

WELCOME FROM THE PRESIDENTS

NIAGARA COLLEGE PRESIDENT



DAN PATTERSON

On behalf of our staff, faculty and Board of Governors, it is my pleasure to welcome you to Niagara College. We're pleased that you've chosen Niagara College as your pathway to success, and we're confident that your experience here will be rich and rewarding.

You've made an excellent choice for your postsecondary studies. Our staff and faculty share a strong commitment to your success, as reflected in our consistent ranking among the top colleges in Ontario for student satisfaction.

I hope that you will make the most of your NC experience: study hard, make new friends, and most importantly, earn a College credential that will be your passport to a world of opportunity.

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

Dan Patterson Ph.D.
President

STUDENT ADMINISTRATIVE COUNCIL PRESIDENT



BRIAN COSTANTINI

It is with great pleasure that I welcome everyone to another exciting year at Niagara College. What makes this year so exciting is the **completed** expansion of the campuses. With all of the new buildings officially opened, construction has died down and now students can truly appreciate all the hard work that was put into the expansion project. Please take the time to explore all the new property; you will be happy you did!

We are now one year into operations of our new student centre at the Welland campus and things have never been better! With both student centres (The Core - Welland, The Armoury - Niagara-on-the-Lake) having their busiest years to date, we are excited to continue our efforts to accommodate all of your needs. New this year for the Student Administrative Council (SAC) is our own personal Niagara College social network '**NCSAC CLiK**'. Be sure to log on at www.ncsac.ca to become a member and share all your experiences with your friends and fellow classmates.

SAC has been serving students proudly since 1972. As the elected student body representatives and their professional staff, they provide entertainment/events, essential services, advocacy awareness, and much more. We are here for you and will always be willing to meet as many of your needs as we can! Stop by our offices anytime (second floor of The Core - Welland, bottom floor across from the courtyard - Niagara-on-the-Lake) and meet the students who represent you.

We all look forward to meeting you and hope that you have a fantastic experience here at the college!

Property of: _____

Name: _____

Student ID: _____

Address: _____

Phone #: _____

Email: _____

In Case of Emergency Contact:

Name: _____

Phone #: _____

THE 2011/2012 STUDENT ADMINISTRATIVE COUNCIL

WELLAND CAMPUS



Collin Stachura

EXECUTIVE VICE PRESIDENTS

NOTL CAMPUS



Stefan Johnson



Miranda MacDougall
Campaigns



vacant
Student & Community Relations

DIRECTORS



Jenn Blais
Campaigns



Kuda Mudyara
Student & Community Relations



Meagan Kupper
Clubs & Volunteers



Menaka Iyer
Social Programming



Gokul Kalaimani
Media



Jessica Hore
Clubs & Volunteers



Cindy Karikari
Social Programming



Hagler Chanthilath
Media

STAFF REPRESENTATIVES



Karen Marasco
Business Manager



Cindy Blanchard
General Manager



Glenn Murray
Events Logistics Manager



Kim Monfette
Office Administrator Welland



Jennifer Marasco
Student Centres Manager



Kim Fretz
Office Administrator NOTL



Adam Maiolo
*Marketing Manager/
Web Facilitator*

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

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TELEPHONE NUMBERS

Admissions	7619	International Students' Office	
Advanced Standing/Transfer Credits		Welland	7804
Welland	7538	NOTL	4169
NOTL	4204	Libraries	
Alumni Office	7775	Welland Circulation/Reference	7767
Athletics & Recreation		e-Resources & ILL	7404
Welland	7583, 7681	NOTL Circulation/Reference	4413
NOTL	4177	Lost and Found	
90.1 FM - Campus Radio - Welland	7444	Welland	6666
Cafeteria		NOTL	4444
Welland	7620	Niagara Region Sexual Assault Centre	
NOTL	4090	24 hour Crisis Line	682-4584
Aramark Canada Inc. - Welland	7666	Administration Office	682-7258
Campus Store		Parking	7407
Welland	7584, 7585, 7609	Peer Tutoring	
NOTL	4055, 4056	Welland	7769
Campus Tours		NOTL	4179
Welland	7559	Prior Learning Assessment	
NOTL	4208	and Recognition (PLAR)	7491
Centre for Students with Disabilities		Registrar's Office	
Welland	7602	Welland	7500
NOTL	4409	NOTL	4200
Child Care Centre - Welland	7680, 7587	Security	
Computing Help Desk	7642	Welland	6666
Continuing Education	7510	NOTL	4444
Co-op Education		Student Administrative Council (SAC)	
Welland	7777	NOTL	4225
NOTL	4165	Welland	7659
Counselling		Student Benefits	7853
Welland	7778	Student Centres (including rentals)	
NOTL	4409	The Core - Welland	7660
Dental Clinic	7758	The Armoury - NOTL	4229
Financial Aid Office	7618	Student Newspaper	7750
First Nations, Métis & Inuit Student Services		Student Residence	
Welland	7774	Welland	905-732-9700
NOTL	4214	NOTL	905-641-4435
Health Centre		Switchboard	0
Welland	7635	TDD	736-6008
NOTL	4449	The Job Centre	
InfoCentre		Welland	7777
Welland Campus	7559	NOTL	4165
NOTL Campus	4208	Transportation	7559, 4208
		U-pass	7659, 4225



KEY DATES

niagaracollege.ca/dates

MAJORITY OF PROGRAMS*

	2001 Fall	2012 Winter	2012 Spring
Orientation	Sept. 6	Jan.5-6	
Classes Start	Sept. 7	Jan. 9	May 7
Tenth Day ¹	Sept. 20	Jan. 20	May 18
Last Day ²	Nov. 18	Mar. 23	June 29
Classes End ³	Dec. 16	Apr. 27	July 27
Breaks	Dec. 19 - Jan. 6	Feb. 27 - Mar. 2	
Convocation	Oct. 26-27	June 19-22	

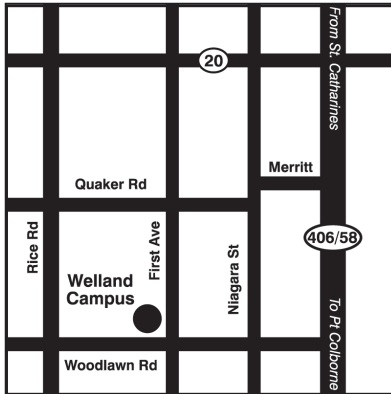
Tenth Day ¹ - the last day to withdraw from a program with a refund of fees

Last Day ² - the last day to withdraw from courses without receiving a grade

Classes End ³ - Programs without final tests/exams may finish sooner.

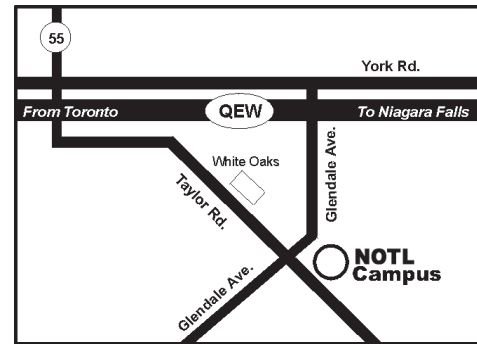
* **Please note:** Key dates can vary by program and are subject to change. Please refer to www.niagaracollege.ca/dates to view all current key dates.

CAMPUS LOCATIONS



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

NOTL Campus
135 Taylor Road, S.S. #4
Niagara-on-the-Lake, ON L0S 1J0



niagaracollege.ca/maps



EMERGENCY PROCEDURES

CAMPUS CLOSINGS

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

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

Local Radio Stations

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

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

EMERGENCY PROCEDURES

Fire Drills

Fire Drills are held in the 3rd week of September and the 3rd week of January on all campuses.

Fire Guidelines

Upon hearing the alarm:

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

FIRE ALARM PROCEDURE

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

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

FALSE ALARMS ARE SERIOUS BUSINESS

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

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



Niagara College Student
Administrative Council

student life defined

YOUR SAC TEAM

PRESIDENT

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

EXECUTIVE VICE PRESIDENT

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

DIRECTOR OF CAMPAIGNS

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

DIRECTOR OF SOCIAL PROGRAMMING

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

DIRECTOR OF STUDENT AND COMMUNITY RELATIONS

This position sits on all student grade appeals (conflict notwithstanding). The Director of Student and Community Relations is the liaison with the Satellite Campuses, Residence Life Coordinator, Athletic Department, International Department and the First Nations, Métis & Inuit Student Services, and holds monthly SAC awareness days at their respective campus.

DIRECTOR OF CLUBS AND VOLUNTEERS

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

DIRECTOR OF MEDIA

The Director of Media designs and distributes all print media on behalf of the corporation. This position works with all Executive Committee Members to ensure that all promotions are completed, and ensures that posters are distributed to residence, satellite campuses, and that event calendars are distributed to all college departments.

GET IN THE SAC

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

SAC ELECTIONS

During the Winter semester, nominations will be accepted for the 2011/2012 Student Administrative Council. Election kits will be available in the SAC office February 6-16, 2011. This is a job, a course and an experience.



**SAC
team**

Niagara College
Student Administrative Council

STUDENT ACTIVITY FEE

- ❖ Student Centre Operations
- ❖ SAC Cares Program
- ❖ Student Activities
- ❖ Excursions
- ❖ Peer Tutoring
- ❖ Student Clubs
- ❖ Student Handbook
- ❖ Donations/Sponsorships
- ❖ \$56.00 per term

TRANSPORTATION & YOUR BUS PASS

WHO?

- Full time students who pay a student activity fee with their tuition.
- Part time students can choose to pay the fee and join the U-pass Program throughout the Student Administrative Council (SAC) office.

WHAT?

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

WHERE?

- Combines the 3 Transit Systems, giving students inclusive ridership.
- Campus Connection Route - connects Niagara Falls, Niagara-on-the-Lake, and Welland campuses with one bus.

WHEN?

- U-pass stickers distributed in the Fall are valid from Tues, Sept 6 to Fri, Dec 16, Mon, Jan 2 to Fri, Feb 25, and Mon, March 5 to Mon., April 30.
- U-pass stickers distributed in the Winter are valid from Mon, Jan 2 to Fri, Feb 24, and Mon, March 5 to Fri, Aug 31.
- Limited spring/summer service is provided from May 1st to August 31st.

U-pass Costs

St. Catharines	Included!
Niagara Falls	Included!
Welland	Included!

Total \$69.50/term

- Trips between campuses are Monday to Friday, excluding statutory holidays and Christmas Break (Winter Break), and reading week - see above for details.

WHY?

- Public transit is environmentally friendly.
- The U-pass is less expensive than buying just one bus pass, but you get access to all three transit systems.

HOW?

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

U-PASS

- U-pass stickers distributed in the Fall are valid from Tues, Sept 7 to Fri, Dec 17, Mon, Jan 2 to Fri, Feb 24, & Mon, Mar 5 to Mon, Apr 30.
- U-pass stickers distributed in the Winter are valid from Mon, Jan 2 to Fri, Feb 24, & Mon, Mar 5 to Fri, Aug 31.
- see WHEN? for more details.

SPRING/SUMMER SERVICE?

- Spring/Summer service is greatly reduced for the May 1st to August 31st semester. You must pick up a summer U-pass sticker for summer transit services. Stickers are only available to students attending classes during the spring/summer term.
- Spring/Summer passes and further information will be available from the SAC offices.
- Eligible students will be able to ride all three transit authorities for the same low price.

What if I ...

Lose it?

- Visit the SAC office for a replacement sticker for \$20, second replacement is \$60.

Drive?

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

Break or Damage ID Card?

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

Please Note:

Your Student Administrative Council office is only responsible for the Welland, Thorold, Niagara Falls and St. Catharines bus services to the Niagara College campuses. Transit services outside of the areas mentioned are the responsibility of your local municipal government.

**Watch for Posters
and check ncsac.ca for
sticker distribution dates.**

STUDENT ACTIVITIES

ATHLETICS

The Athletics Department at Niagara College operates under the Student Services division. Various athletics and recreational facilities are available including gymnasiums, running track, athletic fields, fitness centres and dressing rooms. The college is engaged in a wide variety of intercollegiate and recreational activities in which students are invited to participate.

INTRAMURAL

WELLAND CAMPUS

Intramural sports take place weekdays at various times of the week (depending on the availability of the gym facilities).

Activities include Touch Football / Co-Ed Volleyball / Floorball / Softball / Co-Ed Indoor Soccer / Ice Hockey / Basketball / Ball Hockey / European Handball / Dodgeball / various health & fitness classes

ATHLETICS BUDGET

Varsity Athletics and Intramural Activities Fee \$44.50/term

Athletic Budget includes:

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

* Fitness Centre Hours:

Mon – Fri 8:30 am – 11 pm

Sat – Sun 12 noon – 5 pm

niagaracollege@athleague.com

for Intramurals & Recreation activities and registration

NOTL CAMPUS

Intramural sports take place Tuesday nights 6:30 – 9:30 pm and weekdays (depending on the availability of the gym facilities).

Activities include Badminton / Table Tennis / Co-Ed Volleyball / Indoor Soccer / Ice Hockey / Floorball / Basketball / Ball Hockey / Dodge Ball / various health & fitness classes

* Fitness Centre Hours:

Mon – Fri 8:30 am – 9 pm

Sat – Sun 12 noon – 5 pm

Students may engage in self-directed activities such as badminton, aerobics class, volleyball, basketball, indoor soccer, beach volleyball and table tennis any time during open gym hours at the Welland and NOTL campuses. Participation and enjoyment in a noncompetitive environment are stressed.

INTERCOLLEGIATE

Niagara is a participating member of the Ontario Colleges Athletic Association (OCAA) which involves 26 colleges of applied arts and technology and 3 university/colleges across Ontario. Niagara College is subject to all rules of eligibility in this association.

Those who wish to become involved in intercollegiate sports must be full-time students, have paid their student-activity fee and have

medical clearance. They must also meet the academic requirements of the college and the OCAA.

Please Note: Varsity athletes are selected annually by way of try-outs and coaches' recruitment efforts.

Niagara participates in the following intercollegiate sports: men's and women's basketball, golf, curling, volleyball and outdoor soccer.

Varsity games are streamed on the web at sportslive.ca

CLUBS

If your particular hobby or interest isn't covered by the already long list of extracurricular activities available at Niagara, why not start a new club? If your club meets the criteria, you may receive funding of up to \$300 through SAC. Stop by the SAC office at your campus to pick up a Club Application for SAC sanctioned clubs or visit ncsac.ca. Room bookings are made through the SAC Office.

P.S. GET INVOLVED!

FOOD FOR FRIENDS FOOD DRIVE

Each year the Student Administrative Council sponsors two food drives for Niagara College students. Food may be dropped off throughout the year at the SAC office. Everyone is urged to donate to these food drives. Students can access these food banks Monday - Friday by stopping in at your SAC office.

knowfire.ca
“are you prepared?”

FOOD SERVICES

The student centres are operated by the Student Administrative Council and offer a large variety of affordable food options. Come in and try our new menu items. All sales generated in the student centres go right back to you, the students of Niagara College. Join your friends for a meal of fun food served in generous portions at a great price.

PHOTOCOPYING

Student card operated photocopy machines are available for student use in all libraries. Photocopying of course textbooks is a serious infringement under the Copyright Act and has the same effect as theft from the copyright holder. Students violating this principle are subject to disciplinary action by the College.

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

POSTING NOTICES ON CAMPUS

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

Notices must be approved and stamped prior to posting. For more information regarding approval and posting process, please visit your SAC office. All notices will be removed on the last day of each month.

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

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

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

[www.niagaracollege.ca/
practices/collegefacilities](http://www.niagaracollege.ca/practices/collegefacilities)

SAC CARES

The SAC Cares program assists students in their educational goals. SAC has created various programs through SAC Cares. These include the student food bank, emergency funds and scholarships and awards. Annual food drives organized by SAC collect food to feed our students in need. All students must be referred by the College nurse or Counsellor to access SAC Cares emergency funds. Throughout the year SAC may hold various fundraising activities to support this program and encourage all students to participate in them.

Check out Facebook, our website, and watch the bulletin boards for more information on upcoming events.



SAC
cares

Niagara College
Student Administrative Council

SPECIAL EVENTS

Special night events are held at both campus Student Centres. Doors traditionally open at 9 pm. Come in and enjoy the atmosphere with your friends. While some night events are restricted to students 19 years and over, SAC also plans events targeted for all age groups. Admission is restricted to Niagara College students, staff, faculty and alumni with student/college ID. Outside guest(s) may be signed in with a Niagara College student. All non-students are to pay a cover charge.

Watch for these special events posted on the bulletin boards and check out our website at ncsac.ca for details.

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

STUDENT APPRECIATION DAYS

Setting aside one day in each of the Fall and Winter terms is our way of saying "thanks for choosing Niagara College as your place to study, live, work and play". Across the college, students will find games, prizes, food, contests and giveaways. Food and Campus Store specials round out the day. This year's Student Appreciation Days are scheduled for Tuesday, November 29, 2011 and Tuesday, March 27, 2012.

STUDENT CENTRES

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

The Student Centres (The Armoury - NOTL Campus and The Core - Welland Campus) are where you will find great food, great drinks, and great service, all for the lowest price on campus. Debit and credit cards now accepted with no extra charge.

SAC SHACK!

Visit our canteen located outside the Welland Campus Student Centre. One stop shop for grab and go snacks. Hours of operations 8 am - 7 pm Monday to Thursday and 8 am - 5 pm on Friday.

STUDENT HEALTH BENEFITS

Health benefits are available for all students of Niagara College. Included in these benefits are prescription drug coverage, extended health care which includes vision care, accidental and dental benefits. Coverage is effective from September 1st to August 31st each year. Students in programs which start in January are covered as of January 1st each year. Students

in programs which start in May are covered as of May 1st each year.

Opt ins and Family applications are available in Fall and Winter semesters and only for those who qualify at additional fees.

To confirm your coverage or for more information visit the Student Administrative Council office at your campus or contact Karen at 905-735-2211 ext. 7853, or kmarasco@niagaracollege.ca.

If you have alternate coverage and do not require these benefits you must complete the **online opt out** at ncsac.ca or wespeakstudent.com before the indicated deadline dates. Current benefit information will be required.

If you have previously opted out, your refund will automatically be processed each year you qualify. However; if you lose your alternate benefits, it is your responsibility to apply for the reinstatement of your student benefits before the deadline dates.

NEW THIS YEAR!

All opt out refunds will be credited to your student account at Niagara College.

WEBSITE AND SOCIAL NETWORK

NC SAC Website

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

SAC-Connect Marketplace

The SAC-Connect Marketplace is NCSAC's online venue for Niagara College students to post advertisements selling books and goods to each other. Sign up on our website ncsac.ca and start selling your books and goods for what they're worth!

NCSAC CLiK

Welcome to **YOUR** social network. **NCSAC CLiK** is Niagara College's exclusive social network where students can become friends, start discussions, create media galleries, join clubs and RSVP for events. CLiK will be host to many events and contests throughout the school year so make sure to check in often! Sign up at social.ncsac.ca today!

OFF CAMPUS HOUSING

For the latest in off-campus housing listings and important information about fire safety, local bylaws and tenant-landlord rights please visit www.niagaracollege.ca/ocl



health &
dental care

Niagara College
Student Administrative Council

ATHLETICS - 2011/2012

VARSITY TRYOUT DATES & MEETINGS

Sport 1st Tryout Date/Time Tryouts Continue Location

Men's Soccer Tue., Aug. 16 5:30 pm Aug. 17, 18, 23, 24, & 25 Welland Campus
 Women's Soccer Thu. Aug. 18 5:30 pm Aug. 19, 25, & 26 Welland Campus
 Men's/Women's Golf Thu. Sept. 1 8:00am Sept. 2 LochNess Links, Welland

..... Must pre register by August 26, 2011 Cheque for \$110.00
 Payable to "Niagara College Athletics" forwarded to:
 Ray Sarkis, Coordinator, Athletics and Recreation, Welland Campus
 (Cancellations will not be refunded)
 Late Entry Fees: Late entries will be charged an additional \$10.00

Men's Basketball Mon., Sep. 12 5:30 pm
 Sep. 13, 14, 15 - 5:30 pm, & 16 - 7:00 pm
 Welland Campus

Women's Basketball Mon. Sep. 12 7:00 pm
 Sep. 13 - 7:00 pm, 14, 15 & 16 - 5:30 pm
 Welland Campus

Men's Volleyball Mon. Sep. 12 8:30 pm
 Sep. 13 - 8:30 pm; 14 & 15 - 7:00 pm
 Welland Campus

Women's Volleyball Mon. Sep. 12 8:30 pm
 Sep. 13, 14, and 15 - 8:30 pm
 Welland Campus

Men's/ Women's Curling Tues. Oct. 25 6:00 pm TBA at 1st Meeting Welland Campus

****For a complete schedule of tryouts and games visit our web site at www.niagaraknights.ca**

Note: All student athletes must have confirmed to Niagara College and paid fees to attend Open Tryouts

KNIGHTS NATION MEMBERSHIP

Be a part of Knights Nation and join the fastest growing club at Niagara College!

Your membership will include: "Property of Knights nation" T-Shirt, FREE admissions to all Niagara knights regular season home games, plus great savings at area business with your Niagara Knights membership Card. Registration will take place during Orientation Week at the Welland Campus.

For complete information on becoming a Knights Nation member contact Shawn McCart at

smccart@niagaracollege.ca

"IF YOU CAN'T PLAY A SPORT, BE ONE"

NIAGARA COLLEGE KNIGHTS

2011-2012 VARSITY HOME SCHEDULE

WOMEN'S SOCCER

Sat. Sep. 10.....	Lambton College Lions	1:00 pm
Sun. Sep. 11.....	St. Clair College Saints	2:00 pm
Wed. Sep. 21.....	Humber College Hawks	4:00 pm
Fri. Oct. 7.....	Sheridan College Bruins	6:00 pm

MEN'S SOCCER

Sat. Sep. 10.....	Lambton College Lions	3:00 pm
Sun. Sep. 11.....	St. Clair College Saints	4:00 pm
Wed. Sep. 21.....	Humber College Hawks	6:00 pm
Fri. Oct. 7.....	Sheridan College Bruins	8:00 pm

WOMEN'S BASKETBALL

Fri. Sep. 23	Fleming College Knights (EXB).....	6:00 pm
Sat. Nov. 5	Sault College Cougars	1:00 pm
Sun. Nov. 6.....	Algoma University Thunderbirds	4:00 pm
Sat. Nov. 12.....	Fanshawe College Falcons	6:00 pm
Tue. Nov. 15.....	Seneca College Sting (EXB).....	6:00 pm
Wed. Nov. 23.....	Niagara County Community College Thunder Wolves (EXB) ...	6:00 pm
Wed. Nov. 30	Sheridan College Bruins	6:00 pm
Wed. Dec. 7.....	Jamestown Community College Jay Hawks (EXB).....	6:00 pm
Fri. Jan. 6	Genesee Community College Cougars (EXB)	8:00 pm
Tue. Jan. 10	Erie Community College Kats (EXB).....	6:00 pm
Wed. Jan. 25	Humber College Hawks	6:00 pm
Wed. Feb. 8	Mohawk College Mountaineers	6:00 pm
Sun. Feb. 12.....	St. Clair College Saints	1:00 pm
Fri. Feb. 17.....	Redeemer University College Royals	6:00 pm
Wed. Feb. 22	Lambton College Lions	6:00 pm

MEN'S BASKETBALL

Fri. Sep. 23.....	University of Glasgow (EXB).....	8:00 pm
Sat. Sep. 24.....	Fleming College Knights (EXB)	2:00 pm
Sat. Nov. 5	Sault College Cougars	3:00 pm
Sun. Nov. 6.....	Algoma University Thunderbirds	6:00 pm
Sat. Nov. 12.....	Fanshawe College Falcons	8:00 pm
Tue. Nov. 15.....	Seneca College Sting (EXB).....	8:00 pm
Wed. Nov. 23.....	Niagara County Community College Thunder Wolves (EXB) ...	8:00 pm
Wed. Nov. 30	Sheridan College Bruins	8:00 pm
Fri. Jan. 6	Genesee Community College Cougars (EXB)	8:00 pm
Wed. Jan. 25.....	Humber College Hawks	8:00 pm
Wed. Feb. 8	Mohawk College Mountaineers	8:00 pm
Sun. Feb. 12.....	St. Clair College Saints	3:00 pm
Fri. Feb. 17.....	Redeemer University College Royals	8:00 pm
Wed. Feb. 22	Lambton College Lions	8:00 pm



WOMEN'S VOLLEYBALL

Fri. & Sat. Oct. 21-22.....	Niagara College Knights Fall Classic	TBA
Thu. Oct. 27.....	Durham College Lords (EXB)	6:00 pm
Wed. Nov. 9	Redeemer University College Royals	6:00 pm
Wed. Nov. 16.....	Sheridan College Bruins	6:00 pm
Thu. Dec. 1.....	Fanshawe College Falcons.....	6:00 pm
Sun Dec. 4.....	St. Clair College Saints	1:00 pm
Wed. Jan. 18	Mohawk College Mountaineers	6:00 pm
Sat. Jan. 28	Nipissing University Lakers	6:00 pm
Sun. Jan. 29	Canadore College Panthers	12:00 pm
Fri. Feb. 3	Conestoga College Condors	6:00 pm
Wed. Feb. 15.....	Humber College Hawks	6:00 pm

MEN'S VOLLEYBALL

Thu. Oct. 27.....	Durham College Lords (EXB)	8:00 pm
Wed. Nov. 9	Redeemer University College Royals	8:00 pm
Wed. Nov. 16.....	Sheridan College Bruins	8:00 pm
Thu. Dec. 1.....	Fanshawe College Falcons.....	8:00 pm
Sun Dec. 4.....	St. Clair College Saints	3:00 pm
Wed. Jan. 18	Mohawk College Mountaineers	8:00 pm
Sat. Jan. 28	Nipissing University Lakers	8:00 pm
Sun. Jan. 29	Canadore College Panthers	2:00 pm
Fri. Feb. 3	Conestoga College Condors	8:00 pm
Wed. Feb. 15.....	Humber College Hawks	8:00 pm

MEN'S & WOMEN'S GOLF

Wed. Sep. 29	Niagara Knights Fall Classic @ LockNess Links Golf Club, Welland
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EVENT INFORMATION

(EXB) - Exhibition

All Soccer games played at the Soccer Club – Rice Road, Welland

All Basketball and Volleyball games played at the new Niagara College Knights Athletic Centre
300 Woodlawn Road, Welland

SPECIAL EVENTS

2nd Peninsula Hoops Classic

On Saturday, October 1, the Niagara College Knights Women's and Men's Basketball teams will play the Brock University Badgers in exhibition games showcasing the region's top collegiate players. The proceeds from this event will go to the United Way, Niagara.

Women's Game	1:00pm
Men's Game	3:00pm

Bob Davis Gymnasium, Brock University, St. Catharines

niagaraknights.ca



CAMPUS SAFETY

SECURITY

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

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

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

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

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

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

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

Security can also be contacted at all times by pressing the red emergency button on selected pay phones throughout the campuses.

Responsibilities

The College encourages all individuals on its premises and participating in college related activities to resolve their differences and disputes in a nonviolent and rational manner.

Employees, students and visitors are urged to report all incidents of violence to College Security. A report may be made in person or through another individual if the victim cannot immediately report the incident. Security will then initiate the appropriate procedures to ensure the victim's safety and respond to the incident. Depending on the severity of the incident, or by request of the victim, the police may be involved.

The primary responsibility of the College and Security upon receiving a report of violence is to ensure the safety of the victim(s). Security staff and the Security supervisor on duty may choose to call the police if the incident involves assault, or some other form of criminal activity. The victim always has the option to call the police before or after notifying College Security.

WEAPONS/FIREARMS

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

CAMPUS WATCH

Each of us has a role in Campus Watch.

Everyone is encouraged to participate in keeping Niagara College safe and secure. If you see something suspicious it is your responsibility to make a prompt report to Campus Security. **IF THERE IS AN EMERGENCY, IMMEDIATELY CONTACT 911 and then promptly notify Campus Security.** Another component of Campus Watch is a service provided during evening school hours. All persons on campus can request a Campus Watch - Student Patrol volunteer to walk them to or from their vehicles or between buildings from 6:30 pm to 10:30 pm, Monday to Thursday. This service is free of charge. In addition, the students patrol parking lots and buildings reporting any suspicious activity to security. This service is provided to keep our campuses safe for all of us and gives our students valuable work experience as well.

DRUGS/ALCOHOL

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

STUDENT CENTRES

THE CORE - WELLAND

THE ARMOURY – NOTL

STUDENT CENTRE ALCOHOL POLICY

Introduction:

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

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

REGULATIONS

1) Unlawful Consumption

It is in violation of the Liquor Licence Act of Ontario for any person under the age of nineteen (19) years to consume alcohol in a public place. Any person under age 19 who consumes alcohol at a Student Centre of Niagara College (herein referred to as "Student Centre") where alcohol service is provided is in violation of this policy and the Liquor Licence Act of Ontario, and thus shall be subject to any penalties deemed under either.

2) Supply of Alcohol

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

3) Intoxication

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

4) Identification

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

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

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



student
centre

Niagara College
Student Administrative Council

PERSONAL SAFETY TIPS

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

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

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

**Student Health Benefits
Coverage Duration
September 1, 2011 to
August 31, 2012**

7) Assisting Entrance

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

8) Penalties

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

9) Trespass

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

**CAMPUS SAFETY
ANNOUNCEMENT BOARDS**
Located in all college washrooms, they provide important and helpful safety information for staff, students and visitors. Notices change monthly.

10) Repeat Offences

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

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

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



**green-up!
program**

Niagara College
Student Administrative Council

GENERAL INFORMATION

BANK MACHINES

Bank machines are conveniently located at both campuses.

BICYCLES, SKATES, SKATEBOARDS

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

CELL PHONES

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

CLASSROOM VISITORS

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

LASER POINTERS

Students, staff and visitors are prohibited from bringing any laser pointers onto Niagara College property. If laser pointers are required for academic work or presentations, they can be borrowed from the appropriate college administrator.

Use of laser pointers shall be limited to assisting educators, students, guest lecturers, speakers and presenters when giving lectures and/or making presentations. No other use will be authorized or condoned. Only Class 2 laser pointers are authorized for use at Niagara College. Class 2 pointers must have a small sticker on them with either a yellow Caution or black and red Danger symbol and showing the laser classification (2), the maximum output power (not to exceed 1mW) and the wavelength.

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

LOST/STOLEN ITEMS

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

PETS ON CAMPUS

For the comfort and safety of others, pets are not allowed in

college buildings. Special permission dogs, are permitted on campus to assist persons with visual and other impairments.

PRAYER ROOMS

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

PUBLIC ADDRESS SYSTEM

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

SMOKING

Niagara College has an abiding commitment to the health status of staff, students and visitors. Therefore, all indoor locations - including all student residences and student centres - are designated smoke-free. Smoking is allowed at the designated area at each campus. Security Staff is responsible for enforcing the College smoking policy.

Note: Electronic cigarettes are prohibited indoors.

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

STUDENT RESIDENCES

Located on the Welland and NOTL Campuses, the Student Residences are just steps to classes and campus facilities.

The residence offers many advantages:

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

For information visit our website at:

niagaracollege.ca/residence

Email NOTL Residence at

niagara.notl@stayrcc.com

phone: 905-641-4435.

Email Welland Residence at

niagara.welland@stayrcc.com

phone: 905-732-9700.

RULES AND REGULATIONS FOR RESIDENTS & GUESTS

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

1. Residents are personally responsible for their guests and their actions at all times while in the residence.
2. No alcohol is allowed in any of the hallways, stairwells or common areas within the residence. Alcohol in transit from room to room must be unopened and in a box or bag.
3. The residence is a smoke free facility. Smoking is NOT permitted anywhere inside of the residence.

4. Unless otherwise posted, all stereos and televisions must be inaudible outside of individual suites between the hours of 11:00 pm and 8:00 am. Repeat offenders will have their stereo equipment removed from the premises by management.

5. All visitors must be registered and signed in at the front desk. This includes full name and one piece of proper identification. Any nonresident caught in the building not signed in will be subject to a charge of trespassing.

6. Unauthorized use of fire doors and fire safety equipment is strictly prohibited. Any resident or guest caught tampering with or using this equipment in a way in which it was not intended, will be reported to the local authorities for investigation.

7. Harassment (verbal or physical) of fellow residents or residence life staff will not be tolerated (please refer to the Niagara College policy on Harassment and Discrimination). Any resident found guilty of such activity may have his/her residency terminated.

NOTE: Student Residences are smoke-free.

ATTENDANCE AND LATENESS

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



- 8. Wilful damage to the property, furniture or fixtures will not be tolerated. These are prosecutable offences and all cases will be reported to the local authorities for investigation.
- 9. Approximately every two weeks, the washroom and kitchenette areas of the student's suite will be cleaned. At this time, the housekeeping staff will make a cursory inspection of the suite. Any violations of Exhibit "I" in the Student Residence Agreement will be reported to management.

- 10. Any resident caught in person or on videotape engaging in vandalism, assault or any illegal activity will immediately be turned over to the local authorities, without warning, for investigation.
- 11. Students or guests found loitering, congregating or partying in the hallways, stairwells or designated quiet areas, will not be tolerated and may be subject to sanctions. Violations of the above mentioned rules will result in the student receiving a written warning. Any

student receiving a second written warning will be brought before the Residence Discipline Committee. A third written warning may result in termination of the student's residency. The guarantors of the Student Residence Agreement will be notified by phone and the student will have 24 hours to remove him/herself and his/her belongings from the residence.

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

SUICIDE WARNING SIGNS

If someone you know exhibits any of the following signs:

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

You can help:

- o stay calm and listen
- o let them talk about their feelings
- o be accepting; do not judge
- o ask if they have suicidal thoughts
- o take threats seriously
- o don't swear secrecy
- o tell someone

Get help:

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

Resources:

Niagara College Counselling Dept.
Welland Campus
905-735-2211 ext. 7778
NOTL Campus
905-641-2252 ext. 4409

Distress Centre Niagara
24 hour Crisis Line
St. Catharines (905) 688-3711
Port Colborne/Welland
905-734-1212
Beamsville/Grimsby
905-563-6674
Fort Erie 905-382-0689

Community Crisis Care
Niagara Health System Regional
Number 905-378-4647
Greater Niagara Site: Ext. 54919
St. Catharines General Site:
Ext. 43230
Welland Hospital Site: Ext. 33407

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



nscsac.ca

www.suicideinfo.ca



STUDENT RIGHTS & RESPONSIBILITIES

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

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

Nothing in the following information affects:

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

RESPONSIBILITIES

Fundamental Responsibilities

1. The official registration forms must be completed and fees paid in accordance with college regulations, or college permission to attend class must be obtained before an individual can be considered as a student. Only officially registered students may attend class, laboratory situation or field placement activity.
2. The College maintains that students are responsible

adult members of the College community and are fully accountable for their actions while at the College or while engaged in college activities.

3. Students must respect the rights of other members of the community to a safe and pleasant environment and therefore, must refrain from any conduct which is deemed inappropriate. It is also expected that students will take care of any college property or facilities and will leave such property or facilities in a state in which they can be enjoyed and used by other members of the College community. Any abuse of such property or facilities will not be tolerated and may result in the loss of their use and/or suspension/expulsion.
4. Students require approval from the director of Student Services when sponsoring a student-related on-campus event involving alcohol.
5. Students must obtain approval from the Student Administrative Council before posting any poster or notice.
6. Students must be aware that violent behaviour towards any member of the College community will result in instant suspension pending investigation. The uttering of threats and physical or verbal harassment towards others are considered to be forms of violence. Students found to be committing such acts will face discipline up to and including suspension/expulsion.

RIGHTS

Fundamental Rights

1. Every student has a right to equitable treatment by the College. This right must not be impaired by discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, disability or the receipt of public assistance.
2. Students have the right to:
 - 2.1 Express themselves, either individually or as a group, on any subject without hindrance and to publish and distribute opinions while on college property, either personally or through the campus media provided that these rights are exercised reasonably and in good taste, with due regard for others and in accordance with the general law (including the laws of defamation).
 - 2.2 Organize and take part in nonviolent assemblies provided that such assemblies do not interfere with the regular activities of the College or any member of the College community.
 - 2.3 Form, join and take part in any lawful group or organization for intellectual, religious, social, economic, political, cultural or recreational purposes (in accordance with 2.1 above).
 - 2.4 Use facilities designated by the College as available for student use and agree to abide by any regulations of the College in regard to such use.

3. Students have the right to:
 - 3.1 Have published and made available on request the College rules/regulations.
 - 3.2 Enquire into, and be informed honestly and fully about, the reasons for such rules and regulations.
 - 3.3 Make representation to the appropriate authority of the College for changes in such rules and regulations.
 - 3.4 To make, without fear of reprisal, a complaint or petition to the appropriate authority of the College.
4. Students have the right to a learning environment which is safe.
5. Every student has the right to be free from any and all harassment, including sexual harassment.
6. Every student who has paid a student activity fee has the right to cast a vote in elections of the Student Administrative Council.

ACADEMIC RESPONSIBILITIES

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

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

Students are expected to:

1. Acquaint themselves with the procedures to be followed to register for and change or withdraw from a course and/or program.
2. Arrive to class on time and remain for the duration of scheduled classes and activities.
3. Respect the College's right to determine course content, methodology and evaluation within the guidelines set by the academic departments.
4. Respect the faculty member's right to set deadlines for assigned work, to expect assignments to be submitted at the time specified, and to establish penalties for failure to comply with deadlines. It is the student's responsibility to ensure that all assignments

are given directly to the professor unless it has been specified otherwise in a particular instance. Notwithstanding the preceding, extenuating circumstances must be considered.

5. Respect the faculty member's right to expect assignments to be properly presented with the appropriate identification (name, student number, course title).
6. Submit work that is their own. It is the student's obligation to know what plagiarism and other forms of cheating are and their consequences and be familiar with college practice.
7. Write tests and final examinations at the time scheduled by the professor or the College. Notwithstanding the preceding, extenuating circumstances must be considered.
8. Assume responsibility for classes missed. Professors are not obliged to provide for missed tests, laboratories or examinations and students must be prepared to forfeit marks allocated to such work during their absence. Notwithstanding the preceding, extenuating circumstances must be considered.

ASSOCIATED PRACTICES:
[**niagaracollege.ca/practices**](http://niagaracollege.ca/practices)

**STUDENT ACADEMIC MISCONDUCT
 HARASSMENT AND DISCRIMINATION,
 STUDENT DISCIPLINE**

**Report all suspicious, unusual or disruptive use of
 computers or networks to:
 College Security at your campus, or the Computing
 Support Centre at 7642
 or via email to [**csc@niagaracollege.ca**](mailto:csc@niagaracollege.ca)**

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

14. Be responsible for ensuring that all health requirements for programs are met before the start of classes. Failure to comply may result in inability to participate in certain courses or work placements.

ACADEMIC RIGHTS

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

- course descriptions
 - course availability
 - the method of evaluation
 - costs
 - timetables.
5. Students have the right to have access to the course outline at the beginning of the course, which states the objectives of the course and the evaluation system.
 6. Students have the right to be given at least one week's notice for major tests/assignments.
 7. Students have the right to know the College's definitions of cheating and plagiarism and the consequences of their detection.
 8. Students have the right to expect that adequate measures will be taken by the faculty member to ensure that cheating during testing does not occur.
 9. Students have the right to know what is expected with regard to class attendance and punctuality.
 10. Students have the right to receive instruction for the number of hours specified on their timetables for the duration of the term.
 11. Students have the right to be notified of class cancellations as soon as possible. It is the responsibility of the professor or department to post all cancellations.

FREEDOM OF INFORMATION

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

12. Students have the right to have classes which will start and end on time.
13. Students have the right to reasonable notice in writing of any changes to the course information sheet once classes are in session.
14. Students have the right to receive, from the professor, sufficient concrete feedback to grade and evaluate their progress in the course by one week prior to the official course withdrawal deadline.
15. Students have the right to have their grades viewed as confidential. They should be assured that grades will not be posted by names. Grades can be posted by student identification number with written permission of the student. Students have the right to have all papers, class tests, quizzes and examinations returned individually to them. These items must not be left in unsupervised areas such as halls or outer offices.
16. Students own any original work they have produced (e.g., their own work or ideas). Students may expect their work to be returned promptly, except in cases where cheating may be suspected. The departments may retain actual test questions, examinations and quizzes, and need not supply copies to the students.
17. Students have the right to see and review all grades with the professor who will keep the grades for a minimum of one year after course completion. *

**Free Income Tax Preparation
and E-filing Clinics
March 2012**

18. Students have the right to view any official record that exists in their files in the College. *
19. Using the Appeal of Academic Decisions practice, students have the right to appeal any final academic decision that affects them.

* **Freedom of Information Act (FOI) guidelines apply.**

STUDENT ACADEMIC MISCONDUCT

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

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

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

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

**"Help stop the spread
of bacterial infection:
wash your hands often."**

APPEAL OF ACADEMIC DECISIONS

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

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

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

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

**Student Health Benefits
Coverage Duration
September 1, 2011 to
August 31, 2012**

GRADES

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

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

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

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

GRADUATION & PROMOTION REQUIREMENTS

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

ACADEMIC STANDING

It is important to recognize the academic performance of students and to provide notice of any academic concerns so that students have an opportunity to improve. To this end, all students, based on their academic performance, will be placed in one of the academic standing categories. In some cases a comment will appear on the grade report. The grade report comment is based only on courses completed in the current term. A positive comment does not necessarily indicate that all program requirements have been met. Students are responsible for ensuring that they have satisfied all requirements to proceed to the next term or graduate.

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

WITHDRAWAL FROM COURSES/PROGRAMS

Voluntary Withdrawal

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

Repeated Courses

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

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

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

	Applied Degree	Ontario College Graduate Certificate	Ontario College Advanced Diploma	Ontario College Diploma	Ontario College Certificate	Certificate of Achievement	Statement of Completion
Passing Grade (credit earned)	50%	50%	50%	50%	50%	50%	50%
Satisfy Prerequisite	60%	60%	50%	50%	50%	50%	50%
Promotion - Level to Level or Year to Year	65% GPA and = or > 60% in all courses or permission of the academic administrator	65% GPA and = or > 60% in all courses or permission of the academic administrator	60% GPA and = or > 50% in all courses or permission of the academic administrator	60% GPA and = or > 50% in all courses or permission of the academic administrator	N.A.	N.A.	N.A.
Graduation	65% GPA and = or > 60% in all courses	65% GPA and = or > 60% in all courses	60% GPA and = or > 50% in all courses	60% GPA and = or > 50% in all courses	60% GPA and = or > 50% in all courses	60% GPA and = or > 50% in all courses	60% GPA and = or > 50% in all courses

Mandatory Withdrawal

A student may be required to withdraw from a course, a program or from the College for “just cause”. Included in “just cause” is consistent failure to meet the objectives of the course or program, academic misconduct, inappropriate classroom/lab or other behaviour, failure to pay fees, submission of false documents or information for admission purposes, etc. Students may also be withdrawn from adult training and preparatory programs for consistent failure to sign in, report absences, or for poor attendance.

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

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

Re-Admission

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

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

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

Probationary Status – Post-secondary Programs

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

COMPLAINTS & CONCERNS

About the College

1. It is the desire of Niagara College to resolve any complaints or concerns in a prompt and courteous manner.
2. It is the expectation of the College that most issues will be resolved informally by way of discussion between the student and the appropriate staff member.
3. For certain complaints or concerns, Niagara College has established specific procedures. For example, complaints regarding grades or program withdrawals are subject to the academic appeal policy; complaints regarding harassment/discrimination are subject to the harassment/discrimination policy in a manner pursuant to such policies established by the College. Students will be expected to initiate their complaint

or express their concern in accordance with those specific policies. In any other case, students are invited to follow the general complaint procedure set out below.

Procedure For Complaints STEPS

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

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

About Another Student

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

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

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

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

Procedure For Complaints STEPS

1. As soon as possible after the complaint or concern has arisen, attempt to discuss with the individual involved. Most conflicts are the result of a misunderstanding or miscommunication – find out if this is the case with your issue.
2. At any point during your complaint resolution process, seek confidential guidance and support from the professional staff in Counselling Services.

3. If informal attempts to resolve the interpersonal student conflicts are not successful, and you feel your learning environment continues to be negative, please report the matter to the office of the Director, Student Services 905-735-2211, ext. 7783, Room SE103, Welland Campus.

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

STUDENT DISCIPLINE ASSOCIATED WITH DISRUPTIVE STUDENT BEHAVIOUR

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

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

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

Student actions that violate the *Criminal Code of Canada* are to be reported directly to Security. The *Protocol Between Niagara College and Niagara Regional Police Services* lists various violations and the process for handling and reporting such violations committed by students. To minimize interruption of the learning process, unless there is an immediate threat to the safety of students, faculty, or others, violations that occur within the classroom/lab setting will be reported to security once the scheduled class/lab adjourns.

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

For more information visit the college website at

niagaracollege.ca/practices

**NOTE: SOME POLICIES MAY BE SUBJECT TO REVIEW.
FOR UP-TO-DATE VERSIONS CONSULT THE COLLEGE
WEBSITE AT niagaracollege.ca/practices**

HARASSMENT & DISCRIMINATION

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

What is Covered?

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

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

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

niagaracollege.ca/practices

... YOUR SUCCESS MENU ...

GUIDE TO ASSESSMENTS

Writing and Mathematics assessments at Niagara College are used to measure your incoming skills. This is important so we can provide support services to enhance your overall success.

Depending on your results, you may be referred to any of the following:

- Writing Tutorials,
- Math Tutorials,
- Peer Tutoring, or
- an English Prior Learning Assessment credit.

What do employers want?

"[T]he workplace of the present and future demands a new kind of worker who can access, manage and use vast amounts of information."

HOW THE WRITING ASSESSMENT WORKS

- The assessment will be written in the first hour of your Communications class (COMM 1133 or 1104). Check your timetable for time and place.
- Bring a pen (black or blue ink) and a dictionary. Your score will be posted on Blackboard. Continue to attend class until your result is final.

For programs at the Welland Campus contact:

Nadine Bisson,

nbisson@niagaracollege.ca

For programs at the Niagara-on-the-Lake Campus contact:

Heather Barfoot,

hbarfoot@niagaracollege.ca

HOW THE MATHEMATICS ASSESSMENT WORKS

- Your Mathematics Assessment depends on your college program. Visit web site <http://services.niagaracollege.ca/math/> to determine the Math Assessment that applies to your particular program.
- Please note that some programs require the Math Assessment to be completed before the start of the term.

For programs at the Welland Campus contact:

Colin Fraser,

cfraser@niagaracollege.ca

For programs at the Niagara-on-the-Lake Campus contact:

Tom Fraser,

tfraser@niagaracollege.ca

NIAGARA COLLEGE CARES ABOUT YOUR SUCCESS!

STUDENT SERVICES

NIAGARACOLLEGE.CA/SERVICES

ADVANCED STANDING/ TRANSFER CREDIT

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

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

CHILD CARE CENTRE

The Niagara College Child Care Centre is located at the Welland Campus and offers licensed programs for children from 3 months to 12 years of age. The centre operates Monday to Friday, 7:30 am to 5:30 pm.

The centre is licensed by the Ministry of Children and Youth Services to ensure that all standards are maintained regarding staffing, premises, health, fire and safety regulations, equipment and programs.

Fee subsidies are available through the Regional Municipality of Niagara for families who demonstrate economic need. Families seeking subsidies must apply to the Region at 905-984-3750.

For more information, contact the Child Care Centre located at the Welland Campus **905-735-2211 ext. 7680 or 7587**.

knowfire.ca
"are you prepared?"

COMPUTING & INFORMATION TECHNOLOGY SERVICES

niagaracollege.ca/computing

Computer Labs

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

Open Access Labs

Open Access labs (PC and Mac) are available for completion

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

MY NIAGARA /BLACKBOARD

My Niagara/Blackboard is a web-based portal and learning management system at Niagara College. It is designed to provide centralized access to web applications, college news on current events and initiatives, as well as enables instructors to enhance learning by bringing their course material, class discussions, assignments and assessments to the web. The college will, as available and appropriate, also provide access to a student's own records, as well as information on college services and programs of study through the My Niagara/Blackboard portal. Visit niagaracollege.ca/portal now.

Open Access Labs

Welland - T116 & the Library, Black Walnut (Mac Lab)
NOTL - N201, N202

Open access labs and the wireless network are funded by the Student Technology Enhancement Fees. Employment opportunities for students as members of the S.W.A.T.

(Students Who Advance Technology) are available each term. Apply online at niagaracollege.ca/joinswat

OPPORTUNITY KNOCKING!!!

Join Niagara's SWAT Team



(SWAT = Students who Advance Technology)

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

- This is an opportunity to increase your resume power while attending college. You can enhance technical skills and knowledge, while earning an income during your term at Niagara College.
- Applications are encouraged from students enrolled in ALL college programs from ALL campuses - with Software, Hardware and Internet skills ranging from Beginner to Intermediate or Advanced levels.

We want YOU if you:

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

DENTAL CLINIC

A variety of dental services are available at minimal cost through our dental programs. For more information or an appointment, contact

Dental Clinic, Niagara College

Applied Health Institute, AH120
300 Woodlawn Road
Welland, ON L3C 7L3

905-735-2211, ext. 7758

niagaracollege.ca/dental

FOOD SERVICES

Campus Cafeterias

Campus Cafeterias proudly display the Eat Smart Cafeteria Program. Franchise offerings such as Pizza Pizza, Tim Hortons, wraps, pitas, subs, pastas, grilled items, breakfast available daily, Deli Subs and much more are available at the Welland and NOTL Campus cafeterias.

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

Student Centres

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

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

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

Stop by The SHACK Canteen at the Welland Campus for some hot and cold beverages and quick grab-and-go snacks. Debit and credit cards also accepted in The SHACK for no additional costs.

INTERNATIONAL STUDENT SERVICES

International students studying under a student Visa receive a wide range of special services provided by the International Education department.

Airport pick-ups, arranging accommodations, orientation to the community, assistance with banking and health insurance are some of the many personalized services we provide. There are no additional charges for these services other than paying third parties, i.e. the mandatory health insurance, and airport pick-up.

International students have full access to all college facilities including the libraries, computer labs, campus store, cafeteria, clubs and the student centres.

Many students play college-sponsored sports as outlined in the sports and leisure section. As a result, they have the opportunity to make friends with Canadian students and join them in their daily activities.

Special activities such as field trips and social gatherings are regularly planned for our international students. Special tutors and conversation partners can be arranged for international students so that they may enjoy the company and assistance of English-speaking students their own age. Because students come to the College from around the world, there is a good mix of languages, cultures and interests that makes studying at Niagara College a truly rewarding experience.

For further information contact 905-735-2211, ext. 7804 or 4169 or visit

international.niagaracollege.ca

KEY PERFORMANCE INDICATORS

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

The following list represents the five KPIs:

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

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

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

survey period. The survey questions are determined by the Ministry and completed surveys are sent to a third-party service provider, hired by the Ministry, who compiles the data and provides the Ministry and colleges with the results. Niagara College has a robust process for administering the Student Satisfaction survey which includes collaboration with and participation by SAC and a training program for survey administrators.

Students are also surveyed 6 months after they graduate regarding their college experience and employment status. This is a telephone survey conducted by a third party hired by the Ministry. The results are very important to Niagara College as part of its program of continuous improvement of its programs and services. We truly appreciate graduates taking the time to complete the survey and ask that graduating students inform the College of any change in their contact information.

LOCKERS

Lockers are available at all campuses on a first-come, first-served basis. The college is not responsible for any loss or damage to a student's personal property.

Bring your own lock, select a locker, and it's yours for the school year.

NC LIBRARIES/ LEARNING COMMONS

For information on library services and hours check the library website at niagaracollege.ca/library or call **905-735-2211, ext. 7767** for Welland, **905-641-2252, ext. 4413** for NOTL.

Libraries are located at the Welland and NOTL campuses. Students use the facilities on a regular basis for study and research. The Library collection of 50,000 books is supplemented by videos, dvds, e-books, print journals, The Library also loans media carts, laptops, lcd projectors, handycams, digital cameras, voice recorders and camcorders for classroom presentations.

The Library subscribes to a collection of databases such as EbscoHost, ProQuest, E-Library, which provide full text articles from online journals.

Library staff provide tours at the beginning of the school semester. Throughout the year they are available to conduct research classes, demonstrate databases and assist students identify materials for research assignments.

A college ID card is required for all loans. Computers are available for student use.



student
centre

Niagara College
Student Administrative Council

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

PARKING

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

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

Control of parking is authorized under municipal bylaws and illegally parked vehicles will be subject to ticketing or towing. Permits may be purchased at any of the campus locations, as well: an online application is available at the Student Portal. The College does not accept responsibility for loss/theft/damage to personal property.

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

For information contact Parking Services 905-735-2211, ext. 7407 or visit niagaracollege.ca/parking
Register your permit application online at the Student Portal.

PRIOR LEARNING ASSESSMENT & RECOGNITION

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

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

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

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

RADIO, TELEVISION & NEWSPAPER

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

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

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

You can also listen online at niagaracollege.ca/radio
Television - 'Inside Niagara'

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

LIVING OFF CAMPUS?

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

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

niagaracollege.ca/ocl

The Campus Newspaper

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

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

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

BICYCLE SAFETY NOTICE BOARDS

Located at the Welland and NOTL campuses, they provide important and helpful bicycle safety information.

KNIGHTS NATION

Become part of the Knights Nation Varsity Sports Fan Club. Membership includes a free "Property of Knights Nation" t-shirt, season's pass to home games, chance to win prizes, plus great savings at area businesses.

TEXTBOOKS & SUPPLIES

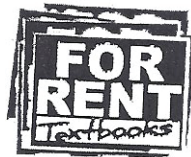
For full-time programs costs may range from \$500 to \$2,500. Students can purchase texts and materials at the Campus Stores (Welland and NOTL) where lists are posted prior to the start of term. Texts for each course are available at the campus where the program is being offered.

Sponsored students enrolled in Technical and Skills (Adult) Training programs are not required to purchase textbooks. Necessary texts are assigned on a loan basis for the duration of the program. Students will be required to pay the full cost of the texts if they are lost or damaged.

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

The store accepts payment by MasterCard, VISA, American Express, debit and cash.

For more information contact 905-735-2211, ext. 7585 at Welland and 905-641-2252, ext. 4055 at NOTL niagaracollege.ca/store.



Rent - a - Text!
Save 50% or more
Coming Fall 2011!

THE JOB CENTRE

Stop By And Find The Right Job For You!

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

The Job Centre offers:

- Co-op Education Services
- Graduate Services
- Part-time and On-campus Jobs
- Employment and Training Solutions
- Summer Jobs Service

We offer the following job finding resources at each campus:

- One-on-one job search assistance
- Workshops to help you get a job
- Access to job postings and online job banks
- Résumé tutors, printing and photocopying services (job search related)
- Free access to computers, phone, fax and internet (job search related)
- Space and privacy for telephone and video conference interviews
- Employers on campus throughout the year
- Access to Job Coaches for job search assistance.
- Free online access to Optimal Tools - Optimal Résumé, Optimal E-Folio, Optimal Interview.

On-Campus/Part-time Jobs

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

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

Student Job Coaches

Student Job Coaches are available on a drop-in basis throughout the week to assist you with your résumé, cover letter, job search techniques and are able to guide you to many online job listings.

Co-op Jobs

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

Co-op programs provide you with:

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

Graduate Jobs

Graduate Services is your connection to employers and

the world of work. Students and graduates are encouraged to take advantage of the wide range of job search assistance and job opportunities available.

As you prepare to graduate, we offer:

- Individual employment and career planning advice
- Assistance with interview techniques and job search strategies
- Workshops to help you get a job
- Résumé/cover letter review
- Online job postings
- Student resource areas with free access to computers, phone, fax and internet
- Recruitment events including Career Fairs and more.

Recruiting Events

Shop for jobs:

Tues., Sept. 13, 2011 - Pen Centre

Volunteer Fair:

Thurs., Sept. 22, 2011 - Welland

Tues., Sept. 27, 2011 - NOTL

All About Options - Employment and

Graduate EXPO

Wed., Feb. 1, 2012 - Welland

Thurs., Feb. 2, 2012 - NOTL

Summer Jobs Service

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

We offer you:

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

PUT YOUR EDUCATION To Work!

The Job Centre

Welland Campus - SE101

950-735-2211, ext. 7777

NOTL Campus - W115

905-641-2252, ext. 4165

Monday - Friday

8:30 am - 4:30 pm

or email us at

jobcentre@niagaracollege.ca

mycareer.niagaracollege.ca



green-up!
program

Niagara College
Student Administrative Council

NIAGARA COLLEGE HEALTH CENTRES

Welland – AH125
Monday - Friday - 8:30 - 4:00
735-2211, ext. 7635

NOTL – W105
Monday - Friday - 8:30 - 4:00
641-2252, ext. 4449

Student Health Benefits

Coverage Duration

September 1, 2011 to
August 31, 2012

Did you know ...
The Student Centres hire
student staff throughout
the year.

Do you have what
it takes? Pick up an
application at your
centre's bar.

STUDENT SUCCESS CENTRES

ATHLETICS

See Varsity Schedule starting on page 13 for details.

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

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

- admissions requirements and procedures
- counselling for academic difficulties
- improved note taking, study and test skills
- counselling for personal problems
- budget management
- stress management and problem solving
- community services referrals
- career counselling
- educational planning, including University preparation and Post-Graduate advisement.

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

The Counselling Offices also offer a variety of resources and tools that enhance student success including college and university calendars

and application forms, information regarding distance education, graduate placement reports, career profiles and personal assessments. Students are invited to visit the Student Success Centre at the Welland and NOTL campus locations or call for an appointment or more information.

Welland Campus, SE102

905-735-2211, ext. 7778

NOTL Campus, W102

905-641-2252, ext. 4409

Check out our website:

niagaracollege.ca/counselling

DISABILITY SERVICES

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

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

Welland Campus

905-735-2211, ext. 7602

NOTL Campus

905-641-2252, ext. 4409

Check out our website:

niagaracollege.ca/cswd

FIRST NATIONS, MÉTIS & INUIT STUDENT SERVICES

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

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

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

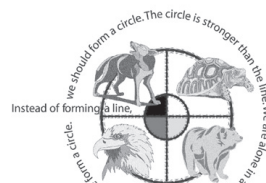
For further information, contact:

First Nations, Métis &
Inuit Student Services

Welland Campus/NOTL Campus
905-735-2211, ext. 7774/4214.

Visit us online at

niagaracollege.ca/firstnations



knowfire.ca
"are you prepared?"

HEALTH SERVICES

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

Our Services include:

- first aid
- some over-the-counter medications
- immunizations
- TB skin testing
- referrals to community services
- temporary sick bays
- birth control resources
- confidential STI testing
- wellness promotion and health education.

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

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

**Work Hard, Play Hard
Stay Safe Be Happy !**

**Free Income Tax
Preparation and
E-filing Clinics
March 2012**

PEER TUTORING SERVICES

Peer tutoring is a free service to Niagara College students who need assistance with their courses (i.e. may be failing, borderline in their grades, or need to learn good study habits). Tutoring sessions can be arranged at any available time. Tutors are students receiving grades over 80 percent in their course and may be paid for their services.

This program is subsidized through the Student Activity Fee, Jobs Niagara, Ontario Work-Study Plan and the International On-Campus Job Fund. Visit the Peer Services office for an application form.

Contact 905-735-2211,
Welland Campus ext. 7769, or
NOTL Campus, ext. 4179.

Apply online at
niagaracollege.ca/tutor

KNIGHTS NATION

Become part of the Knights Nation Varsity Sports Fan Club. Membership includes a free "Property of Knights Nation" t-shirt, season's pass to home games, chance to win prizes, plus great savings at area businesses.
Meet **Knightro**, our Mascot.

**Did you know ...
The Student Centres hire
student staff throughout
the year.
Do you have what
it takes? Pick up an
application at your
centre's bar.**

CSA
College Student Alliance

International
Credit Transfer
Quality
Access
Tuition
Jobs

GIVING YOU A VOICE.
WWW.COLLEGESTUDENTALLIANCE.CA

COMPUTERS & YOU @ NIAGARA COLLEGE

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

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

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

DO:

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

DO NOT:

- Share an account or password
- Use college computers to gain unauthorized access to other computer systems
- Access accounts and parts of the system for which you are not authorized
- Access another user's protected files or email messages without permission

- Install software on the college system without first consulting the System Administrator
- Use the system to access, transmit or print pornographic or other offensive images, access or transmit hate material, or do anything else that would be considered a violation of the college's practice on Harassment & Discrimination
- Use the system to commit academic misconduct as defined by the college's practice
- Consume large amount of system resources, deliberately crash systems, or otherwise interfere with others' use of the system
- Use computers and networks for commercial purposes
- Engage in frivolous, disruptive, or inconsiderate conduct in computer labs.

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

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

Check out Facebook, our website, and watch the bulletin boards for more information on upcoming events.

knowfire.ca
"are you prepared?"

Student Health Benefits
Coverage Duration
September 1, 2011 to
August 31, 2012

OFF CAMPUS HOUSING

For the latest in off-campus housing listings and important information about fire safety, local bylaws and tenant-landlord rights please visit www.niagaracollege.ca/ocl

FEES & FINANCIAL ASSISTANCE

FULL TIME STUDENTS

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

Basic Annual Fee

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

The basic annual fee includes tuition plus the following fees:

- student activity fee, athletics, college services, orientation, student centre fee, student health plan, information technology, alumni, graduation, U-pass, Student Priority Fund, College Student Alliance.

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

International Student Fees

The standard total annual fee for post secondary programs (two terms) is \$10,800 cdn.

Some programs may have a reduced fee. Contact the International Education Office for details at 905-735-2211, ext. 7492.

The fee for eight weeks of intensive English as a Second Language program \$2,100 cdn.

Additional fees include service fees, coop, material fees, and laptop fees (if applicable), and mandatory medical insurance of \$55 per month.

All fees are payable in full by the fee deadline dates as established by the college.

Late Fees

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

CONTINUING EDUCATION

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

PART-TIME

Part-time learners can take courses not filled with full time students during the day. The tuition fee is calculated at the rate of \$101.76 per credit. Fees are payable at the time of registration.

TECHNICAL SKILLS (ADULT) TRAINING

For fee-paying (i.e. non-sponsored students), the tuition fee is \$66.13 plus \$18.68 ancillary fees per week. Fees for students in technical and skills (adult training) programs are payable, in full, no later than the first day of the program.

ADDITIONAL FEES

Advanced Standing/Transfer Credits

\$100 for each transfer credit request. Fee does not apply to transfer credit requests based on prior Niagara College credits. See niagaracollege.ca/transferecredit.

Co-op Education Fees

Tuition fees may vary from the standard tuition fee. An additional Cooperative Education Fee is charged to all students registered in cooperative education programs. The total fee is payable by instalments in the academic term (\$475 per coop course in 2010/2011).

Diploma & Certificate Replacement

A \$10 fee is charged to cover the cost of reissuing any college diploma or certificate.

Graduation

The total graduation fee in any program is \$112 and is divided equally over the terms in the program. Students in six term

OUTSTANDING FEES/ INDEBTEDNESS

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

*Free Income Tax
Preparation and
E-filing Clinics
March 2012*

programs will pay \$18.66 per term, students in four-term programs will pay \$28 per term and students in two-term programs will pay \$56 per term. In addition to services directly related to graduation, the fee provides the student with lifetime transcript services.

Insurance - Accident & Health

Although all full-time students are automatically enrolled in the Student Accident Insurance Plan, it is the responsibility of each student to provide for personal health insurance.

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

Students from outside Canada must apply for private health insurance coverage before departing for Canada or immediately upon arrival at the college. The International Education department will assist students applying for health insurance coverage. The approximate cost of full coverage for one year is \$600.

Policy brochures describing accident insurance benefits, claim forms and other informative materials are available at the Ancillary Services Office in the Simcoe Wing,



health & dental care

Niagara College
Student Administrative Council

room S101A or the Health Centres in the Applied Health Institute, room AH125, Welland Campus and North Wing, room N126, NOTL Campus.

Mature Student Test Fee

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

Materials Fee

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

Prior Learning Assessment and Recognition (PLAR)

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

N.S.F. Cheques

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

Student Parking Fees

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

Parking permit registration begins mid August. Register your permit application online at the Student Portal. For more information on permit pricing contact the NOTL Campus Store, ext. 4056, the Welland Campus Store, ext. 7585, or Parking Services, ext. 7407.

Eight month permit is for: September 2011 - April 30, 2012 or January 2012 - August 31, 2012

Semester permit (4 month) is for: September to December or January to April or May to August

Daily Paid Parking is available at each campus as well. Permits can be purchased at the following locations:

Work Hard, Play Hard
Stay Safe Be Happy!

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

OFF CAMPUS HOUSING
For the latest in off-campus housing listings and important information about fire safety, local bylaws and tenant-landlord rights please visit www.niagaracollege.ca/

knowfire.ca
"are you prepared?"

Welland Campus - Parking Machine at the First Avenue entrance & NOTL Campus at the Parking Kiosk by the main entrance.

For more information contact Parking Services, 905-735-2211, ext. 7407 or email parking@niagaracollege.ca

Additional Program Fees

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

Payment of Fees

All fees are payable in full by the fee deadline date as established by the college. The earliest date for the Fall/Winter academic year is June 20. Payment by the established due date is required to guarantee a place in the program to which the student has been accepted. Students who fail to meet the deadline forfeit their reserved position in the program. Students electing to pay fees in two instalments will pay an additional \$50 fee.

REFUNDS/WITHDRAWALS

Full-time Students

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

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

NON-ATTENDANCE DOES NOT CONSTITUTE AUTOMATIC NOTICE OF WITHDRAWAL.

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

- all fees assessed for that term, less the \$100.00 withdrawal fee and
- all fees paid in advance for subsequent terms.

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

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

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

Mandatory withdrawals

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

Part-time Day Students

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

Technical & Skills (Adult) Training Students

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

Continuing Education Courses/ Refund of Fees - Withdrawal

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

A refund of fees, less a \$20 administration charge, will be processed within three weeks after the date of withdrawal, if the student:

- withdraws from a seminar seven or more days before the date of the seminar;
- withdraws from other courses no later than the third class, or a date specified for a particular course (please check CE calendar).

There will be no refunds on fees of \$20 or less.

A full refund of fees will be granted when:

- course is cancelled by college;
- the student is unable to attend a course due to unannounced changes by the college.

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

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

Check out Facebook, our website, and watch the bulletin boards for more information on upcoming events.

OSAP

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

Who can apply

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

How to apply

- You can fill out the online application on the OSAP website at <http://osap.gov.on.ca>

The online application is available 24 hours a day, 7 days a week. If you are applying using the online application, there is no application fee.

Further information may be obtained at the Financial Aid Offices: NOTL - Room W109, Welland - Room SE103 or on the OSAP website at <http://osap.gov.on.ca>

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NIAGARA COLLEGE STUDENT CARD

The Niagara College Student Photo Identification Card is issued to students at the Welland or Niagara-on-the-Lake InfoCentre. The card is used to borrow books from the library, for identification when requested by security officers, when writing examinations, to access health benefits U-pass services and for student activities. If a card is lost, the replacement fee is \$10 which can be paid for in the Registrar's Office.

SCHOLARSHIP & BURSARY INFORMATION

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

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

www.niagaracollege.ca/finaid

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

In addition, there are scholarship and bursary opportunities external to the College that students can apply for. Check out our website for a list of external scholarships at

www.niagaracollege.ca/finaid

Be sure to stop in the Financial Aid & Scholarships office throughout the year to find out more about upcoming scholarships and bursaries.

Remember, apply early!

STUDENT HEALTH BENEFITS

Most students in fulltime programs are assessed a Health Care Fee which is a Compulsory Non-Tuition-Rated Incidental Fee. Students in fulltime programs which start a) in September (Fall) are assessed \$193.20 for a full year of coverage; b) in January (Winter) are assessed \$156.80 for 8 months of coverage; c) in May (Spring) are assessed \$120.40 for 4 months of coverage. You may opt out of the benefits if you have complete alternate coverage. To receive a refund less a non-refundable administration fee, complete the required forms **online** at ncsac.ca or wespeakstudent.com. **Deadlines apply!**

Any inquiries regarding your benefits or your status should be directed to Karen at 905-735-2211 ext. 7853 or kmarasco@niagaracollege.ca.

**Check out Facebook,
our website, and
watch the bulletin
boards for more
information on
upcoming events.**