

STUDENT HANDBOOK

2023-2024

New Brunswick
COLLEGE
of CRAFT
& DESIGN

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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:

+1 (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 keep an eye on NBCCD.ca for news (e.g., activities, events, and success stories) and follow us on social media.

All communication to students will be sent 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.

Our marketing team is here to support your work! Tag us so we can reshare and celebrate your creative journey:

[Instagram.com/nbccdlive](https://www.instagram.com/nbccdlive)

[Facebook.com/nbccd](https://www.facebook.com/nbccd)

[Twitter.com/nbccd](https://twitter.com/nbccd)

[Linkedin.com/company/nbccd](https://www.linkedin.com/company/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: NBCCD2024
(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 6:30am - 11pm, seven 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 Coordinator 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 College will communicate closures by 7am on social media and email.

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

ACADEMIC CALENDAR 2023-2024

- Class in session
- Craft sale, awards, convocation
- Student academic deadlines
- Extracurricular campus activities, no classes
- Student and faculty mid-term check-ins
- Break week, no classes
- Public holidays and non-instructional time

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
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27	28	29	30	31		

September 2023						
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October 2023						
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November 2023						
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December 2023						
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31						

January 2024						
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February 2024						
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March 2024						
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31						

April 2024						
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28	29	30				

May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

Academic Calendar

Fall Term 2023

August 30	Orientation — FVA Online
August 31	Orientation — International Students
August 31	Orientation — Setting Up for Success
September 1	Orientation — NBCCD (All New Students)
September 4	Labour Day — College Closed
September 5	First Day of Classes
September 11	Unit 1 — Media Explorations
September 18	Deadline to Add/Drop Courses and Waitlist
October 2 (Observed)	National Day for Truth & Reconciliation — College Closed
October 9	Thanksgiving — College Closed
October 16 - 20	Student and Faculty Mid-Term Check-Ins
October 20	Course Withdraw (WI) Deadline w/o Academic Penalty
October 23	Unit 2 - Media Explorations
November 13 (Observed)	Remembrance Day — College Closed
November 17 - 19	NBCCD Craft Sale
November 24	Deadline to Request an Incomplete (IC)
November 27	Unit 3 - Media Explorations
December 8	Last Day of Classes (Diploma and ASP)
December 11	Last Day of Classes (FVA Media Explorations)
December 18 - January 1, 2024	Holiday Break — College Closed

Academic Calendar

Winter Term 2024

January 2	First Day of Classes
January 15	Deadline to Add/Drop Courses
February 10 - 11	Craft East Buyers' Expo
February 19	Family Day — College Closed
February 23	Winter Course Withdraw (WI) Deadline w/o Academic Penalty
March 6 - 8	March Break — No Classes
March 29	Deadline to Request an Incomplete (IC)
March 29	Good Friday — College Closed
April 1 (Observed)	Easter — College Closed
April 12	Last Day of Classes

Academic Calendar

Spring Term 2024

April 22	First Day of Classes
May 3	Spring Course Withdraw (WI) Deadline
May 10	Deadline to Request an Incomplete (IC)
May 20	Victoria Day — College Closed
May 24	Last Day of Classes/Assessments
June 6	Convocation Day

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's Office for information regarding your academic advisor.

Studio Coordinator / Academic Advisors:

Foundation Visual Arts	Jillian Acreman	jillian.acreman@gnb.ca
Foundation Visual Arts Online	Jen Lee Wiebe	jennifer.lee@gnb.ca
3D Digital Design	Jamie Bergin	jamie.bergin@gnb.ca
Ceramics	Liz Demerson	elizabeth.demerson@gnb.ca
Fashion Design	Tracy Austin	tracy.austin@gnb.ca
Graphic Design	Dale McBride	dale.mcbride@gnb.ca
Jewellery / Metal Arts	Kristyn Cooper	kristyn.cooper@gnb.ca
Photography / Videography	Drew Gilbert	drew.gilbert@gnb.ca
Textile Design	Rachel MacGillivray	rachel.macgillivray@gnb.ca
Wabanaki Visual Arts	Judie Acquin-Miksovsky	judie.acquin-miksovsky@gnb.ca
Advanced Studio Practice	Jean Rooney	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 and available at nbccd.ca/policies. 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 2023 to June 2024. All programs have a fall (September to December) and winter (January to April) term, with some programs also including spring courses (May to early June).

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 factors in assessment, and should be treated as essential to academic success in all courses.

Attendance & Participation

Attendance and participation are required components of all NBCCD programs. Contact your instructor in advance of any absence, and your academic advisor in the case of extended absences. Consideration for absenteeism will be on a case-by-case basis, and students may be required to present relevant documentation to their instructor and/or advisor to avoid academic penalties. Three or more unapproved absences in one subject may result in failure of the course.

Students at Risk

If a student is at risk and appears to be struggling with their coursework, there are supports available through the academic advising process. Students should arrange to meet with their advisor, who can connect them with the Learning Strategist, College Counsellor, and other aspects of Student Services as needed.

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 their course requirements by the end of term. A request for an Incomplete must be made to the applicable instructor before the request deadline outlined in the academic calendar. Incompletes are given at the discretion of the instructor, who will determine the new due date for course work which will be no later than the final IC grade submission date noted on the academic calendar. If 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. A student's status following review could be one of the following:

- **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 and achieving a GPA of at least 2.0.
- **Academic Probation:** Students may be placed on academic probation if their level of academic achievement in any course falls below the course pass mark of 60%, or their GPA falls below 2.0. Students placed on probation are required to meet with their academic advisor and sign a learning contract in order to continue successfully in their program.
- **Academic Dismissal:** Students may be academically dismissed for a minimum of one academic year when it is no longer possible to be successful in their program or course of studies. This can take place when there is a breach of academic integrity or the student code of conduct, a student on probation fails to uphold the terms of their learning contract, or when a student's GPA falls below 1.0. Readmittance to NBCCD following academic dismissal is at the discretion of the Student Services Manager.
- **Academic Leave:** Academic leave is an approved break from a student's course of study for up to one academic year. To apply for academic leave, students should discuss with their academic advisor and complete a request for 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. For more information on the appeal process, please see your academic advisor or the Student Services Manager.

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 is noted as such and bears the signature of the Registrar. The fee for an official transcript (waived for current students) is \$10 (CAD). Requests for transcripts can be made at nbccd.ca.

UNOFFICIAL TRANSCRIPT

An unofficial transcript of marks is not signed. It is provided to students upon request from the Registrar's Office.

ACADEMIC HONOURS

Students who complete their program of study with a GPA of 4.0 or higher will receive the distinction of academic honours.

CERTIFICATE REPLACEMENT

For information regarding replacement of certificates, please contact the Registrar's Office at NBCCDRegistrar@gnb.ca. There is a replacement fee of \$20 (CAD).

REQUEST FOR CONFIRMATION OF ENROLMENT LETTER

Confirmation of enrolment letters are often required for student loan funding or RESP withdrawals. These can be prepared after course registration takes place; to place a request please submit the online form here:

nbccd.ca/confirmation-of-enrolment.

STUDENT RECORDS

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

- Directly to the student
- With written authorization from the student
- In response to a legal requirement
- For statistical analysis to government agencies regarding Post-Secondary Education.

Student Feedback

Anonymous student surveys are administered each term. Surveys are coordinated by the Dean's Office and are used to obtain confidential feedback on your courses.

Convocation

CEREMONY

Convocation will take place on Friday, June 7, 2024 at the Fredericton Playhouse.

CERTIFICATES / DIPLOMAS

Certificates and diplomas will be handed out on convocation day. If you are not planning to attend the ceremony, please get in touch with the Registrar's Office to make arrangements to receive your documents.

DIPLOMA GRADUATE EXHIBITION

The diploma graduate exhibit opening and reception is typically held following convocation. More information will be shared via email prior to convocation.

Degree Pathway Program: Bachelor of Applied Arts

The Bachelor of Applied Arts (BAA) is a four-year degree program conferred by the University of New Brunswick (UNB). Students complete their 120 credit hours with 2 years (60 credits) of study at UNB, and 2 years (60 credits) of study at NBCCD. Students can begin their program at either institution.

BAA REGISTRATION & PAYMENT OF FEES

BAA students apply first through UNB and pay any applicable application fees to the university. For the duration of their program, students are required to pay regular tuition and fees to the institution they are attending in each academic year. Students wishing to begin the NBCCD portion of their studies are encouraged to contact the Registrar's Office who can provide all relevant information needed for the next steps.

BAA - DIPLOMA STUDIES AT THE COLLEGE

BAA students must follow the standard application process for their selected diploma program following Foundation Visual Arts. Seat capacity is limited for all programs, so BAA students are encouraged to apply to their preferred diploma program as soon as possible after applications open for the coming year.

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 of the required course materials and supplies in all areas of study. The store is also able to process special orders.

Supplies and materials can cost approximately \$2000 annually. Specific amounts will depend on the relevant studio, program, and course assignments.

Foundation Visual Arts (FVA) students are required to purchase an FVA materials kit as part of their compulsory student fees. This kit is \$500 and contains the materials necessary to complete the majority of all assignments during the FVA year, at a discounted price. Students who use up their materials or wish to branch out to different media not included in the FVA kits, will need to purchase supplemental materials. The College Store offers students discounted pricing. Students in the Graphic Design and Photography/Videography programs are required to purchase a laptop. Computer specifications will be provided by Studio Coordinators.

Payment Methods

Payments can be made:

- Online at nbccd.ca/pay
- In person at any Service New Brunswick (SNB) centre. A *tuition and fees invoice* is required. To request an invoice, please contact Finance Manager Victor Toki, victor.toki@gnb.ca. SNB locations: nbccd.ca/snb
- Cheques or money orders should be made payable to "Minister of Finance."

Payment Arrangements

Students experiencing financial hardship or extenuating circumstances may request to meet with the Registrar's Office to discuss setting up a payment plan.

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

A portion of a student's tuition may be refunded if a student halts their studies prior to the seventh week of classes. Students who withdraw up until the seventh week of term will be charged a pro-rated amount for each week or partial week they attend class, and the remaining balance of tuition paid will be refunded. Confirmation fees are non-refundable. Additionally, there is a \$25 (CAD) administrative cost for processing tuition refunds via cheque; while \$30 (CAD) applies for wire transfer refunds.

Contact the Registrar's Office for further information.

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: 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 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

	Canadian citizens, permanent residents, & Maine Residents	International students
Annual Tuition	\$3449.64	\$9641.04
Application Fee*	\$50	\$100
Confirmation Fee*	\$250	\$700
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***	\$127 per credit hour	n/a

*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. This fee may vary depending on different factors, including age.

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

GENERAL FEES

Service	Amount (all students)
Student Association	\$240 per year
FVA Kit*	\$500
Building Access Card	\$15
Graduate Services Fee	\$50
NBCCDSA Health Insurance	\$265 per year
NBCCDSA Dental Insurance	\$153 per year
Technology Fee	\$300 per year

*Required for Foundation Visual Arts (Fredericton) students.

Note: Supplies and materials for the diploma programs 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 students, Canadian Citizens, and permanent residents)

Program	Year 1	Year 2
Foundation Visual Arts (FVA)	\$100	N/A
3D Digital Design	\$150	\$150
Ceramics	\$1200	\$1200
Fashion Design	\$150	\$150
Graphic Design	\$255	\$255
Jewellery/Metal Arts	\$450	\$450
Photography/ Videography	\$250	\$250
Textile Design	\$250	\$250
Wabanaki Visual Arts (WVA)	\$200	\$200
Advanced Studio Practice (ASP)	Apply studio fee of area of specialization (see above).	N/A

Please note: Students who started their diploma program in the 2022/23 academic year will continue on the 2022/23 fee plan as laid out in the 2022/23 Student Handbook.

STUDENT SERVICES

Student Services Manager

Camila Vásquez, camila.vasquez@gnb.ca

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.

Registrar's Office

nbccdregistrar@gnb.ca

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.

College Counsellor

Elis Moreira, elis.moreira@gnb.ca

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 in 4002a. Appointments can be made by emailing Elis.

Learning Strategist

Jaime Butler, jaime.butler@gnb.ca

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. The Learning Strategist can be found in the main building on the fourth floor in room 4001. Appointments can be made by emailing Jaime.

Student Life Coordinator

Yousef Hussain, studentlife@nbccd.ca

The Student Life Coordinator (SLC) 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, deadlines, and student services.

Newsletters containing information about college events, jobs, and exhibition opportunities are regularly sent to your NBCCD email.

STUDENT LIFE PROGRAMMING

Throughout the academic year, the Student Life Coordinator, Student Association, 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 two 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 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 part-time employment opportunity.

As a Student Association initiative, all full-time students on the Fredericton campus also receive a Fredericton Transit Pass to use for the year (read more on 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 and follow them on Instagram at [@sa_nbccd](https://www.instagram.com/sa_nbccd).

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. Additionally, 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 and sign up with the Student Life Coordinator (studentlife@nbccd.ca) to join the Busy Bee roster.

Campus Tour Program

NBCCD hires current students as Campus Tour Ambassadors for the College's marketing and recruitment office. Ambassadors welcome future students to NBCCD events and conduct 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 and 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 18 is strictly enforced. No exceptions will be made for students who miss the opt-out deadline. You can opt-out of the plan at www.studentbenefits.ca. Please contact the Student Life Coordinator if you have questions about the health and dental 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 earliest 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 accessibility office 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.

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 \$15 for their Student ID card, which doubles as their Fredericton Transit Pass (read more, page 21) and library card for the NBCCD Learning Commons.

If your Student ID card is lost or stolen, or you find someone else's ID card, please complete the Lost/Found ID Card form at nbccd.ca/id immediately so we can deactivate the card for campus security. Found ID cards can be returned to the Student Services Centre, room 3006 in the Main Building.

To replace your ID card, pay the \$30 replacement fee through the SNB link at nbccd.ca/id.

To request additional building access hours, use the form at nbccd.ca/id.

Submitting Your ID Card Photo

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

The photo must be centered on a solid background, clear, sharp, in focus, and have no distorted filters applied. It must be in portrait style and be a minimum of 300KB in file size, maximum 3MB.

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.

Students should log in to their NBCCD email account using the details provided to them (see page 3) and immediately change their password/update their security questions. Then, proceed to the student portal link (nbccd.ca/portal) to activate your portal using your NBCCD email as your username.

Navigating the Student Portal

Login: nbccd.ca/portal

Once you have logged into the portal, the easiest way to navigate 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.
- Top Menu: 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.

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. See nbccd.ca/policies.

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.

Scent-Reduced 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 respective sections in the Student Code of Conduct, Anti-Harassment policy, and Sexual Violence 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, 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 4002a.

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 4002a.

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.

Find NBCCD student and academic policies at nbccd.ca/policies.

PARKING AND PUBLIC TRANSIT

Parking

On-street meter parking varies in duration from 30 minutes to a maximum of 4 hours. Rates vary from \$1.50/half hour to a maximum of \$2.00/hr. Maximum times and rates are noted on each meter.

Fredericton parking is free at the parking meters and all city lots and garages after 5pm and on Saturday and Sunday, 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 city bus lines, offering service to or from downtown. As part of a Student Association initiative, all full-time students with access to an ID card will receive a Fredericton Transit Pass (show the logo on the back of your Student ID Card to the bus driver upon boarding) for use during the school year and following summer months. Your bus pass is valid from September 2023 to September 2024. Returning students will be issued an updated ID card the following year to retain free transit access.

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 NBCCD Craft Show and 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 and is also the starting location for campus tours.

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.

The Learning Commons is open during regular College hours, and book check-out service is available Monday to Friday from 9:00am- 4:00pm, unless otherwise stated.

College Store

The College Store, located in the basement of the main building, offers required course materials and supplies. Payments are accepted via debit or credit card only; no cash is accepted. Later this fall the store will be accessible online, and open to the public for pick-up. College students and staff can enjoy discounts by presenting their College ID card during purchase.

Regular hours of operation are Monday to Friday, 8:30 am to 4:00 pm.

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 located in the main building.

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

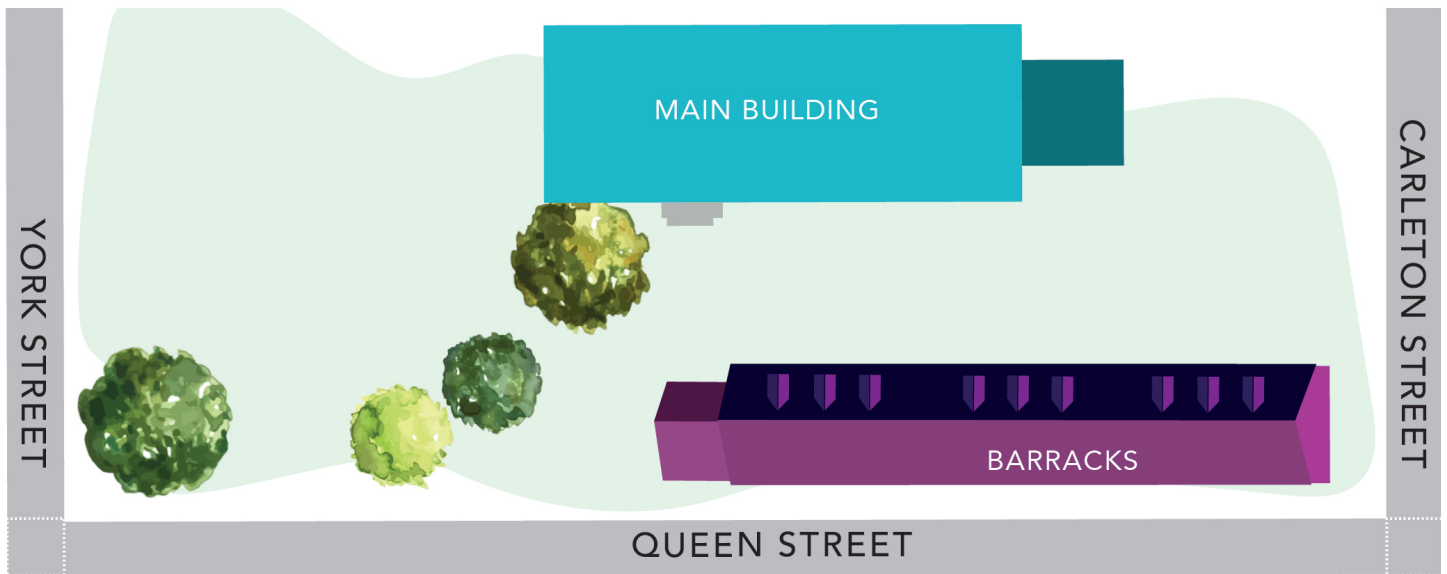
Honeybee Folk School

Building on the college's commitment to designing a sustainable future, Honeybee Folk School was established at NBCCD to provide non-credit, public education to the greater community. As one of the first folk school initiatives in Atlantic Canada, Honeybee provides workshops focused on regenerative living, traditional skills, and fine craft. Makers of all levels gather for non-credit workshops and courses each season. Subjects include knife-making, ceramics, basketry, weaving on a loom, natural dye methods, wood-fired pizza making, urban gardening, permaculture, and more.

NBCCD students receive discounted access to all folk school courses and are encouraged to apply as workshop instructors after graduation.

Visit honeybeefolkschool.ca.

Campus Maps



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

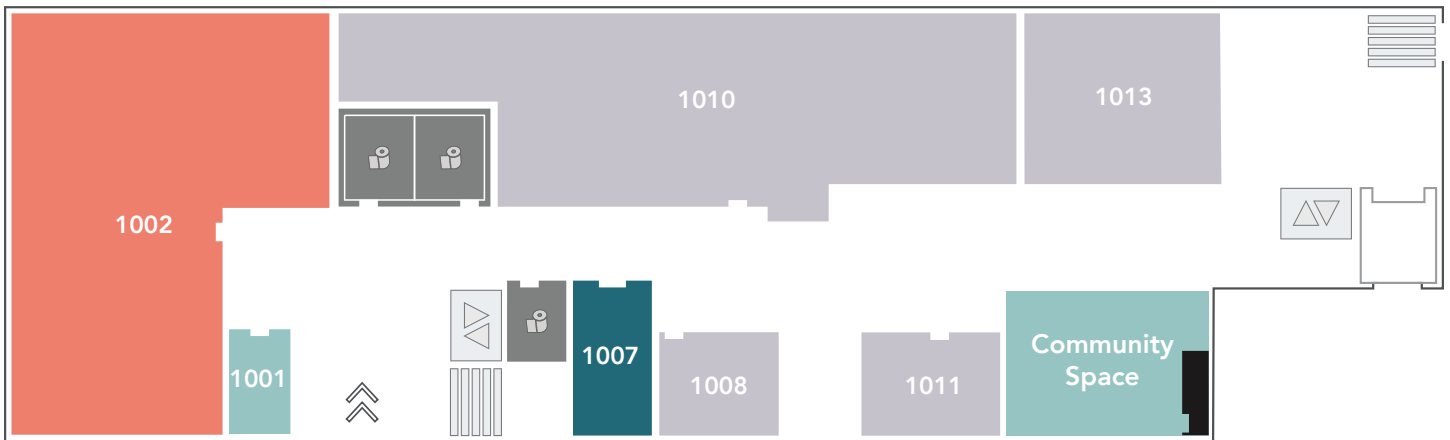
408 Queen Street

CAMPUS FACILITIES

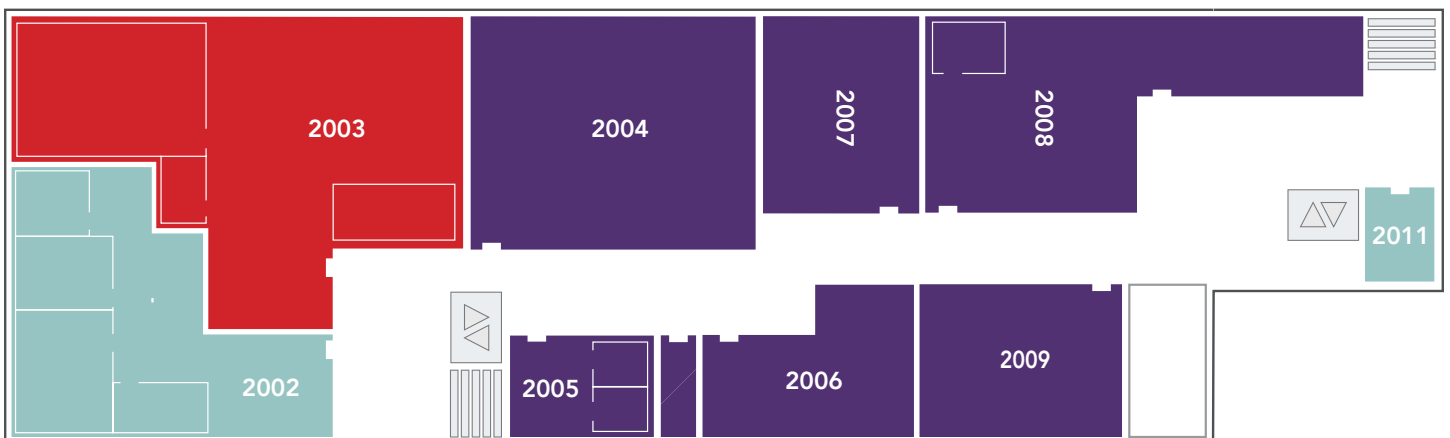
MAIN BUILDING



BASEMENT

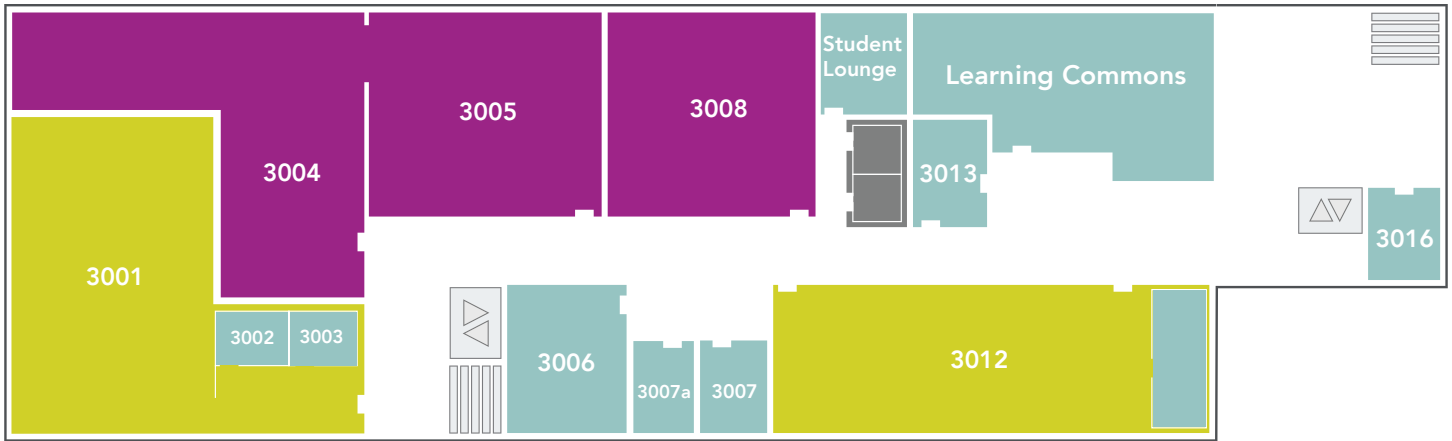


GROUND FLOOR



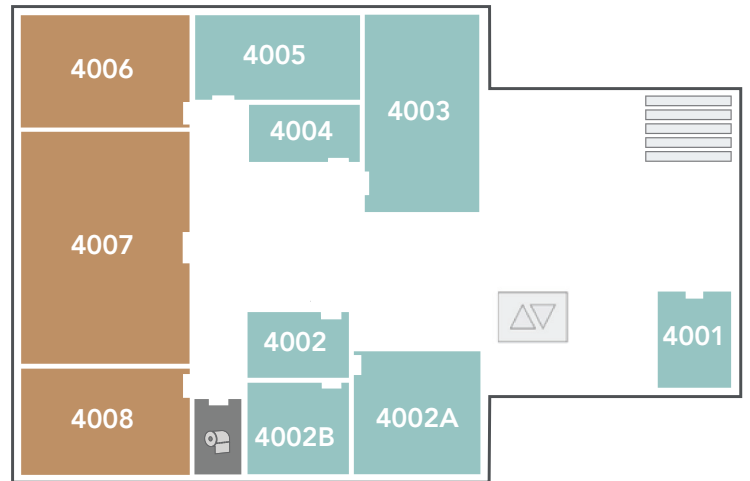
SECOND FLOOR

CAMPUS FACILITIES



THIRD FLOOR

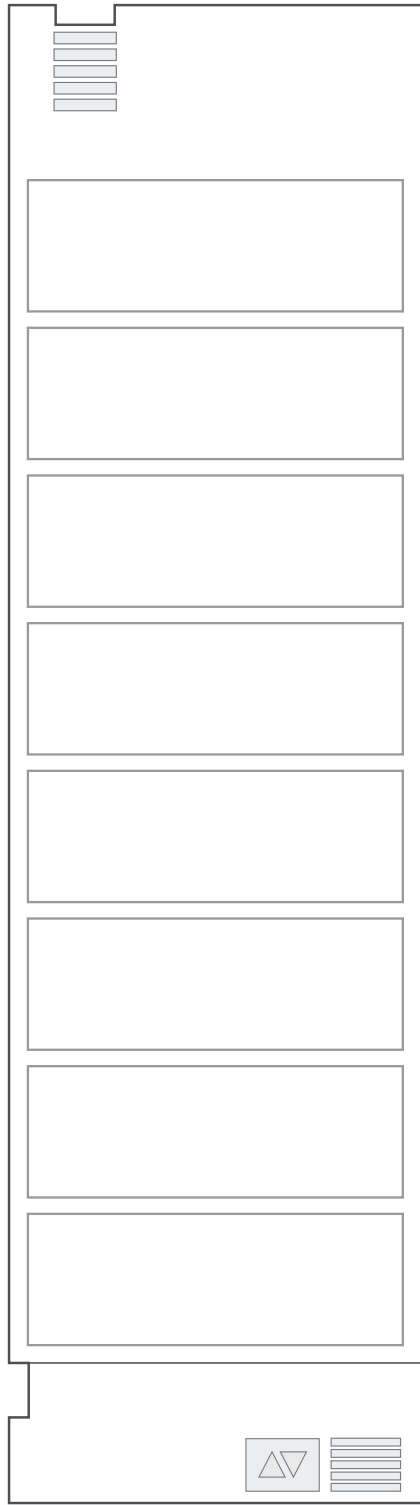
- FOUNDATION VISUAL ARTS
- 3D DIGITAL DESIGN
- CERAMICS
- FASHION DESIGN
- GRAPHIC DESIGN
- JEWELLERY/METAL ARTS
- PHOTOGRAPHY/VIDEOGRAPHY
- TEXTILE DESIGN
- WABANAKI VISUAL ARTS
- ADVANCED STUDIO PRACTICE
- OFFICES & FACILITIES



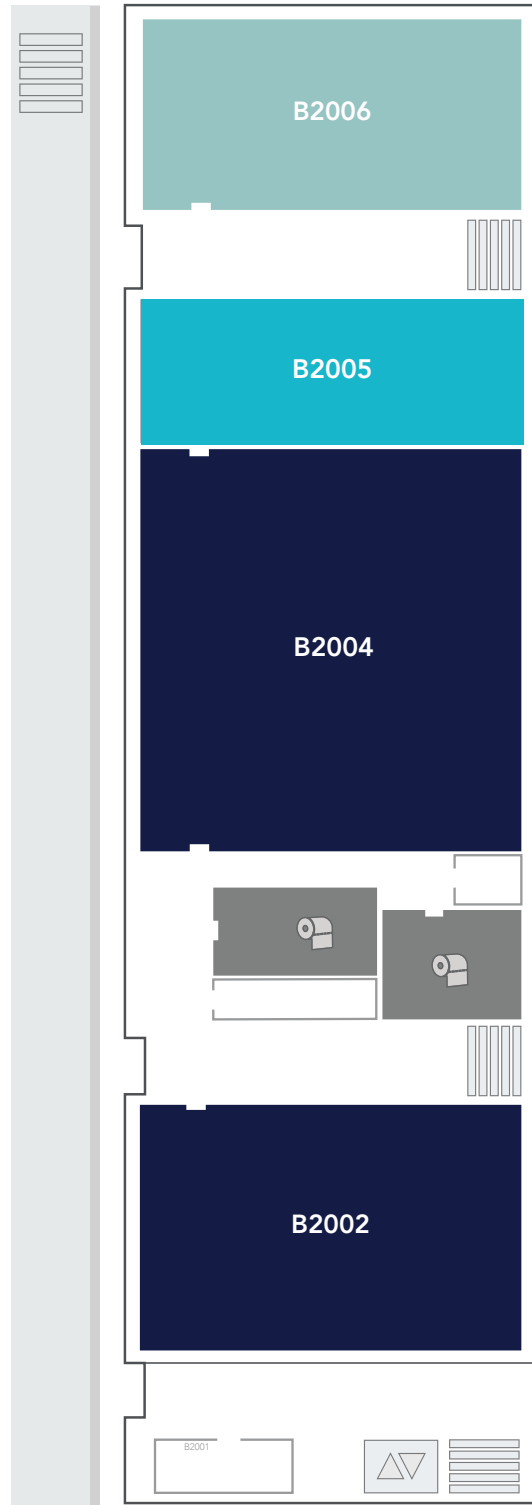
FOURTH FLOOR

CAMPUS FACILITIES

BARRACKS BUILDING

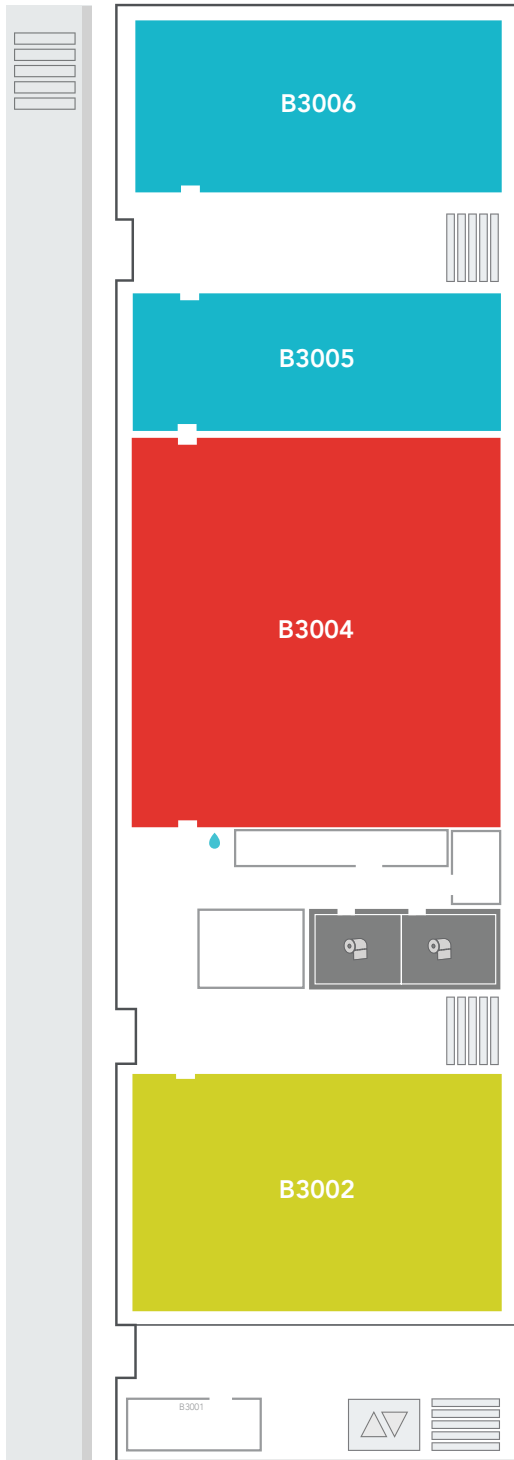


GROUND FLOOR

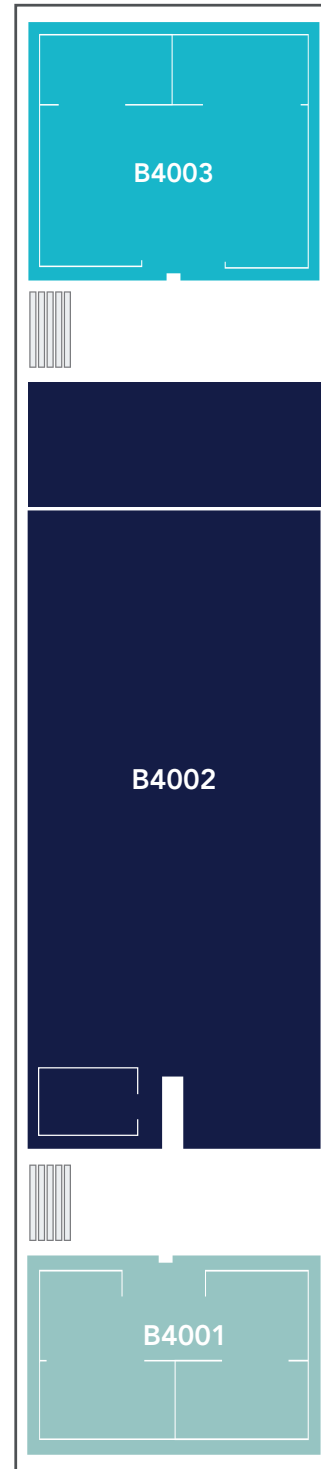


SECOND FLOOR

CAMPUS FACILITIES



THIRD FLOOR



FOURTH FLOOR

 3D DIGITAL DESIGN

 PHOTO/VIDEO

 GRAPHIC DESIGN

FACULTY & STAFF

Administration & Support Staff

College Director	Carrie Nolan	carrie.nolan@gnb.ca
Academic Dean	Jared Peters	jared.peters@gnb.ca
Associate Dean	Maegen Black	maegen.black@gnb.ca
Student Services Manager	Camila Vásquez	camila.vasquez@gnb.ca
Manager, Finance and Administration	Victor Toki	victor.toki@gnb.ca
Manager, Innovation & Learning Design	Anna Mathis	anna.mathis@gnb.ca
Administrative Assistant (Finance)	Lorraine McKeil	lorraine.mckeil@gnb.ca
Registrar	Candace Hare	candace.hare@gnb.ca
Acting Assistant Registrar	Christopher Tregilges	christopher.tregilges@gnb.ca
Learning Commons Coordinator	Julie McDonald	julie.mcdonald@gnb.ca
Counsellor	Elis Moreira	elis.moreira@gnb.ca
Learning Strategist	Jaime Butler	jaime.butler@gnb.ca
Chief Marketing & Recruitment Officer	Kaylee Moore	kaylee.moore@gnb.ca
Marketing & Communications Specialist	Caitlin Dutt	caitlin.dutt@gnb.ca
Admissions Advisor	TBD	
Recruitment Officer	Matthew Cripps	matthew.cripps2@gnb.ca
Student Life Coordinator	Yousef Hussain	yousef.hussain@gnb.ca
Universal Design for Learning Lead	Sita Fox	sita.fox@gnb.ca
Maintenance Supervisor	Joe Arbeau	joe.arbeau@gnb.ca
Storekeeper	Kent Jensen	kent.jensen@gnb.ca
Technical Support Analyst	Gino Perron	ittech@nbccd.ca

FACULTY & STAFF

Studio Coordinators

Foundation Visual Arts	Jillian Acreman	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	judie.acquin-miksovsky@gnb.ca
Ceramics	Liz Demerson	elizabeth.demerson@gnb.ca
Fashion Design	Tracy Austin	tracy.austin@gnb.ca
Graphic Design	Dale McBride	dale.mcbride@gnb.ca
3D Digital Design	Jamie Bergin	jamie.bergin@gnb.ca
Jewellery / Metal Arts	Kristyn Cooper	kristyn.cooper@gnb.ca
Photography / Videography	Drew Gilbert	drew.gilbert@gnb.ca
Textile Design	Rachel A. MacGillivray	rachel.macgillivray@gnb.ca

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 Coordinator
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.

Access your portal: nbccd.ca/portal

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.