GREETINGS FROM THE COLLEGE DIRECTOR

I’m delighted to welcome you to the College on behalf of the entire staff. We see our job collectively as providing you with the best education and best experience that we can. Whether in the classroom, student services, administration or a social environment we aim to make your time with us enjoyable and enriching. Our collective success is really measured through your success as students, artists, designers and craftspeople.

Your learning and your creative development are absolutely at the heart of our reason for existing. Our role is to facilitate your learning and do all that we can to ensure you succeed as makers, creators, entrepreneurs, employees or wherever else your developmental path takes you.

The staff members at the College are here to guide you through the steps to success. Clearly our Instructors’ role in the studios and classrooms is of key importance but there are also other services in the Registrar’s Office, the Administration Office, through the College Counselor, and a range of other support mechanisms that exist to assist you in navigating other aspects of college life.

I encourage you to get involved in the many aspects of College life such as the Student Association, gallery exhibits, social events and other fun activities as they arise. I believe you will find that the richness of student life is really enhanced by participating in these extra activities.

Fredericton offers a lot of cultural and social opportunities outside the College walls that are worth checking out. Keep an eye open for the events that are of interest to you.

I sincerely hope you have a healthy, happy and challenging year of learning with us and that you take full advantage of the many opportunities that will be put in front of you.

Marc Braithwaite
Director
<table>
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<th>Page</th>
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<tr>
<td>Expectations &amp; Responsibilities</td>
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<tr>
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<td>29</td>
</tr>
<tr>
<td>Formal Appeals</td>
<td>30</td>
</tr>
</tbody>
</table>
PURPOSE OF THIS HANDBOOK

This Student Handbook is designed to assist students in understanding the procedures and policies at the New Brunswick College of Craft and Design (also referred to as NBCCD or the College).

Students are asked to read and become familiar with this handbook as it provides information on policies, procedures, responsibilities and students rights.

The official policies of the New Brunswick College of Craft and Design are governed by the Department of Post Secondary Education, Training and Labour (PETL). If there is a discrepancy between statements in this Student Handbook and the official policy, the latter will prevail.

ABOUT THE COLLEGE

MISSION

We are a learner-centered cultural community providing an excellent foundation for professional practice and personal development, fostering creative enterprise and applied learning in the art of craft and design.

VISION

To be a centre of excellence, building a community of professional practice through applied and entrepreneurial learning in craft and design.

VALUES

We value:

- The principles of learner-centered education.
- The power of imagination and the receptiveness of an open mind.
- The fostering of a personal voice and vision, within an atmosphere of collegiality and mutual respect.
- The entrepreneurial spirit.
- Skill development as fundamental to the creative process.
- Personal growth and transformative development through challenging and nurturing learning experience.
- Accessibility to flexible opportunities in art, craft and design.
- The contribution of arts to society’s cultural, social and economic development.
- Professionalism, integrity and transparency in communications, policies, practices and programs.
- The pursuit of excellence in a spirit of joy and celebration, in all endeavours.
- The creative spirit and its openness to change.
- The role of technology in advancing art, craft and design practice.

COLLEGE AUTHORITY

The College reserves the right to make changes to policies, procedures, fees, program requirements, course descriptions, faculty, scheduling, academic and enrolment policies.

Every effort is made to ensure that the information contained in this booklet is correct at the time of printing. This information is subject to continual review and may be changed without notice. By registering at the College, all students agree to abide by the policies and procedures outlined in this Student Handbook and all other College governance policies.
HOURS OF OPERATIONS

COLLEGE HOURS

The College is open to the public Monday to Friday, 8:15 am - 4:30 pm.

The campus consists of three buildings. Students may enter the College’s Main Building and the Barracks from 7:30 am - 11:30 pm, 7 days a week during the academic year. Access to the 412 Queen/415 King Street, location will vary based on class schedules and events. Students will be advised throughout the academic year of the hours of operation.

SPECIAL OPERATING HOURS

Administration & Finance: 8:15 am - 1:00 pm

College Store: 8:30 am - 3:30 pm

Gallery: 9:00 am - 4:30 pm

Counselor’s Office: 8:15 am - 1:00 pm and 2:00 pm - 4:30 pm

Registrar’s Office: Monday - Friday, 8:30 am - 1:00 pm and 2:00 pm - 4:30 pm. Closed on Wednesdays.

New Brunswick Library of Craft & Design (NBLCD): Monday, Wednesday to Friday, 10:00 am - 1:00 pm and 2:00 pm - 5:00 pm. Tuesday 12:30 pm - 5:00 pm and 6:00 pm - 8:00 pm

2018 Convocation
# KEY CONTACTS

**Main Line:** (506) 453-2305  
(877) 400-1107  

**Fax:** (506) 457-7352

**Mailing Address:** New Brunswick College of Craft and Design  
457 Queen Street  
Fredericton, NB  
E3B 5H1

**Emergency:**  
(506) 453-2783 - After Hours Security (Monday to Friday)  
(506) 453-2783 - Building Maintenance  
(506) 460-2300 - Police Department  
911 – Emergency / Fire / Police / Ambulance

---

# COLLEGE ADMINISTRATION & SUPPORT STAFF

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Marc Brathwaite</td>
<td>453-2305</td>
<td><a href="mailto:marc.braithwaite@gnb.ca">marc.braithwaite@gnb.ca</a></td>
</tr>
<tr>
<td>Interim Dean</td>
<td>Ellen Woolaver</td>
<td>453-5997</td>
<td><a href="mailto:ellen.woolaver@gnb.ca">ellen.woolaver@gnb.ca</a></td>
</tr>
<tr>
<td>Indigenous Program Lead and Community Engagement Officer</td>
<td>Charles Gaffney</td>
<td>476-4127</td>
<td><a href="mailto:charles.gaffney@gnb.ca">charles.gaffney@gnb.ca</a></td>
</tr>
<tr>
<td>Strategic Enrolment Manager</td>
<td>Karina Wong Chong</td>
<td>453-4482</td>
<td><a href="mailto:karina.wongchong@gnb.ca">karina.wongchong@gnb.ca</a></td>
</tr>
<tr>
<td>Finance Manager</td>
<td>Shelley Farrell</td>
<td>444-2435</td>
<td><a href="mailto:shelley.farrell@gnb.ca">shelley.farrell@gnb.ca</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>Nancy Beaulieu</td>
<td>1-877-400-1107</td>
<td><a href="mailto:NBCCDRegistrar@gnb.ca">NBCCDRegistrar@gnb.ca</a></td>
</tr>
<tr>
<td>Assistant Registrar</td>
<td>Tina Lamb</td>
<td>1-877-400-1107</td>
<td><a href="mailto:NBCCDRegistrar@gnb.ca">NBCCDRegistrar@gnb.ca</a></td>
</tr>
<tr>
<td>Technical Support Analyst</td>
<td>Gar Conklin</td>
<td>444-3685</td>
<td><a href="mailto:gar.conklin2@gnb.ca">gar.conklin2@gnb.ca</a></td>
</tr>
<tr>
<td>Counselor</td>
<td>Brianne Shae</td>
<td>453-2305</td>
<td><a href="mailto:brianne.shae@gnb.ca">brianne.shae@gnb.ca</a></td>
</tr>
<tr>
<td>Student Life Coordinator</td>
<td>Nichole Saunders</td>
<td>453-2305</td>
<td><a href="mailto:nichole.saunders@gnb.ca">nichole.saunders@gnb.ca</a></td>
</tr>
<tr>
<td>Senior Marketing/Recruitment Coordinator</td>
<td>Trudy Gallagher</td>
<td>444-4211</td>
<td><a href="mailto:trudy.gallagher@gnb.ca">trudy.gallagher@gnb.ca</a></td>
</tr>
<tr>
<td>Digital Marketing/Recruitment Coordinator</td>
<td>Allison Green</td>
<td>444-3685</td>
<td><a href="mailto:allison.green@gnb.ca">allison.green@gnb.ca</a></td>
</tr>
<tr>
<td>Graphic/Web Coordinator</td>
<td>Kerry Lawlor</td>
<td>453-2383</td>
<td><a href="mailto:kerry.lawlor@gnb.ca">kerry.lawlor@gnb.ca</a></td>
</tr>
<tr>
<td>Maintenance Manager</td>
<td>Joe Arbeau</td>
<td>444-5947</td>
<td><a href="mailto:joe.arbeau@gnb.ca">joe.arbeau@gnb.ca</a></td>
</tr>
<tr>
<td>Store Manager</td>
<td>Heather McGathey</td>
<td>453-5939</td>
<td><a href="mailto:heather.mcgathey@gnb.ca">heather.mcgathey@gnb.ca</a></td>
</tr>
<tr>
<td>Gallery Coordinator</td>
<td>Karen Ruet</td>
<td>457-6805</td>
<td><a href="mailto:karen.ruet@gnb.ca">karen.ruet@gnb.ca</a></td>
</tr>
<tr>
<td>Administration, Administrative Assistant</td>
<td>Lorraine McKeil</td>
<td>444-2434</td>
<td><a href="mailto:lorraine.mckiel@gnb.ca">lorraine.mckiel@gnb.ca</a></td>
</tr>
<tr>
<td>Academic, Administrative Assistant</td>
<td>Mandy Gallant</td>
<td>453-2566</td>
<td><a href="mailto:mandy.gallant@gnb.ca">mandy.gallant@gnb.ca</a></td>
</tr>
<tr>
<td>Security</td>
<td>Terry Pyne</td>
<td>478-4359</td>
<td><a href="mailto:Terry.pyne@gnb.ca">Terry.pyne@gnb.ca</a></td>
</tr>
</tbody>
</table>
## COORDINATING INSTRUCTORS / STUDIO HEADS

<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Visual Arts /</td>
<td>Denise Richard</td>
<td>453-2305</td>
<td><a href="mailto:denise.richard3@gnb.ca">denise.richard3@gnb.ca</a></td>
</tr>
<tr>
<td>Advanced Studio Practice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aboriginal Visual Arts</td>
<td>Dan Robichaud</td>
<td>453-2616</td>
<td><a href="mailto:dan.robichaud@gnb.ca">dan.robichaud@gnb.ca</a></td>
</tr>
<tr>
<td>Ceramics</td>
<td>Liz Demerson</td>
<td>444-3854</td>
<td><a href="mailto:elizabeth.demerson@gnb.ca">elizabeth.demerson@gnb.ca</a></td>
</tr>
<tr>
<td>Fashion Design</td>
<td>Joanne Venart</td>
<td>453-2733</td>
<td><a href="mailto:joanne.venart@gnb.ca">joanne.venart@gnb.ca</a></td>
</tr>
<tr>
<td>Graphic Design</td>
<td>Dale McBride</td>
<td>444-2686</td>
<td><a href="mailto:dale.mcbride@gnb.ca">dale.mcbride@gnb.ca</a></td>
</tr>
<tr>
<td>Digital Media</td>
<td>Alan Edwards</td>
<td>453-7162</td>
<td><a href="mailto:alan.edwards@gnb.ca">alan.edwards@gnb.ca</a></td>
</tr>
<tr>
<td>Jewellery / Metal Arts</td>
<td>Kristyn Cooper</td>
<td>462-5911</td>
<td><a href="mailto:kristyn.cooper@gnb.ca">kristyn.cooper@gnb.ca</a></td>
</tr>
<tr>
<td>Photography</td>
<td>Drew Gilbert</td>
<td>453-3767</td>
<td><a href="mailto:drew.gilbert@gnb.ca">drew.gilbert@gnb.ca</a></td>
</tr>
<tr>
<td>Textile Design</td>
<td>Jan Brooks</td>
<td>453-2758</td>
<td><a href="mailto:jan.brooks@gnb.ca">jan.brooks@gnb.ca</a></td>
</tr>
</tbody>
</table>

## NEW BRUNSWICK LIBRARY OF CRAFT & DESIGN (NBLCD)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Director</td>
<td>Andrea Koteles</td>
<td>453-2305</td>
<td><a href="mailto:andrea.koteles@gnb.ca">andrea.koteles@gnb.ca</a></td>
</tr>
<tr>
<td>Library Assistant</td>
<td>Julie McDonald</td>
<td>453-2305</td>
<td><a href="mailto:julie.mcdonald@gnb.ca">julie.mcdonald@gnb.ca</a></td>
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</table>
### IMPORTANT DATES

**FALL TERM: SEPTEMBER 4 - DECEMBER 21, 2018**

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<th>Date (2018)</th>
<th>Calendar Item</th>
<th>FVA</th>
<th>Diplomas / ASP</th>
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</thead>
<tbody>
<tr>
<td>Aug 29</td>
<td>Orientation/Registration</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Aug 31</td>
<td>Orientation/Registration (noon to 3:00 pm)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Sep 3</td>
<td>Labour Day: College Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 4</td>
<td>Fall Term Begins (16 Weeks)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Sep 7</td>
<td>Student Loans: Register for Online Services</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Sep 7</td>
<td>Final Day for Payment of Fall Tuition/Fees</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Sep 14</td>
<td>Last Day for Admissions/Course Changes</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Oct 8</td>
<td>Thanksgiving Day: College Closed</td>
<td></td>
<td></td>
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<tr>
<td>Oct 15</td>
<td>NBCC Foundation Scholarship Applications Due</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Oct 26</td>
<td>Last Day for Program/Course Withdrawals without Academic Penalty</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Oct 31</td>
<td>Faculty Professional Development Day / Studio / Class Work Day</td>
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<td>Nov 12</td>
<td>Remembrance Day: College Closed</td>
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<tr>
<td>Nov 15 - 18</td>
<td>Christmas Craft Show &amp; Sale</td>
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<td>X</td>
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<td>Nov 17</td>
<td>College Open House</td>
<td></td>
<td></td>
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<tr>
<td>Dec 3</td>
<td>Last Day to Request an Incomplete</td>
<td></td>
<td>X</td>
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<tr>
<td>Dec 11 - 17</td>
<td>In-Class Assessments</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Dec 21</td>
<td>Fall Term Ends</td>
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<td>X</td>
</tr>
<tr>
<td>Dec 25 - Jan 7</td>
<td>Christmas Break: College Closed/No Key Card Access</td>
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<td>X</td>
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*Failure to meet financial and other outstanding student obligations will result in withholding final grade reports, official transcripts, and the inability to participate in Convocation ceremonies or register in any further courses.*
# WINTER TERM: JANUARY 7 - APRIL 26, 2019

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<th>Date (2019)</th>
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<th>FVA</th>
<th>Diplomas /ASP</th>
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</thead>
<tbody>
<tr>
<td>Jan 7</td>
<td>Winter Term Begins (16 Weeks)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Jan 7</td>
<td>Students to Confirm Contact Information for T2202A Forms to Assistant Registrar</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Jan 11</td>
<td>Final Day for Payment of Winter Tuition</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Jan 18</td>
<td>Last Day for Course Changes</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Jan 21</td>
<td>Incomplete Assignments Due to Instructors</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Feb 12</td>
<td>NBCC Foundation Awards Ceremony</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Feb 18</td>
<td>Family Day: College Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 1</td>
<td>Last Day for Program/Course Withdrawals without Academic Penalty</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Mar 4 - 8</td>
<td>March Break: College Closed</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Mar 23</td>
<td>College Open House</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 5</td>
<td>Last Day to Request an Incomplete</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Apr 19 - 22</td>
<td>Easter, College Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 26</td>
<td>Winter Term Ends</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Apr 26</td>
<td>Return Building Access Cards/Clean Out Lockers</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Apr 26</td>
<td>Return College Property (equipment etc.)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Apr 29</td>
<td>Studio Rental Space - Spring/Summer</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

*Failure to meet financial and other outstanding student obligations will result in withholding final grade reports, official transcripts, and the inability to participate in Convocation ceremonies or register in any further courses.*
<table>
<thead>
<tr>
<th>Date (2019)</th>
<th>Calendar Item</th>
<th>FVA</th>
<th>Diplomas / ASP (except Jewellery/Metal Arts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 29</td>
<td>Spring Term Begins (6 Weeks)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>May 3</td>
<td>Last Day for Course Changes</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>May 17</td>
<td>Last Day for Program/Course Withdrawals without Academic Penalty</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>May 20</td>
<td>Victoria Day: College Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 24</td>
<td>Last Day to Request an Incomplete</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>June 7</td>
<td>Return College Property (equipment etc.)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>June 7</td>
<td>Return Building Access Cards/Clean Out Lockers</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>June 7</td>
<td>Spring Term Ends</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>June 14</td>
<td>Convocation</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>June 14</td>
<td>Diploma Graduate Exhibition Reception</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>June 14</td>
<td>Advanced Studio Practice Exhibition Reception</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>June 14</td>
<td>Student Loans: Check your Provincial/Territorial Student Financial Assistance website for details on when/how to apply for the next year’s funding or begin loan repayment</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>June 17</td>
<td>Studio Rental Space - Summer</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

*Failure to meet financial and other outstanding student obligations will result in withholding final grade reports, official transcripts, and the inability to participate in Convocation ceremonies or register in any further courses.*
Kel Hines, Alumna | Necklace | Jewellery / Metal Arts
HEALTH & SAFETY

The College takes all reasonable precautions to ensure the protection of the health and safety of students, faculty and staff.

All members of the College's community must abide by the health and safety policies. Fire and evacuation procedures are posted throughout the College.

SAFE & SECURITY

A Security Officer is on campus from 10:00 am - 6:00 pm, Monday to Friday during the academic year. Students may see the Officer in classrooms and studios periodically during routine operations. The College premises are also under 24-hour video surveillance.

For the personal safety of all students who are at the College after hours it is recommended that students work in groups so that no one is alone in the building at any point in time.

Emergency contact information, (506) 478-4359 is posted throughout the College. Alternatively, students can contact 911 or (506) 460-2300 for the Police Department.

ALCOHOL & DRUG POLICY

The unauthorized use of alcohol or illegal drugs at the College is prohibited. Violators will be subject to disciplinary measures.

Students who are on prescribed medication that might interfere with the use of equipment are encouraged to self-disclose.

NON-SMOKING POLICY

All provincial government buildings are smoke-free. Smoking is not permitted within 9 meters of any College building window or door. A designated smoking area has been provided between the College and the Justice Building. Violators will be subject to disciplinary measures.

COLLEGE CLOSURE POLICY

In the case of severe weather conditions, the Director or designate, will determine if the College is closed. Announcements will be made by 6:30 am on local radio stations.

Between 6:30 am and 8:15 am, students and staff should call the College at (506) 453-2305 for a recorded message. After 8:15 am, please visit NBCCD Facebook pages for details. Please note that the closing of public schools or universities does not imply that the College is closed.

PREVENTION OF SEXUAL VIOLENCE

The College will not tolerate any act of sexual violence. This includes physical assault and psychological harassment carried out through sexual means or by targeting sexuality.

The College offers services and resources to ensure community members have access to confidential support, education on our 'Prevention and Response to Sexual Violence Policy', and guidance in reporting an incident or filing a complaint.

For more information or support please contact our College Counselor, Main Building, 1st Floor, Room 1001.

THEFT & DAMAGE

The College does not accept liability for loss or damage incurred by any students as a result of theft, strikes, lockouts, weather damage to the College’s property, or any other cause beyond the reasonable control of the College.
EVACUATION PROCEDURES

Fire and evacuation procedures are posted throughout the College and practice drills occur as required. When the alarm is sounded, please evacuate the building immediately and proceed to the designated area on the corner of Carleton and Queen Streets.

COLLEGE COMMUNICATIONS

At the beginning of the academic year, students are asked to provide an active email address to the Office of the Registrar. All out-of-class communications between students, faculty, and administration are conducted via these personal email accounts.

Email accounts may be accessed at student designated computers in the College. Information on courses, Student Services events, important College dates and deadlines, Convocation, payment of fees, student support services, Student Association (SA) activities, community activities, Gallery openings and much more are communicated through this medium.

Students who do not have an existing or active email address are asked to create an email account using one from the free web email service providers. Hotmail or Gmail accounts are suggested.

It is the responsibility of all students to regularly monitor their email account. All students will be held accountable for information sent by staff or faculty to a student’s email account. Please contact the Technical Support Analyst if you are experiencing problems with your email.

NBCCD SOCIAL MEDIA & WEBSITE

The College social media sites are:

- facebook.com/nbccd
- twitter.com/nbccdlive
- youtube.ca/nbccdlive

Students are encouraged to join our social media platforms and keep an eye on NBCCD.ca. Real time College news (e.g. activities, events and success stories) is posted on these sites.

Students interested in having a College related success story published on social media or on the College’s website, please contact the Marketing/Recruitment Coordinator or the Student Life Coordinator.

NBCCD’S USE OF STUDENT WORK

Artwork produced as part of assigned courses helps to build a graduate portfolio and students can expect to take their artwork/assignments with them upon completion of their course(s).

The College has the right to use artwork and/or images of artwork produced by students while enrolled at the College for marketing and promotional purposes. This includes College posters, cards, banners, swag, view books, NBCCD.ca, print and online advertisements, as well as other marketing platforms.

College staff will regularly approach students to informally and formally photograph their work for publication. The College will make every effort to ensure that proper credit is given to the student, photographer, and/or model where possible.

Students interested in having their artwork, videos, illustrations, photography and graphic designs potentially promoted by the College should contact the Graphic/Web Coordinator or the Strategic Enrolment Manager.

STUDENT PORTAL - NETCLASSROOM

NetClassroom is the student portal where students may access their academic and financial information including schedules, grades, invoices and more.
The link to NetClassroom, along with user name and password is emailed to all students prior to the start of the academic year by the Registrar’s Office. Students must first change their password and review and/or update their security questions.

Passwords are required to:

- Be a minimum of 8 characters in length and no longer than 20 characters, contain at least one character from each of the following categories:
  - Upper case characters;
  - Lower case characters;
  - Numeric characters, and
  - Special characters (e.g.: %, *, !, ?)
- Be changed at a minimum every 60 days.
- NOT be recycled.
- NOT be based on personal information that can be easily accessed or guessed.
- NOT contain any part of your user ID.

Email the Registrar’s Office at NBCCDRegistrar@gnb.ca with questions about the portal.

**LOCKERS**

Lockers are numbered and located throughout the College. Lockers are limited and may not be available for all students.

Students registered in the Diploma programs and Advanced Studio Practice program will be assigned a locker by their Coordinating Instructor/Studio Head.

Foundation Visual Arts (FVA) students will be assigned a locker upon request to their Academic Advisor. Once available, lockers will be assigned on a first come, first serve basis.

Lockers are the property of the College and subject to periodic inspection and cleaning. Students are not permitted to deface lockers (e.g. drawing, painting, posting signs, damaging of paint, denting the surface). Anyone caught or identified as defacing College lockers, or any College property, will be in violation of care to College property and therefore receive disciplinary sanctions.

Lockers are offered to students for storage purposes and are not to be misused. All students are requested to store their personal belongings inside the locker and not on top, in front or along the side of it, as this is a potential fire, health and safety hazard. Items found on top of a locker, in front or along the side of a locker will be removed and disposed of accordingly. Students not abiding by this policy may receive disciplinary sanctions.

Students are responsible for the security of contents of their lockers, and lockers must be emptied on the last day of a student’s academic year. Failure to do so may result in the loss of personal belongings.

**STUDENT ID CARD**

All students are required to purchase a Student ID Card. This card grants you access into the buildings and computer labs.

Student ID Cards are deactivated at the end of the academic year, or if a student withdraw, or has been terminated. It is usable for the duration of a student’s uninterrupted enrolment at the College and validated each year upon payment of tuition and fees.

Students may enter the College’s Main Building and the Barracks from 7:30 am - 11:00 pm, 7 days a week during the academic year, unless otherwise notified. Access to the 412 Queen/415 King Street, location will vary based on class schedules and events. Students will be advised throughout the academic year of the hours of operation.

If it is lost or stolen, contact the Student Life Coordinator immediately. There is a CAD$50.00 replacement fee.
FACILITIES & EQUIPMENT

The College facilities currently consist of three separate buildings located in the downtown Garrison District of Fredericton - the Main Building, the Barracks and 412 Queen / 415 King Street, Fredericton. The College reserves the right to restrict or curtail the use of facilities.

When in the College, all health and safety procedures must be observed and students are not permitted to use equipment for which they have not received safe handling instruction.

Violations of College security and access regulations may result in the loss of privileges or disciplinary sanctions.

WORKPLACE, HEALTH, SAFETY & COMPENSATION COMMISSION OF NEW BRUNSWICK (WHSCC)

All full-time students are covered by WHSCC if they are injured while engaged in an activity related to, and included in their program curriculum.

Students must report to Administration, to complete the appropriate WHSCC form when injured, even if the injury seems trivial.

COLLEGE ACCESS AFTER HOURS

Student ID Cards enable students to gain entrance to the campus buildings after the doors are locked.

Students are not allowed to have visitors enter the College outside of the normal business operating hours of 8:15 am - 4:30 pm. Violation of this policy may cause a student to lose their after-hours access.

Students are required to present their Student ID Cards when requested by Security or Administration. No one is allowed in the College between the hours of 11:00 pm - 7:30 am except when approved by a student’s Coordinating Instructor/Studio Head and the Dean.

It is recommended that students work in groups so that no one is alone in the building at anytime, especially between 11:00 pm - 7:30 am.

For the security of students and staff, the College premises are under 24-hour video surveillance.

Stephanie Perley, Alumna I Moccasin I Aboriginal Visual Arts (AVA)
COLLEGE COMPUTER NETWORK, LABS & PRINTING

Computers are available in the computer labs throughout the College. Please see class schedules posted throughout the College to facilitate efficient use of the equipment. Access to the College’s computer labs requires a Student ID Card.

Wireless access will be granted to those students who request it. To gain access, the Technical Support Analyst requires the media access control address from your device.

To access printing facilities, students must purchase print credits at the College Store, 3rd Floor, Main Building. At the beginning of the academic year, all students are credited with CAD$10.00 print credits. Print credits are not carried over to the next academic year, and are not redeemable for cash or credit. Additional print credits can be purchased in $1.00 increments. Charges against print credits vary depending on printer used. Students must have sufficient print credits in their accounts to complete a selected print job.

Use of the College’s computers and print facilities is governed by the following rules:

• Access to the College’s computer lab is for student use only. Students are not permitted to use their Student ID Cards to allow persons not enrolled at the College into the computer labs. Violators will be subject to disciplinary measures.

• Food and beverages are not allowed in the Computer Labs.

• Student internet and network activities are periodically monitored; files and systems may be examined.

• No unauthorized software or hardware may be installed, uninstalled, or disconnected with the exception of USB memory keys or personal laptops.

• Unnecessary interruption or interference with other student’s use of computer facilities is not acceptable.

• Users are responsible for the security and backing up of their data.

• Computer facilities may not be used for playing unauthorized games, hosting sites such as torrents, FTP or MP3, downloading MP3’s, or large size files, inspecting or modifying data belonging to others without proper permission, unauthorized mass mailings, sending, forwarding, or replying to chain mail or inappropriate mail such as jokes, electronic greeting cards, etc., personal financial or corporate gain (except resumes).

Questions about computer/printer use or malfunctions should be directed to the Technical Support Analyst.

For more information, please refer to the College’s policy on Student Computer Usage.

PHOTOCOPIER

Student photocopiers are in each campus building. They can be found in the following areas:

1. the hallway outside of the Design Room, Main Building,
2. 2nd Floor, the Barracks, and
3. the New Brunswick Library of Craft & Design (NBPLS), 415 King Street.

Questions about the copiers, use or for malfunctions, please refer to the “Equipment Support - Key Contacts” on the front of photocopier or to the Administrative Assistant on the 4th Floor, Main Building.

Copy credits may be purchased at the College Store, 3rd Floor, Main Building. Charges against these photocopy credits are charged per page copied and vary depending on size of paper used. Students must have sufficient photocopy credits in their accounts to complete a selected photocopy job.
CAMPUS FACILITIES

COLLEGE STORE

The College Store is located on the 3rd Floor, Main Building and carries most required course materials and supplies. Special orders may be available upon request. Purchases can be made by cash, debit or credit card.

College Store Hours (unless otherwise posted):
Monday - Friday, 8:30 am - 3.30 pm

CAMPUS GALLERIES

The College has two galleries:

1. The George Fry Gallery

Located in the Main Building, the George Fry Gallery showcases the best of emerging and established art, design and fine craft through exhibitions and artist talks.

Its mission is to showcase the work of the College’s students, faculty and alumni through a regular program of exhibitions. Other events, including the Annual Christmas Craft Show & Sale and the Craft Shop provide the College community with opportunities to experience the work of emerging artists.

The George Fry Gallery is a member of the Coalition of Fredericton Art Galleries (CFAG). This membership entitles the College community to collaborate with other professional galleries and offers the opportunity to see exhibits, meet visiting artists and attend lectures and workshops throughout the city.

Gallery Hours:
Monday - Friday, 9:00 am - 4:30 pm

2. Red Brick Gallery

Celebrating 80 years, NBCCD opened the Red Brick Gallery on March 1, 2018 at its newly acquired location of 412 Queen Street, Fredericton - an inspiration driven by the College’s growth in student enrolment and studio-based programming.

The Gallery’s name, so easily understood as guests enter the elongated hallway, boosted with high ceilings and a stunning red brick wall. Unique in its architectural design, the Red Brick Gallery addresses the artistic expression of students, faculty and alumni who exhibit work in drawing, painting, graphic design and photography. It offers a contemporary and brick gothic space for two dimensional and large format pieces.

Gallery Hours:
Monday - Friday, 9:00 am - 4:30 pm

STUDENT BREAK SPACES & LOUNGE

Students can find Break Spaces throughout each building on campus. Student Break Spaces are incorporated in some studios, the New Brunswick Library of Craft & Design (NBLCD), and others are nestled in the corridors of our buildings. These open, shared, multipurpose spaces offers flexibility, convenience and a bit of artisan charm. Set up a laptop, catch up with a friend, start an assignment, have a meeting - or just do what feels right.

A Student Lounge is located on the 2nd Floor, 412 Queen Street, Fredericton. It is equipped with a television, couch, selected kitchen appliances and seating for relaxing or grabbing a bite to eat. It is a communal safe space for all students.
NEW BRUNSWICK LIBRARY OF CRAFT & DESIGN (NBLCD)

The NBLCD (also referred to internally as the College Library) is located at 415 King Street, Fredericton. It holds periodicals, books and audiovisual materials specializing in craft, design and the visual arts.

Library Hours (unless otherwise posted):
Monday, Wednesday to Friday:
10:00 am - 1:00 pm and 2:00 pm - 5:00 pm
Tuesday: 12:30 pm - 5:00 pm and 6:00 pm - 8:00 pm

Materials may be borrowed with a valid library card from the New Brunswick Public Library Service (NBPLS). Students are encouraged to sign-up for a library card by visiting the Library. Students who already have a NBPLS library card are not required to replace their existing card, but are asked to inform library staff.

The NBLCD acquires library materials designed to act as a resource for achieving the learning outcomes of the College’s studio-based curriculum. The College’s faculty and administration see the NBLCD as a valuable resource centre and are pleased to offer students access to the only collection of its kind in New Brunswick.

For more information on the College Library policies, catalogue, activities and fees, visit: www.gnb.ca/publiclibraries and select [Fredericton - New Brunswick Library of Craft & Design] from the Locations and Hours of Operation tab.

Scott Moore | 2018 Fashion Show, Winner, 1st Year Challenge | Fashion Design
PARKING & PUBLIC TRANSIT

PARKING

The City of Fredericton offers various options to College students for parking throughout the academic year.

Parking can be purchased at the York Street Carpark, Frederick Square (235 King) and Brunswick Garages (535 Brunswick) by the hour at a rate of $1/hr with a daily maximum fee of $9/day. Hours of operations are Monday to Friday from 8:00am to 5:00pm. The East End Garage also offers parking at a rate of $1/hr with payment required 24/7. Parking is purchased immediately upon arrival at our self-serve pay stations. Parking is free at the parking meters and all City lots or garages evenings and weekends, except at the East End Parking Garage.

Cash sale monthly parking passes are available and are offered on a first-come first-serve basis at the following two locations:

- $45/month (tax included) at the Upper Queen Lot (big surface parking lot in the 200 block of Queen behind the Royal T suites)
- $67.50/month (tax included) at the Frederick Square Parking Garage, near the TD Tower.

At the moment, there is a small number of passes available on the last Monday of each month at these locations until October, due to remediation work taking place at the Frederick Sq. Garage.

- $95/month (tax included) at the Officers’ Square Parking Lot (behind the Library) for a limited number of passes. This is a ‘seasonal’ lot open for the months of October to May only. Permits are allowed at parking meters CC16-CC65. Payment is via pre-authorized debit, either through a bank or credit account. Names can be added to a waitlist in advance.

There are no long term monthly parking permit spaces at any of the locations. To be placed on the waitlist for one of those locations call 506-460-2019 or email parking@fredericton.ca. If a long term monthly pass becomes available, you will be called. Monthly parking is between $95 and $100/month (tax included) at these locations.

PUBLIC TRANSIT

The City of Fredericton also operates Fredericton Transit. Kings Place is the “hub” of all the bus lines, offering service to or from the downtown. For information call Fredericton Transit (Administration) at 460-2200 or visit their website at http://www.fredericton.ca/en/transit/fares

Jill Trentowsky, Alumna I Large Format Print I Graphic Design
TUITION, FEES & CHARGES

TUITION

All fees are subject to changes without notice and are in Canadian dollars (CAD).

Full-time Students

<table>
<thead>
<tr>
<th>Type</th>
<th>Canadian Citizens and Permanent Residents (CAD)</th>
<th>International Students (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Tuition</td>
<td>$3250.00</td>
<td>$6500.00</td>
</tr>
<tr>
<td>Confirmation Fee</td>
<td>$250 paid in advance</td>
<td>$700.00 paid in advance</td>
</tr>
<tr>
<td>*Fall Semester</td>
<td>$1375.00</td>
<td>$2550.00</td>
</tr>
<tr>
<td>**Winter Semester</td>
<td>$1625.00</td>
<td>$3250.00</td>
</tr>
<tr>
<td>Emergency Medical Insurance (guard.me)</td>
<td>n/a</td>
<td>$600.00</td>
</tr>
<tr>
<td>***Health Insurance</td>
<td>$260.00 (optional)</td>
<td>$260.00 (optional)</td>
</tr>
<tr>
<td>***Dental Insurance</td>
<td>$148.00 (optional)</td>
<td>$148.00 (optional)</td>
</tr>
</tbody>
</table>

Part-time and Non-program Students

Canadian Citizens and Permanent Residents:
- $120.00 per credit. Consumable materials fee for part-time students vary by course.

*Due at Registration if Confirmation Fee has been paid.
**Due by January 11, 2019.
***Campus Trust online opt-out (deadline September 19) available by visiting www.studentbenefits.ca

GENERAL FEES

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Association (optional)</td>
<td>$80</td>
</tr>
<tr>
<td>Student ID Card</td>
<td>$25</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$250</td>
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<tr>
<td>Graduate Service Fee</td>
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STUDIO FEES

<table>
<thead>
<tr>
<th>Program</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Visual Arts (FVA)</td>
<td>$55</td>
<td>n/a</td>
</tr>
<tr>
<td>Aboriginal Visual Arts (AVA)</td>
<td>$55</td>
<td>$55</td>
</tr>
<tr>
<td>Ceramics</td>
<td>$900</td>
<td>$900</td>
</tr>
<tr>
<td>Digital Media</td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>$85</td>
<td>$170</td>
</tr>
<tr>
<td>Fashion Design</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Jewellery/Metal Arts</td>
<td>$350</td>
<td>$350</td>
</tr>
<tr>
<td>Photography</td>
<td>$140</td>
<td>$50</td>
</tr>
<tr>
<td>Textile Design</td>
<td>$200</td>
<td>$200</td>
</tr>
</tbody>
</table>

Advanced Studio Practice Apply studio fee for area of specialization

MATERIALS & SUPPLIES

The College Store carries the majority of required course materials and supplies in all areas of study and is able to process special orders.

Supplies and materials cost approximately $2000 annually and vary depending on the Program and course assignments.

- FVA Students will receive a materials list at Orientation.
- Photography, Digital Media and Graphic Design are student owned laptop diploma programs.
- The College has several MAC and PC labs for students' convenience.

METHOD OF PAYMENT

Payments can be made online at the following link: goo.gl/USKM7a

Payments will also be taken at any Service New Brunswick Service Centre. Students must show a copy of the Tuition & Fees Invoice and/or Confirmation Fee Notice statement for payments to
be processed. This can be found in the NBCCD’s Student Online Portal - NetClassroom.

There is a Service New Brunswick Service Centre at 432 Queen St (across the street from the College). Cheques and money orders are to be made payable to ‘Minister of Finance’.

TUITION PAYMENT ARRANGEMENTS, UNPAID TUITION, FEES & OUTSTANDING PAYMENT CHARGES

Students who do not:
- make full payment of tuition and fees;
- make alternate arrangements for payment of tuition and fees with the Registrar; or
- advise the Registrar of approved student loans, sponsorships, grants and pending RESP funding

Will automatically be deregistered and an interest earning invoice will be set up for unpaid tuition and fees.

Not providing payment or proof of commitment to pay (Student Loan, Sponsorship) at Registration (see Important Dates section) may prevent you from attending classes.

Students with any outstanding amounts will be sent an invoice for the full amount owing, plus a $25.00 late fee charge. Invoices will start incurring interest the month following the initial setup of the invoice.

TUITION & FEE REFUNDS

Application Fee

Application fees ($50.00 CAD) are non-refundable.

Confirmation Fee

Confirmation fees ($250.00 CAD) are non-refundable, unless the program or course has been cancelled.

A confirmation fee will not be charged on seat offers made after August 15 for the upcoming Fall Term. Refunds shall then be based on weeks spent in the seat only.

Refund

There will be no refund granted after the start of the 7th week beyond the payment deadline date.

Prior to the 7th week of class, students who withdraw or are terminated will be charged on a pro-rated basis for each week or part of the week they attend class. A refund for the balance of the fees will be issued.

An Administrative Fee of $25.00 (CAD) will apply to refunds.

For further information, please contact the Registrar.

T2202A TUITION, EDUCATION & TEXTBOOK AMOUNTS CERTIFICATE

In late February, the College issues T2202A Tuition and Education Amounts Certificates for the previous calendar year to students who paid more than $100.00 in tuition and were enrolled full-time or part-time in a post-secondary course or program.

Students may use this form to claim tuition and other eligible expenses when filing annual income tax returns. Students are responsible to review the Canada Revenue Agency Tax Bulletin entitled Students and Income Tax for complete details on eligible expenses.

For further information, please contact the Revenue Canada Agency at 1-800-959-8281 or visit www.cra-arc.gc.ca.
STUDENT LOANS

The Governments of New Brunswick and Canada work together to provide student financial assistance. Loans, grants and bursaries are available to help you access and pay for post-secondary education. With one application, you will be considered for student financial assistance from both the Government of New Brunswick and the Government of Canada.

More information can also be gathered by contacting: Student Financial Services at www.studentaid.gnb.ca or 1-800-667-5626.

NB TUITION RELIEF PROGRAMS

Two government tuition relief programs have been designed to help New Brunswick’s post-secondary students by providing more upfront bursary funding to students from families with the greatest financial need:

1. Free Tuition Program (FTP):
   http://www2.gnb.ca/content/gnb/en/services/services_renderer.201421.html

2. Tuition Relief for the Middle Class (TRMC) Program:
   http://www2.gnb.ca/content/gnb/en/services/services_renderer.201421.html

Visit the sites listed to see if you qualify.

AGENCY SPONSORSHIP

Please provide confirmation from your Agency regarding payment of tuition and other fees at Registration.
TRANSCRIPTS & MARKS

OFFICIAL TRANSCRIPT

The Transcript of Marks is considered official when it is in compliance with the following:

- It is transmitted directly from institution to institution
- It contains the seal and the Registrar’s signature

The fee for an official Transcript of Marks is $10.00 (CAD). Requests for transcripts will be processed within 5 business days of receipt of payment.

CERTIFICATE REPLACEMENT

Individuals wishing to have their official certificate replaced due to damage or loss will be charged a fee of $10.00 (CAD). For further information, please contact the Registrar’s Office, NBCCDRegistrar@gnb.ca.

BACHELOR OF APPLIED ARTS STUDENTS

In partnership with the University of New Brunswick (UNB), the College offers an articulated baccalaureate degree, the Bachelor of Applied Arts (BAA). Students complete two years of study at the College and two at UNB, graduating from the Faculty of Arts at UNB. The program offers flexible registration options, although many students complete their first two years of study at the College.

BAA Registration & Tuition Payment

For the first year of the BAA program UNB will process all applications. BAA students are required to pay tuition and fees at the institution students are attending. College Admissions Service (CAS) will notify students when to pay a deposit / confirmation fee to reserve a seat. The College has a deposit / confirmation fee of $250.00 (CAD) for Canadian/Permanent Residents and $700.00 (CAD) for International students.

Applying for the second year of BAA studies at the College (applying for the Diploma Programs)

BAA students applying for the second year of studies at the College will be required to complete a College application form and pay a $50.00 application fee.

For more information on the BAA program, please contact, Jan Brooks at jan.brooks@gnb.ca or 453-2758.

Holly Peril I Lino Block Printing I Graphic Design

Erin Russell, Alumna I Portfolio Page Layout I Graphic Design
STUDENT LIFE

STUDENT ASSOCIATION

The Student Association (SA) coordinates student activities and represents the College’s student body. The SA is governed by by-laws and regularly holds General Assemblies. Executive members and supporting representatives are chosen annually by the student body. All students are encouraged to volunteer and participate in SA activities.

Students interested in serving on the SA Executive or connecting with the 2018 - 2019 Executive, should contact the Student Life Coordinator.

PROMOTION & CELEBRATION OF STUDENT WORK

Each year the College makes an investment in NBCCD promotional materials, many depicting the artwork of students. The College is committed to celebrating student success through social media, web and traditional marketing mediums.

Students benefit from the opportunity to publicly showcase themselves on a variety of marketing platforms reaching across Canada and worldwide. Student artwork has been represented in Applied Arts Magazine, NBCCD.ca, College View Books, Canadian Art Magazine, Facebook, Twitter, NBCCD’s The GEM, Instagram, Saltscapes Magazine and many more.

Students interested in taking advantage of this marketing opportunity should contact the Graphic/Web Coordinator or the Strategic Enrolment Manager. All artwork, photography, videos, graphic designs or illustrations are welcomed for screening.

PROGRAMMING

Throughout the academic year, the Student Life Coordinator and College Counselor provide educational, social, health and wellness programming focused on the NBCCD’s Wellness Wheel (visit the 3rd Floor, Main Building to view a poster of the wheel). It is tailored to complement your work in studio and help you achieve college-life balance.

Programming workshops, activities and/or events are usually offered during the week from noon - 1:00 pm, after 4pm or on weekends. Students can expect at least 2-3 programming initiatives a month with notifications via email, on NBCCD Student Community Facebook page, through in class announcements and postings on bulletin boards.

Tina Sharapova, Alumna I Felted Coat I Textile Design
STUDENT VOLUNTEERS / PART-TIME JOBS

The Busy Bee is a Student Association (SA) funded, volunteer and part-time job opportunity program. Students are given the chance to volunteer and/or partake in part-time job opportunities within the College. Many opportunities offer valuable work experiences.

Interested students should talk to a SA Executive Committee member or the Student Life Coordinator.

STUDENT NUTRITIONAL ACCESSIBILITY PROGRAM (SNAP)

Throughout the academic year, the Student Association (SA) and the College provides a regular supply of fresh produce, non-perishable food items, bread, snack foods, hot meals and household essentials for students that need them. Goods are delivered to the College bi-weekly, when possible.

Students can also join the Community Food Smart Club to order fresh produce every month at a discounted rate, and/or sign up to receive a food box once a month from the Greener Village Community Food Centre.

Contact a SA Executive Committee member or the Student Life Coordinator for more information.

OPEN HOUSE / CHRISTMAS CRAFT SHOW & SALE: NOVEMBER 15 - 18, 2018

On the weekend of November 15 - 18, the NBCCD will open its doors to the public. Diploma and ASP students will showcase and sell their work to potential students, friends, family and the community. If you are interested in being a Student Ambassador for this event, contact the Student Life Coordinator or Strategic Enrolment Manager.

CONVOCATION – JUNE 14, 2019

Convocation takes place to honour students who have completed the academic requirements for graduation from their program of study.

Ceremony

This academic year the College’s Convocation Ceremony will take place on Friday June 19, 2019 at the Fredericton Playhouse. Exhibitions of graduate work will celebrate this event.

Final Marks & Official Certificates / Diplomas

Unless alternate arrangements are made, official marks, certificates and diplomas may be picked up at the Registrar’s Office by graduates who do not attend Convocation.

DIPLOMA GRADUATE EXHIBITION: JUNE 14, 2019

The Diploma Graduate Exhibit and Reception takes place following the Convocation Ceremony.

The College will provide transportation of exhibit pieces to the venue. Students will be required to check their email accounts and the NBCCD Student Community Facebook page for:

- Centralized drop off location
- Deadline to have artwork dropped off at central location
- Date and time for transportation of artwork to the exhibit venue

Transportation of late submissions is the responsibility of graduates. Late submissions will not be guaranteed exhibit space and are at the discretion of the exhibit curator.
SUMMER STUDIO USAGE

Over the summer, the College grants access to students who are interested in using the College facilities and equipment. Students must be in good standing and have no outstanding fees owing to the College. This service is offered to students who have received permission from their Studio Head and College Administration.

Students will be charged a refundable damage deposit of $100.00. In addition, a daily or monthly usage fee and a material fee will be determined. Depending on the studio, usage and materials fees will vary.

For further information, please contact your Coordinating Instructor/Studio.
STUDENT SUCCESS

NBCCDSA HEALTH & DENTAL PLAN

Permanent Residents and Canadian Citizens

The College’s Student Association (SA) has a student Health and Dental Plan through Campus Trust, the cost of which is included on the NBCCD’s Tuition and Fees Invoice. Students can opt-out online, if they have existing coverage at www.studentbenefits.ca. The deadline to opt out is September 19.

Students, whose province of residence is not New Brunswick must advise appropriate officials in their home province they are studying in New Brunswick to ensure continuation of health coverage.

It is the students’ responsibility to ensure they have adequate travel and health insurance coverage when traveling outside of their home province or country for study terms, practicums and field trips.

International Students

International students must purchase “Emergency Medical Insurance - guard.me” and will receive their insurance card upon registration at the College.

International Students are encouraged to pay towards the Student Association (SA) Health and Dental Plan managed through Campus Trust. The Health and Dental Plan offers greater security for international students, covering a wider range of health and dental expenses than those supported by the Emergency Medical Insurance Plan - guard.me. Certain terms apply but international students can opt-out of the NBCCDSA Health and Dental Plan by going online to www.studentbenefits.ca. The deadline to opt out is September 19.

For more information contact a Student Association Executive, the Registrar’s Office or the Student Life Coordinator.

COLLEGE COUNSELOR

The College Counselor provides confidential accessibility support services for students with disabilities, as well as professional counseling services for students experiencing crisis situations, mental health issues, educational difficulties and other matters affecting student life and academic performance.

The College Counselor is often an advocate for student needs and can be found on the Main Building, 1st Floor, Rm 1001. All students should feel free to approach the College Counselor at anytime through the academic year.

Counselor’s Office Hours: 8:15 am - 1:00 pm and 2:00 pm - 4:30 pm. Appointments are usually set for 30 minutes to 1 hour or as needed.

COLLEGE AID

The College attempts to provide hygienic supplies through the academic year. This service is provided by donations from companies within the community of Fredericton and Canada.

Students in need of food or financial assistance are encouraged to contact the Counselor who will assist in exploring alternative funding options and provide immediate financial relief where possible. All requests are confidential.

ACADEMIC ADVISORS

Each student will be assigned an Academic Advisor at Orientation & Registration. Academic Advisors provide confidential guidance and support on academic decisions.

Students should meet with their Academic Advisors at least 2-3 times per semester. They are the most valuable resources for student success.
STUDENTS WITH DISABILITIES

The NBCCD makes every effort, when feasible, to provide those students with documented proof of a disability equitable access to programs, facilities and services in a timely manner.

New students requiring accessibility support should identify their needs to the College Counselor upon confirmation of admission. Early intervention is critical to student success and for providing a barrier-free environment.

Current students with disabilities, who have not self-identified, are encouraged to contact the College Counselor or advise their Academic Advisors at their earliest convenience.

Reasonable accommodations do not include lowering academic standards; all students are expected to satisfy course requirements and meet learning outcomes.

when possible, the College preserves the privacy of students as it strives to create and support a learning environment where students with disabilities will have the opportunity to attain academic as well as personal success.

For further information, please visit the College website, NBCCD.ca, point to “INSIDE NBCCD” and choose “Inclusive Community”. Students with disabilities can also contact the College Counselor for more information on accessibility support, student loans and the Canada Student Grant for Students with Permanent Disabilities for Services and Equipment.

STUDENT RECORDS & CONFIDENTIALITY

All information associated with student records is treated as personal and confidential. No information is released by telephone or email. Transcripts or other information about a student can only be released:

- Directly to the student
- With the written authorization from the student
- In response to a court order or other legal requirement
- For general statistical analysis to government agencies, provided such agencies are covered by laws of confidentiality

STUDENT FEEDBACK

Anonymous student surveys are administered every semester. Surveys are coordinated by the Interim Dean and are used to obtain confidential feedback on course preparation, delivery, evaluation, learning resources and student services.

Students are encouraged to provide constructive feedback as it is a valuable tool used for enhancing program offerings.
Students can use the NBCCD Helping Tree to find the College resource(s) best suited to give support when needed.
ACADEMIC POLICIES & PROCEDURES

Students are responsible for knowing the academic deadlines, policies, and procedures of the College.

Failure to observe such regulations may result in academic and/or financial penalties. Students may appeal the imposition of penalties under these academic policies and regulations.

ACADEMIC YEAR

The College’s regular academic year extends over 38 weeks from the beginning of September 2018 to June 2019. All programs have a winter, fall and spring term, except for the Diploma in Jewellery/Metal Arts, which ends in fall.

Statutory holidays are recognized, as well as Christmas and March Study Week.

PROGRAM COMPLETION, CREDIT REQUIREMENTS

The College will inform students of the overall course and program requirements for graduation.

Students are expected to meet with their Academic Advisor to review their program learning plan and ensure that requirements are met for graduation.

To be eligible for a Certificate or Diploma, all courses and other requirements as outlined in current program curriculum specifications must be successfully completed.

In addition, all financial and other obligations to the College must be met.

ATTENDANCE & PARTICIPATION

Classes are scheduled between 9:00 am - 8:00 pm, Monday to Friday. Students may also be required to attend scheduled lunch-time and/or weekend classes and workshops.

At the beginning of a course, instructors provide students with participation and attendance requirements in a course outline.

The College expects all students to participate in every class, studio, work practicum, and other activities as set on the course outlines. Students will arrive for class-on-time with course requirements such as assignments, projects and tests completed by their due dates as assigned by their instructors.

Students are responsible for making arrangements with the instructors in advance of being absent. Students are also responsible, immediately upon return to class, to advise their instructor of their return. Consideration for absenteeism will be given in medical, social, psychological or bereavement cases. Students may be required to present suitable documentation, such as a medical note, to the instructor.

ASSESSMENT OF LEARNING

The College provides students with an indication of their progress with informal and formal evaluation.

Informal evaluation is given through individual consultation, peer review and group critiques. Formal evaluation includes: graded assignments, tests, essays, and exams.

Students at Risk

If a student is at risk and appears to be struggling with their coursework, the student is supported through an academic advising process to help them achieve their academic goals.
Late or Missed Assignments

Late or missed assignments may receive a mark of zero at the instructor’s discretion, unless a student provides documentation of extenuating circumstances or makes prior arrangements. Please speak to your instructor if you anticipate having difficulty meeting a deadline.

Rewrites

Students will be granted a rewrite or resubmission under extenuating circumstances at the discretion of the instructor on an individual basis.

Reassessment

Students may request a formal reassessment if they can demonstrate that inappropriate evaluation criteria or unfair interpretation of their work has been made.

The assignment to be reassessed must be greater than 25% of the overall course value.

Incomplete

A designation of Incomplete is granted under extraordinary circumstances in which a student is unable to complete course requirements.

The student must make a request for an incomplete grade one week before the last class. The student, together with their instructor, fills out the Incomplete Request Form and determines the due date, no later than dates indicated on the Academic Calendar, pages 5-7.

If the work is not submitted by this date, a grade of ‘F’ will be automatically assigned.

Supplemental Assessments

Supplemental Assessments provide students with an additional opportunity to demonstrate competence to achieve a passing grade. Students who have received a failing grade are eligible for a Supplemental Assessment when:

- The student has regularly attended classes.
- All required course work has been completed during the term.
- A final course grade of 50% or greater has been achieved.
- The failure is not due to academic dishonesty.

ACADEMIC STANDING

All students are in Good Standing at the start of their program. This is reviewed at the mid-point and end of each academic term. This review determines the students’ status as follows:

- **Good Standing:** The default category assigned to each student upon registration in a program or course. Good Standing is maintained by meeting or exceeding the course pass mark of 60% in all courses.

- **Academic Probation:** Students may be placed on academic probation at any point during the term if their level of academic achievement in any course falls below the course pass mark of 60%.

- **Academic Suspension:** Students are involuntarily suspended when it has been determined that there is no likelihood that the student will achieve success in their program or course of studies.

- **Academic Leave:** Students must seek permission from their academic advisor and coordinating instructor and complete an Academic Leave form.
STUDENT EXPECTATIONS, RESPONSIBILITIES & APPEALS

EXPECTATIONS & RESPONSIBILITIES
Upon registration, students sign an agreement to comply with the policies and procedures of the College. Students are responsible for contributing to a positive learning environment and respecting others’ well being and health.

ACADEMIC INTEGRITY
Students are expected to conduct themselves with academic integrity, ethical conduct and honesty in the learning environment. Academic misconduct includes, but is not limited to: academic dishonesty, cheating, fraud, plagiarism, and submitting the same work to fulfill the requirements of more than one assignment without prior arrangement.

INAPPROPRIATE ACADEMIC OR NON-ACADEMIC BEHAVIOUR
When a student’s actions are considered to be inappropriate, a process is undertaken to determine the nature of the issue and the possible outcomes. In extreme situations, this may result in Academic Suspension or Termination.

INFORMAL APPEALS
Students who have a ground for believing themselves to be unjustly treated within the College are encouraged to seek all appropriate avenues to amend the situation by an informal appeal. It is advised that students speak to their Instructor, Academic Advisor, Coordinating Instructor, or College Counselor immediately in an attempt to mediate the situation.
FORMAL APPEALS

A formal appeal is available to any student who has an unresolved issue after they have made attempts to resolve through discussions with their Instructor, Academic Advisor, Coordinating Instructor and/or College Counselor.

If a student wishes to make a formal appeal, they must do so in writing to the Dean within 3 academic days of the unfavourable decision.

Grounds for formal appeals include:

- Compassion for health, or other extenuation circumstances beyond the control of the student.
- Decisions made without due regard to proper procedure.
- Decisions made in a manner to be considered unfair.

If the issue is related to harassment, it is to be handled under the Respectful Workplace and Learning Environment Policy. This type of complaint must be clearly written, signed and submitted to the College Director, in a timely manner.
STUDENT CONDUCT

CODE OF CONDUCT

The College assumes that all students will conduct themselves in a manner that is consistent with the maturity and academic integrity that is expected of post-secondary students.

All members of the NBCCD community are responsible for promoting a positive learning environment, both within and outside of class.

Students should conduct themselves in a manner that is consistent with NBCCD regulations and the general laws of the community at large. It is expected that they will show respect for the rights, health and safety of all members of the College community, its property and facilities at all times.