NorthIslandCollegeGlobal/>

#### Study Abroad

North Island College is committed to supporting students in their development of the global competencies and cultural intelligence needed to live and work in an increasingly connected world. Study abroad activities such as exchange, field schools, as well as international internships and Co-ops represent key opportunities for students to study a variety of programming while living with other cultures around the world. Visit our webpage for an overview of study abroad options, or visit OGE in Puntledge 108.

[www.nic.bc.ca/international/study-abroad/](http://www.nic.bc.ca/international/study-abroad/)

#### Services for International Students

OGE provides the following services specific to international students:

- International Student Orientation
- Custodianship services for underage students
- Cultural adjustment support
- Referrals to other student support services (counselling, Learning Commons, etc.)
- Accommodation services
  - o Homestay
  - o Peer stay
- Medical insurance coverage (basic)
  - o Enrolment in GuardMe private insurance
  - o Assistance with enrolment with Medical Services Plan (for students studying at NIC longer than 6 months)
- Academic advising
- Advisors are available by appointment and may offer limited walk-in service
- Advising on immigration matters related to study permits and related documents
- Assistance with questions regarding charges to student accounts
- Assistance with requests for confirmation of enrolment letters

# STUDENT LIFE



Being a student is a fun and challenging experience. It is the opportunity to learn, to grow and to build long lasting relationships. As a North Island College student, there are many things you will need to know to navigate your journey.

## STUDENT AMBASSADORS

NIC's Student Ambassadors help promote the College through on-campus and outreach activities. Student Ambassadors meet with prospective students, join in recruitment events, and assist in developing a formal Tour Program.

If you're interested in becoming a Student Ambassador at NIC's Comox Valley or Campbell River campuses, check for a listing on our Student Employment Services Job Board at [www.nic.bc.ca/services/employment\\_resources/job\\_board/](http://www.nic.bc.ca/services/employment_resources/job_board/) or contact the Student Recruitment Officer at your respective campus, or email [questions@nic.bc.ca](mailto:questions@nic.bc.ca).

## STUDENTS' UNION

<http://nisu.ca>

If you're a student at North Island College, you're already a member of the Student Union.

The work and activities of the Union are coordinated by an Executive that includes appointed representatives from each of the North Island Students' Union's elected campus councils. The campus councils coordinate student activities at individual campuses or centres.

Elections for the campus councils take place between September 15 and October 31 each year. All members of the Union are eligible to run for office and vote in the elections. Membership starts when your first course fees are paid and ends after the last term of registered study. Visit <http://nisu.ca> to learn more about upcoming events and campaigns, and how you can get involved on your campus and in your community.

## STUDENT LEADERSHIP

North Island College's Student Leadership Team supports and develops skills in emerging leaders in a fun, dynamic and engaging way. The student leaders explore many aspects of leadership, acknowledging that everything we do has impacts locally and globally. Our motto is "from backpack to briefcase". Contact the Director of Student Affairs.

## OGE PEER MENTORS

Peer mentors can help you meet people, find things to do in the Comox Valley, learn about being a student at NIC, and adjust to your new surroundings. Whether you're new to Canada or just new to NIC, our mentors can help make the transition easier for you. Peer mentoring is free. If you'd like assistance from a peer mentor contact the Office of Global Engagement at 250-334-5033 or drop by Puntledge Hall, Room 108.



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## STUDENT LIFE

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### EDUCATION COUNCIL

Education Council has three main functions:

- To ensure educational quality at NIC.
- To set policies and make decisions and recommendations to guide the educational process.
- To review and approve all curriculum.

### BOARD OF GOVERNORS

The Board of Governors is responsible for the overall governance of the College. Board members work for the benefit of the College as a whole.

For further information, visit any campus during September and request Candidate Information and Nomination forms.

### PARKING

Parking is free and available at all NIC campuses and centres across the region.

### FOOD

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

### TRANSPORTATION

For local bus schedules, fares, and where to buy bus passes, check [www.bctransit.com](http://www.bctransit.com). Bus passes are sold at campus stores and are available by monthly pass or semester pass.

Take advantage of carpooling. Watch for carpooling sign-up posters on campus bulletin boards, inquire among your classmates, and check the NISU website at <http://nisu.ca> for carpooling options under 'Ride Share'.

### BIKE RACKS

Racks for bicycles are located throughout NIC campuses.

### GENDER NEUTRAL WASHROOMS

NIC provides gender neutral washrooms at the following locations: Comox Valley, Mount Waddington and Port Alberni. These washrooms are identified with signage indicating gender neutrality.

### CHILD CARE

The Beaufort Children's Centre is adjacent to the Comox Valley Campus (250-897-1233). The Forest Circle Childcare is located at the Campbell River Campus (250-923-4440).

Call 1-800-565-6510 for referral services in other communities. Make sure your child care provider has a copy of your timetable. NIC Student Services/Registration can deliver messages to your class in emergencies.

### SMOKING AREAS

At the Comox Valley campus, smoking is allowed only outside in designated areas. Look for the signs.

At the Campbell River campus, no smoking is permitted anywhere inside or outside of the campus.

At Port Alberni and Mount Waddington Regional campuses, smoking is permitted 10 metres away from a building entrance.

### HOUSING

Looking for a place to live? Check out the Off Campus Housing website located at [www.nic.och101.com](http://www.nic.och101.com) to search available housing listings.

# COLLEGE POLICIES & GUIDELINES



## GUIDELINES AND STUDENT CONDUCT

Students are encouraged to consult the complete listing of North Island College policies. The following is a selection of policies and regulations that pertain directly to student life at North Island College. These may be obtained on the website at [www.nic.bc.ca/student-services/student-policies](http://www.nic.bc.ca/student-services/student-policies).

**PLEASE NOTE:** Policies may be under review – for the most up-to-date version please check our website: [www.nic.bc.ca/student-services/student-policies](http://www.nic.bc.ca/student-services/student-policies)

### **1-01—Freedom of Information/Protection of Privacy Act (FIPPA)**

<https://www.nic.bc.ca/pdf/policy-1-01-freedom-of-information-and-protection-of-privacy.pdf>

North Island College keeps information under the authority of the College and Institute Act. North Island College protects and uses student record information in compliance with the BC Freedom of Information and Protection of Privacy Act (1992). Information will be used for the purposes of admission, registration, grade notification, issuing income tax receipts, research, sending follow-up educational information, contacting alumni, special events, advising follow-up, and other fundamental activities related to being a member of the North Island College community and attending a public post-secondary institution in BC. For further information, contact the Office of the Registrar.

The BC government requires the collection of student demographic information during application and registration to accurately assign a unique identifier for everyone accessing publicly funded education in BC. The use of the Personal Education Number (PEN) for this process has been agreed to in principle by the Freedom of Information and Privacy Commissioner.

Information about a student may not be released to parents or family members without explicit and written consent from the student.

### **2-08—Human Rights**

<https://www.nic.bc.ca/pdf/policy-2-08-human-rights.pdf>

The College is committed to providing a working and learning environment that promotes a climate of understanding and mutual respect where all are equal in dignity and human rights. Discrimination and harassment undermine this commitment and are serious offences that may be subject to a range of disciplinary measures, including, where appropriate, dismissal in the case of an employee and suspension in the case of a student. The objectives of this Policy are to prevent discrimination and harassment on the grounds protected by the BC Human Rights Code, to provide procedures for handling complaints, to establish the grounds for corrective measures and/or discipline, and to ensure that all members of the College community are aware of their responsibilities under this Policy and the BC Human Rights Code. The College will ensure that this policy and its procedures are interpreted, administered and applied in a fair, reasonable, unbiased and timely manner. It is recognized that academic freedom is an important value of North Island College. This policy will be interpreted in light of our commitment to this value. Students are encouraged to request assistance from a counsellor or campus director if they think that they are being harassed.

### 3-06—Community Code of Conduct

<https://www.nic.bc.ca/pdf/policy-3-06-community-code-of-academic-pers-and-prof-conduct.pdf>

North Island College is a vibrant community involved in teaching, learning, applied research, and other educational activities. The college is committed to fostering a culture of integrity, mutual respect, and responsible behaviours to provide a welcoming, safe, and inclusive environment for all. The purpose of this policy is to describe the principles, definitions, expectations, and responsibilities that support a welcoming, safe and inclusive environment as they pertain to personal and professional conduct, bullying and cyberbullying, violence against person and property, and academic integrity.

### 3-08—President's Award

<https://www.nic.bc.ca/pdf/policy-3-08-presidents-award-for-academic-excellence.pdf>

Each award period, the President will recognize students who have achieved the highest standing within the defined award categories. The recipients of the awards will include students in a certificate-level program, a diploma-level program, the Adult Basic Education program, the English Language program, the University Transfer program, and in a bachelor degree program. These students will be awarded the President's Award.

### 3-19—Attendance and Performance in Courses and Programs

<https://www.nic.bc.ca/pdf/policy-3-19-attendance-and-performance-in-courses-and-programs.pdf>

Certain courses and programs are intended to enable students to develop behaviors that meet accepted workplace practice. Others require that students work extensively in groups to meet intended learning outcomes. Students in these courses or programs are expected to attend classes regularly, be punctual and to demonstrate a satisfactory level of performance and rate of progress, individually or as a member of a team, within the time guidelines set for the course or program. Failure to meet these expectations may result in failure in the course or program.

### 3-21—Dean's Honour Roll

<https://www.nic.bc.ca/pdf/policy-3-21-deans-honour-roll-awards.pdf>

Each academic year, the Deans recognize those students who have demonstrated excellence in their program of study. These students are named on the Dean's Honour Roll.

### 3-30—Student Appeals

<https://www.nic.bc.ca/pdf/policy-3-30-student-appeal.pdf>

This policy guides the College in resolving appeals from:

- Student Complaint Resolution Policy #3-31
- Student Conduct Policy #3-06

North Island College will carry out a fair and timely appeal process in accordance with the principles of natural justice. However, North Island College's appeal process is not a judicial process.

### 3-31—Student Complaint Resolution

<https://www.nic.bc.ca/pdf/policy-3-31-student-complaint-resolution.pdf>

This policy is to be followed in the event of a student initiated complaint regarding instruction or services at North Island College. A student may wish to seek advice from an NIC counsellor to ensure that this policy is appropriate to the concern being raised. The goal of the Student Complaint Resolution policy is timely and successful resolution of the complaint.

North Island College has a commitment to provide quality education and service to its students. However, in an organization as diverse as a college where personal growth occurs and assumptions are regularly challenged, problems may arise. We are committed to an open, collaborative approach to dealing with student concerns, and we will endeavor to resolve complaints at an informal level wherever possible. Should this not be successful, students have the option of initiating a formal complaint.

Lodging a complaint will have no adverse consequences on the status of the complainant in their course or program of studies.

### 3-33—Evaluation of Student Performance

*(Policy currently under review)*

<https://www.nic.bc.ca/pdf/policy-3-33-evaluation-of-student-performance.pdf>

North Island College requires that all courses leading to an Academic Program Credential or a learning pathway include evaluations of student performance that are prepared and administered in a fair and reasonable manner, with quality and content appropriate to the learning outcomes of the course or program. Student performance is evaluated to ensure learning outcomes are met, as set out in the Authorized Course Description (ACD).

### 3-35—Course Outline

<https://www.nic.bc.ca/pdf/policy-3-35-course-outline.pdf>

North Island College will provide students with a course outline (also called a syllabus) for all courses that have an authorized course description (ACD). The course outline provides information about course content, evaluation and course delivery. The course outline is considered a contract between the student and the college and must be consistent with the ACD.

### **3-36—President’s Community Engagement Award**

<https://www.nic.bc.ca/pdf/policy-3-36-community-engagement-award.pdf>

Each award period, the president may recognize an outstanding student or students who have furthered the relationship between the College and our larger communities and/or demonstrated exemplary contributions to the College community. There is the possibility for an awardee/awardees from each NIC campus though the award is not necessarily presented in each graduation year.

### **4-04—Fees And Refunds**

<https://www.nic.bc.ca/pdf/policy-4-04-fees-and-refunds.pdf>

Students must pay their tuition and related fees or make approved alternate arrangements by the published deadlines, to secure their application and/or enrollment at NIC. All fees, except tuition, are non-refundable; payment and refund deadlines may vary by course and/or program and are published. See Key Dates for more information.

### **4-06— Student Audit**

<https://www.nic.bc.ca/pdf/policy-4-06-student-audit-policy.pdf>

The following rules apply to students in credit courses who register as audit, or wish to change to audit.

- Audit students pay applicable fees.
- Audit students are not required to meet the course prerequisites.
- Audit students are eligible to register during the add/ drop period (that is from the first day of classes to the last day to register), provided that there is available space. Audit students may not change their status from audit to credit. Credit students may not change their status from credit to audit except during the add/drop period.
- Opportunities for student evaluation will be established between instructor and student at the beginning of the course.
- Students may not audit programs.

### **4-09— Registration**

<https://www.nic.bc.ca/pdf/policy-4-09-admissions-and-registration.pdf>

To be eligible to register in courses, students must be admitted to a program of study. Students are responsible for the accuracy of registration in courses that meet their personal, educational and career needs.

Students are responsible for registering in courses that do not create a conflict within their timetable. NIC will establish priority registration dates. Students may repeat a course a maximum of 2 times. Students must meet course prerequisites and pay full fees by the deadlines posted. Students registered in credit courses have priority over audit students. The Office of the Registrar may deregister students who do not meet prerequisites, or pay by the posted deadline dates.

### **4-16—Mature Student Status**

<https://www.nic.bc.ca/pdf/policy-4-16-mature-student-status.pdf>

North Island College welcomes adults who have made the decision to return to school and will waive course prerequisites in eligible post-secondary level courses for students who declare mature status during the registration process.

Mature status is defined as being 23 years of age or older in the calendar year they will be studying.

### **4-17—Admission**

<https://www.nic.bc.ca/pdf/policy-4-17-admission.pdf>

To be admitted to the College, an applicant must have graduated high school or equivalent, or be 18 years of age or older within the calendar year in which they will be studying or meet the underage admission requirements as outlined in the Underage Admission Procedures available in the Office of the Registrar. High School students may apply as a Dual Credit student and should refer to their high school counsellor for more details.

North Island College normally offers program seats to qualified applicants on a ‘first qualified, first invited’ basis, based on the date and time that the applicant meets all admission requirements. Exceptions may include programs with identified selective admissions criteria, or where there is identified priority admission for Aboriginal applicants or reserved seating agreements with community partners. These exceptions will be posted in the calendar on the NIC website.

### **7-01—Clean Air**

<https://www.nic.bc.ca/pdf/policy-7-01-clean-air.pdf>

North Island College provides a smoke-free environment for employees, students and visitors. Smoking, including e-cigarettes, is prohibited in all College buildings.

# COLLEGE POLICIES & GUIDELINES

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## HEALTH AND SAFETY

### First Aid and Safety

Each college campus has one or more employees qualified as first aid attendants. Any and all accidents must be reported immediately to reception or front desk staff so that appropriate action may be taken. Any hazardous or unsafe conditions, practices or behavior should be reported immediately. Copies of the College's Occupational Health and Safety Manual are available for consultation at each campus/centre.

Insurance coverage—student use of personal vehicle: In the event that a student chooses to use their own vehicle for a work-term, practicum placement or college-related activity, it is the responsibility of the owner of the vehicle to make sure that there is sufficient insurance coverage. North Island College is not responsible to ensure that a student's vehicle is properly insured. There is no additional coverage provided by North Island College.

If a student chooses to use their vehicle for a College related activity, they should seek advice from their insurance carrier regarding legal liability and defensive insurance.

### Liability Waivers

Some North Island College courses and some extracurricular student recreation activities that are organized by the College require students to sign a waiver in order to participate in activities that could result in injury. Students must acknowledge the risk involved in the instructional activity and sign these waivers before they are permitted to participate.

### Field Trips

Some programs or courses include field trips. Students are responsible for informing all of their instructors of the time and date(s) of any field trip that will require absence from classes. Instructors will inform students of possible negative consequences that will result should they decide not to participate in field trips that are included in course curriculum. Students may be required to sign a liability waiver. The College does not provide insurance coverage for students on field trips, and is not liable for student illness or accident during a field trip or other College-related travel. It is the students' responsibility to ensure they have valid BC medical insurance coverage. The College recommends that students traveling out of the country on College activities, purchase temporary extended hospital and medical coverage.

### WorkSafeBC Coverage

Provincial WorkSafeBC coverage is in place for:

- All students while they are participating in a required practicum at a recognized work site; and
- Student apprentices during classroom/lab/shop instruction only. WorkSafeBC coverage is not in place for any other students.

## Emergencies

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

### 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. In an emergency situation you can dial 911 as well.

### Human Rights

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

### Diversity

NIC strives to foster an open and inclusive organizational culture that supports and celebrates diversity and learning. Students of all ages, abilities, genders and sexualities, nationalities, and cultures, including members of over thirty-five First Nations communities in our region study here.

### Policies and Procedures

Heads up! It is YOUR responsibility to understand and comply with NIC policies and procedures.

For full NIC policies, visit [www.nic.bc.ca/student-services/student-policies](http://www.nic.bc.ca/student-services/student-policies).

### Safe Harbour

North Island College is pleased to be part of the Safe Harbour program. Safe Harbour: Respect for All is a vision in action. Embracing diversity is important to us, and we are proud to be part of a network of over 750 Safe Harbour locations across our province.

We wish to make our learning community a safe place for all students and employees, to celebrate our differences, to help create safer and more welcoming communities that support diversity and reject discrimination.

Respect for All—Pass It On! [www.safeharbour.ca](http://www.safeharbour.ca)

### 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 scented lotions.

## EMERGENCIES AND CLOSURES

### Emergencies

If you notice suspicious activity or are worried for your personal safety, notify NIC reception or seek help at Student Services. 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.

Familiarize yourself with posted evacuation routes in each building. From any NIC office phone, dial 911 (fire/ambulance). If you need First Aid attention, head to Student Services or ask someone to get help from Student Services for you. All campuses have a designated and certified First Aid attendant on staff daily.

NIC has Campus Evening Security available at all times when the college is open and up to 30 minutes after the last class of the day. Campus Evening Security provides a safe walk program that is available to walk you to your car or escort you to another building on the campus grounds if you need security services. The campus security telephone number varies by location and is displayed throughout all NIC buildings.

To get in touch with Evening Security:

Campbell River campus .....	250-202-5941
Comox Valley campus .....	250-334-7206
Port Alberni campus .....	250-735-0626

### Closures

Weather varies significantly over the college region. Students are expected to make their own decisions with respect to commuting given the weather and travel conditions in the areas in which they reside.

Once a decision has been made to close one or more campuses, the college:

- Posts a specific closure message on the college's website
- Places a closure message on all applicable college phone systems
- Contacts all applicable primary media outlets in the region

Decisions regarding campus or college-wide closure are made as early as possible, prior to 6 am, if the weather event occurred throughout the night.

Decisions regarding evening classes and activities will be made prior to 2 pm.

Students who choose not to attend their classes should contact their instructors.

	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday	
8:30						8:30		
9:30						9:30		
10:30						10:30		
11:30						11:30		
12:30						12:30		
1:30						1:30		
2:30						2:30		
3:30						3:30		
4:30						4:30		
5:30						5:30		
6:30						6:30		
Evening						Evening		
								Sunday

	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday	
8:30						8:30		
9:30						9:30		
10:30						10:30		
11:30						11:30		
12:30						12:30		
1:30						1:30		
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3:30						3:30		
4:30						4:30		
5:30						5:30		
6:30						6:30		
Evening						Evening		
								Sunday





[www.nic.bc.ca](http://www.nic.bc.ca)

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Your source for NIC campus events, news, and tips to make student life easier.