



KIMIA KARIMI | GRAPHIC DESIGN GRADUATE 2020

STUDENT HANDBOOK

2020-2021

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PURPOSE

This Student Handbook provides an overview of support services and programs, as well as information about how to succeed in the classroom.

CONTACTS

Key Contacts

Main Line:

(506) 453-2305; 1 (877) 400-1107

Fax:

(506) 457-7352

Mailing Address:

New Brunswick College of Craft and Design
457 Queen Street, PO Box 6000
Fredericton, NB
E3B 5H1

Emergency:

(506) 478-4359 - After Hours Security (Monday to Friday)

(506) 453-2783 - Building Maintenance

(506) 460-2300 - Police Department

911 – Emergency / Fire / Police / Ambulance

HOURS

College Hours

The campus consists of three buildings. Students may enter the College's Main Building and the Barracks from 6:30 am - 11:00 pm, 7 days a week during the academic year with their swipe card. Access to 412 Queen/415 King Street for the Library 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; 3:00 pm – 4:30 pm

College Store:

8:30 am - 3:30 pm

The George Fry Gallery:

9:00 am - 4:30 pm

The Red Brick Gallery:

9:00 am – 4:30 pm

Counsellor's Office:

8:15 am- 1:00 pm and 2:00 pm - 4:30 pm

Registrar's Office:

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

After Hours Access

Students are not allowed to have visitors enter the College.

Students are required to present their Student ID Cards when requested by Security or Administration. Students may enter the College's Main Building and the Barracks from 6:30 am - 11:00 pm, 7 days a week during the academic year with their swipe card, anything outside of those hours requires approval from the student's Coordinating Instructor/Studio Head and the Academic Dean.

It is recommended that students work in groups so no one is alone in the building at anytime.

FACULTY & STAFF

Administration & Support Staff

Director	Carrie Nolan	453-2305	carrie.nolan@gnb.ca
Academic Dean	Ellen Woolaver	453-5997	ellen.woolaver@gnb.ca
Indigenous Program Lead and Community Engagement Officer	Charles Gaffney	476-4127	charles.gaffney@gnb.ca
Student Services Manager/Registrar	Nancy Beaulieu	1-877-400-1107	NBCCDRegistrar@gnb.ca
Assistant Registrar	Tina Lamb	1-877-400-1107	NBCCDRegistrar@gnb.ca
Finance and Administration Manager	Shelley Farrell	444-2435	shelley.farrell@gnb.ca
Counsellor	Brianne Shea	453-2305	brianne.shea@gnb.ca
Student Life Coordinator	Jerry-Faye Flatt	440-2850	jerry-faye.flatt@gnb.ca
Domestic & International Recruitment Coordinator	Trudy Gallagher	444-4211	trudy.gallagher@gnb.ca
Editor and Content Developer	Allison Green	444-3685	allison.green@gnb.ca
Graphic/Web Coordinator	Kerry Lawlor	453-2305	kerry.lawlor@gnb.ca
Maintenance Supervisor	Joe Arbeau	444-5947	joe.arbeau@gnb.ca
Store Keeper	Heather McGathey	453-5939	heather.mcgathey@gnb.ca
Gallery Coordinator	Karen Ruet	457-6805	karen.ruet@gnb.ca
Administrative Assistant (Administration)	Lorraine McKeil	444-2434	lorraine.mckeil@gnb.ca
Administrative Assistant (Academic)	Mandy Gallant	453-2566	mandy.gallant@gnb.ca
Security	Terry Pyne	478-4359	terry.pyne@gnb.ca

Coordinating Instructors/Studio Heads

Foundation Visual Arts	Denise Richard	453-2305	denise.richard3@gnb.ca
Advanced Studio Practice	Jean Rooney	444-5386	jean.rooney@gnb.ca
Indigenous Visual Arts	Dan Robichaud (Fall)	453-3343	dan.robichaud@gnb.ca
	Judie Acquin-Miksovsky (Winter)	453-2645	judie.acquin-miksovsky@gnb.ca
Ceramics	Liz Demerson	444-3854	elizabeth.demerson@gnb.ca
Fashion Design	Tracy Austin	453-2736	tracy.austin@gnb.ca
Graphic Design	Dale McBride	444-2686	dale.mcbride@gnb.ca
Digital Media	Alan Edwards	453-7162	alan.edwards@gnb.ca
Jewellery / Metal Arts	Kristyn Cooper	462-5911	kristyn.cooper@gnb.ca
Photography	Drew Gilbert	440-0578	drew.gilbert@gnb.ca
Textile Design	Rachel MacGillivray	453-8669	rachel.macgillivray@gnb.ca

FACULTY & STAFF

New Brunswick Library of Craft and Design (NBLCD)

Library Director	Andrea Koteles	453-5808	andrea.koteles@gnb.ca
Library Assistant	Julie McDonald	453-5938	julie.mcdonald@gnb.ca

College Counsellor

The College Counsellor provides confidential accessibility support services for students with disabilities, as well as professional counselling services for students experiencing crisis situations, mental health issues, educational difficulties and other matters affecting student life and academic performance. The Counsellor is often an advocate for student needs. During the 2020-2021 school year virtual counselling and accessibility appointments are available through confidential phone and video call.

The College Counsellor can be found in the Main Building, 4th floor, Rm 4002b. Appointments can be made by emailing brianne.shea@gnb.ca.

College Communications

All communications between students, faculty and staff are conducted via email, NetClassroom and various Facebook communities.

The College social media sites are:

facebook.com/nbccdstudentcommunity
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 for College news (e.g. activities, events and success stories).

Students interested in having a College related success story published on social media or on the College's website, please contact the Editor and Content Developer, Allison Green.

College Closure

In the case of severe weather conditions, the Director or designate will determine when the College is closed. Announcements will be made by 7am on the nbccd.ca homepage, the NBCCD Student Community Facebook page, and via email.

Please note that the closing of public schools or universities does not imply that the College is closed.

Student Portal | NetClassroom

NetClassroom is the student portal used by students to access their academic and financial information including schedules, grades, invoices and more.

Access NetClassroom via this link:
www.bit.ly/nbccdnetclassroom

User names and passwords will be emailed to all students prior to the start of the academic year. Students must change their password and review and/or update their security questions.

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

SAINT JOHN FOUNDATION VISUAL ARTS

Key Contacts

Main Line:

(506) 633-4870

Address:

Saint John Arts Centre,
20 Peel Plaza,
Saint John, NB,
E3L 3G6

ACADEMIC ADVISORS/STUDIO HEADS

Foundation Visual Arts Saint John Campus

Andrew Kierstead

director@sjartcentre.ca

Foundation Visual Arts

Denise Richard

denise.richard3@gnb.ca

College Hours

Students attending the Saint John campus may enter the building from 9:00 am – 5:00 pm, Monday to Friday. There is no after-hour access. On Mondays, the back entrance is to be used.

College Closure

In the case of severe weather conditions, the Director or designate will determine if the College is closed. Announcements will be made by 7am from the Director of the Saint John Art Centre via e-mail. Closures on the website and on the Student Community Facebook page are in regards to the Fredericton Campus only.

Materials & Supplies

Saint John Campus will have the required materials at the Saint John Art Centre for purchase. Students are always welcome to the NBCCD Fredericton Campus Store, located on the 3rd floor of the Main Building.

Parking

On site parking is reserved for guests of the Saint John Art Centre. Parking information for students can be found on the Saint John website: www.bit.ly/nbccdsjparking

WIFI

Wireless access will be granted to students who request it at the Saint John Arts Centre. Please contact Andrew Kierstead, director@sjartcentre.ca.

Access/Student ID Card

Student IDs are functional at all campus buildings in Fredericton. An access card is not required for entrance to the Saint John Arts Centre.

Fees

Student Association and NBCCDSA Transit Pass fees are not applicable to students attending Saint John Campus.

IMPORTANT DATES

Fall Term

DATE (2020)	CALENDAR ITEM
07-Sep	Labour Day (College Closed)
08-Sep	Fall Term Begins
08-Sep	Student Loans: Register for NSLSC Online Services at www.csnpe-nslsc.canada.ca
11-Sep	Final Day for Payment of Fall Tuition/Fees
14-Sep	Studio Orientation Begins
18-Sep	Deadline for Admissions/Course Changes
19-Sep	Deadline for Opting Out of Health/Dental Insurance
12-Oct	Thanksgiving (College Closed)
15-Oct	Deadline for Submission of NBCC Foundation Scholarship e-Applications
23-Oct	Deadline for Program/Course Withdrawals without Academic Penalty
11-Nov	Remembrance Day (College Closed)
Nov 20 - Nov 22	Craft Show & Sale (Tentative)
21-Nov	Open House
27-Nov	Deadline to Request an Incomplete Grade
Dec 8 - Dec 14	In-Class Assessments
14-Dec	Fall Term Ends
Dec 21 - Jan 3	Christmas Break: College Closed/ No Key Card Access

IMPORTANT DATES

Winter Term

DATE (2021)	CALENDAR ITEM
Jan 4	Confirm Contact Info for T2202 Forms to Assistant Registrar, tina.lamb@gnb.ca
Jan 4	Winter Term Begins
Jan 8	Final Day for Payment of Winter Tuition
Jan 15	Deadline for Course Changes
Feb 5 - Feb 8	Craft East Buyers' Expo
Feb 9	NBCC Foundation Awards Reception
Feb 15	Family Day (College Closed)
Feb 26	Deadline for Program/Course Withdrawals without Academic Penalty
Feb 28	Canada Revenue Agency T2202 (Tax Forms) Issued
Mar 1 - Mar 5	March Study Week (College Closed)
Mar 20	Open House
Apr 1	Deadline to Request an Incomplete Grade
Apr 2 - Apr 5	Easter (College Closed)
Apr 13 - Apr 17	In-Class Assessments
Apr 23	Winter Term Ends

IMPORTANT DATES

Spring Term

DATE (2021)	CALENDAR ITEM
Apr 26	Spring Term Begins
May 3	Deadline for Course Changes
May 14	Deadline for Program/Course Withdrawals without Academic Penalty
May 21	Deadline to Request an Incomplete Grade
May 24	Victoria Day (College Closed)
May 31 - Jun 1	In-Class Assessments
Jun 1	Return College Property/Clean out Lockers
Jun 1	Spring Term Ends
Jun 1	Student Loans: Check your Provincial/Territorial Student Financial Assistance Website for Details on When/How to Apply for Next Year's Funding
Jun 11	Convocation/Exhibitions

****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.***

ACADEMIC SUCCESS

Academic Advisors

Each student will be assigned an Academic Advisor. Academic Advisors provide confidential guidance and support on academic decisions. Students should meet with their Advisors at least 2-3 times per semester, they are the most valuable resources for student success. Please contact the Registrar for information regarding your academic advisor.

Foundation Visual Arts students are assigned an advisor, all other program advisors are the Studio Faculty.

Foundation Visual Arts	Denise Richard	453-2305	denise.richard3@gnb.ca
Advanced Studio Practice	Jean Rooney	444-5386	jean.rooney@gnb.ca
Indigenous Visual Arts	Dan Robichaud (Fall)	453-3343	dan.robichaud@gnb.ca
	Judie Acquin-Miksovsky (Winter)	453-2645	judie.acquin-miksovsky@gnb.ca
Ceramics	Liz Demerson	444-3854	elizabeth.demerson@gnb.ca
Fashion Design	Tracy Austin	453-2736	tracy.austin@gnb.ca
Graphic Design	Dale McBride	444-2686	dale.mcbride@gnb.ca
Digital Media	Alan Edwards	453-7162	alan.edwards@gnb.ca
Jewellery / Metal Arts	Kristyn Cooper	462-5911	kristyn.cooper@gnb.ca
Photography	Drew Gilbert	440-0578	drew.gilbert@gnb.ca
Textile Design	Rachel MacGillivray	453-8669	rachel.macgillivray@gnb.ca

Academic Policies & Procedures

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

Academic Year

The academic year extends over 38 weeks from September 2020 to June 2021. All programs have a fall, winter and spring term, except for Foundation Visual Arts and Fine Craft: Jewellery/Metal Arts, which ends in winter.

Attendance & Participation

In order to be successful in your classes, attendance and participation is required. Contact your instructor in advance of any absence, and to get caught up when you return.

Classes are scheduled between 9:00 am - 8:00 pm, Monday to Thursday, and Friday 9:00 am – 4:00 pm. Students are expected to arrive for class on time with assignments, projects and tests completed by their due dates.

Consideration for absenteeism will be given in medical, social, psychological or bereavement cases. Students may be required to present documentation such as a medical note to the instructor.

Assessment Policies

The College provides students with an indication of their progress through individual consultation, peer review, group critiques, and graded assignments.

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.

ACADEMIC SUCCESS

LATE OR MISSED ASSIGNMENTS

If the student anticipates having difficulty meeting a deadline, they should speak with their instructor. Late or missed assignments may receive a zero grade, unless the student provides documentation of extenuating circumstances or makes prior arrangements.

REWRITES

At the discretion of the instructor, students may be granted a rewrite or resubmission under extenuating circumstances.

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 requirements by the end of a course. A request must be made one week prior to 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 in the Important Dates section. If the work is not submitted by this date, a grade of 'F' will be 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 is 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 will discuss with their Academic Advisor and complete an Academic Leave form.

STUDENT ENVIRONMENT

Students are responsible for contributing to a positive learning environment and respecting others' health and well being. They have right to security through adherence to College and government policies and procedures.

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: dishonesty, cheating, plagiarism, and submitting the same work to fulfill the requirements of more than one assignment without prior arrangement.

INFORMAL APPEALS

Students who have reason to believe themselves to be unjustly treated within the College are encouraged to seek to amend the situation by means of an Informal Appeal. Please see your Academic Advisor, College Counsellor, Registrar or the Academic Dean to submit a request for an Informal Appeal.

FORMAL APPEALS

After students have made attempts to resolve through the Informal Appeal process, the next step is to submit a Formal Appeal in writing to the College Director.

REGISTRAR & FINANCIALS

Transcript of Marks/Certificates

OFFICIAL TRANSCRIPT

An official Transcript of Marks bears the College seal and is signed by the Registrar.

The fee for an official Transcript of Marks is \$10.00 CAD. Requests for transcripts can be made here:

www.bit.ly/nbccdtranscript. Requests will be processed within 5 business days of receipt of payment.

UNOFFICIAL TRANSCRIPT

An unofficial Transcript of Marks is not signed or sealed. It is provided to students upon request.

CERTIFICATE REPLACEMENT

For information regarding replacement of Certificates, please contact the Registrar's Office at NBCCDRegistrar@gnb.ca. Replacement fee is \$10 CAD.

Student Records

All information associated with student records is treated as confidential. Student information will be released:

- Directly to the student
- With written authorization from the student
- In response to a legal requirement
- For statistical analysis to government agencies

Student Feedback

Anonymous student surveys are administered every semester. Surveys are coordinated by the Academic Dean and are used to obtain confidential feedback on your courses.

Bachelor of Applied Arts

The Bachelor of Applied Arts (BAA) is a four year degree where students complete two years at the University of New Brunswick and two years at NBCCD. Students are able to start at either institution, study continuously at one and then the other, or choose to alternate each year.

BAA REGISTRATION & PAYMENT OF FEES

BAA students are required to pay tuition and fees at the institution they are attending. BAA students attending the College will receive correspondence from College Admissions Service with information regarding next steps.

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 submit an NBCCD application.

For more information on the BAA program, please contact Ellen Woolaver at ellen.woolaver@gnb.ca or by phone at 453-2758.

Request for Confirmation of Enrolment

Confirmation of Enrolment requests are submitted by completing a Confirmation of Enrolment Request Form, available at www.bit.ly/nbccdconfirmation

REGISTRAR & FINANCIALS

Tuition & Other Fees

TUITION

Full-time Students

Type	Canadian Citizens/Permanent Residents	International
Annual Tuition	\$3382	\$7440
Confirmation Fee	\$ 250	\$ 700 - paid in advance
Fall Semester	\$1691	\$3720
Winter Semester	\$1691	\$3720
Emergency Medical Insurance (guard.me)	n/a	\$ 600
Health Insurance	\$ 260	\$ 260
Dental Insurance	\$ 148	\$148
Part-time students	\$ 124/credit	\$ 539/credit

GENERAL FEES

Type	Canadian Citizens/Permanent Residents	International
Student Association	\$ 80	\$ 80
Student ID Card	\$ 15	\$ 15
Technology Fee	\$300	\$300
Graduate Service Fee	\$ 50	\$ 50
NBCCD SA Transit Pass	\$150	\$150

Note: Student Association and NBCCDSA Transit Pass fees are not applicable to students attending the Saint John Campus.

STUDIO FEES

Program	Year 1	Year 2
Foundation Visual Arts (FVA)	\$55	n/a
Indigenous Visual Arts (IVA)	\$55	\$55
Ceramics	\$900	\$900
Digital Media	\$60	\$60
Graphic Design	\$85	\$170
Fashion Design	\$100	\$100
Jewellery/Metal Arts	\$350	\$350
Photography	\$140	\$50
Textile Design	\$200	\$200
Advanced Studio Practice	Apply studio fee for area of specialization	n/a

***Consumable materials fee for part-time students vary by course.**

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

REGISTRAR & FINANCIALS

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.

Foundation Visual Arts students will receive a materials list at Registration.

Students in the Graphic Design and Photography programs are required to purchase a laptop. Computer specifications will be provided by Studio Heads.

Method of Payment

Payments can be made online at the following:

www.bit.ly/nbccdpayments

Payments may also be made at any Service New Brunswick Service Centre, locations found here:

www.bit.ly/snblocations

A Tuition & Fees Invoice is required for payment at the Service Centre. This can be found in NetClassroom (Billing tab). Make cheques and money orders payable to 'Minister of Finance'.

Payment Arrangements

In extenuating circumstances, students may make payment arrangements by contacting the Registrar's Office.

Non-Payment of Fees

Failure to meet financial obligations will result in withholding of final grade reports, official transcripts, certificates/diplomas, and the inability to participate in Convocation ceremonies. Students with outstanding balance are unable to register for any courses, programs or services until the account has been paid in full or payment arrangements have been made.

Tuition Refund

Refunds may be granted until the start of the 7th week of classes. Prior to the 7th week of class, students who withdraw will be charged on a pro-rated basis for each week or partial week they attend class. A refund for the balance of the fees paid will be issued. Confirmation fees are non-refundable. An Administrative Fee of \$25.00 CAD will apply to refunds.

For further information, contact the Registrar's Office.

T2202 Tuition and Enrolment Certificate

The College annually issues T2202 Tuition and Enrolment Certificates for the previous calendar year to students who paid more than \$100 in tuition and were enrolled as full time or part time students. Students may review the Canada Revenue Agency Tax Bulletin entitled Students and Income Tax for helpful information about filing the annual income tax and benefit return. For further information, please contact the Canada Revenue Agency at 1-800-959-8281 or visit www.canada.ca/en/revenue-agency.html

Student Financial Assistance

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

More information can also be obtained by contacting: Student Financial Services at www.studentaid.gnb.ca or by phone at (506) 453-2577 (Fredericton and area); 1 800 667 5626.

Agency Sponsorship

Please provide confirmation from your Sponsoring Agency at Registration.

HEALTH AND WELLNESS

Covid-19 Protocols

We know you're wondering what COVID will mean for your college experience this fall. We're here to keep you safe and so we've put procedures in place to limit physical contact while ensuring you experience the hands-on learning we're known for. These are the current protocols, but please be prepared to adapt to new circumstances as the pandemic situation evolves.

The most important thing to remember when entering any college building is that you need to wear your community mask whenever you are away from your designated physically-distanced work station.

Before you enter a college building, pop your mask on. Use hand sanitizer upon entering and write your name and the time on the sign-in sheet at the front desk. You'll likely have your temperature taken and you will be asked to head home if it is elevated. Likewise, if you are experiencing any symptoms, please do not come to school. (But don't worry - we will make sure you can continue to study from home.)

After you sign in you're ready to head to class, but let's stop at the washroom. All of our washrooms are single occupancy, even when there are multiple stalls, so remember to flip the vacancy sign when you enter and exit.

Follow the arrows to move through the halls where applicable. In particular, keep in mind that in the main building, the front staircase is designated for upward moving traffic, while the back staircase is designated for downward or exiting traffic. Elevators can go both ways but are limited to one occupant at a time. In case of a fire or other emergency, ignore the arrows and use the nearest exit.

Now you've arrived at your class and you can sit at your designated physically-distanced workstation, which in most cases will have barriers in place between people. When at this workstation you will be permitted to remove your mask but be sure to keep it handy so you can put it on any time you stand up and move away from your station.

A note on mask etiquette: remember to wash your mask regularly and avoid touching it while it is on your face. Hold your mask by the ties or elastic when putting on or taking off your mask. This should be a community mask and not a medical grade mask. Get creative and consider supporting local craftspeople by buying unique handmade masks or by making your own. You'll also receive an NBCCD mask in your welcome package.

Whenever you leave a building, it is important to exit through the designated door so you can write your name and the time on the exit sheet and sanitize your hands. Please keep us updated any time you change your contact information so that we can get ahold of you quickly if we ever need to do contact tracing.

To sum up:

- **stay home if you are sick,**
- **wear your mask when away from your workstation,**
- **use hand sanitizer upon entrance and exit,**
- **follow the signage to move through the building,**
- **and sign in and out at the appropriate door.**

That's it! Any staff member will be happy to help if you have any questions, and please keep an eye on your emails for any updated safety protocols throughout the year. Thank you for helping us to keep our campus, faculty and students safe.

HEALTH AND WELLNESS

NBCCD SA Health & Dental Plan

The NBCCD SA Health and Dental Plan provides extended health and dental coverage for all full time students under the age of 65. Students must also have coverage under a Provincial Health Care plan or equivalent (Example: Medicare, guard.me).

If students have equivalent health coverage from a different plan (eg a parent's or spouses employee plan), they may opt out of the health portion, the dental portion or the plan in its entirety during the opt out period. The opt out date of 19 September is strictly enforced. For more information please contact Campus Trust at: 1(800)563-1930

Opt out via this link: www.studentbenefits.ca

College Aid

Students in need of food or financial assistance are encouraged to contact the Counsellor, Registrar, or speak to their advisor for assistance in exploring alternative funding options and provide financial relief where possible. All requests are confidential.

Student Nutritional Accessibility Program (SNAP)

Throughout the academic year, the Student Association and the College provide a regular supply of non-perishable food items, bread, snack foods, hygienic supplies and household essentials for students that need them.

Students can also join the Community Food Smart Club to order fresh produce every month at affordable prices.

www.communityfoodsmart.com.

Contact the Student Life Coordinator for more information.

Students with Disabilities

NBCCD is committed to providing an inclusive environment for all students. Effort is made to provide students with documented proof of disability equitable access to programs, facilities and services in a timely manner. NBCCD's Disability Services team includes the College Counsellor and Accessibility Coordinator. They work collaboratively with students and faculty to ensure implementation of proper accommodations that provide necessary support, preserve academic integrity, and safeguard student privacy.

New students requiring accessibility services should identify their needs to the College Counsellor upon confirmation of admission. Early intervention is critical in providing a barrier-free learning environment and supporting student success.

Current students with disabilities who have not self-identified are encouraged to contact the College Counsellor or their Academic Advisor at their earliest convenience.

The Disability Services team can also provide guidance regarding various benefits available to students with disabilities, and can assist in applying for programs available through Student Financial Assistance.

For further information, please visit the College website, nbccd.ca, point to "INSIDE NBCCD" and choose "Inclusive Community".

Worksafe NB

All students are covered by Worksafe NB 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 Worksafe NB form when injured, even if the injury seems trivial.

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. The Executive and Student Representatives are elected 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 Executive should contact the Student Life Coordinator.

Programming

Throughout the academic year, the Student Life Coordinator and College Counsellor 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 are notified of programming initiatives via email, on the NBCCD Student Community Facebook page and postings on bulletin boards.

Student Volunteers/Part-Time Jobs

The Busy Bee is a Student Association funded, volunteer and part-time employment opportunity program. Students are given the chance to volunteer and/or work within the College. Interested students should contact the Student Life Coordinator.

Open House/Craft Show & Sale November, 2020

Diploma and Advanced Studio Practice students will showcase and sell their work to potential students, friends, family and the community. Pending Covid measures, this may take place online or in another format for the 2020 year. If you are interested in being a Student Ambassador for this event, contact the Student Life Coordinator.

Convocation June 11, 2021

CEREMONY

The College's Convocation ceremony will take place on Friday June 11, 2021, and may take place virtually pending Covid measures. Visit nbccdgrads.ca to view the 2020 Convocation website. If a physical graduation were to occur, it would take place at the Fredericton Playhouse.

CERTIFICATES / DIPLOMAS

Unless alternate arrangements are made, certificates and diplomas may be picked up at the Registrar's Office by graduates that are not able to attend Convocation. If Convocation takes place virtually, certificates and diplomas will be mailed.

DIPLOMA GRADUATE EXHIBITION

The Diploma Graduate Exhibit and Reception may take place at the Beaverbrook Art Gallery following the Convocation ceremony, pending Covid measures. All graduates, friends and family are welcome to attend. If convocation takes place virtually, students will be able to exhibit online in 'Year in Review' exhibitions held at nbccdgrads.ca.

STUDENT LIFE

Alumni Support Services

STUDIO USAGE

Over the summer, the College may grant access to students who apply to use the College facilities and equipment. Students will be charged a damage deposit fee. In addition, a daily or monthly usage fee and a material fee will be determined. Fees vary by studio, and this will be pending Covid-19 measures. For further information, please contact your Coordinating Instructor/Studio Head.

CREATEDHERE/NBCCD STUDIO

By graduating from NBCCD, you become a lifelong member of a supportive community. The CreatedHere/NBCCD Studio at 408 Queen Street is your headquarters for alumni support including internship and exhibition opportunities, affordable photography and branding packages, editing services for writing grant applications, and fun events to bring our community together. This is the home of CreatedHere Magazine - a web and print publication focused on uncovering the stories of New Brunswick artists. This is also a campus gallery, with exhibitions.

Retail Opportunities

THE NBCCD HOLIDAY CRAFT SALE

This popular annual sale features work by 2nd year NBCCD Diploma students and Advanced Studio Practice students, and brings in an average of \$15,000 in sales each year. The craft sale is organized and operated by the Entrepreneurship class. It gives Diploma students in the fine craft studios the opportunity to learn about pricing, retail, administration, marketing and display. The NBCCD Holiday Craft Sale may look different this year, pending Covid measures.

CRAFT EAST BUYER'S EXPO

In the winter semester, 2nd year students in the Entrepreneurship class turn their sights to the Craft East Buyer's Expo. This wholesale show in Halifax, NS connects gallery and shop owners with craftspeople and the products they create. Students travel to the event to exhibit their product lines and identify potential wholesale opportunities. The Craft East Buyer's Expo is tentative, pending Covid measures.

PARKING & PUBLIC TRANSIT

Parking

On-street meter parking varies in duration from 30 minutes to a maximum of 4 hours. Rates vary from \$1.00/half hour to a maximum of \$1.75/hr. Maximum times and rates are noted on each meter.

Parking is free at the parking meters and all City lots and garages evenings and weekends, except at the East End Parking Garage which is a 24/7 paid parking facility.

Hourly meter parking can also be paid using the Hotspot smartphone application. Information can be found at www.htsp.ca.

More information on parking garages and lots can be found on the City of Fredericton's website under roads and parking:

fredericton.ca/en/roads-parking/parking-facilities

Transit

The City of Fredericton operates Fredericton Transit. Kings Place is the hub of all the bus lines, offering service to or from the downtown.

As a Student Association initiative, all full-time students will receive a Fredericton Transit Pass for use during the school year (except those attending Saint John Campus).

CAMPUS FACILITIES

Lockers

Lockers are numbered and located throughout the college. Lockers are limited and may not be available for all students. All Foundation Visual Arts students can register for lockers via email to the Student Life Coordinator.

Diploma and Advanced Studio Practice students should speak directly to their studio head about what lockers are available for them.

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). Please do not store any items on top of the lockers as this is considered a potential fire/safety hazard.

Access/Student ID Card

The Access/Student ID card grants students access to the buildings and computer labs from 7:30am-11:30pm.

Student ID Cards are deactivated at the end of the academic year, if a student withdraws, or has been terminated. New cards are issued at the beginning of each year.

Full time students at the Fredericton Campus will pay an additional \$150, which will include a Fredericton Transit pass on their Student ID.

If your Access/ID Card is lost or stolen, contact the Student Life Coordinator immediately.

Guidelines for Access Student ID Card Photos

Colour photos in jpeg format may be submitted by email to the Student Life Coordinator. Please identify your name in the subject line. The photo must be centred on a solid background, clear, sharp and in focus. It must be in portrait style and be a minimum 300KB in file size, maximum 1 Mb.

College Store

The College Store is located on the 3rd floor, Main Building and carries most required course materials and supplies. Purchases can be made by debit or credit card. The College Store will not be taking cash, and will be run through a service window to maintain social distancing.

College Store Hours (unless otherwise posted):
Monday - Friday, 8:30 am - 3:30 pm

CAMPUS FACILITIES

Campus Galleries

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 Craft Show & Sale and the Craft Shop provide the College community with opportunities to view 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 provides 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

RED BRICK GALLERY

In celebration of our 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.

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

New Brunswick Library of Craft & Design (NBLCD)

The NBLCD (also referred to as the College Library) is located at 415 King Street. It houses 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 New Brunswick Public Library Service (NBPLS) library card. Students that do not already have one are encouraged to sign up for a library card. The NBLCD acquires library materials designed to act as a resource for achieving the learning outcomes of the College's curriculum.

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.

CAMPUS FACILITIES



MAIN BUILDING

Indigenous Visual Arts
 Ceramics
 Fashion Design
 Jewellery/Metal Arts
 Photography
 Textile Design
College Store
Registrar
Administration

BARRACKS

Digital Media
 Graphic Design
 Photography Lighting Studio

NB LIBRARY OF CRAFT & DESIGN

412 Queen Street/415 King Street

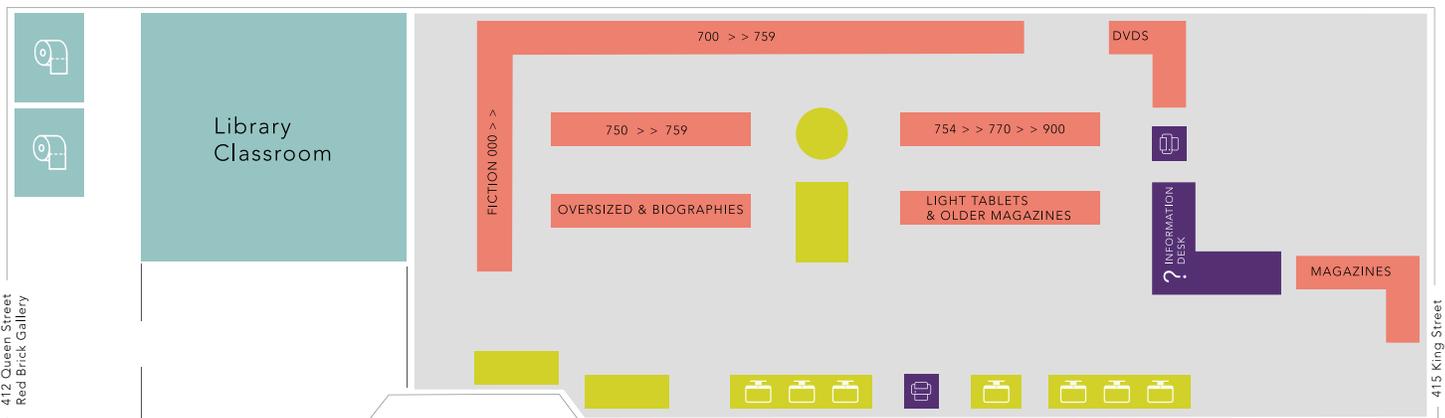
RED BRICK GALLERY

412 Queen Street

CREATEDHERE/NBCCD STUDIO

408 Queen Street

NB LIBRARY OF CRAFT & DESIGN | 412 Queen Street/415 King Street



CAMPUS FACILITIES

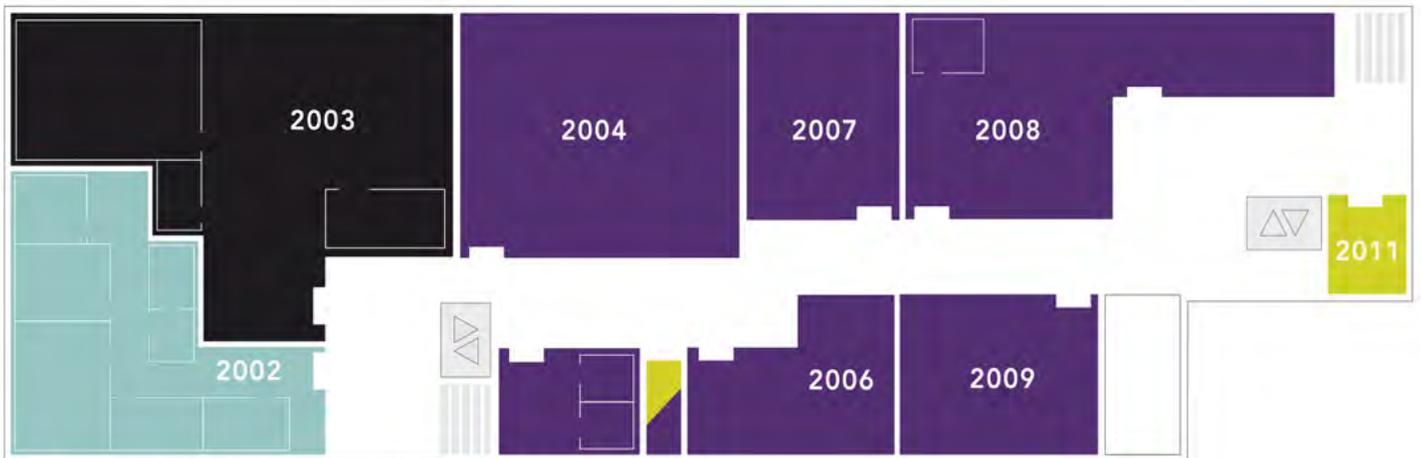
MAIN BUILDING



BASEMENT



GROUND FLOOR



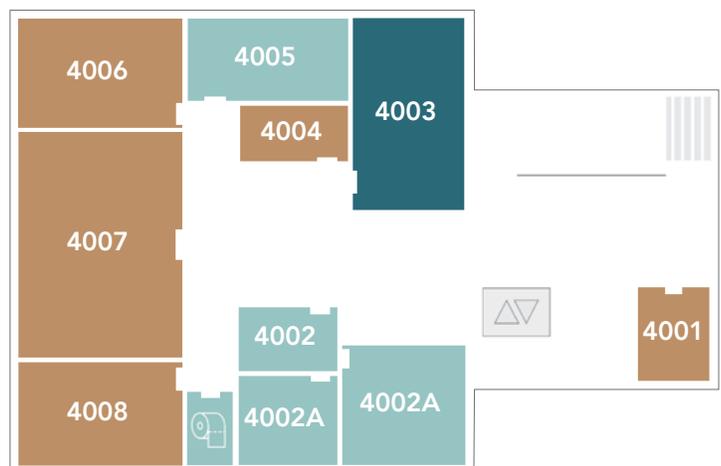
SECOND FLOOR

CAMPUS FACILITIES



THIRD FLOOR

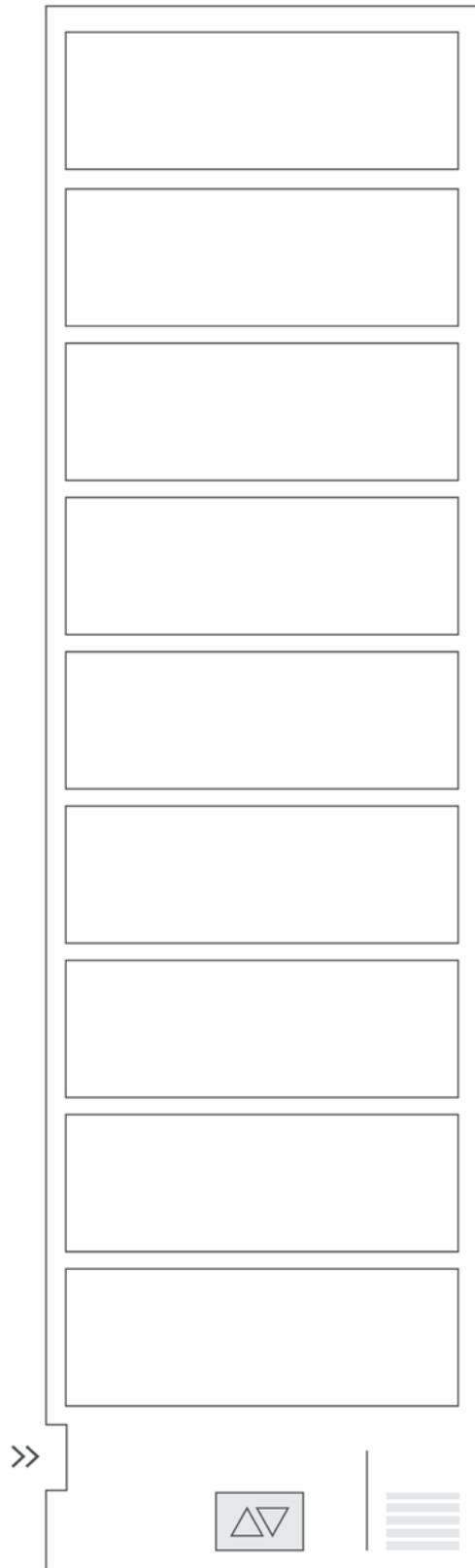
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| ■ ASP | ■ Fashion Design |
| ■ FVA | ■ Jewellery/Metals |
| ■ IVA | ■ Photography |
| ■ Ceramics | ■ Textiles |
| ■ Administration and Facilities | |



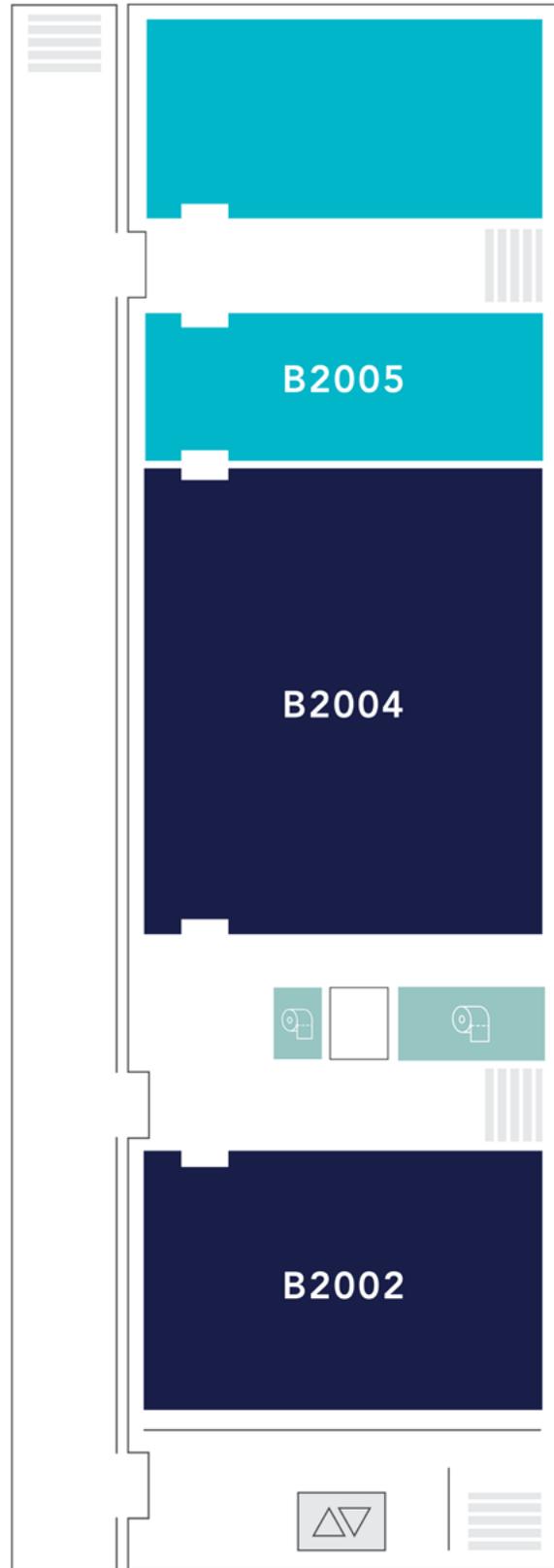
FOURTH FLOOR

CAMPUS FACILITIES

BARRACKS BUILDING

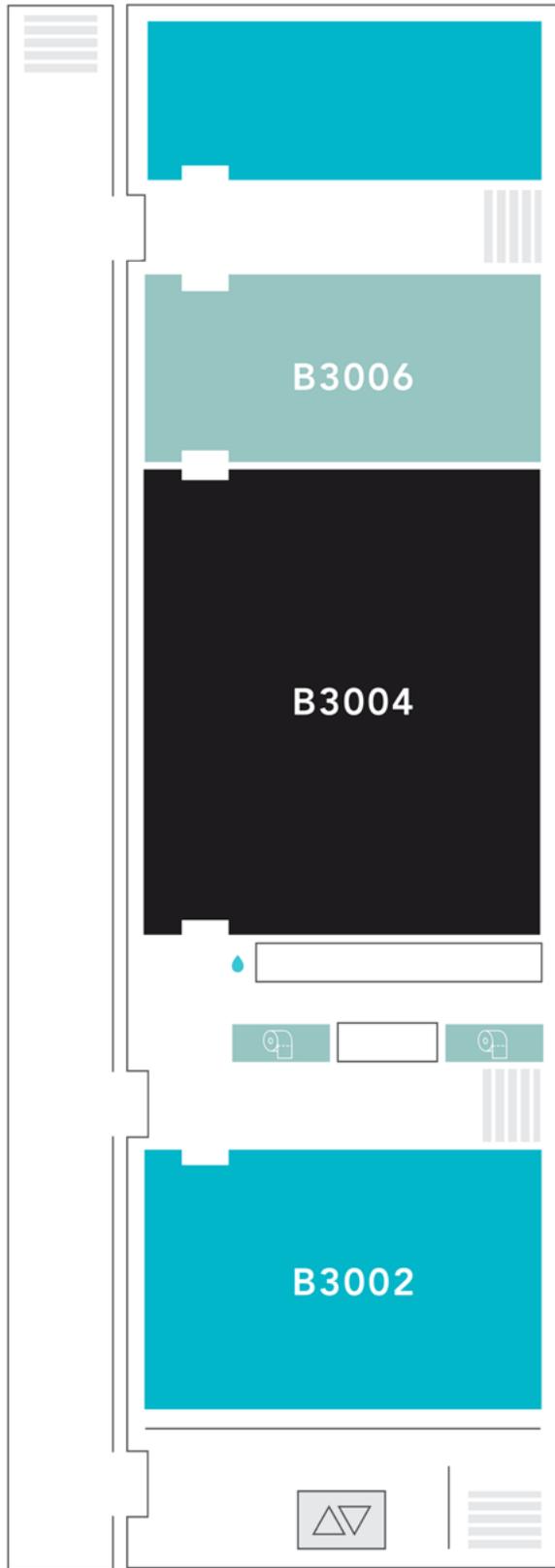


GROUND FLOOR

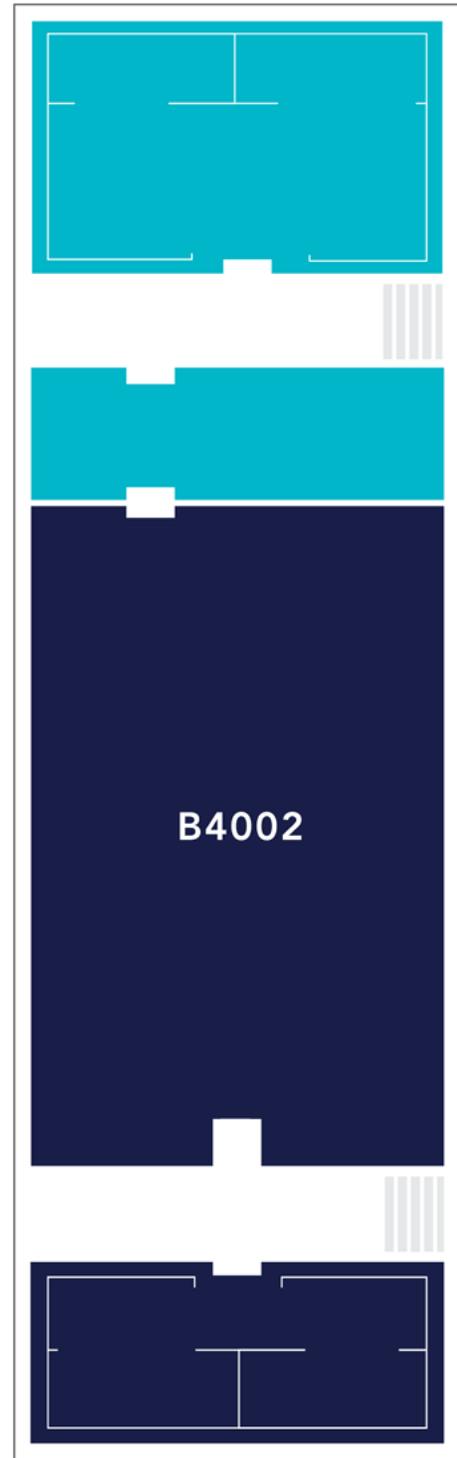


SECOND FLOOR

CAMPUS FACILITIES



THIRD FLOOR



- Digital Media
- Photography
- Graphic Design

FOURTH FLOOR

COLLEGE GOVERNANCE

College Authority

The College reserves the right to make changes to policies, procedures, fees, program requirements, course descriptions, faculty, scheduling, academics and enrolment. Changes will be reflected in the online version of the Student Handbook available at nbccd.ca

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. Upon registration, all students agree to abide by the policies and procedures of the College.

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.

Reduced Scent Environment

The College is a Scent Reduced Campus. DO NOT spray any scented products in bathrooms and shared spaces. Students and Staff must refrain from wearing scented products which may cause serious health problems for others.

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. Please disregard Covid related directional signage in the event of an evacuation.

Security

A Security Officer is on campus in the evening, Monday to Friday during the academic year. Students may see the Security Officer in classrooms and studios during routine operations. College premises are under 24-hour video surveillance.

It is recommended that students work in groups at any time so no one is alone in the building.

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

Alcohol & Drugs

The unauthorized use of alcohol or recreational drugs at the College is prohibited.

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

Smoke-Free Places

Smoking and vaping are not permitted in enclosed public places, indoor workplaces and in vehicles with children under the age of 16. They are not permitted within 9 meters of any doorway, window or air intake of public buildings. A designated smoking and vaping area has been provided between the College and the Justice Building. Peace officers and inspectors may issue tickets for smoking in public places.

Theft & Damage

The College does not accept liability for loss or damage incurred by any students, beyond the reasonable control of the College.

COLLEGE GOVERNANCE

Harassment

Harassment in the College includes personal and sexual harassment, poisoned academic or work environment, and abuse of authority. Harassment will be handled under the Student Expectations, Responsibilities and Appeal policy. This formal complaint must be written, signed and submitted to the College Director or Assistant Deputy Minister, Post-Secondary Education, Training and Labour.

Sexual Violence Policy

The College will not tolerate any act of sexual violence or misconduct. 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 Counsellor, Main Building, 4th floor, Room 4002b.

Student Code of Conduct

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

Students will conduct themselves in a manner that is consistent with NBCCD policy 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.

nbccd.ca

