



ASHLEY GOODINE | GRAPHIC DESIGN GRADUATE

STUDENT HANDBOOK

2022-2023

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PURPOSE

The Student Handbook provides an overview of the academic calendar, student services, academic rules and procedures, and important information you'll need during your time at NBCCD. As a student, it is your responsibility to review and familiarize yourself with this information at the beginning of the academic year.

CONTACT

Main Line:

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

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

COLLEGE COMMUNICATIONS

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).

All communications to students will be sent via email to your NBCCD.ca email account. Make sure you check your student email often throughout the year. It is the student's responsibility to read their emails and keep track of any important information sent to them.

Follow and tag us so we can reshare and celebrate your creative journey:

Instagram.com/nbccdlive
Facebook.com/nbccd
Twitter.com/nbccd
Linkedin.com/company/nbccd
Tiktok.com/nbccd_

NBCCD EMAIL & 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)

HOURS & CLOSURE

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 (Student ID), 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.

College Closures

NBCCD observes federal and statutory holidays. Although classes don't run on holidays, students have access to the buildings unless otherwise stated. In the case of severe weather conditions, the Student Services Manager will communicate closures by 7am on social media and to your student email account.

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

ACADEMIC CALENDAR

Class in session
Educational Activities, no classes
Public Holidays and NIT

March Study Week
Craft Sale, Awards, Convocation
Marks Dues

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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25	26	27	28	29	30	

October 2022						
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23	24	25	26	27	28	29
30	31					

November 2022						
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20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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25	26	27	28	29	30	31

January 2023						
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15	16	17	18	19	20	20
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
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26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	

Academic Calendar

Fall Term 2022

September 5	Labour Day – College Closed
September 6	First Day of Classes - Fall Term Begins
September 12	Unit 1 Begins – Media Explorations
September 19	Deadline to Add/Drop Courses
October 10	Thanksgiving – College Closed
October 17	Unit 2 Begins – Media Explorations
October 21	Last Day to Withdraw from Fall Courses (WI)
October 22	Future Student Event - Fall Open House
November 11	Remembrance Day – College Closed
November 14	Unit 3 Begins – Media Explorations
November 25 — November 27	Holiday Craft Sale – Tentative Dates
November 25	Last Day to Request an Incomplete (IC)
December 5 — December 9	Last Week of Classes
December 19 — January 2, 2023	Holiday Break - College Closed

Reminder: Classes do not run when the college is closed.

Academic Calendar

Winter Term 2023

January 3	Staff and Faculty Return to Work
January 9	First Day of Classes - Winter Term Begins
January 16	Deadline to Add/Drop Courses
February 10 — February 12	Craft East Buyers' Expo
February 14	Foundation Awards
February 20	Family Day – College Closed
February 24	Last Day to Withdraw from a Winter Course (WI)
February 25	Future Student Event - Winter Open House
March 6 — March 10	March Study Week – No Classes
March 31	Last Day for Students to Request an Incomplete (IC)
April 7 — April 10	Easter – College Closed
April 11 — April 14	Last Week of Classes - Diploma & ASP Students
April 18 — April 21	Last Week of Classes - FVA Students
April 21	Winter Term Ends

Reminder: Classes do not run when the college is closed.

Academic Calendar

Spring Term 2023

April 24	Spring Term Begins
May 12	Last Day to Withdraw from a Spring Course (WI)
May 19	Last Day for Students to Request an Incomplete (IC)
May 22	Victoria Day – College Closed
May 23 — May 26	Last Week of Classes/Assessment
June 9	Convocation Day 2023

Reminder: Classes do not run when the college is closed.

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.

Program advisers:

Foundation Visual Arts	Jillian Acreman	444-2375	jillian.acreman@gnb.ca
Foundation Visual Arts Online	Jen Lee Wiebe	444-5386	jennifer.lee@gnb.ca
Foundation Visual Arts Saint John	Andrew Kierstead	633-4870	director@sjartscentre.ca
3D Digital Design	Jamie Bergin	453-7130	jamie.bergin@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
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
Wabanaki Visual Arts	Judie Acquin-Miksovsky	453-2645	judie.acquin-miksovsky@gnb.ca
Advanced Studio Practice	Jean Rooney	453-3343	jean.rooney@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 2022 to June 2023. Most programs have a Fall, Winter, and Spring term, with the exception of Foundation Visual Arts and Jewellery/Metal Arts.

Attendance & Participation

Attendance and participation are required components of all NBCCD programs. Consideration for absenteeism will be on a case-by-case basis. Students may be required to present documentation to their instructor(s). Contact your instructor in advance of any absence.

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 on time for class with all assignments, projects, and tests completed by due dates.

Assessment Policies

Student progress is assessed by means of individual consultation, peer review, group critique, and graded assignments and tests. Student attendance and classroom participation are essential to student success while enrolled at the College.

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 support students in meeting academic outcomes.

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.

STUDENT ENVIRONMENT

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

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.

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, the Student Services Manager, 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 Student Services Manager.

REGISTRAR'S OFFICE

Transcript of Marks/Certificates

OFFICIAL TRANSCRIPT

An official transcript of marks displays the College seal and is signed by the Registrar. The fee for an official transcript is \$10 (CAD). Requests for transcripts can be made at nbccd.ca. 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).

Request for Confirmation of Enrolment

Confirmation of enrolment requests are often required for student loan funding. Requests can be submitted using the online form at nbccd.ca/confirmation-of-enrolment.

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.

Convocation

CEREMONY

Convocation will take place on **Friday, June 9, 2023**. Location TBD.

CERTIFICATES / DIPLOMAS

Certificates and diplomas will be handed out at the 2023 Convocation. If you do not attend the ceremony, please contact the Registrar's Office after the convocation ceremony to make arrangements to get your documents.

DIPLOMA GRADUATE EXHIBITION

The Diploma Graduate Exhibit and its reception may take place following convocation. More information is shared via email prior to convocation.

Degree Pathway Program: 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 call 1-877-400-1107.

REGISTRAR'S OFFICE

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 via email in August. The store also sells FVA Kits that have most of the suggested items for students.

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:

bit.ly/nbccdpayments

Payments may also be made at any Service New Brunswick Service Centre. Locations can be found here:

bit.ly/snblocations

A tuition & fees invoice is required for payment at the Service Centre. This can be found in the Student Portal 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 Services

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.

TUITION AND FEES

TUITION AND HEALTH FEES

Full-time Students

Type	Canadian Citizens/Permanent Residents /Residents of Maine (USA)	International Students
Annual Tuition	\$ 3382	\$ 9452
Application Fee*	\$50	\$100
Confirmation Fee	\$ 250	\$ 700 - paid in advance
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 Tuition***	\$ 124/credit	\$ 698/credit

**Non-refundable.*

***Emergency health insurance is required to live in Canada. It must be paid when you receive your official acceptance letter from NBCCD to hold your seat in our programs.*

****A typical semester-long course consists of three credit hours.*

GENERAL FEES

Service	Fee (All students)
Student Association	\$ 235 per year
Building Access Card	\$ 15
Graduate Service Fee	\$ 50
NBCCDSA Health Insurance	\$ 265 per year
NBCCDSA Dental Insurance	\$ 153 per year
Technology Fee	\$ 300 per year

Supplies and materials cost approximately \$2,000 annually and vary depending on the program. Many of these supplies are available in the College Store.

Note: Fees are shown in Canadian Dollars and are subject to change without notice.

TUITION AND FEES

STUDIO FEES

Applicable to all full-time students (international, Canadian citizen, and permanent residents)

Program	Year 1	Year 2
Foundation Visual Arts (FVA)	\$55	n/a
3D Digital Design	\$60	\$60
Ceramics	\$900	\$900
Fashion Design	\$100	\$100
Graphic Design	\$85	\$170
Jewellery/Metal Arts	\$350	\$350
Photography/Videography	\$140	\$50
Textile Design	\$200	\$200
Wabanaki Visual Arts (WVA)	\$55	\$55
Advanced Studio Practice	Apply studio fee of area of specialization (see above)	n/a

STUDENT SERVICES

Student Services Manager

The Student Services Manager (SSM) oversees all stages of a student's time at NBCCD, from admission to graduation. The SSM communicates important notices to students and is the main point of contact for students to address challenges and submit confidential feedback. Contact Camila Vásquez at camila.vasquez@gnb.ca.

Registrar's Office

The Registrar's office manages student records and provides a range of administrative services to students including transcripts, confirmation of enrolment letters, student portal questions, and advice on course requirements. Contact the Registrar's Office at NBCCDRegistrar@gnb.ca.

College Counsellor

The College Counsellor provides 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.

Learning Strategist

The Learning Strategist works one-on-one with students to provide confidential accessibility support services to explore student needs; work on academic goals; and apply learning approaches, practical strategies, and skills to support student success.

Student Life Coordinator

The Student Life Coordinator champions community. They organize current student events throughout the year: theme and spirit weeks, networking, lunch and learn sessions, off-campus trips, trivia, orientation, convocation, etc. The SLC is a resource for information about awards, scholarships, bursaries, provisions, and student services.

Newsletters containing information about college events, jobs, and exhibition opportunities are regularly sent to your NBCCD inbox from studentlife@nbccd.ca.

STUDENT LIFE 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, including workshops, activities, and/or events, are regularly offered during weekday lunch hours, after 4 pm, or on weekends. Students are notified of programming initiatives via email, on the College website, College social media, and via postings on bulletin boards.

PEER MENTORING PROGRAM

Upper-year students can volunteer through the Student Life Office to support new and incoming students with their transition to college life. Contact the Student Life Coordinator for details.

TUTORING PROGRAM

NBCCD is pleased to offer tutoring services for all students who are interested and seeking support. Through Access and Success funding, NBCCD is able to provide up to 2 hours of tutoring per week in your designated studio or FVA classes. Our tutors are selected upper-year students and alumni who are well versed in the practical skills students may need assistance with; they are also able to assist with time management and study skills. Should students need support, they can reach out to the Learning Strategist or College Counsellor to set up services. Students with accommodations are eligible for more tutoring hours through the Canada Student Grant for Students with Disabilities.

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 (read more, page 21).

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.

Contact your Student Association by email at studentassociation@nbccd.ca.

Student Employment and Volunteering

The Busy Bee program is a part-time employment program funded by the Student Association where students are given the chance to work within the College. In addition to this, students are offered a variety of volunteer and work opportunities within the College and in the wider community.

Interested students should visit nbccd.ca/jobs.

Campus Tour Program

NBCCD hires current students to act as ambassadors for the College by welcoming future students at events and for personalized campus tours. Find out more and apply for this paid job opportunity by emailing tours@nbccd.ca.

Retail Opportunities

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.

Additional retail opportunities are posted at nbccd.ca.

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 have coverage under a Provincial Health Care plan or equivalent (e.g., Medicare for domestic students or guard.me for international students). If students have health and/or dental coverage under a different plan, such as 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 financial assistance are encouraged to contact the Student Life Coordinator, Registrar's Office, 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 additional support in times of emergency or hardship. Students may be eligible to enroll in additional grocery programs. Contact the Student Life Coordinator for more information.

Student Accessibility

NBCCD strives to provide an equitable learning environment to any student requiring academic accommodations. NBCCD's Learning Strategist and Counsellor work collaboratively with students and health care providers to ensure reasonable and appropriate accommodations are developed to support student success.

Students requiring academic accommodations are encouraged to identify their needs to the Learning Strategist and/or Counsellor at their earlier convenience. Early identification is essential for the provision of appropriate supports and accommodations.

Current students with disabilities who have not self-identified are encouraged to contact the Learning Strategist or their Academic Advisor.

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 Services.

For further information, please visit the College website, nbccd.ca, and select "Student Services" within our current student section.

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 ID CARD

Student ID Card / Access Pass

The Student ID card unlocks buildings and workspaces so students can access studios and computer labs throughout the week from 6:30 am to 11:30 pm.

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

Full-time students at the Fredericton campus will pay an additional \$150 for Student ID cards, which includes their Fredericton Transit pass information (read more, page 21).

If your Access/ID Card is lost or stolen, contact the Student Life Coordinator, breanan.goodine@gnb.ca, immediately.

Submitting Your ID Card Photo

Photos in jpeg format must be submitted on the NBCCD website: nbccd.ca/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.

STUDENT PORTAL

Your online tool to all things academic and financial

The student portal is powered by RIO Education, and is the online tool used by students to access their academic and financial information. The student portal is a centralized place where prospective students can apply, and existing students can register for classes, access their schedules, generate unofficial transcripts/report cards to check on their term results, as well as see their account status for tuition and fee payments.

If you began your studies in September 2022 or prior, you will need to activate your student portal account. Usernames and passwords will be emailed to students prior to the start of the 2022-2023 academic year. Students should get into their NBCCD email account using the details provided and immediately change their password and update their security questions (see page 3). Then, proceed to the student portal link below to activate your portal using your NBCCD email as your username.

Access the student portal

<https://nbccd.force.com/portal/s/ExistingStudent>

Once you have logged into the portal, the easiest method of navigating your information is to use the large tiles you see in the centre of the home screen:

Profile: This is where you can see your personal information, and make updates as needed.

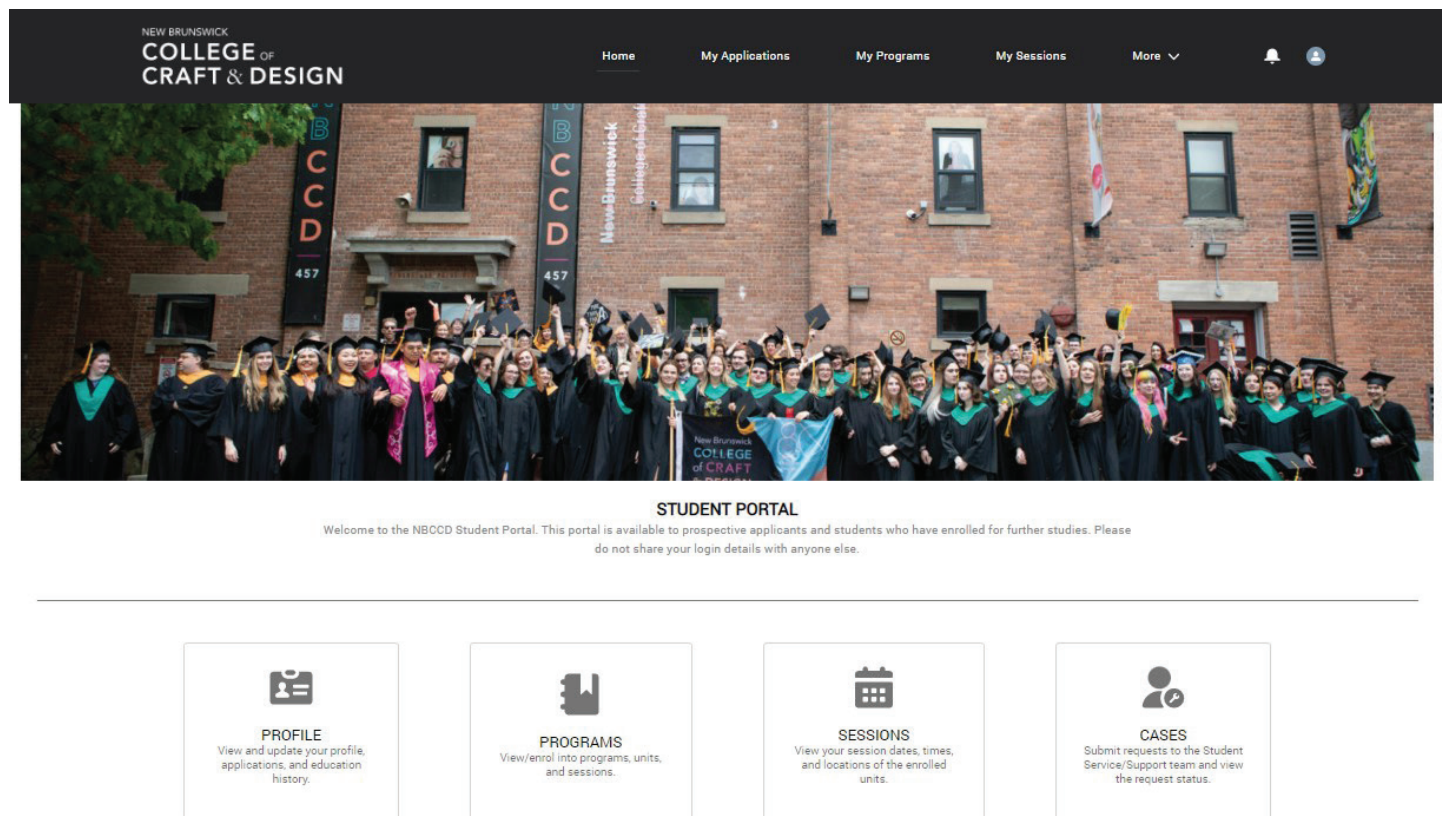
Programs: This is where you see your program information, including course registration, program completion status, term results and grades.

Sessions: This is where you will see your course schedule calendar, once you are enrolled in classes.

Cases: This is where you can submit support requests to Student Services, and the portal will keep you up to date on the status of your request.

Note: The “My Applications” link at the top of the student portal is where you can apply for further programs, such as an existing FVA student who wishes to continue their education in one of our diploma programs, or a graduating diploma student who wishes to pursue a certificate in Advanced Studio Practice.

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



NEW BRUNSWICK
COLLEGE OF
CRAFT & DESIGN

Home My Applications My Programs My Sessions More

STUDENT PORTAL

Welcome to the NBCCD Student Portal. This portal is available to prospective applicants and students who have enrolled for further studies. Please do not share your login details with anyone else.

PROFILE
View and update your profile, applications, and education history.

PROGRAMS
View/enrol into programs, units, and sessions.

SESSIONS
View your session dates, times, and locations of the enrolled units.

CASES
Submit requests to the Student Service/Support team and view the request status.

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.

Every effort is made to ensure that the information contained in this booklet is up-to-date. 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 environment. The use of any scented products in washrooms or shared spaces is prohibited. Students and staff should refrain from using scented products while participating in college activities as they may impede ongoing instruction and learning.

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.

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 with their academic advisors.

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, theft, or damage incurred by any students and guests, 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 allegations will be adjudicated under the Student Expectations, Responsibilities, and Appeal, Anti-Harassment, and Sexual Violence Policies accordingly.

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, Student Services Manager, or Dean. If a Formal Complaint is submitted within the College, it must be documented, signed, and submitted to the Student Services Manager.

Resources and support are available through the College Counsellor located on the 4th floor in room 4002b.

Sexual Violence Policy

All members of NBCCD have the right to study, work, and belong to a campus environment free from any form of sexual violence including sexual assault. This includes physical assault and psychological harassment carried out through sexual means, gender-based insults, or harassment related to one's gender identity, expression, or sexual orientation.

The College offers services and resources to ensure community members have access to confidential support, education, and guidance in reporting an incident or filing a complaint.

Complaints can be filed formally or informally through the Student Services Manager or College Counsellor. A confidential disclosure to the college counsellor is not a formal complaint and will not trigger an investigation.

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.

Students who disturb, disrupt, or otherwise interfere with the activities of other students or staff may be removed from any curricular or non-curricular activity. Students will abide by all authorized instructions of College officials or employees performing their duties; published or posted regulations relating to the safe use and entry of College buildings and facilities; and procedures as required under College policies and regulations.

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

FVA Saint John Coordinator

Andrew Kierstead

director@sjartscentre.ca

FVA Studio Head

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

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

Maegen Black

maegen.black@gnb.ca

FVA Online Studio Head and Academic Advisor

Jennifer Lee Wiebe

jennifer.lee@gnb.ca

Student Portal

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

Click here to access your portal: <https://nbccd.force.com/portal/s/ExistingStudent>

Usernames 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.

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.

PARKING AND 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.

Fredericton 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

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 George Fry 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, Wednesday-Friday from 9:00 am - 4:00 pm and Tuesday from 12:30 pm - 5:00 pm and 6:00 pm - 8:00 pm.

College Store

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

The College Store is open to the public. Students, alumni, and college staff receive discounts by showing their College ID card at the time of purchase.

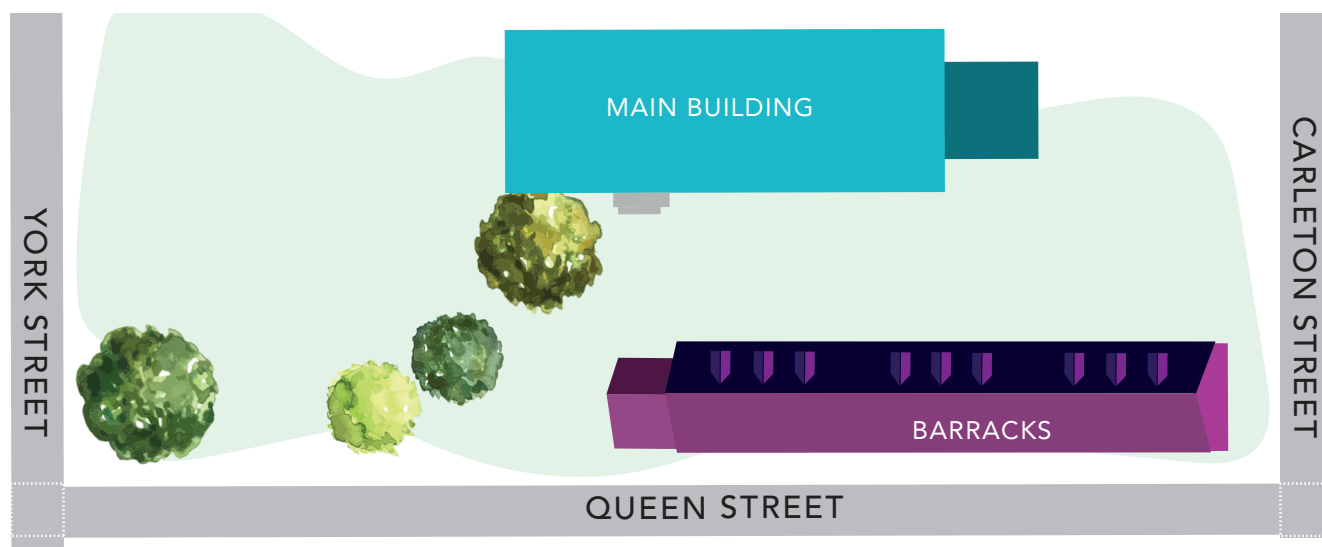
The College Store hours (unless otherwise posted) are Monday to Friday, 8:30am to 4:00pm.

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.

CAMPUS FACILITIES



GEORGE FRY
GALLERY

MAIN BUILDING

Wabanaki Visual Arts
Ceramics
Fashion Design
Jewellery/Metal Arts
Photography/Videography
Textile Design
Learning Commons
College Store
Student Services
Administration

BARRACKS

3D Digital Design
Graphic Design
Photography Lighting Studio

GEORGE FRY GALLERY

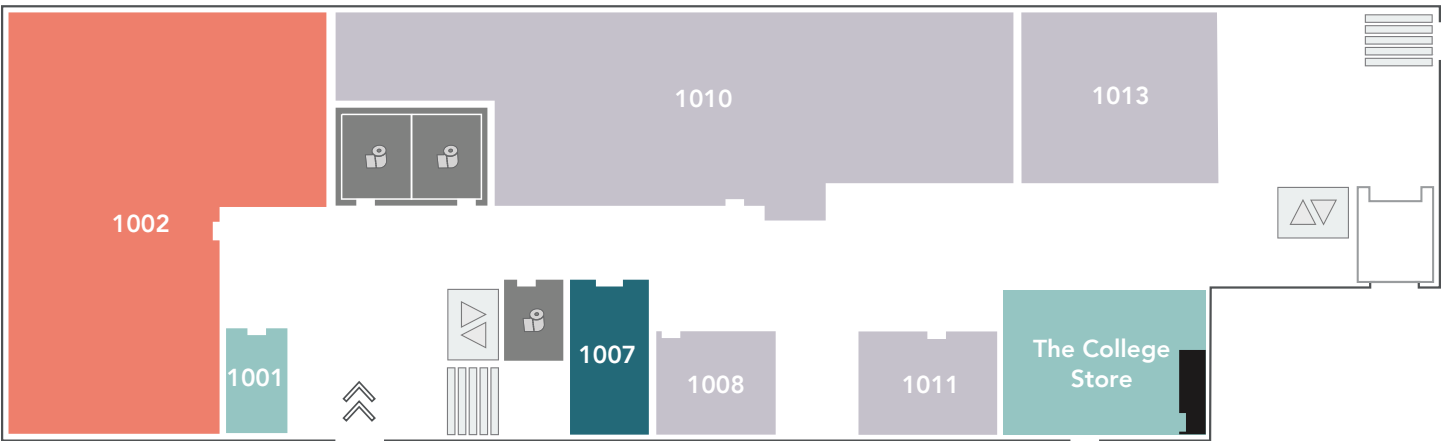
408 Queen Street

CAMPUS FACILITIES

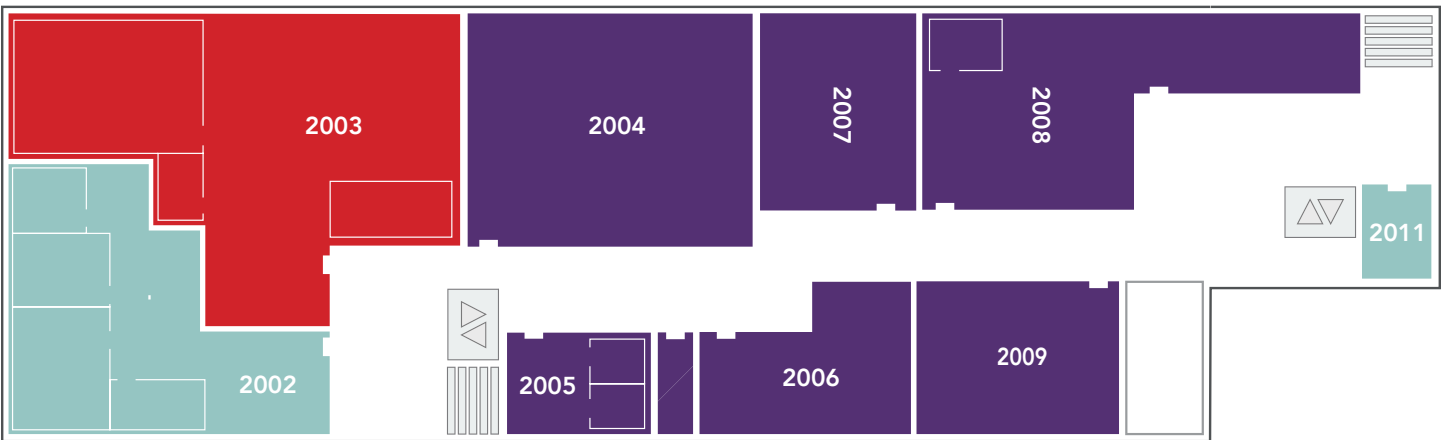
MAIN BUILDING



BASEMENT



GROUND FLOOR



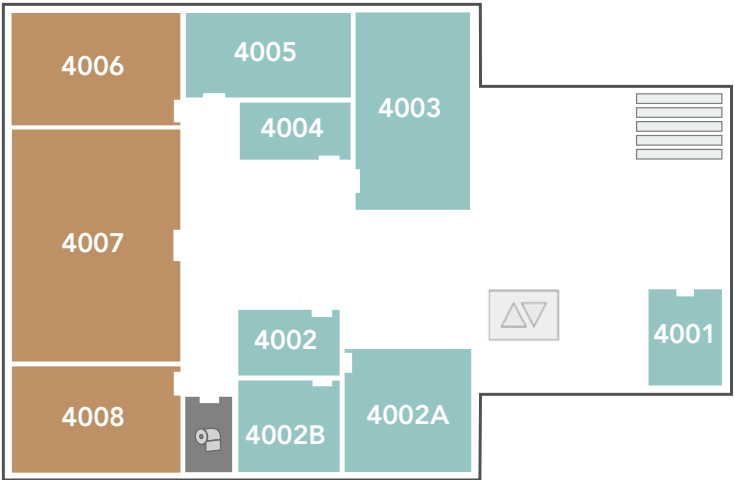
SECOND FLOOR

CAMPUS FACILITIES



THIRD FLOOR

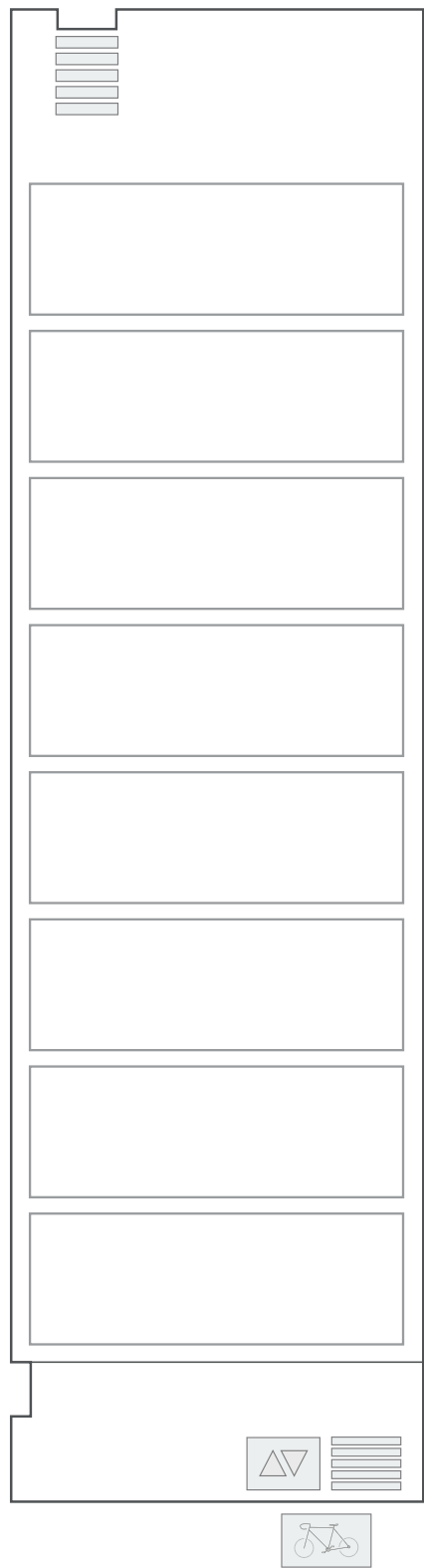
- FOUNDATION VISUAL ARTS
- 3D DIGITAL DESIGN
- CERAMICS
- FASHION DESIGN
- GRAPHIC DESIGN
- JEWELLERY/METAL ARTS
- PHOTOGRAPHY/VIDEOGRAPHY
- TEXTILE DESIGN
- WABANAKI VISUAL ARTS
- ADVANCED STUDIO PRACTICE
- OFFICES & FACILITIES



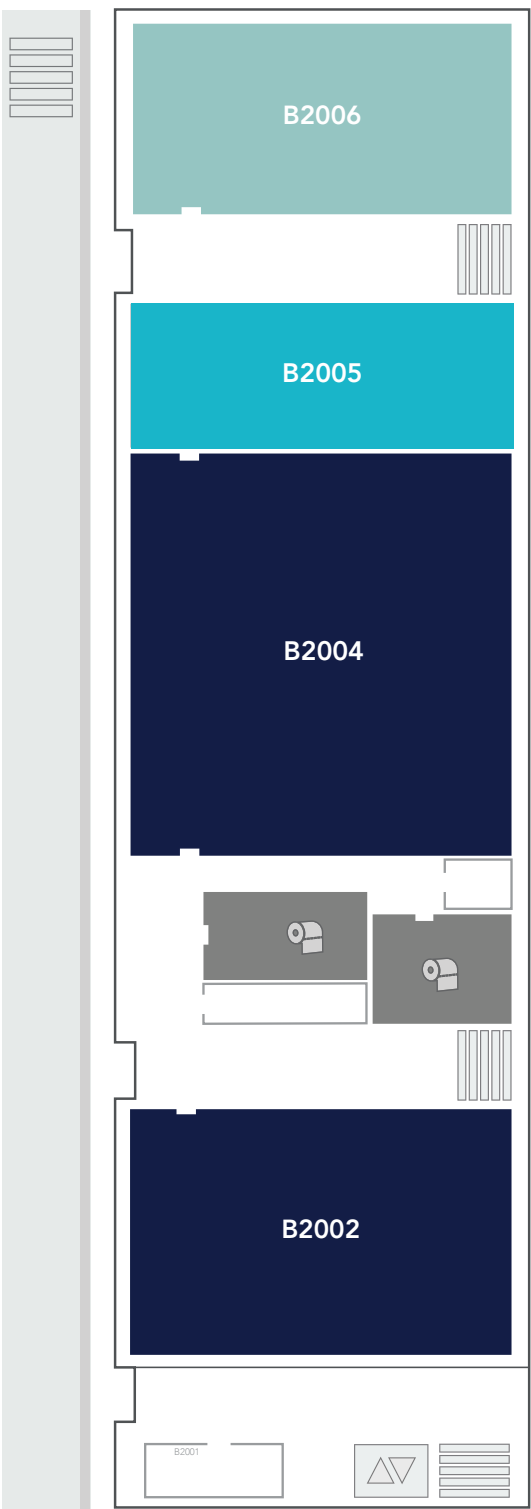
FOURTH FLOOR

CAMPUS FACILITIES

BARRACKS BUILDING

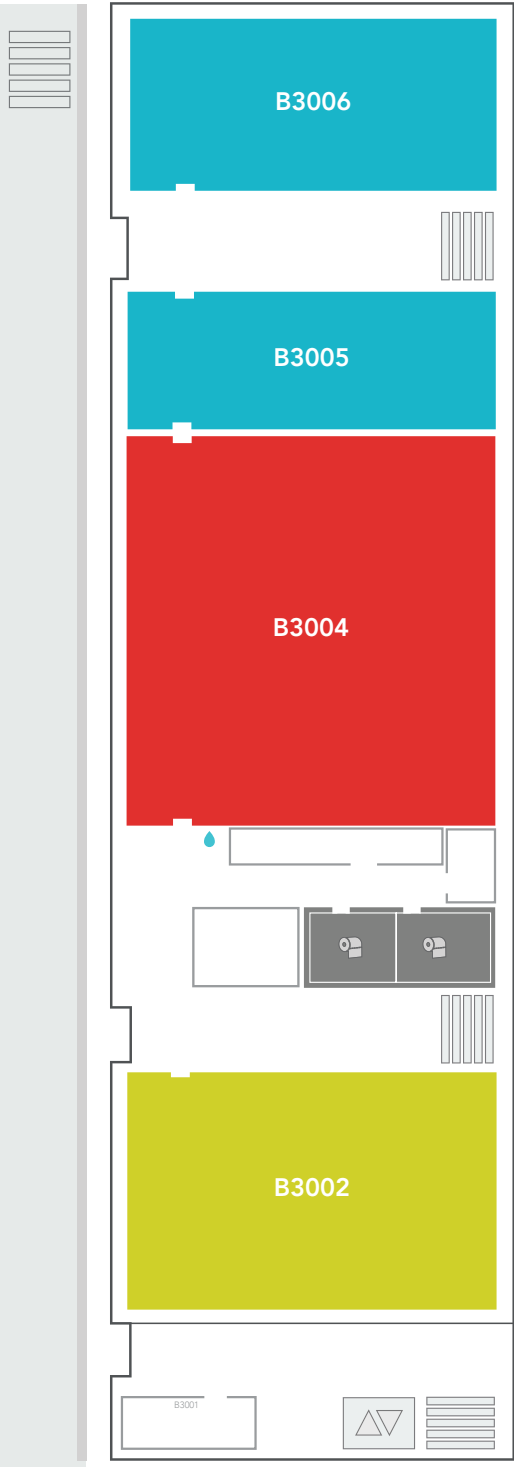


GROUND FLOOR



SECOND FLOOR

CAMPUS FACILITIES



THIRD FLOOR



FOURTH FLOOR

3D DIGITAL DESIGN

PHOTO/VIDEO

GRAPHIC DESIGN

FACULTY & STAFF

Administration & Support Staff

College Director	Carrie Nolan	(506) 478-8216	carrie.nolan@gnb.ca
Academic Dean	Jared Peters	(506) 461-9684	jared.peters@gnb.ca
Associate Dean	Maegen Black	(506) 461-4020	maegen.black@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
Manager, Innovation & Learning Design	Anna Mathis	(506) 230-3047	anna.mathis@gnb.ca
Administrative Assistant (Director)	Marlee Agas	(506) 453-2305	marlee.agas@gnb.ca
Administrative Assistant (Finance)	Lorraine McKeil	(506) 444-2434	lorraine.mckeil@gnb.ca
Registrar	Candace Hare	(506) 453-6491	candace.hare@gnb.ca
Student Services Representative (Registrar's Office)	Christopher Tregilges	(506) 230-3529	christopher.tregilges@gnb.ca
Student Life Coordinator	Breanan Goodine	(506) 440-2850	breanan.goodine@gnb.ca
Learning Commons Coordinator	Julie McDonald	(506) 453-5938	julie.mcdonald@gnb.ca
Counsellor	Kristi Clarke	(506) 457-6987	kristi.clarke@gnb.ca
Learning Strategist	TBA		
Chief Marketing & Recruitment Officer	Kaylee Moore	(506) 230-1690	kaylee.moore@gnb.ca
Recruitment Coordinator	Trudy Gallagher	(506) 238-5673	trudy.gallagher@gnb.ca
Marketing & Recruitment Officer	Caitlin Dutt	(506) 230-1694	caitlin.dutt@gnb.ca
Admissions Officer	Emily Hayman	(506) 260-6829	emily.daigle@gnb.ca
Student Services Representative (Admissions & Recruitment)	Juan Diego Rivas	(506) 259-7570	juandiego.rivas@gnb.ca
Universal Design for Learning Lead	Sita Fox	(506) 453-3416	sita.fox@gnb.ca
Sustainability Coordinator	Ang Perdue		ang.perdue@gnb.ca
Maintenance Supervisor	Joe Arbeau	(506) 444-5947	joe.arbeau@gnb.ca
College Store	Kent Jensen	(506) 453-5939	kent.jensen@gnb.ca
College Store Assistant	Chloe Conklin	(506) 453-5939	chloe.conklin@gnb.ca
Gallery Coordinator	Karen Ruet	(506) 457-6805	karen.ruet@gnb.ca
Technical Support Analyst	Gino Perron	(506) 440-9821	ittech@nbccd.ca

FACULTY & STAFF

Studio Heads

Foundation Visual Arts	Jillian Acreman	444-2375	jillian.acreman@gnb.ca
Foundation Visual Arts (Online)	Jen Lee Wiebe		jennifer.lee@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

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New Brunswick
COLLEGE
of CRAFT
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