



KIMIA KARIMI | GRAPHIC DESIGN GRADUATE 2020

STUDENT HANDBOOK

2021-2022

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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 (College Store):

(506) 457-7352

Mailing Address:

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

Emergency:

(506) 444-5947 - Building Maintenance
(506) 460-2300 - Police Department
911 – Emergency / Fire / Police / Ambulance

HOURS

College Hours

The campus consists of two 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.

Special Operating Hours

Administration:

8:30 am – 12:00 pm; 1:00 pm – 4:30 pm

Finance:

8:15 am – 12:00 pm; 1:00 pm – 4:00 pm

College Store:

8:30 am – 3:30 pm

The George Fry Gallery:

10:00 am – 4:00 pm

Counsellor's Office:

8:00 am – 1:00 pm and 2:00 pm – 4:15 pm

Registrar's Office:

8:30 am – 1:00 pm and 2:00 pm – 4:30 pm

NBCCD Learning Commons:

8:30 am – 4:30 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 Studio Head and the Academic Dean.

It is recommended that students work in groups so no one is alone in the building at anytime. For the security of students and staff, the College premises are under 24-hour video surveillance.

FACULTY & STAFF

Administration & Support Staff

Director	Carrie Nolan	(506) 478-8216	carrie.nolan@gnb.ca
Academic Dean	Denise Richard	(506) 461-4020	denise.richard3@gnb.ca
Assistant Dean	Jared Peters	(506) 461-9684	jared.peters@gnb.ca
Student Services Manager	Camila Vásquez	(506) 260-4623	camila.vasquez@gnb.ca
Manager, Finance and Administration	Victor Toki	(506) 444-2435	victor.toki@gnb.ca
Instructional Designer and Opportunities Coordinator	Anna Mathis	(506) 230-3047	anna.mathis@gnb.ca
Project Manager/Registrar	Nancy Beaulieu	1-877-400-1107	NBCCDRegistrar@gnb.ca
Assistant Registrar	Tina Lamb	1-877-400-1107	NBCCDRegistrar@gnb.ca
Counsellor	Kristi Clarke	(506) 457-6987	kristi.clarke@gnb.ca
Student Life Coordinator	Bridget Collrin		bridget.collrin@gnb.ca
Recruitment Officer	Trudy Gallagher	(506) 238-5673	trudy.gallagher@gnb.ca
Admissions Officer	Emily Daigle	(506) 260-6829	emily.daigle@gnb.ca
Learning Transformation Specialist	Nicki Rehn	(506) 453-3416	nicki.rehn@gnb.ca
Indigenous Access Coordinator	TBA		
Marketing and Communications Specialist	Caitlin Dutt		caitlin.dutt@gnb.ca
Maintenance Supervisor	Joe Arbeau	(506) 444-5947	joe.arbeau@gnb.ca
College Store		(506) 453-5939	
Gallery Coordinator	Karen Ruet	(506) 457-6805	karen.ruet@gnb.ca
Learning Commons Coordinator	Julie McDonald	(506) 453-5938	julie.mcdonald@gnb.ca
Administrative Assistant (Finance)	Lorraine McKeil	(506) 444-2434	lorraine.mckeil@gnb.ca
Technical Support Analyst	Gino Perron	(506) 440-9821	ittech@nbccd.ca

Studio Heads

Foundation Visual Arts	Jillian Acreman	444-2375	jillian.acreman@gnb.ca
Advanced Studio Practice	Jean Rooney		jean.rooney@gnb.ca
Wabanaki Visual Arts	Judie Acquin-Miksovsky	453-2645	judie.acquin-miksovsky@gnb.ca
Ceramics	Liz Demerson	453-3768	elizabeth.demerson@gnb.ca
Fashion Design	Tracy Austin	453-2733	tracy.austin@gnb.ca
Graphic Design	Dale McBride	453-3112	dale.mcbride@gnb.ca
3D Digital Design	Jamie Bergin	453-7130	jamie.bergin@gnb.ca
Jewellery / Metal Arts	Kristyn Cooper	462-5911	kristyn.cooper@gnb.ca
Photography / Videography	Drew Gilbert		drew.gilbert@gnb.ca
Textile Design	Rachel MacGillivray	453-5941	rachel.macgillivray@gnb.ca

FACULTY & STAFF

College Counsellor

The College Counsellor provides confidential accessibility support services for students with disabilities, as well as short term 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 an advocate for student needs and provides community resources and referrals when appropriate. The College Counsellor can be found in the main building on the 4th floor in room 4002b.

Appointments can be made by emailing Kristi Clarke at kristi.clarke@gnb.ca.

College Communications

All communications between students, faculty, and staff are conducted via email, Google Classrooms, NetClassroom, and the College's social media accounts.

The College social media sites are:

facebook.com/nbccdstudentlife

facebook.com/nbccd

instagram.com/nbccdstudentlife

instagram.com/nbccdlive

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 are encouraged to follow our social media platforms and visit our website, 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 Caitlin Dutt, our Marketing and Communications Specialist at caitlin.dutt@gnb.ca.

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 website, the NBCCD Facebook page, and via email.

Please note that the closing of other local 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

Username 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 at the start of every school year.

If you have questions about the portal, email the Registrar's Office at NBCCDRegistrar@gnb.ca.

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@sjartscentre.ca

Foundation Visual Arts

Jillian Acreman

jillian.acreman@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-hours access. On Mondays, the basement entrance should be used.

College Closure

In the case of severe weather conditions, the status of classes will be updated on the Saint John Arts Centre website, social media, and voicemail by 7:00 am. If the local public school district is closed, the Arts Centre will also be closed. Closures on the NBCCD website and social media apply to the Fredericton campus only.

Materials & Supplies

Required materials will be at the Saint John Art Centre for purchase. Students are always welcome to the NBCCD Fredericton Campus Store, located on the first 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 here: 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 at 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 campus.

Fees

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

ONLINE FOUNDATION VISUAL ARTS

Key Contacts

Main Line:

Tel: (506) 453-2305

Toll Free: 1-877-400-1107

PROGRAM LEADS

Department Head

Jared Peters

jared.peters@gnb.ca

FVA Online Studio Head and Academic Advisor

Jennifer Lee Wiebe

jennifer.lee@gnb.ca

Student Portal | NetClassroom

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

Click here to access NetClassroom: www.bit.ly/nbccdnet-classroom

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

Email the Registrar's Office at NBCCDRegistrar@gnb.ca if you have questions about the portal.

NBCCD Email and Google Accounts

Students will be given access to a Google account at the beginning of the academic year, and will be expected to use the included email address for all college-related communication. Please check this email account frequently for news and updates from your instructors, as well as for important notices from the College community.

You can also use this Google account to access Google Drive and Google Classroom.

Username

StudentIDnumber@nbccd.ca
(ex: 12345678@nbccd.ca)

Default Password

NBCCD2022
(please change this immediately)

Learning Management System (Google Classroom)

NBCCD uses Google Classroom as its LMS (Learning Management System). This will be your main interface for the FVA Online experience. Each course will have its own 'Classroom,' where you will navigate your course material, connect with your instructors and classmates, and review and submit coursework. Log in to your Classrooms using your NBCCD Google account.

IMPORTANT DATES

Fall Term

DATE (2021)	CALENDAR ITEM
Sep 2	International Students Orientation
Sep 3	Orientation
Sep 6	Labour Day (College Closed)
Sep 7	Fall Term Begins
Sep 7	Student Loans: Register for NSLSC Online Services at www.csnpe-nslsc.canada.ca
Sep 10	Final Day for Payment of Fall Tuition/Fees
Sep 13	Studio Orientation Begins
Sep 17	Deadline for Course Changes
Sep 19	Deadline for Opting Out of Health/Dental Insurance
Oct 11	Thanksgiving (College Closed)
Oct 15	Deadline for Submission of NBCC Foundation Scholarship e-Applications
Oct 22	Deadline for Program/Course Withdrawals without Academic Penalty
Nov 11	Remembrance Day (College Closed)
Nov 26 - Nov 28	Craft Show & Sale (Tentative)
Nov 27	Open House
Nov 29	Deadline to Request an Incomplete Grade
Dec 7 - Dec 13	In-Class Assessments
Dec 13	Fall Term Ends
Dec 20 - Jan 3	Christmas Break: College Closed/ No Key Card Access

IMPORTANT DATES

Winter Term

DATE (2022)	CALENDAR ITEM
Jan 4	Confirm Contact Info for T2202 Forms to Assistant Registrar
Jan 4	Winter Term Begins
Jan 7	Final Day for Payment of Winter Tuition
Jan 17	Deadline for Course Changes
Feb 8	NBCC Foundation Awards Reception
Feb 12 - Feb 13	Craft East Buyers' Expo
Feb 21	Family Day (College Closed)
Feb 25	Deadline for Program/Course Withdrawals without Academic Penalty
Feb 28	Canada Revenue Agency T2202 (Tax Forms) Issued
Mar 7 - Mar 11	March Study Week (College Closed)
Mar 19	Open House
Mar 31	Deadline to Request an Incomplete Grade
Apr 11 - Apr 15	In-Class Assessments
Apr 15 - Apr 18	Easter (College Closed)
Apr 19	Winter Term Ends

IMPORTANT DATES

Spring Term

DATE (2022)

CALENDAR ITEM

Apr 25	Spring Term Begins
May 6	Deadline for Course Changes
May 13	Deadline for Program/Course Withdrawals without Academic Penalty
May 20	Deadline to Request an Incomplete Grade
May 23	Victoria Day (College Closed)
May 24-30	In-Class Assessments
May 31	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 10	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 for students. 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	461-4020	denise.richard3@gnb.ca
Advanced Studio Practice	Jean Rooney		jean.rooney@gnb.ca
Wabanaki Visual Arts	Judie Acquin-Miksovsky	453-2645	judie.acquin-miksovsky@gnb.ca
Ceramics	Liz Demerson	453-3768	elizabeth.demerson@gnb.ca
Fashion Design	Tracy Austin	453-2733	tracy.austin@gnb.ca
Graphic Design	Dale McBride	453-3112	dale.mcbride@gnb.ca
3D Digital Design	Jamie Bergin	453-7130	alan.edwards@gnb.ca
Jewellery / Metal Arts	Kristyn Cooper	462-5911	kristyn.cooper@gnb.ca
Photography / Videography	Drew Gilbert		drew.gilbert@gnb.ca
Textile Design	Rachel MacGillivray	453-5941	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 Jewellery/Metal Arts, which end 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 9:00 am – 4:00 pm on Friday. 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, 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 mid-semester and at the 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 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:** To apply for academic leave, students should have a discussion 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 procedure.

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 & FINANCIAL

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 is \$10 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 2 years at the University of New Brunswick and 2 years at NBCCD. Students are able to start at either institution and study at the two institutions consecutively, 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 the Registrar's Office with information regarding next steps.

BAA - DIPLOMA STUDIES AT THE COLLEGE

Students applying for their first year of diploma programming at the college after their two years at UNB and NBCCD's Foundation Visual Arts still need to submit an application to NBCCD.

For more information on the BAA program, please contact NBCCDRecruiting@gnb.ca or by phone at 1-877-400-1107.

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 & FINANCIAL

Tuition & Other Fees

TUITION

Full-time Students

Type	Canadian Citizens/Permanent Residents	International Students
Annual Tuition	\$ 3382	\$ 8622
Confirmation Fee	\$ 250	\$ 700 - paid in advance
Fall Semester	\$ 1691	\$ 4311
Winter Semester	\$ 1691	\$ 4311
Emergency Medical Insurance (guard.me)	n/a	\$ 600
Health Insurance (single)	\$ 265	\$ 265
Health Insurance (family)	\$ 453	\$ 453
Dental Insurance (single)	\$ 153	\$ 153
Dental Insurance (family)	\$ 325	\$ 325
Part-time students	\$ 124/credit	\$ 539/credit
Tuition (State of Maine)	\$ 3382	n/a

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	\$155	\$155

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
Wabanaki Visual Arts (WVA)	\$55	\$55
Ceramics	\$900	\$900
3D Digital Design	\$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

REGISTRAR & FINANCIAL

Materials & Supplies

The College Store carries most required course materials and supplies in all areas of study. The store is also 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 on their first day of classes.

Students in the Graphic Design and Photography/Videography 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 can be found here:

www.bit.ly/snblocations

A tuition & fees invoice is required for payment at the Service Centre. This can be found in NetClassroom in the 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 an 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 CAD will apply to refunds for cheques, while \$30 CAD applies for wire transfer 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. For more information, contact Student Financial Services at www.studentaid.gnb.ca or by phone at (506) 453-2577 or 1-800-667-5626.

Agency Sponsorship

Please provide confirmation from your Sponsoring Agency at registration.

HEALTH AND WELLNESS

NBCCD SA Health & Dental Plan

The NBCCD SA Health & 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 (e.g. a parent or spouse's 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 September 19 is strictly enforced. No exceptions will be made for students who miss the opt-out deadline.

You can opt-out of the plan here: www.studentbenefits.ca

Please contact the Student Life Coordinator if you have questions about the health plan.

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. 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 Learning Strategist. 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, scroll over the tab, "Prospective Students," and click on "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 College administration to complete the appropriate Worksafe NB form when injured, even if the injury seems trivial.

STUDENT LIFE

Student Association

The Student Association (SA) is a student union designed to protect the interests of all students enrolled at the College, whether full-time or part-time. The SA acts as a liaison between the students and the campus administration with regards to the needs and interests of the student body. The SA coordinates student events, lunchtime activities, and runs the Busy Bee program, a volunteer or part-time employment opportunity. As a Student Association initiative, all full-time students on the Fredericton campus also receive a Fredericton Transit Pass for use during the school year.

The SA is elected yearly in the spring semester. They are governed by by-laws and hold general assemblies twice a year. Students interested in running for an SA position, becoming a Studio Representative, or volunteering with the SA should contact the Student Life Coordinator.

Programming

Throughout the academic year, the Student Life Coordinator and the College Counsellor provide educational, social, health, and wellness programming focused on NBCCD's Wellness Wheel. This programming 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 weekday lunch hours, after 4 pm, or on weekends. Students are notified of programming initiatives via email, on the NBCCD Student Life Instagram and Facebook pages, and via postings on bulletin boards.

Student Volunteers/Part-Time Jobs

The Busy Bee is a volunteer, and part-time employment opportunity program funded by the Student Association. 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 2021

The NBCCD Craft Sale is a local favourite for holiday gift shopping. At this event, diploma and Advanced Studio Practice students showcase and sell their work to prospective students, friends, family, and the community. If you are interested in helping out with this event, contact the Student Life Coordinator.

Convocation June 10, 2022

CEREMONY

The College's convocation ceremony will take place on Friday, June 10 at the Fredericton Playhouse. Visit nbccdgrads.ca to view our convocation website.

CERTIFICATES / DIPLOMAS

Certificates and diplomas will be handed out at the 2022 Convocation.

DIPLOMA GRADUATE EXHIBITION

The Diploma Graduate Exhibit and its reception may take place at the Beaverbrook Art Gallery following the Convocation ceremony. All graduates, friends, and family are welcome to attend.

STUDENT LIFE

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 the opportunity to learn about pricing, retail, administration, marketing, and display.

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.

PARKING & PUBLIC TRANSIT

Parking

Students can park at on-street meter parking in Fredericton for a maximum of four hours. Maximum times and rates are posted on each meter. Students can also park in the paid parking lot behind city hall for the full day.

Parking is free at the parking meters and all city lots and garages during the 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. King's Place is the hub for all the bus lines, offering service to or from the downtown area.

All full-time students on the Fredericton campus receive a Fredericton Transit Pass for use during the school year.

CAMPUS FACILITIES

Lockers

Lockers are numbered and located throughout the College. They are limited and may not be available for all students. However, all Foundation Visual Arts students will be assigned a locker which will be in the basement.

Diploma and Advanced Studio Practice students should speak directly to their Studio Head about access to lockers.

Access/Student ID Card

The Student ID card grants students access to NBCCD buildings and computer labs from 8:00 am to 11:30 pm.

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 for Student ID cards, which includes their Fredericton Transit pass.

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

Student ID Card Photos

Photos in jpeg format must be submitted on the NBCCD website: <https://nbccd.ca/my-nbccd/student-id>. The photo must be centred on a solid background, clear, sharp, and in focus. It must be in portrait style and be a minimum of 300KB in file size, maximum 1MB.

College Store

The College Store is located on the first floor in the main building and carries most required course materials and supplies. Purchases can be made by debit or credit card. The College Store does not take cash.

The College Store hours (unless otherwise posted) are Monday to Friday, 8:30am to 3:30pm.

CAMPUS FACILITIES

Campus Galleries

THE GEORGE FRY GALLERY

The George Fry Gallery is the public face of the college, now located at 408 Queen Street. See the work of your artistic peers, faculty, and professional visiting artists anytime you need a break and some inspiration. Your work might one day be on these walls and inspire others!

The gallery hosts student exhibitions in this space, as well as artist talks and exhibition openings. Here, students have opportunities to gain experience and learn what it means to display their work publicly.

The gallery is a member of APAGA – the Atlantic Provincial Art Galleries Association and stays up-to-date with what is happening across the gallery world in Atlantic Canada. The gallery also collaborates with the Coalition of Fredericton Art Galleries (CFAG) to encourage the community to visit the gallery. During the year, the gallery also hosts important marketing opportunities for students like the annual Christmas Craft Show & Sale. The gallery committee is comprised of faculty, college administration, and a member of the Student Association.

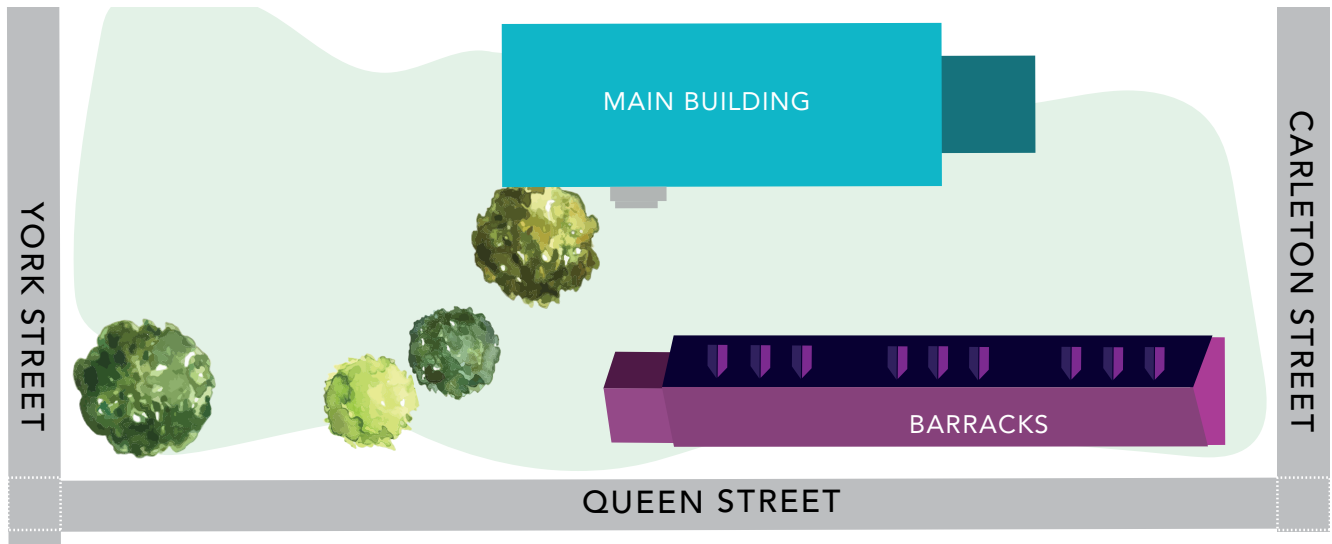
The gallery is open Monday to Friday from 10:00 am - 4:00 pm.

NBCCD Learning Commons

The NBCCD Learning Commons is located in room 3015 of the main building. It is a hub for student learning. Students can borrow books and other materials using their Student ID cards. The Learning Commons houses periodicals, books, and audiovisual materials specializing in craft, design, and the visual arts.

Unless otherwise stated, the Learning Commons is open Monday and Wednesday to Friday from 9:00 am - 4:00 pm and Tuesday from 12:30 pm - 5:00 pm and 6:00 pm - 8:00 pm.

CAMPUS FACILITIES



MAIN BUILDING

Wabanaki Visual Arts
Ceramics
Fashion Design
Jewellery/Metal Arts
Photo/Video
Textile Design
College Store
Registrar
Administration

BARRACKS

Digital Media
Graphic Design
Photography Lighting Studio

GEORGE FRY GALLERY

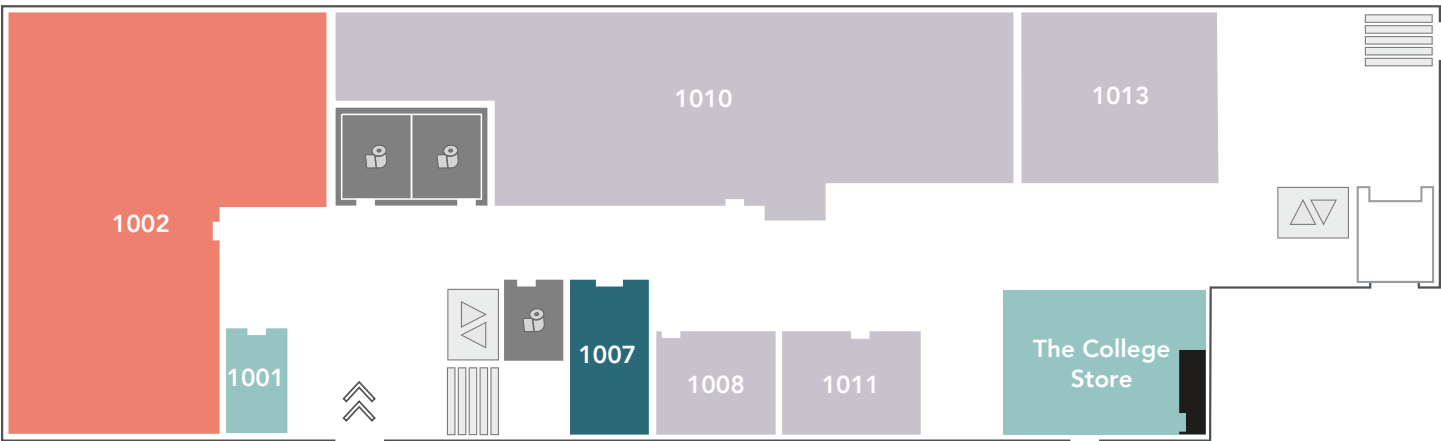
408 Queen Street

CAMPUS FACILITIES

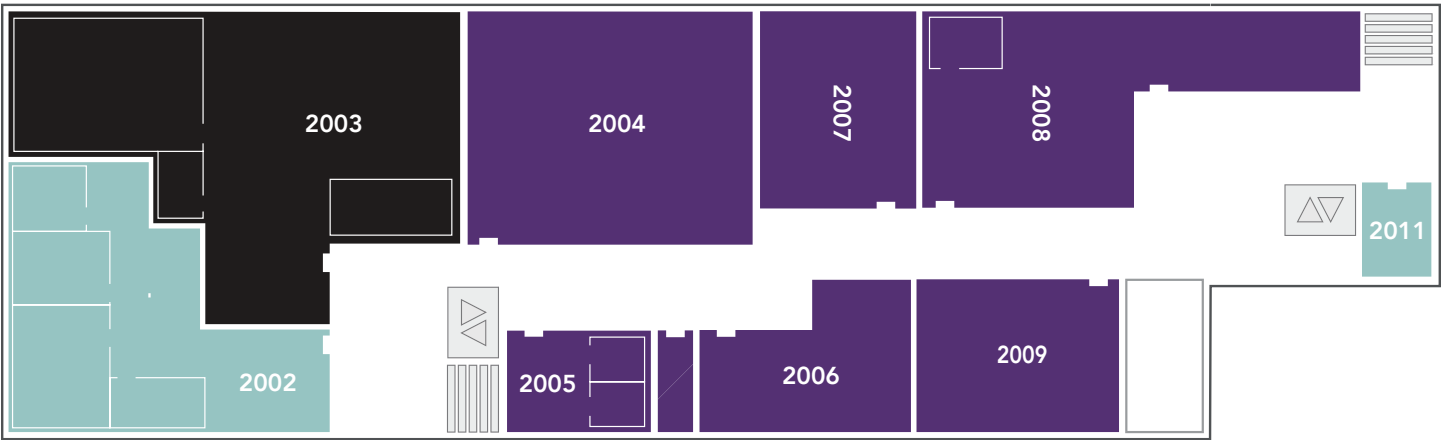
MAIN BUILDING



BASEMENT



GROUND FLOOR



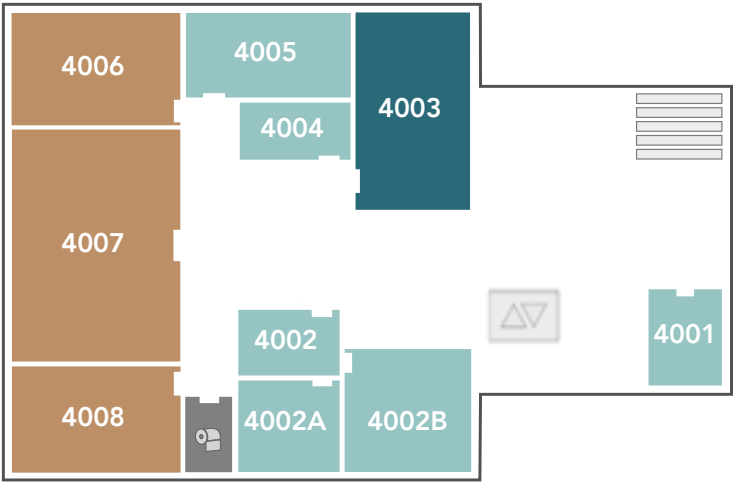
SECOND FLOOR

CAMPUS FACILITIES



THIRD FLOOR

- FOUNDATION VISUAL ARTS
- 3D DIGITAL DESIGN
- CERAMICS
- FASHION DESIGN
- GRAPHIC DESIGN
- JEWELLERY/METAL ARTS
- PHOTO/VIDEO
- TEXTILE DESIGN
- WABANAKI VISUAL ARTS
- ADVANCED STUDIO PRACTICE
- OFFICES & FACILITIES



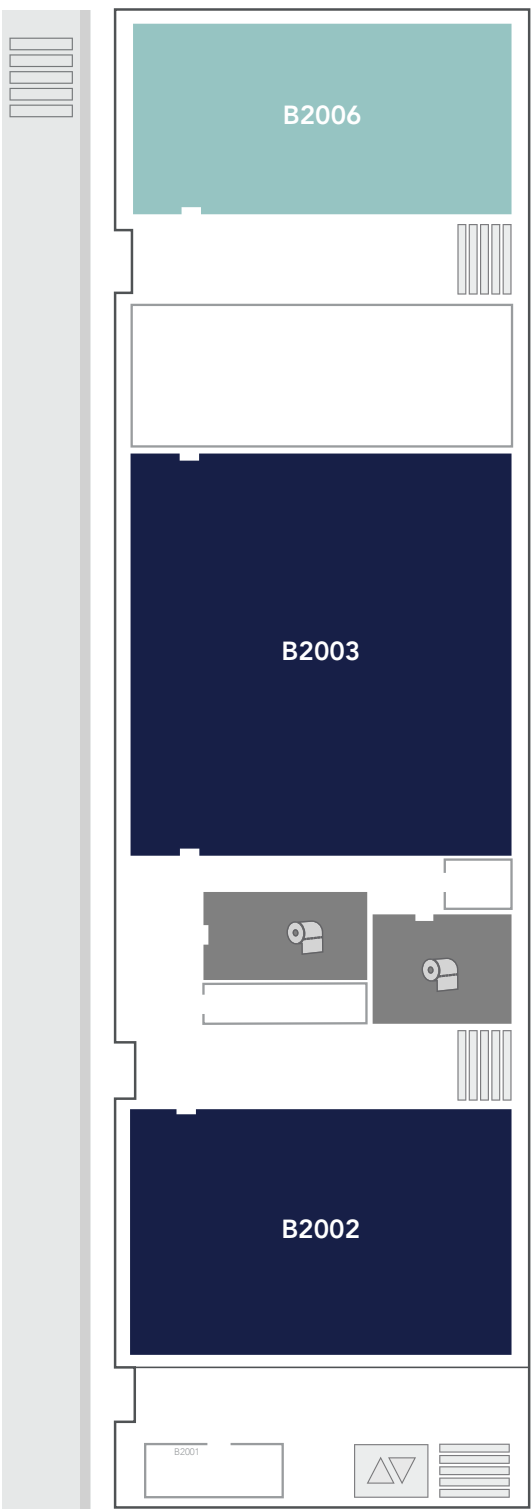
FOURTH FLOOR

CAMPUS FACILITIES

BARRACKS BUILDING

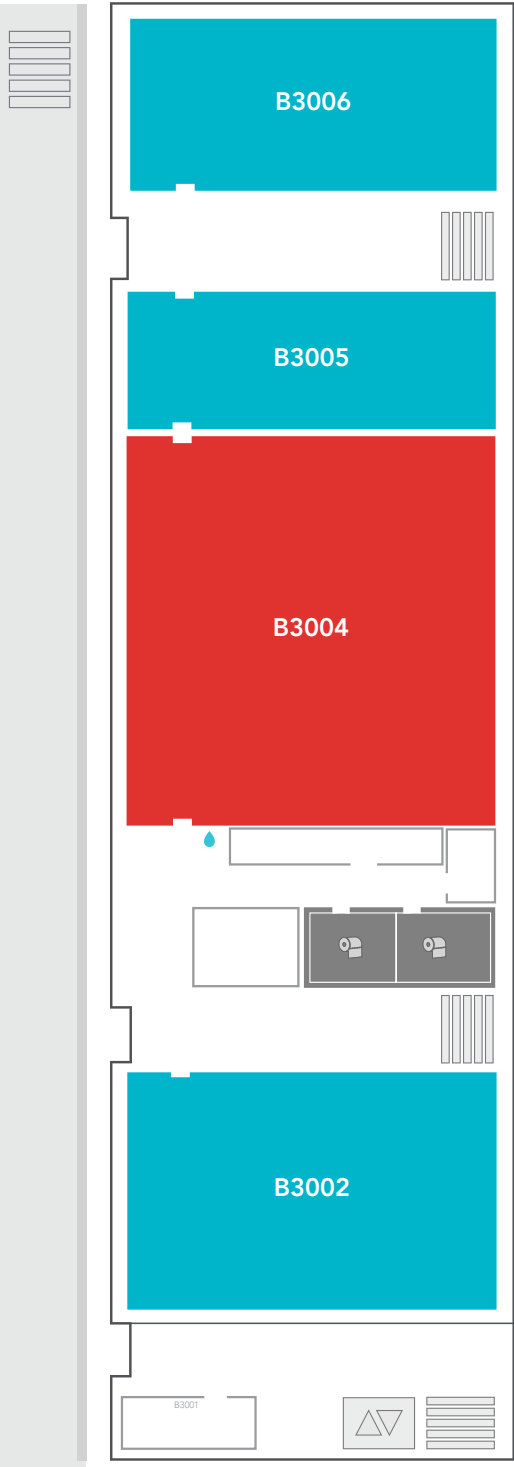


GROUND FLOOR



SECOND FLOOR

CAMPUS FACILITIES



THIRD FLOOR



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. 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-19-related directional signage in the event of an evacuation.

Security

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. Smoking and vaping 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. The complaint may be received formally, informally, or external to the college depending on the complainant's preference and nature of the allegation. The disclosure may be made to the College Counsellor, Dean, or Director. If a formal complaint is submitted, it must be documented, 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 in the main building on the 4th floor in 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

New Brunswick
COLLEGE
of CRAFT
& DESIGN
