

2025

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NBCAD

STUDENT HANDBOOK

2025 - 2026

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STUDENT ACADEMIC CALENDAR 25/26

CLASS IN SESSION

ORIENTATION, CRAFT SALE, CRAFT EAST, CONVOCATION

MEDIA EXPLORATION - NEW UNIT

STUDIO WEEK, MARCH BREAK

STUDENT DEADLINE

PUBLIC HOLIDAY - COLLEGE CLOSED

AUGUST						
SUN	MON	TUES	WED	THURS	FRI	SAT
					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						

SEPTEMBER						
SUN	MON	TUES	WED	THURS	FRI	SAT
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OCTOBER						
SUN	MON	TUES	WED	THURS	FRI	SAT
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NOVEMBER						
SUN	MON	TUES	WED	THURS	FRI	SAT
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16	17	18	19	20	21	22
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30						

DECEMBER						
SUN	MON	TUES	WED	THURS	FRI	SAT
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JANUARY						
SUN	MON	TUES	WED	THURS	FRI	SAT
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FEBRUARY						
SUN	MON	TUES	WED	THURS	FRI	SAT
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22	23	24	25	26	27	28

MARCH						
SUN	MON	TUES	WED	THURS	FRI	SAT
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
SUN	MON	TUES	WED	THURS	FRI	SAT
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MAY						
SUN	MON	TUES	WED	THURS	FRI	SAT
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
SUN	MON	TUES	WED	THURS	FRI	SAT
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

STUDENT ACADEMIC CALENDAR 2025-2026

2025 Fall

AUG 27	FVA ONLINE ORIENTATION
AUG 28	INTERNATIONAL STUDENT ORIENTATION
AUG 28	SETTING UP FOR SUCCESS
AUG 29	NEW STUDENTS ORIENTATION
SEP 1	LABOUR DAY - NO CLASSES
SEP 2	FIRST DAY OF CLASSES AND FIRST-YEAR DIPLOMA ORIENTATION
SEP 8	UNIT 1- MEDIA EXPLORATIONS
SEP 15	DEADLINE TO ADD / DROP COURSES
SEP 15	DEADLINE TO PAY TUITION AND FEES
SEP 15	HEALTH AND DENTAL OPT OUT DEADLINE
SEP 15	CRAFT EAST BUYERS' EXPO FEE OPT OUT DEADLINE
SEP 30	NATIONAL DAY OF TRUTH AND RECONCILIATION - NO CLASSES
OCT 6	UNIT 2 - MEDIA EXPLORATIONS
OCT 13	THANKSGIVING - NO CLASSES
OCT 24	LAST DAY TO WITHDRAW FROM A FALL COURSE W/O ACADEMIC PENALTY (WI)
NOV 10 - 14	STUDIO WEEK – NO CLASSES
NOV 11	REMEMBRANCE DAY - NO CLASSES
NOV 17	UNIT 3 - MEDIA EXPLORATIONS
NOV 28	DEADLINE TO REQUEST AN INCOMPLETE (IC)
NOV 28 - 30	NBCCD CRAFT SALE
DEC 8 - 12	LAST WEEK OF CLASSES
DEC 22 - JAN 2	HOLIDAY BREAK - NO CLASSES

STUDENT ACADEMIC CALENDAR 2025-2026

2026 Winter

JAN 5	FIRST DAY OF CLASSES
JAN 12	DEADLINE TO ADD / DROP COURSES
JAN 12	DEADLINE TO PAY WINTER TUITION AND FEES
JAN 15	PRIORITY APPLICATION DEADLINE FOR DIPLOMA PROGRAMS
FEB 16	FAMILY DAY – NO CLASSES
FEB 20	DEADLINE TO WITHDRAW FROM A WINTER COURSE WITHOUT ACADEMIC PENALTY (WI)
MAR 2 - 6	MARCH BREAK – NO CLASSES
MAR 8 - 10	CRAFT EAST BUYERS' EXPO
MAR 27	DEADLINE TO REQUEST AN INCOMPLETE (IC)
APR 3 - 6	EASTER – NO CLASSES
APR 13 - 17	LAST WEEK OF CLASSES

2026 Spring

APR 27	FIRST DAY OF CLASSES
MAY 15	DEADLINE TO WITHDRAW FROM A SPRING COURSE WITHOUT ACADEMIC PENALTY (WI)
MAY 18	VICTORIA DAY - NO CLASSES
MAY 22	DEADLINE TO REQUEST AN INCOMPLETE (IC)
MAY 25 - 29	LAST WEEK OF CLASSES
JUN 12	CONVOCATION AND GRAD EXHIBITION

GENERAL COMMUNICATIONS

Welcome

Welcome to NBCCD! We are so happy you have joined our community.

The Student Handbook will be your guide to all things NBCCD during your time as a student. Please read the information provided carefully for an overview of the academic rules and procedures, student services and support, and important information you'll need during your time at the college.

As a student, it is your responsibility to review and familiarize yourself with this information at the beginning of the academic year.

Key Contacts

MAIN LINE
+1 (506) 453-2305 or
+1 (877) 400-1107 (Toll Free)

STUDENT SERVICES
Student Services Manager:
camila.vasquez@gnb.ca
Registrar's Office: nbccdregistrar@gnb.ca
Student Life: studentlife@nbccd.ca
Counsellor: kristi.clarke@gnb.ca
Learning Strategist: accessibility@nbccd.ca
Admissions: nbccd.admissions@gnb.ca

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

Communications & Your NBCCD Email

NBCCD EMAIL
All official college communication, including instructor emails, notices, deadlines, news, and events will be sent here. It is your responsibility as a student to regularly check your NBCCD email address.

You can also use your NBCCD email address to access Google Drive and Google Classroom.

SOCIAL MEDIA
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, as we often post student notices here as well.

[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)

Hours & Closure

HOURS
Main Building & Barracks: 6:30am-11:30pm, daily.
After-Hours Access: Requires approval from Studio Head and Academic Dean. Students are not allowed to have visitors enter the College and they must provide their Student ID card if requested by security or administration. It is recommended that students work in groups so no one is alone in the building at any time. The College premises are under 24-hour video surveillance.

CLOSURES
Please refer to the academic calendar for important dates. NBCCD observes federal and statutory holidays.

Although classes don't run on holidays, students have access to the buildings unless otherwise stated through social media and email.

In 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.

Student ID Card / Access Pass

Your Student ID card is your access pass to college buildings and workspaces.

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

Your Student ID card also doubles as your Fredericton Transit Pass and Learning Commons card, so it's important to keep it safe.

If your card is lost, please notify studentlife@nbccd.ca immediately.

There is a \$30 replacement fee you must pay before being issued a replacement ID card.

For the ID submission form, please visit nbccd.ca/id.

FVA Online students can request a digital Student ID card by visiting nbccd.ca/id.

ACADEMIC SUCCESS

Program Advisers

Students are assigned an Academic Advisor based on their program of study. Advisors provide confidential guidance and support for students as they move through their programs and can connect students with additional resources to ensure success. You should plan to meet with your Academic Advisor at least twice each semester.

Academic Advisors by Program

Jillian Acreman	Foundation Visual Arts	jillian.acreman@gnb.ca
Jen Lee Wiebe	Foundation Visual Arts Online	jennifer.lee@gnb.ca
Jamie Bergin	3D Digital Design	jamie.bergin@gnb.ca
Liz Demerson	Ceramics	elizabeth.demerson@gnb.ca
Tracy Austin	Fashion Design	tracy.austin@gnb.ca
Dale McBride	Graphic Design	dale.mcbride@gnb.ca
Kristyn Cooper	Jewellery / Metal Arts	kristyn.cooper@gnb.ca
Drew Gilbert	Photography / Videography	drew.gilbert@gnb.ca
Jackie Bourque	Textile Design	jackie.bourque@gnb.ca

Academic Policies & Procedures

The official policies of New Brunswick College of Craft & Design are available at nbccd.ca/policies. Your main academic policy is the Academic Code of Conduct. 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 35 weeks, from September 2025 to June 2026. 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, 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. Please read your course syllabus to understand the specific assessment policies for each of your courses.

Attendance & Participation

Attendance and participation are mandatory at NBCCD, as hands-on learning is at the core of all our programs. Contact your instructor in advance of any absence, and your academic advisor in the case of extended absences. Consideration for excusing absences 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. No absence should be considered excused before receiving written approval from your instructor. Three unexcused absences in one course will result in failure and removal from the course. Students will receive an attendance warning after the second unexcused absence. Please refer to the Student Attendance and Participation policy for more information.

If a student reaches a maximum of five total absences in a single course (including excused absences), they will be removed from the course, as this level of absenteeism does not permit successful engagement with the entirety of the course material. Truly extraordinary, well-documented circumstances will be given consideration to avoid academic penalty, but will not exclude removal as a potential outcome.

Students at Risk

Support is available for students who are struggling with their coursework. If you feel you would benefit from additional support, you should arrange to meet with your Academic Advisor who can connect you with the Learning Strategist,

College Counsellor, and other resources within Student Services as needed.

Late/Missed Assignments

If you anticipate having difficulty meeting a deadline, you should speak with your instructor as soon as possible. Late or missed assignments may receive point deductions or a final mark of 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. Rewrites or resubmissions must be submitted within 3 days of receiving the original grade.

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. For information on appealing academic decisions please refer to the Academic Code of Conduct Policy.

Incomplete

A designation of incomplete (IC) 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 (<60%) are eligible for a supplemental assessment when:

- The student 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

All students share the responsibility of fostering and maintaining a positive, inclusive, and respectful learning environment. This includes demonstrating regard for the health, safety, and well-being of others. Students are expected to uphold the values of mutual respect, academic integrity, and personal responsibility within the College community; the Student Code of Conduct ensures that these values are maintained.

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 to continue successfully in their program.

- **Academic Suspension:** 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, a breach of 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 provided by the Registrar's Office. Please note that academic leave requests are considered on a case-by-case basis.

Course Outlines

Students are expected to be familiar with the course outlines for all their courses and discuss with faculty any areas where clarification is required. Students are responsible for retaining course outlines for any future requirements they might have, such as for future applications for transfer credits.

Academic Integrity

Students are expected to uphold academic integrity through honest and ethical conduct. Academic misconduct includes but is not limited to cheating, plagiarism, misrepresentation, unauthorized use of generative artificial intelligence (AI), and submitting the same work for multiple assignments without prior approval. Violations of academic integrity may result in disciplinary action which can include a failing grade, dismissal, or expulsion, in accordance with the College's Academic Policies.

Academic Complaints & Appeals

For all complaints and appeals regarding academic matters, please refer to the Academic Code of Conduct, or seek guidance from your academic advisor, Learning Strategist, Counsellor, or the Student Services Manager.

Non-Academic Complaints

Non-Academic complaints are regulated through our Student Code of Conduct. A complaint can be submitted to the Counsellor, Learning Strategist, or the Student Services Manager.

Fostering a Culture of Critique

Critiques are an integral part of craft and design education and of the NBCCD experience. Students will be expected to regularly and respectfully participate in Critique sessions in their programs, both in assessing and critiquing peers' work, and in submitting their own work for feedback.

While some find that Critiques are intimidating or even stressful at first, it's important to recognize that giving and receiving meaningful and critical feedback is essential for your education and creative growth. Over the course of your studies, you will learn how criticality, resilience, and openness to new ideas fosters aesthetic literacy, community, and professionalism in craft and design.

REGISTRAR'S OFFICE

The Registrar's Office is your first point of contact for anything relating to course enrolment, tuition and fees, student records, and document requests. Email nbccdregistrar@gnb.ca or drop by the Student Services Centre for help with the following:

- Course enrolment
- Confirmation of enrolment documents/ student Loan questions
- Student portal questions
- Transcript requests
- Tuition and fees
- T2202 tuition tax forms

Request for Confirmation of Enrolment

Confirmation of enrolment letters are often required for student loan funding or RESP withdrawals. These can be prepared after course enrolment takes place. To place a request, please submit the online form here: nbccd.ca/confirmation-of-enrolment.

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 or can be generated on your student portal.

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).

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

Convocation will take place on Friday, June 12, 2026 at the Fredericton Playhouse followed by the juried Diploma Exhibition.

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. Please note that certificates and diplomas are only handed out to students without outstanding fees.

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.

For further information, please contact the Registrar's Office.

T2202 Tuition & 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 credential 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 1-800-667-5626

Agency Sponsorship

Please provide confirmation from your Sponsoring Agency at registration.

TUITION & HEALTH FEES

Tuition rates include all regular charges for the full academic year.

Fees are applied to your account in advance of the fall and winter semesters. Fall semester tuition fees and compulsory fees for the year are due on Monday, September 15. Winter semester tuition fees are due on Monday, January 12.

Fees are subject to change without notice. Learn more at nbccd.ca/tuition.

	CANADIAN CITIZENS, PERMANENT RESIDENTS, & MAINE RESIDENTS	INTERNATIONAL STUDENTS
Application Fee	\$50 (non-refundable)	\$100 (non-refundable)
Full-time Tuition	\$3,588 per year	\$10,040 per year
Part-time Tuition*	\$127/ per credit hour (a typical semester-long course is 3 credit hours)	N/A
Emergency Health Insurance**	N/A	\$600

*Part-time tuition is only applicable for credential students studying part-time with prior confirmation from the Registrar’s Office. Unless otherwise stated, all students are full-time students.

**Emergency health insurance is required to live in Canada as an international student. 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.

General Fees

In-person studies:

SERVICE	FEE (ALL STUDENTS)
Student Association	\$240 per year
FVA Kit (FVA year only)	\$600
Building Access Card	\$15
Graduate Services Fee	\$50
NBCCDSA Health Insurance	\$265 per year
NBCCDSA Dental Health Insurance	\$153 per year
Technology Fee	\$300 per year

Online Studies

SERVICE	FEE
Graduate Services Fee	\$50
NBCCDSA Health Insurance	\$265 per year
NBCCDSA Dental Health Insurance	\$153 per year
Technology Fee	\$300 per year

For online students residing in Canada.

NBCCDSA HEALTH AND DENTAL INSURANCE

All students are automatically opted into the NBCCDSA Health and Dental insurance plans. It is your responsibility to opt-out by the designated deadline (Monday, September 15). To opt-out, you’ll require proof of comparable coverage. Students will receive communication regarding this opt-out and must do so before the deadline in order not to incur additional charges.

Studio Fees

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

PROGRAM	AMOUNT
Foundation Visual Arts (FVA)	\$200
3D Digital Design	\$250
Ceramics	\$1,400
Fashion Design	\$250
Graphic Design	\$350
Jewellery / Metal Arts	\$600
Photography / Videography	\$350
Textile Design	\$350

TUITION & FEES

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) Fredericton students are required to purchase an FVA materials kit as part of their compulsory student fees. This kit is \$600 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 Heads.

Payment Arrangements

Payments can be made:

Online at nbccd.flywire.com

- Cheques or bank drafts can be brought in person to the Registrar's Office, and should be made payable to "Minister of Finance"

Payment arrangements must be made before the deadline to pay student fees.

Students wishing to request payment plans must do so before the deadline to pay student fees. Failure to comply with specified payment plans may result in removal from the program.

Non-Payment of Fees

Failure to meet financial obligations will result in removal from classes; withholding of final grade reports, official transcripts, certificates/diplomas; and the inability to participate in convocation activities.

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.

STUDENT SERVICES

At NBCCD, we offer a student-centered approach to our support services. Our student services team aims to provide you with support throughout your academic journey, from support with accessibility services in the classroom to offering diverse student life programming. Drop by if you want to chat, or send us an email!

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. If you have a question regarding who to contact or what support is right for you, reach out to Camila.

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

KRISTI CLARKE, LCT
kristi.clarke@gnb.ca

The College Counsellor offers short-term professional counselling services to support students who are facing mental health challenges, academic difficulties, crisis situations, and other personal concerns that may impact student life and academic success. The counsellor also serves as an advocate for student well-being and provides referrals to community resources when appropriate. The counsellor's office is located on the fourth floor in room 4002a of the main

building. Appointments may be made by emailing Kristi.

Learning Strategist

JAIME BUTLER
jaime.butler@gnb.ca

The Learning Strategist provides one-on-one confidential support to help students identify accessibility needs, set academic goals, and develop effective learning strategies to enhance academic success. The Learning Strategist may also support students in obtaining relevant funding and grants related to students with disabilities. The Learning Strategist is located on the fourth floor of the main building in room 4001. Appointments can be made by emailing Jaime.

Learning Commons Coordinator

JULIE MCDONALD
julie.mcdonald@gnb.ca

The Learning Commons Coordinator is responsible for the library at NBCCD, which contains more than 10,000 books on art, craft, and design. Full-time students can access the library during school hours and utilize Julie as a resource for research and additional laptop rentals needed for particular courses. Campus events and workshops are often hosted in the Learning Commons as well, and students can use this space to study, eat, and work anytime it's open.

Student Life Coordinator

LAUREN POWELL
studentlife@nbccd.ca

The Student Life Coordinator (SLC) champions community at the College. They organize current student events and activities throughout the year: theme and spirit weeks, networking, lunch and learn sessions, off-campus trips, 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, exhibition opportunities, and other relevant events are regularly sent to your NBCCD email by the SLC.

Students with questions about Student Services, Student IDs, FVA lockers, the Busy Bee program, the Student Association, NBCCDSA Health & Dental Plan, the College Foodbank, student-led events or club approvals, convocation, and other miscellaneous topics should reach out to the SLC for assistance.

The Student Life Coordinator is located within the Student Services Centre on the third floor of the main building in room 3006. Students can also inquire by emailing Lauren.

Admissions Advisor

JESSICA BREAU
nbccd.admissions@gnb.ca

The Admissions Officer is located in the George Fry Gallery at 408 Queen St. and supports students with their applications to FVA, diploma studios (priority application deadline is January 15), and can help students apply to bachelor's degree programs through NBCCD partnerships. Students can learn more at nbccd.ca/admissions.

STUDENT LIFE & OPPORTUNITIES

Student Association

The Student Association (SA) is a student union designed to protect the interests of all credential students enrolled at the College. 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 funds the Busy Bee program, which is a part-time employment opportunity run in collaboration with Student Services.

As a Student Association initiative, all full-time students on the Fredericton campus also receive a Fredericton Transit Pass to use until the following academic year begins. The Student Association also votes on and negotiates what is covered by the NBCCDSA Health & Dental Plan. The SA board of directors is elected yearly in the spring semester or when positions are vacant. By-laws govern how their association is run and they hold general assemblies at least twice a year for all members to vote on major topics.

Students interested in running for an SA Director position, becoming a Studio Representative, or volunteering with the SA should contact the Student Life Coordinator (SLC).

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-led Events and Clubs

In an effort to create a collaborative, community-focused environment at the college, students are encouraged to host their own events and clubs. Events and clubs should be set up through Student Services, so please contact your SLC for more information.

Students wishing to host events should send their ideas to the Student Life Coordinator well in

advance to ensure there are no scheduling issues and compliance with college policies. If the event is studio specific, students should reach out to their Studio Head for guidance.

Students interested in creating a club should reach out to the Student Life Coordinator, as well as the Student Association for support. If approved in advance, the Student Association may be able to provide additional support.

ROOM BOOKINGS:

Both events and clubs must ensure they have booked any spaces they plan to use by contacting the Learning Commons Coordinator, who organizes room bookings. Please ensure your event has been reviewed by the SLC in advance of booking a room. The only exception to this rule is for the Beehaus community lounge, which can be utilized anytime to host events as long as they fully respect all parties utilizing the space regardless of participation in their event.

Student Employment and Volunteering

Students are offered a variety of volunteer and work opportunities within the College and in the wider community throughout the year. Interested students should visit nbccd.ca/jobs to see all current and ongoing opportunities. Opportunities will also occasionally be shared via email.

Busy Bee Program

The Busy Bee program is a part-time employment program funded by the Student Association and managed by Student Services, where students are given the chance to work within the College. Busy Bee contracts are typically short jobs that can be completed on or nearby campus, such as distributing posters or helping set up for an event. Occasionally, more specific roles are available on a semester basis. Interested students should visit nbccd.ca/jobs and sign up with the Student Life Coordinator (studentlife@nbccd.ca) to join the Busy Bee email list.

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 or using the online application form at nbccd.ca/jobs.

Tutoring & Notetaking

The Accessibility Office hires students as tutors and notetakers on an occasional basis. Students must have experience in the course and demonstrated understanding of the subject covered. Interested students should reach out to the Learning Strategist to inquire about the hiring process.

Student Association Positions

The Student Association's Board of Directors and Studio Representatives are elected positions within the Association providing auxiliary services and programming for students, by students. Students vote-in elected officials during general elections in March and throughout the year when vacancies are present. Serving on the Board of Directors is a great way to learn valuable skills while helping fellow students directly, and serving as Studio Representatives helps ensure clear communications between studios and the board. In addition to the experience gained, elected positions also receive honorariums per semester.

Contact the Student Life Coordinator (studentlife@nbccd.ca) to find out more about this opportunity.

RETAIL OPPORTUNITIES

NBCCD Holiday Craft Sale

This popular annual sale features work by second year NBCCD diploma 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, second 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.

Creative Casemates

Organized by NBCCD, the Creative Casemates is a program meant to showcase Fredericton's rich culture and craft industry over the summer months, utilizing the casemate spaces found at the ground level of the Barracks building. Participants in the program will have the chance to sell their work and educate the public about their craft. Both students and local community members can apply to be a part of the program towards the end of the academic year. Rental fees apply. For more information, see nbccd.ca/creative-casemates/

Additional retail opportunities are posted at nbccd.ca.

Student Life Programming

Throughout the academic year, the Student Life Coordinator, Student Association, and the Wellness team 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 and mature students can volunteer through the Student Life Office to support new and incoming students with their transition to college life. Students looking to volunteer or receive mentoring should contact the Student Life Coordinator for details.

HEALTH & WELLNESS

At NBCCD, we are committed to fostering an inclusive, supportive environment where all students feel valued and empowered to succeed. We recognize and accommodate the diverse needs of our student community and strive to provide resources and services that ensure everyone can thrive academically, creatively, and personally.

Wellness

NBCCD's Wellness team, which includes the College Counsellor and Learning Strategist, works collaboratively with students and faculty to implement appropriate accommodations and mental health supports. These services aim to maintain academic integrity, while protecting student privacy. The College Counsellor offers a confidential, safe space for students to discuss personal or academic concerns and can provide referrals to the community when appropriate. For more information on the Health and Wellness supports available to students at NBCCD, please visit nbccd.ca/health.

NBCCD SA Health & Dental Plan

All full-time NBCCD students under the age of 65 are automatically enrolled in the NBCCD Student Association Health and Dental Plan, which provides extensive health and dental coverage. To be eligible, students must also have coverage under a Provincial Health Care Plan or equivalent (e.g., Medicare for domestic students or Guard.me for international students). Students who already have comparable health and/or dental coverage through a parent, spouse, or employer plan may opt out of the health portion, dental portion, or the entire plan during the opt-out period.

Opt-Out Deadline: September 15
No exceptions will be made after this date

To Opt-Out: Visit www.studentbenefits.ca

For questions or assistance, please contact the Student Life Coordinator.

Emergency Financial Support

Students in need of emergency financial assistance are encouraged to contact the Student Life Coordinator, Counsellor, Learning Strategist, or speak to their advisor for assistance in exploring alternative funding options and to provide financial relief where possible. All requests are confidential.

The College Foodbank

Throughout the academic year, the College provides a regular supply of non-perishable food items, hygienic supplies, and household essentials for students in need of additional support during emergencies or financial hardships. Students may also be eligible to enroll in additional community grocery programs. For more information, please contact the Student Life Coordinator.

Student Accessibility

NBCCD is committed to fostering an equitable learning environment by providing academic accommodations to students with documented accessibility needs. Students requiring accommodations are encouraged to contact the Learning Strategist and/or the College Counsellor prior to starting their courses in September. Early identification is essential to ensure timely and appropriate support. Current students with disabilities who have not yet self-identified are also encouraged to reach out to the Learning Strategist or Counsellor for assistance. The Learning Strategist can provide guidance on available supports, benefits, and assistance in applying for programs through Student Financial Services.

For more information, please visit [nbccd.ca /my-nbccd](http://nbccd.ca/my-nbccd).

STUDENT PORTAL

Your Online Tool to all Things Academic & 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.

Navigating the Student Portal

Access the student portal:
<https://snb2.my.site.com/portal/s/login/>

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.

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

COLLEGE GOVERNANCE

As a student, it is your responsibility to familiarize yourself with all of our student policies and procedures.

Policies can be found at nbccd.ca/policies.

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. If you have any Health and Safety concerns, please contact our Student Services Manager.

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 with your cohort and proceed to the designated area on the corner of Carleton and Queen Streets. Do not leave the designated area or return to the building until it is deemed safe by the Emergency Response Team.

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.

COMMUNITY AGREEMENT

We will treat others with kindness and respect

We will respect and value the importance of each other and our roles at NBCCD; faculty, staff, and students each have a role to play without which the College would not function

We will recognize that members of our community have differing values, opinions and ideas

We will respect others' physical and emotional boundaries

We will recognize that we all make mistakes, and are all capable of growth and positive change

We will do our best to support and uplift our community members

We will commit to open and honest communication; we will listen with curiosity and empathy and seek to understand others before responding

We will encourage individuality and authenticity and recognize the inherent value of diverse perspectives

We will approach conflict with curiosity and aim for solutions that are fair and guided by policy

We will communicate our thoughts and expect that they will be heard, and our input valued

We will take accountability for our actions and recognize our impact on the larger community

We will participate in the collective wellness of the NBCCD community



STUDENT POLICIES

Every student has the right to feel safe and have their voice heard. NBCCD receives and responds to disclosures of harassment and sexual violence through a trauma-informed lens.

If you have been affected by harassment or sexual violence, NBCCD has support, services, and options that can help. Please contact our counsellor Kristi Clarke at kristi.clarke@gnb.ca.

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 or Student Services Manager. 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 of the main building 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, 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 submitted formally or informally to 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 of the main building 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 students 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 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.

Complaints are managed through the process outlined in the Student Code of Conduct. If you'd like to submit a complaint, please speak to your Counsellor, Learning Strategist, or Student Services Manager.

Academic Code of Conduct

Students are expected to conduct themselves with academic integrity, ethical conduct, and honesty in the learning environment. Breach of academic integrity includes plagiarism and other academic offenses.

This includes but is not limited to cheating on assignments, tests, reports, or other forms of assessment; using electronic devices during an exam; impersonating another individual at an exam; acquiring or attempting to acquire copies of

a test or exam without the instructor's permission; submitting work that is not your own; using someone else's line of thought or arguments as your own; submitting the same work for multiple assignments without instructor approval; and using Generative Artificial Intelligence (AI) to create an assignment or project.

Students must maintain a course pass mark of 60% in all courses and maintain a GPA of 2.0 to remain in Good Standing. If a student's GPA falls below 2.0, students are placed on Academic Probation and are required to meet with their academic advisor to sign a Learning Contract.

Breaching the Academic Code of Conduct may result in a failing grade or academic dismissal. For more information on NBCCD's Academic Code of Conduct, visit nbccd.ca/policies.

Other Policies

Students are responsible for familiarizing themselves with all applicable student policies. Policies can be found at nbccd.ca/policies.

PARKING & 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 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 htsp.ca. Monthly parking permits for certain lots or garages can also be purchased at a discounted rate through the app, but are based on availability.

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

under resident services – parking: fredericton.ca/en/resident-services/parking

Transit

The City of Fredericton operates Fredericton Transit. As part of a Student Association initiative, all full-time Fredericton students will receive a Fredericton Transit Pass in the form of your Student ID for use during the school year.

Your bus pass is valid from September 2025 to September 2026.

Kings Place, a block away from NBCCD, is the hub of all the bus lines, offering service to or from downtown. Many routes often run twice an hour or hourly to Kings Place arriving approximately at 0 and 30 minutes past the hour and departing at 15 and 45 minutes past, with reduced frequency on the weekends.

More information on Fredericton transit routes, schedules and wayfinding apps can be found on the City of Fredericton's website under resident services – Fredericton Transit: fredericton.ca/en/resident-services/fredericton-transit

CAMPUS FACILITIES

George Fry Gallery

The George Fry Gallery is the public face of the college, located at 408 Queen Street.

See the work of your artistic peers, faculty, and 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 Sale. The gallery committee is comprised of faculty, college administration, and a student representative.

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. Exhibition openings typically occur between 4:30pm – 6pm and are announced in advance though social media, email, and nbccd.ca/gallery.

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 also a gathering spot for certain events and activities throughout the year. The Learning Commons is open during regular College hours, and book

check-out service is available Monday to Friday from 9:00am-4:00pm, excluding 1:00pm-2:00pm unless otherwise stated.

College Store

The College Store, located in the Beehaus Community Room in the main building, offers required course materials and supplies.

Payments are accepted via debit or credit card only; no cash is accepted. College students and staff can enjoy discounts by presenting their Student or Staff ID card during purchase.

Regular hours of operation:

Mon -Thurs 8:30am – 4pm
Friday 8:30am – 2pm

Closed daily for breaks:

11:00 AM – 11:30 AM
1:30 PM – 2:00 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 students should speak directly to their Studio Head about access to lockers.

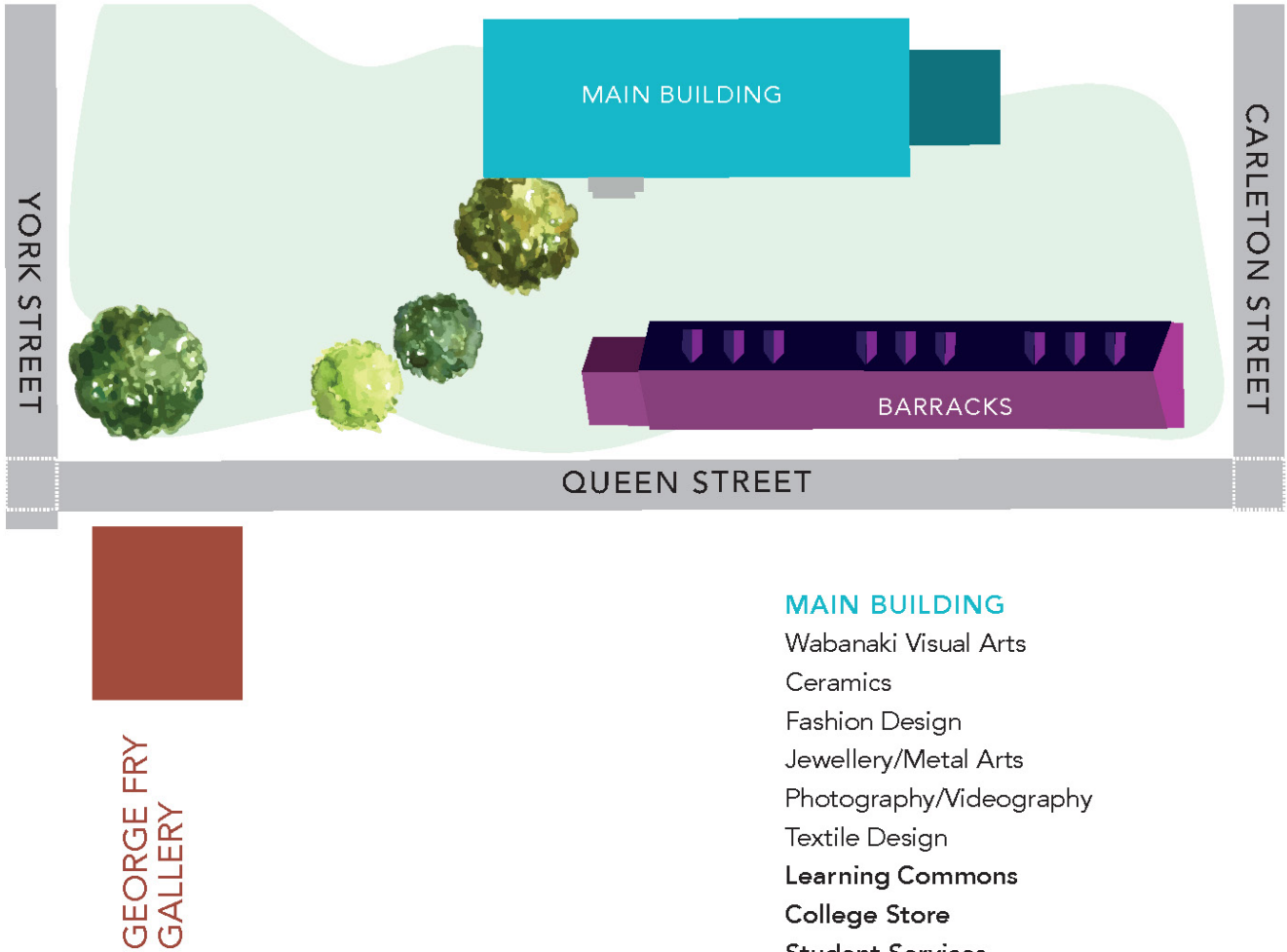
Honeybee Folk School

Building on the college’s commitment to designing a sustainable future, Honeybee Folk School was established at NBCCD to provide non-credit courses/workshops and 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



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

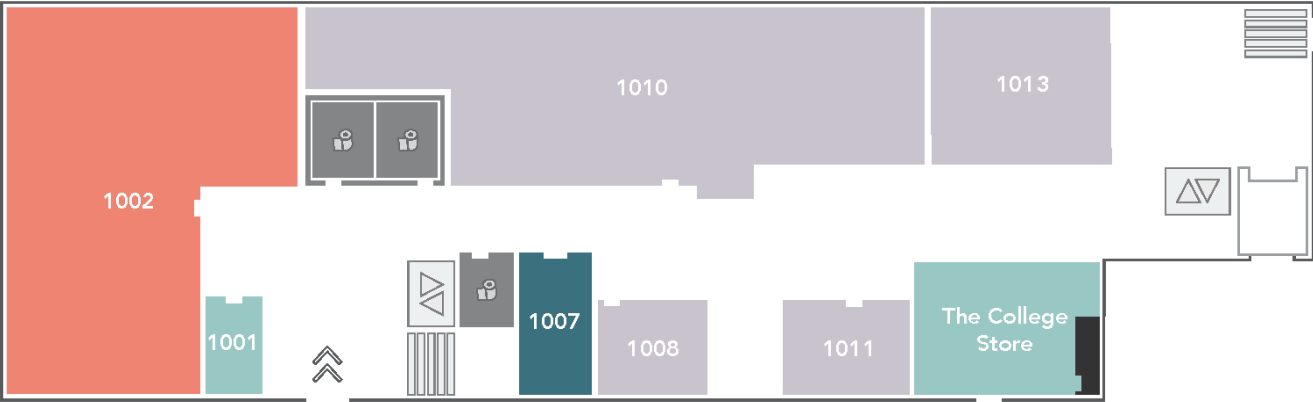
- BARRACKS**
- 3D Digital Design
 - Graphic Design
 - Photography Lighting Studio

GEORGE FRY GALLERY
408 Queen Street

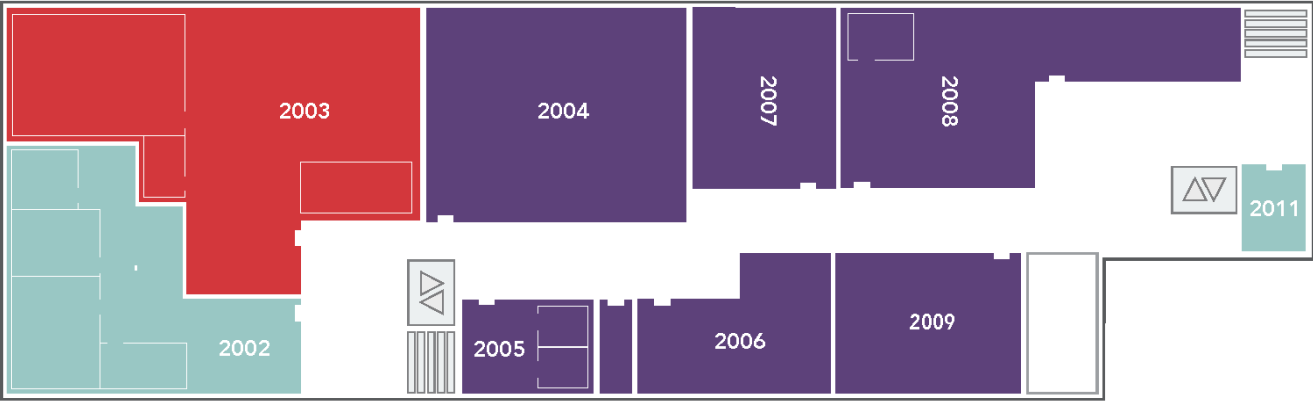
Main Building



BASEMENT



GROUND FLOOR

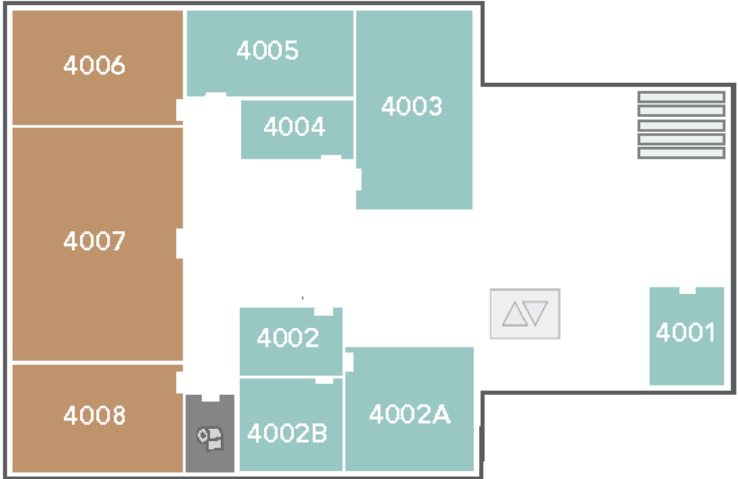


SECOND FLOOR



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

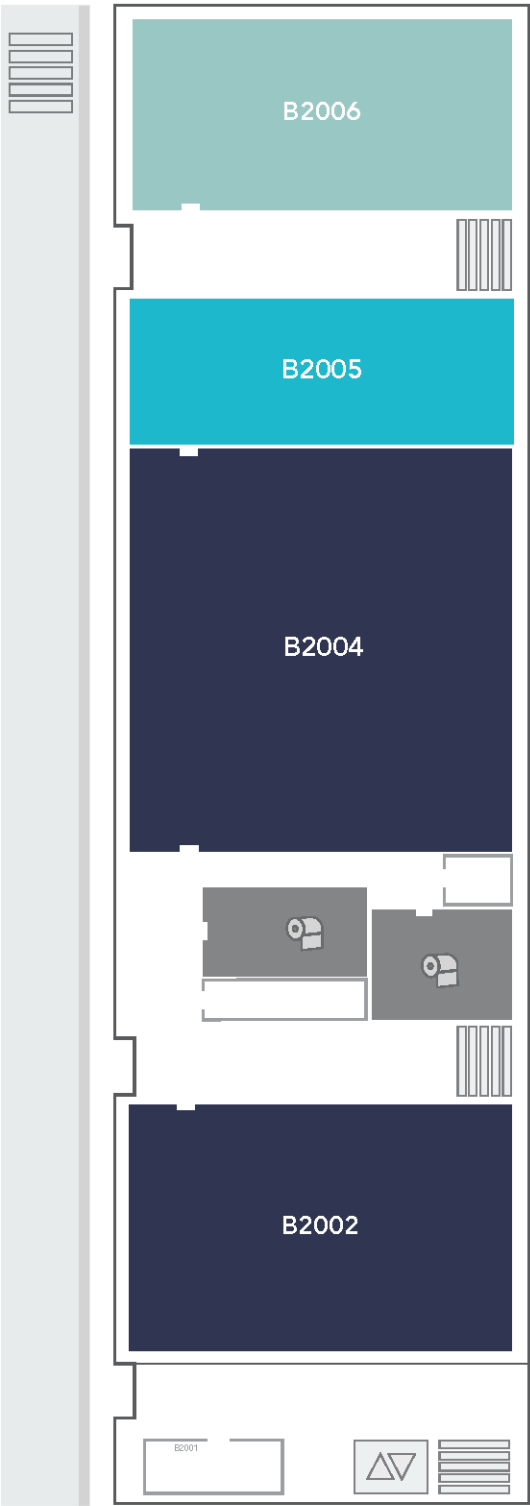


FOURTH FLOOR

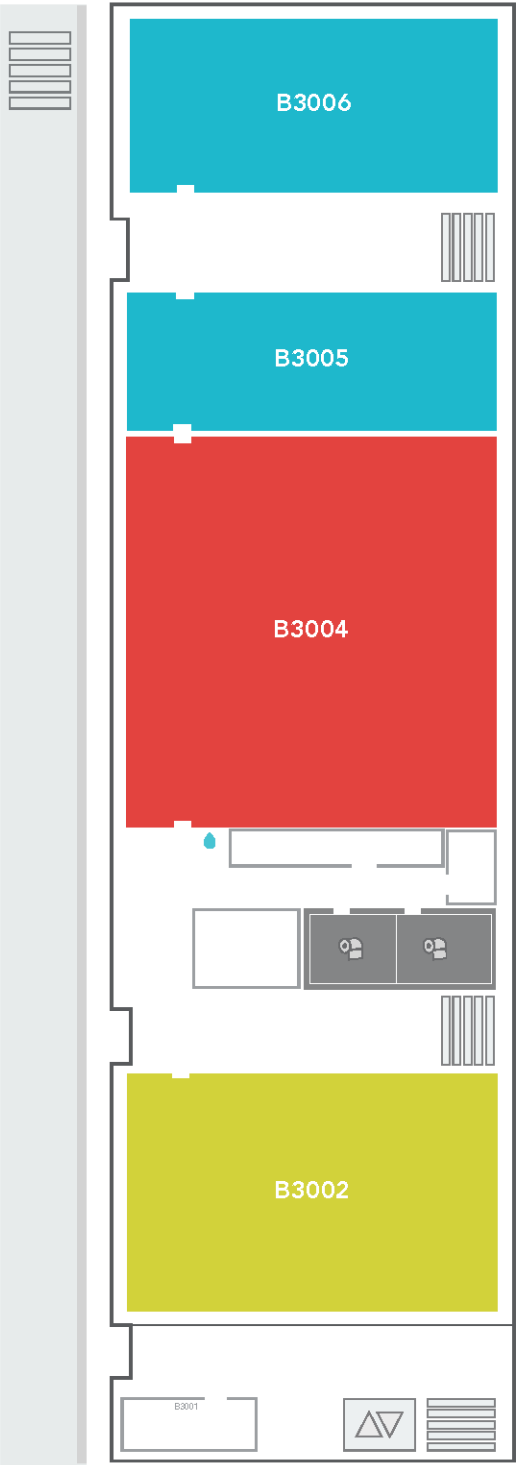
Barracks



GROUND FLOOR



SECOND FLOOR



THIRD FLOOR



FOURTH FLOOR

3D DIGITAL DESIGN PHOTO/VIDEO GRAPHIC DESIGN

FACULTY & STAFF

Administration & Support Staff

Jared Peters	College Director	jared.peters@gnb.ca
Anna Mathis	Academic Dean	anna.mathis@gnb.ca
Maegen Black	Associate Dean	maegen.black@gnb.ca
Yalda Bozorg	Association Dean	yalda.bozorg@gnb.ca
Camila Vásquez	Student Services Manager	camila.vasquez@gnb.ca
Victor Toki	Manager, Finance and Administration	victor.toki@gnb.ca
Lori McKeil	Administrative Assistant (Finance)	lorraine.mckeil@gnb.ca
Candace Hare	Registrar	candace.hare@gnb.ca
Laura Boudreau	Registrar's Office Representative	laura.boudreau@gnb.ca
Julie McDonald	Learning Commons Coordinator	julie.mcdonald@gnb.ca
Kristi Clarke	Counsellor	kristi.clarke@gnb.ca
Jaime Butler	Learning Strategist	jaime.butler@gnb.ca
Kaylee Moore	Chief Marketing & Recruitment Officer	kaylee.moore@gnb.ca
Maria Leiva	Marketing & Communications Specialist	maria.leiva@gnb.ca
Jessica Breau	Admissions Advisor	jessica.breau@gnb.ca
Lauren Powell	Student Life Coordinator	lauren.powell@gnb.ca
Sita Fox	Universal Design for Learning	sita.fox@gnb.ca
Joe Arbeau	Lead Maintenance Supervisor	joe.arbeau@gnb.ca
Kent Jensen	Storekeeper	kent.jensen@gnb.ca
Gino Perron	Technical Support Analyst	gino.perron@nbccd.ca

Studio Heads

Foundation Visual Arts	Jillian Acreman	(506) 444-2375	jillian.acreman@gnb.ca
Foundation Visual Arts (Online)	Jen Lee Wiebe		jennifer.lee@gnb.ca
3D Digital Design	Jamie Bergin	(506) 453-7130	jamie.bergin@gnb.ca
Ceramics	Liz Demerson	(506) 453-3768	elizabeth.demerson@gnb.ca
Fashion Design	Tracy Austin	(506) 453-2733	tracy.austin@gnb.ca
Graphic Design	Dale McBride	(506) 453-3112	dale.mcbride@gnb.ca
Jewellery / Metal Arts	Kristyn Cooper	(506) 462-5911	kristyn.cooper@gnb.ca
Photography / Videography	Drew Gilbert		drew.gilbert@gnb.ca
Textile Design	Jackie Bourque		jackie.bourque@gnb.ca

DEGREE PATHWAY PROGRAM: BACHELOR OF APPLIED ARTS

NBCCD has articulated agreements with four Canadian universities for students to earn their degree. Agreements include:

University of New Brunswick, Bachelor of Applied Arts
St. Thomas University, Bachelor of Arts
OCAD University, Bachelor of Fine Arts
NSCAD University, Bachelor of Fine Arts,
Bachelor of Design, or Bachelor of Arts

Learn more at nbccd.ca/degreepathways.

Admission to NBCCD Diploma and Degree Pathways

Current FVA students are encouraged to apply before the priority application deadline of January 15 (noted in the academic calendar) for the best chance at securing a seat in their chosen NBCCD diploma program. Admissions is largely based on a student's Fall Semester GPA. Students will explore diploma studios during their chosen Media Explorations class in the fall semester so they can make an informed decision on what field to specialize in. Students will additional questions should reach out to the Admissions Advisor, nbccd.admissions@gnb.ca, or visit them at their office in the George Fry Gallery. Students with questions about applying for degree pathways can also contact the Admissions Advisor for more information.

New Brunswick
COLLEGE
of **CRAFT**
& **DESIGN**
