

Niagara College International

# HANDBOOK FOR SUCCESS

Winter 2017

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**Niagara  
College  
Canada**

APPLIED DREAMS.



# Winter 2017

## January Start International Students Registration Guide

Everything you need to select your timetable and get yourself enrolled in your classes for the Winter term.

## KEY DATES

Complete list of dates: [niagaracollege.ca/dates](http://niagaracollege.ca/dates)

By This Date	You Need To	For Help
December 12	<b>Full-time on-line registration begins</b> (fees must be paid first)	☞ <a href="http://mync.niagaracollege.ca">mync.niagaracollege.ca</a>
December 15	<b>All academic conditions submitted to college</b>	☞ <a href="mailto:intlapply@niagaracollege.ca">intlapply@niagaracollege.ca</a>
After You Enroll	<b>Pick up student ID card</b> (new students only)	☞ <a href="http://niagaracollege.ca/studentcard">niagaracollege.ca/studentcard</a>
January 4 – 6	<b>International ESL student orientation</b>	☞ <a href="http://international.niagaracollege.ca/orientation">international.niagaracollege.ca/orientation</a>
January 5 – 7	<b>International post secondary student orientation</b>	☞ <a href="http://international.niagaracollege.ca/orientation">international.niagaracollege.ca/orientation</a>
January 5 – 6	<b>College-wide orientation</b> (all campuses)	☞ <a href="http://niagaracollege.ca/orientation">niagaracollege.ca/orientation</a>
January 5	<b>U-Pass sticker (bus pass) is available for pickup at the SAC office</b> (all campuses)	☞ <a href="http://niagaracollege.ca/upass">niagaracollege.ca/upass</a>
January 9	<b>Classes begin</b>	
January 13	<b>Last day to register or change sections</b>	☞ <a href="http://niagaracollege.ca/dates">niagaracollege.ca/dates</a>
January 20	<b>Update your address in Canada at the international office</b> (all students)	
January 20	<b>Last day to withdraw with refund</b> (“Tenth Day”)	☞ <a href="http://niagaracollege.ca/dates">niagaracollege.ca/dates</a>
February 20	<b>Family Day</b> (statutory holiday - college closed)	
February 27 – March 3	<b>Mid-Term Break</b>	
April 14	<b>Good Friday</b> (statutory holiday - college closed)	
April 21	<b>Classes end</b>	☞ <a href="http://niagaracollege.ca/dates">niagaracollege.ca/dates</a>
May 8	<b>Final grades available on the web</b>	☞ <a href="http://mync.niagaracollege.ca">mync.niagaracollege.ca</a>

**Please Note:** If you do not pay your fees by the due date, your seat will be offered to someone else.

## VISIT THE INTERNATIONAL OFFICE

**Welland Campus:** Segal International Centre  
(905) 735-2211 Ext. 7804

**Niagara-on-the-Lake:** Room W115  
(905) 641-2252 Ext. 4169

Email: [international@niagaracollege.ca](mailto:international@niagaracollege.ca)  
Online: [international.niagaracollege.ca](http://international.niagaracollege.ca)

**Niagara Falls:** Room MM52  
(905) 374-7454 Ext. 3603



## Enroll Online with “NICOLE”

### What is NICOLE?

NICOLE allows you to activate your computer account, select and print your timetable, pick your electives and swap or drop classes.

### Sign up for MyNC

1. Create your account 2-3 days after fee payment
2. Go to ☞ [mync.niagaracollege.ca](http://mync.niagaracollege.ca)
3. Click “Set Your Username & Password”
4. Complete the steps to receive your User ID, password and NC email address
5. Record and keep this information safe
6. Check your new email often to receive important NC information

## College Essentials

### Choose Your Timetable and Enroll in Your Classes

Using NICOLE, you can select your timetable and enroll in your classes. Space is limited, so select your timetable and electives early. Visit ☞ [mync.niagaracollege.ca](http://mync.niagaracollege.ca)

**IMPORTANT:** You must pay your fees before you can select a timetable. Also, you may wish to provide your most current study permit status to avoid delays in registration.

### Get Your Student Card

The NC Student Card is your pass to College services including the athletic and fitness centers, use of the libraries’ learning resources, photocopying and printing services, computer lab services, student health benefits and your Regional bus pass. You can submit a photo for your student card after paying your fees and enrolling in classes. For more information: ☞ [niagaracollege.ca/studentcard](http://niagaracollege.ca/studentcard)

### International Orientation

International Orientation for winter start students is two days long and begins on January 4th. For all the details, visit ☞ [international.niagaracollege.ca/orientation](http://international.niagaracollege.ca/orientation)

### Mandatory Health Insurance

All NC International Students are automatically registered with StudentGuard Health Insurance. If you are sick, the insurance will cover your urgent medical care. If your condition is non-urgent, your costs may not be covered. Check with the insurance provider for more details about your coverage.

#### Your coverage includes:

- » prescription drugs
- » dental care
- » extended health
- » vision care
- » accidental benefits

You will receive your insurance card in your NC email within one month of classes starting. If you do not receive your card, contact your International Student Advisor. Along with your card, you will be provided a copy of the policy that is available in several languages.

For an outline of covered services and more information regarding health care, visit ☞ [international.niagaracollege.ca/health](http://international.niagaracollege.ca/health) or call StudentGuard at 1-877-USE-THIS

**IMPORTANT:** StudentGuard insurance is mandatory and cannot be cancelled.

## Full-Time Programs

### Selecting your Timetable

📅 Starting: **December 12 at 7:00 A.M.**

1. Log into ☞ [mync.niagaracollege.ca](http://mync.niagaracollege.ca)
2. Under “My Timetable & Grades” click on “Select/Manage Timetable”
3. Read the important notice and click “I Accept”
4. Click on “Select Your Timetable Block”
5. Click the drop down window beside “Timetable block” when you have one selected
6. Click “View Timetable” for a printable version

**IMPORTANT:** Some programs will only have one timetable to choose from.

**In case any time or room changes have occurred, print a new copy of your timetable on the first day of class.**

### Choosing Electives

If your program requires an elective, you will be asked to choose it when you enroll in your Timetable Block. Space is limited, so choose your electives as soon as possible. If you wait, you can choose an elective by clicking on “Customize your Timetable Block”. For more information, click on the help button on the NICOLE homepage and read the document “Choosing your Elective”.

**IMPORTANT:** If you change your timetable block, you must reselect your elective.

### Swapping / Dropping Classes

**The last day to swap or drop a class is January 13.**

**Example:** You are currently registered in Biology. You have selected Timetable #1, but would like to swap your biology class with the one scheduled on Timetable #2. You may do so as long as:

- » **There is a seat available**
- » **There are no conflicts with other classes you are registered in**

To swap or drop a class, click on “Customize your Timetable Block”

### Schedule of Courses (Course Search/View)

To search for a course (by title or subject) use the “Schedule of Courses” link located on the “mync” portal. Simply enter the term, course title or subject and click “search”.



## How do I know that I'm successfully Enrolled in my classes?

When logged into NICOLE, the status line will show you how many courses and credits you are enrolled in. Clicking on "Credit Requirements" will show you the total credits required for your program as well as the minimum allowed to be a full-time student.

You must see your International Student Advisor before swapping or dropping a class. It is your responsibility to ensure you are enrolled in all your classes.

Documents to help you are available online at [mync.niagaracollege.ca](https://mync.niagaracollege.ca). If you can't find the answer to your question, send an email stating your name, student number, program and question to [NicoleSOS@niagaracollege.ca](mailto:NicoleSOS@niagaracollege.ca)

## Housing Options

Our International Housing Coordinators can help you find a place to live while you complete your studies at Niagara College. Most students choose to stay in Homestay, but you also have the choice to stay in on-campus residence or in an apartment.

### Homestay

In Homestay, you can expect to experience Canadian culture from a Canadian family. You will have your own private room with a bed, desk and a place to store your belongings. Although you prepare your own breakfast and lunch, your evening meals are made by your Homestay family and usually eaten together. It's a wonderful way to learn about Canada and yourself! Apply online at [niagaracollege.ca/homestay](https://niagaracollege.ca/homestay)

### Landing Pad

In Landing Pad, you will be welcomed into a family home for a one month period as you look for space to rent. You will have your own private, furnished room plus two meals per day. Living in the local community will allow you to be more informed about renting in Ontario so you can make a better decision about where you wish to live during your studies.

### Residence

In residence, you receive a private furnished bedroom but share a kitchen and bathroom with another student. You need to purchase or bring many of your own living supplies including bedding and kitchenware and have to cook for yourself. Residence is a great opportunity to meet other students in a safe environment on campus.

### Off-Campus Housing

In most off-campus rentals, you will have your own space that may be partially furnished. If you have roommates, you will share cooking and bathroom facilities with the people you live with. You must buy your own food and cook for yourself. Once your visa is approved, we can help you with referrals to landlords upon your arrival. **Important: Niagara College is a multi-campus institution. Please ensure to check the campus where your program is based before deciding on off-campus housing options.**

### Questions

For all housing related questions, contact an International Housing Coordinator at [housing@niagaracollege.ca](mailto:housing@niagaracollege.ca)  
**Welland:** (905) 735-2211 Ext. 7763  
**Niagara-on-the-Lake:** (905) 641-2252 Ext. 4190



## What to Expect at Niagara College

International Students at Niagara College enjoy a variety of self-service options that allow them to remain updated on campus notices, class schedules, grades and more. Your mcNC account is your portal to all the important information you will need to be successful at the College.

As a responsible member of the Niagara College community, it is expected that you will:

- » Attend 100% of your classes unless you are sick
- » Be punctual
- » Follow instructions and pay attention to details
- » Be professional
- » Participate in class and group work
- » Maintain academic integrity/honesty
- » Be proactive – ask for help before problems grow bigger

It is possible to fail a course. College professors may deduct marks for late or missing assignments, and they cannot assign grades for tests that haven't been written. College students are expected to complete all their tests, assignments and presentations on time — and if this is not possible, students should discuss their issues with their professor promptly.



## Frequently Asked Questions

### Can I get a bank account?

You may want a Canadian bank account while studying in Canada. Some Canadian banks have offices in your country or you can open an account after you arrive.

You will need your passport and student ID to open an account. There is no fee. The process is easy and takes less than one hour.

### What documentation does Canadian Border Services need?

When arriving at Canada Customs and Immigration you will need to present your Study Permit Authorization Letter along with your passport. You should also carry your Letter of Acceptance and Invoice receipt with you. If your program has a work component, present your offer letter to border services.

### How do I apply for a Student Visa?

Information on preparing a Student Visa can be found at [cic.gc.ca](https://cic.gc.ca)

### Can I work in Canada?

The Government of Canada allows the following work options for International Students

- » co-operative education (co-op)
- » internship/practicum
- » on-campus/off-campus work
- » post-graduate work

For more information, visit [cic.gc.ca](https://cic.gc.ca)

### Do I need to buy textbooks?

Most courses require you to buy textbooks. The cost can vary from \$500-\$2000. Textbooks must be purchased during the first week of class at your campus bookstore.

### Do I need to buy my own computer?

Laptop computers are mandatory in all semesters of the following programs:

- » Mechanical Engineering Technology
- » Mechanical Engineering Technician
- » Civil Engineering Technician
- » Construction Engineering Technology

There are over 2,000 computers between our three campuses for you to use free of charge. Computer labs are open early and remain open late so you can complete work after your classes. Each lab is equipped with pay-per-use printers and high speed internet access.

You may find it more convenient to purchase your own laptop to use. There is wireless and wired network access in all campuses.

## Student Services

### Athletics

Athletics and recreation are an important part of college life. Whether your interest lies in varsity or intramural sports...



join in the spirit of the Niagara Knights! Men's and women's varsity sports include: basketball, curling, outdoor soccer, golf, and volleyball. Intramural activities include: ice hockey, ball hockey, baseball, basketball, table tennis, volleyball, and more!

Maintain a healthy lifestyle by using the gym and fitness centre at the Welland and Niagara-on-the-Lake campuses. The Welland Campus has a large green space available for student recreational use, or join the Niagara Centre YMCA (membership fees apply).

For more info visit: [ncrecreation.ca](http://ncrecreation.ca)

### Campus Store

The campus stores sell course textbooks, supplies, computer accessories, trade and reference books, giftware and clothing. The campus store offers four options in textbooks: New, Used, Digital and Rentals on selected titles. Your timetable/schedule or full course information is required to determine which material(s) you need to purchase. Shop on-line at [niagaracollege.ca/store](http://niagaracollege.ca/store)

### Centre for Students with Disabilities

At NC, we offer a variety of accommodations to help make your college experience successful. Students with documented disabilities are encouraged to make an appointment with a Disability Counsellor before the start of their new academic year. For more info visit: [niagaracollege.ca/cswwd](http://niagaracollege.ca/cswwd)

### Co-Curricular Record (CCR)

Co-Curricular Record (CCR) is an official Niagara College document developed to enhance your resume and career or academic portfolios. By registering for the program, individuals gain recognition for student engagement, leadership and co-curricular activities pursued outside of the classroom.

### Computer Support Centre

The Computer Support Centre can assist you with Internet and computer account problems. You can reach the CSC by phone at 905-735-2211 Ext. 7642 or email at [csc@niagaracollege.ca](mailto:csc@niagaracollege.ca).

CSC phones and email accounts are monitored Monday - Friday 8:30am - 4:30pm. We try to respond to all inquiries within 24 hours.

### Food Services

NC Food Services offers broad and varied menu choices that encompass the quality and value of home cooking. We offer meal plans that can save you money with savings of up to 13%!

For more info, visit [niagara.campusdish.com](http://niagara.campusdish.com)

### Global Connections

This program connects Canadian students with International students in a partnership to promote learning from one another.

The goal of Global Connections is to introduce students to a cross-cultural experience. Each connection between an International and Canadian Student is a positive, valuable and mutually beneficial interaction.

Reasons to Join:

- » **Help improve your language skills**
- » **Feel more integrated into Niagara College life**
- » **Experience Canadian hospitality and friendship**
- » **Share cultural celebrations, food, music, pictures, etc.**

For more information visit:

[international.niagaracollege.ca/connections](http://international.niagaracollege.ca/connections)

### Healthcare

**Welland: AH125 Niagara-on-the-Lake: W105**  
A Registered Nurse is available Monday-Friday 8:30am - 4:30pm. We also provide doctor's clinics on campus during the week.

For more info, [niagaracollege.ca/health](http://niagaracollege.ca/health)

### Library & Learning Commons

NC libraries and Learning Commons are located in the Welland and Niagara-on-the-Lake Campuses. A student ID card is required to borrow equipment from a library. For more info, [niagaracollege.ca/library](http://niagaracollege.ca/library)

### Lockers

To rent a locker per term, visit [niagaracollege.ca/lockers](http://niagaracollege.ca/lockers)

### Parking

Parking permits can be purchased, by term or by academic year, on-line at: [niagaracollege.ca/parking](http://niagaracollege.ca/parking)

### Peer Tutoring

Through peer tutoring, a student who has excelled in a course helps a student experiencing difficulties in that same course. For more info visit: [niagaracollege.ca/tutor](http://niagaracollege.ca/tutor)

### Social Events

#### International Social Activities

Activities and social events are organized regularly to help you enjoy your time at NC. Some of these include: hiking, camping, canoeing, horseback riding, day trips to major cities, sports and skiing/snowboarding.

For a list of upcoming events visit

[international.niagaracollege.ca/events](http://international.niagaracollege.ca/events)

### Student Administrative Council (SAC)



Every year, the student body of NC votes for a council of representatives that act as the liaison between students and College Administration. The Welland and NOTL Campuses has their own student council that looks after extra curricular, social and academic functions.

**Welland:** second floor, Athletic Wing.  
**Niagara-on-the-Lake:** lower level, North Wing.  
**Niagara Falls:** Student Commons

For more info, visit [ncsac.ca](http://ncsac.ca)

### Student Centres

The Core (Welland Campus) and The Armoury (Niagara-on-the-Lake Campus) are not-for-profit businesses which are owned and operated by SAC. Both feature a variety of food and beverage items, games and entertainment. Every dollar spent in the student centres goes back to you the student. Watch for our daily food specials.

THE SHACK (Canteen) at the Welland Campus is conveniently located just inside the entrance of the Athletic Centre. Get your coffee, grab n' go meals and a variety of assorted snacks at affordable prices. [ncsac.ca](http://ncsac.ca)

### Transferring Credits

Students who transfer from other institutions may be granted exemptions for individual courses or direct entry into an advanced term. Some fees will apply.

For more information or to download a request form, visit: [niagaracollege.ca/transfercredit](http://niagaracollege.ca/transfercredit)

### Transit U-Pass (bus pass)

Full-time post-secondary and/or graduate certificate students can pick up their U-Pass sticker at their campus' SAC office. This U-Pass is included in tuition fees and provides unlimited transit services in Welland, St. Catharines, Thorold and Niagara Falls. For more information visit: [niagaracollege.ca/upass](http://niagaracollege.ca/upass)

## Check Your College Word Knowledge

**Academic Advisement:** a written record of your program's plan of study.

**Articulation Agreement:** an agreement between post-secondary institutions (colleges or universities) that facilitates the transfer of credits between those institutions.

**BlackBoard:** the online portal that allows professors to post course material, announcements, grades, quizzes and other important information that students need for successful completion of their courses.

**Co-Curricular Record:** a document that can be used in tandem with a resume that showcases student engagement, leadership and co-curricular activities pursued outside of the classroom.

**Coordinator:** a professor who also advises students of their program of study.

**Credit:** most courses are worth 2-3 credits. These are a reflection of the number of classroom hours involved in a course.

**Course Information Sheet (CIS):** a summary of course information and learning outcomes.

**Course Description:** A description of your course that includes the subject matter, approach and applicability of what you are studying.

**Grade Point Average (GPA):** The weighted averages of an individual's course grades multiplied by the number of credits the course is worth. Where a course has been repeated, only the higher grade is used in calculation.

**Mid-Term Evaluations:** indicators of a student's progress in each course are made available about half-way through a semester (usually in November for Fall term and in March for Winter term). At NC, evaluations are "S" for satisfactory, "U" for unsatisfactory and "N" for not attending.

**NICOLE:** is the acronym for Niagara College Online Enrollment. It is where you choose your timetable.

**Plagiarism:** taking words or ideas from someone else's writing or speech without acknowledging ("referencing") their origin. Students caught plagiarizing will be punished with Student Academic Misconduct.

**Prerequisite:** a course that a student is required to take before they are allowed to take another specific course.

**Program:** a program of study is a set of courses (usually 5-6 per semester) designed to teach expertise in a particular field, such as Office Administration or Law and Security.

**Semester/Term:** a period of study measured in weeks. Semesters are usually 14-15 weeks long.

**Registrar:** the officer in a college or university who keeps enrollment and academic achievement records. The office of the Registrar at NC (which is also known as Registration and Records) is where students can make changes to their programs, pay fees, and apply to graduate.

**Scholarship:** money awarded to a student, usually based on outstanding academic performance or other criteria. Scholarships do not usually have to be paid back.

**Teacher Learning Plan (TLP):** the specific tracking plan used by a professor for a course.

**Transcript:** an official record of all the courses a student has taken and their final marks.

## Tips for Success



- Try and attend all of your classes and make notes to help you study for exams
- Get involved with student activities on campus. Most student groups run events that you can attend. Look for activities on BlackBoard, the Centre for Leadership & Engagement and student notice boards around campus.
- Be careful with your money. Always make sure you can pay for your living expenses (bills, food, rent etc.) before buying items like clothes or electronics.
- If you are unhappy with what you are studying, we are here to help you. Make an appointment with an International Student Advisor who can talk with you about your options.
- Enhance your resume and boost your employability skills by getting a part-time job, co-op placement volunteer position while studying at Niagara College.
- Read the College's policies on Academic Misconduct, Academic Code of Behaviour and Attendance & Lateness. Understanding the rules will help you avoid mistakes that could hurt your grades.
- Show your knowledge and understanding of your course material by participating in class discussion. Part of your grade may depend on it!

## Checklist for Success

We suggest you complete this checklist before the start of your first semester. (Not everything will pertain to you)

### Pre-Arrival

- I have submitted any outstanding documents requested by Niagara College International Admissions
- I have chosen my timetable
- I have set up my computer account
- I have made a copy of my passport that includes: my personal information page; all stamped pages; visas and permits
- I have arranged for transport from Pearson Airport to the College

### Arrival

- I checked in at the International Office
- I have my Student ID Card
- I contacted my family to tell them I arrived safely

### Housing and Accommodation

- I have read the information at [international.niagaracollege.ca/housing](http://international.niagaracollege.ca/housing)
- I have arranged for accommodation at a hotel of my choice for my arrival
- I have updated my address in BlackBoard so that I receive my mail
- I have read the Homestay Guide
- I have read about [Ontario Landlord Tenant laws](#)
- I am aware of the rules and restrictions for the property where I reside

### Phones, Cable, Internet, Email, Mail

- I have investigated the costs of landline phones versus cell phones and purchased one or both
- I have investigated bundling of communication services and compared prices and plans
- I have looked up the post offices and figured out which is closest and most convenient to me

### Currency, Banking and Cheques

- I have opened a bank account
- I have spoken with someone about the currency system in Canada
- I have spoken with someone about how to use cheques
- I have spoken with someone about how to use an ATM

### Immigration

- I have reviewed the [Canadian Citizenship and Immigration](#) website's information on study permits.
- I have applied for any required immigration documents
- I have made a copy of my passport that includes my personal information page, all stamped pages, visas and permits

### Spouse and Family

- I have investigated the resources available to my spouse and/or children
- I have applied for any required immigration documents



### Transportation

#### If I am going to take the bus:

- I have picked up my U-Pass from the Student Administrative Council (SAC) office (**available during Orientation**)
- I understand how to use the bus

#### If I am using a bike:

- I have bought a bike lock and helmet
- I have reviewed [Ontario's Guide to Safe Cycling](#) (including Cycling and the Law)

#### If I am driving:

- I have read the [Driver's Handbook](#) and am familiar with the rules concerning driving in Ontario
- I have read information about getting an [Ontario Driver's License](#)
- I have read information on how to get a [NC parking pass](#)

### Health and Wellbeing

- I have read the information about [health services](#) at Niagara College
- I have received via email, saved and printed my Guard Me Health Card
- I have read about what Guard Me covers
- I know how to submit a claim online or by paper
- I have updated my local contact information on my Student Records, including emergency contact information
- I know where walk-in clinics are in my city and the hospital for emergencies
- I read about [Student Counselling](#) services in case I ever need to book an appointment with them
- I have visited the [Athletics and Recreation](#) centres and know about activities offered



- I know about the [Dental Clinic](#) services at the Welland Campus
- I have the Community Emergency Contacts card
- I am familiar with the different types of stores located in my city for food, household items, clothes, etc.

### Work

- I have a Co-op Work Permit if I have a co-op/internship/field placement job in my program
- I have visited the NC Career Office on my Campus
- I know how to look for an [on-campus job](#)
- If I have a co-op or internship, I have met with my Co-op/Internship Consultant
- I have received my Social Insurance Number (SIN Card)

### Student Life

- I attended Orientation
- I have reviewed the information provided on the USB provided at Orientation
- I have taken a campus tour
- I signed up for an International Peer Mentor
- I have received my Student ID Card
- I have visited the Student Administrative Council (SAC) Office and know about their services and activities
- I regularly visit the International Homeroom BlackBoard to learn about important updates and social activities
- I am aware of [Campus Security Services](#), such as Campus Watch
- I know what to do if I need a [locker](#)

### Academic Success

- I have met with my International Student Advisor
- I attended my Program Information Session during Orientation

- I have introduced myself to all my professors and the Chair of my program
- I know the office hours of my professors and how to contact them by email / phone
- I have my timetable and know where all my classes are
- I have reviewed my Academic Advisement and know the plan of study for my program
- I have reviewed the Course Information Sheets for all my courses
- I know when my assignments are due and tests are scheduled
- I have read the document about Classroom Expectation
- I have purchased my textbooks for this term
- I have looked at the [Study Resources](#) on the NC website and found resources I can use
- I have read key policies concerning student rights and responsibilities
- I have reviewed the [Academic Misconduct Policy](#)
- I have reviewed information and sought help as needed regarding Plagiarism and Citations
- I know where to request or become a [Peer Tutor](#)
- I have taken a library tour
- I am aware of the free Math, ESL, Research Skills and Writing tutorials in the Library
- I have explored the types of information technology support available on campus
- I know to call extension 7642 for BlackBoard / Computing help
- I have signed up for the [Co-Curricular Record](#)

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## May Start International Students Registration Guide

Everything you need to select your timetable and get yourself enrolled in your classes for the Winter term.

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May 5	U-Pass sticker (bus pass) is available for pickup at the SAC office (all campuses)	<a href="http://niagaracollege.ca/upass">niagaracollege.ca/upass</a>
May 8	Classes begin	
May 12	Last day to register or change sections	<a href="http://niagaracollege.ca/dates">niagaracollege.ca/dates</a>
May 19	Update your address in Canada at the international office (all students)	
May 19	Last day to withdraw with refund (“Tenth Day”)	<a href="http://niagaracollege.ca/dates">niagaracollege.ca/dates</a>
May 22	Victoria Day (statutory holiday - college closed)	
June 26 – 30	Mid-Term Break	
August 4	Civic Holiday (statutory holiday - college closed)	
August 18	Classes end	<a href="http://niagaracollege.ca/dates">niagaracollege.ca/dates</a>
August 28	Final grades available on the web	<a href="http://mync.niagaracollege.ca">mync.niagaracollege.ca</a>

**Please Note:** If you do not pay your fees by the due date, your seat will be offered to someone else.

## VISIT THE INTERNATIONAL OFFICE

**Welland Campus:** Segal International Centre  
(905) 735-2211 Ext. 7804

**Niagara-on-the-Lake:** Room W115  
(905) 641-2252 Ext. 4169

Email: [international@niagaracollege.ca](mailto:international@niagaracollege.ca)  
Online: [international.niagaracollege.ca](http://international.niagaracollege.ca)



## Enroll Online with “NICOLE”

### What is NICOLE?

NICOLE allows you to activate your computer account, select and print your timetable, pick your electives and swap or drop classes.

### Sign up for MyNC

1. Create your account 2-3 days after fee payment
2. Go to [mync.niagaracollege.ca](http://mync.niagaracollege.ca)
3. Click “Set Your Username & Password”
4. Complete the steps to receive your User ID, password and NC email address
5. Record and keep this information safe
6. Check your new email often to receive important NC information

## College Essentials

### Choose Your Timetable and Enroll in Your Classes

Using NICOLE, you can select your timetable and enroll in your classes. Space is limited, so select your timetable and electives early. Visit [mync.niagaracollege.ca](http://mync.niagaracollege.ca)

**IMPORTANT:** You must pay your fees before you can select a timetable. Provide your most current study permit status to avoid delays in registration. [intlapply@niagaracollege.ca](mailto:intlapply@niagaracollege.ca)

### Get Your Student Card

The NC Student Card is your pass to College services including the athletic and fitness centers, use of the libraries’ learning resources, photocopying and printing services, computer lab services, student health benefits and your Regional bus pass. You can submit a photo for your student card after paying your fees and enrolling in classes. For more information: [niagaracollege.ca/studentcard](http://niagaracollege.ca/studentcard)

### International Orientation

International Orientation for spring start students is two days long and begins on May 3rd. For all the details, visit [international.niagaracollege.ca/orientation](http://international.niagaracollege.ca/orientation)

### Mandatory Health Insurance

All NC International Students are automatically registered with StudentGuard Health Insurance. If you are sick, the insurance will cover your urgent medical care. If your condition is non-urgent, your costs may not be covered. Check with the insurance provider for more details about your coverage.

#### Your coverage includes:

- » prescription drugs
- » dental care
- » extended health
- » vision care
- » accidental benefits


You will receive your insurance card in your NC email within one month of classes starting. If you do not receive your card, contact your International Student Advisor. Along with your card, you will be provided a copy of the policy that is available in several languages.

For an outline of covered services and more information regarding health care, visit [international.niagaracollege.ca/health](http://international.niagaracollege.ca/health) or call StudentGuard at 1-877-USE-THIS

**IMPORTANT:** StudentGuard insurance is mandatory and cannot be cancelled.

## Full-Time Programs

### Selecting your Timetable

 Starting: April 24 at 7:00 A.M.

1. Log into [mync.niagaracollege.ca](http://mync.niagaracollege.ca)
2. Under “My Timetable & Grades” click on “Select/Manage Timetable”
3. Read the important notice and click “I Accept”
4. Click on “Select Your Timetable Block”
5. Click the drop down window beside “Timetable block” when you have one selected
6. Click “View Timetable” for a printable version

**IMPORTANT:** Some programs will only have one timetable to choose from.

**In case any time or room changes have occurred, print a new copy of your timetable on the first day of class.**

### Choosing Electives

If your program requires an elective, you will be asked to choose it when you enroll in your Timetable Block. Space is limited, so choose your electives as soon as possible. If you wait, you can choose an elective by clicking on “Customize your Timetable Block”. For more information, click on the help button on the NICOLE homepage and read the document “Choosing your Elective”.

**IMPORTANT:** If you change your timetable block, you must reselect your elective.

### Swapping / Dropping Classes

**The last day to swap or drop a class is May 12.**

**Example:** You are currently registered in Biology. You have selected Timetable #1, but would like to swap your biology class with the one scheduled on Timetable #2. You may do so as long as:

- » There is a seat available
- » There are no conflicts with other classes you are registered in

To swap or drop a class, click on “Customize your Timetable Block”

### Schedule of Courses (Course Search/View)

To search for a course (by title or subject) use the “Schedule of Courses” link located on the “mync” portal. Simply enter the term, course title or subject and click “search”.



## How do I know that I'm successfully Enrolled in my classes?

When logged into NICOLE, the status line will show you how many courses and credits you are enrolled in. Clicking on "Credit Requirements" will show you the total credits required for your program as well as the minimum allowed to be a full-time student.

You must see your International Student Advisor before swapping or dropping a class. It is your responsibility to ensure you are enrolled in all your classes.

Documents to help you are available online at [mync.niagaracollege.ca](https://mync.niagaracollege.ca). If you can't find the answer to your question, send an email stating your name, student number, program and question to [NicoleSOS@niagaracollege.ca](mailto:NicoleSOS@niagaracollege.ca)

## Housing Options

Our International Housing Coordinators can help you find a place to live while you complete your studies at Niagara College. Most students choose to stay in Homestay, but you also have the choice to stay in on-campus residence or in an apartment. [niagaracollege.ca/housing](https://niagaracollege.ca/housing)

### Homestay

In Homestay, you can expect to experience Canadian culture from a Canadian family. You will have your own private room with a bed, desk and a place to store your belongings. Although you prepare your own breakfast and lunch, your evening meals are made by your Homestay family and usually eaten together. It's a wonderful way to learn about Canada and yourself! Apply online at [niagaracollege.ca/homestay](https://niagaracollege.ca/homestay)

### Landing Pad

In Landing Pad, you will be welcomed into a family home for a one month period as you look for space to rent. You will have your own private, furnished room plus two meals per day. Living in the local community will allow you to be more informed about renting in Ontario so you can make a better decision about where you wish to live during your studies.

Apply online at [niagaracollege.ca/homestay](https://niagaracollege.ca/homestay)

### Residence

In residence, you receive a private furnished bedroom but share a kitchen and bathroom with another student. You need to purchase or bring many of your own living supplies including bedding and kitchenware and have to cook for yourself. Residence is a great opportunity to meet other students in a safe environment on campus. [niagararez.ca](https://niagararez.ca)

### Off-Campus Housing

In most off-campus rentals, you will have your own space that may be partially furnished. If you have roommates, you will share cooking and bathroom facilities with the people you live with. You must buy your own food and cook for yourself. Once your visa is approved, we can help you with referrals to landlords upon your arrival. **Important: Niagara College is a multi-campus institution. Please ensure to check the campus where your program is based before deciding on off-campus housing options.**

### Questions

For all housing related questions, contact an International Housing Coordinator at [housing@niagaracollege.ca](mailto:housing@niagaracollege.ca)

**Welland:** (905) 735-2211 Ext. 7763

**Niagara-on-the-Lake:** (905) 641-2252 Ext. 4190



## What to Expect at Niagara College

International Students at Niagara College enjoy a variety of self-service options that allow them to remain updated on campus notices, class schedules, grades and more. Your myNC account is your portal to all the important information you will need to be successful at the College.

As a responsible member of the Niagara College community, it is expected that you will:

- » **Attend 100% of your classes unless you are sick**
- » **Be punctual**
- » **Follow instructions and pay attention to details**
- » **Be professional**
- » **Participate in class and group work**
- » **Maintain academic integrity/honesty**
- » **Be proactive – ask for help before problems grow bigger**

It is possible to fail a course. College professors may deduct marks for late or missing assignments, and they cannot assign grades for tests that haven't been written. College students are expected to complete all their tests, assignments and presentations on time — and if this is not possible, students should discuss their issues with their professor promptly.



## Frequently Asked Questions

### Can I get a bank account?

You may want a Canadian bank account while studying in Canada. Some Canadian banks have offices in your country or you can open an account after you arrive.

You will need your passport and student ID to open an account. There is no fee. The process is easy and takes less than one hour.

### What documentation does Canadian Border Services need?

When arriving at Canada Customs and Immigration you will need to present your Study Permit Authorization Letter along with your passport. You should also carry your Letter of Acceptance and Invoice receipt with you. If your program has a work component, present your offer letter to border services.

### How do I apply for a Student Visa?

Information on preparing a Student Visa can be found at [cic.gc.ca](https://cic.gc.ca)

### Can I work in Canada?

The Government of Canada allows the following work options for International Students

- » **co-operative education (co-op)**
- » **internship/practicum**
- » **on-campus/off-campus work**
- » **post-graduate work**

For more information, visit [cic.gc.ca](https://cic.gc.ca)

### Do I need to buy textbooks?

Most courses require you to buy textbooks. The cost can vary from \$500-\$2000. Textbooks must be purchased during the first week of class at your campus bookstore.

### Do I need to buy my own computer?

Laptop computers are mandatory in all semesters of the following programs:

- » **Mechanical Engineering Technology**
- » **Mechanical Engineering Technician**
- » **Civil Engineering Technician**
- » **Construction Engineering Technology**

There are over 2,000 computers between our three campuses for you to use free of charge. Computer labs are open early and remain open late so you can complete work after your classes. Each lab is equipped with pay-per-use printers and high speed internet access.

You may find it more convenient to purchase your own laptop to use. There is wireless and wired network access in all campuses.



## Student Services

### Athletics

Athletics and recreation are an important part of college life. Whether your interest lies in varsity or intramural sports...



join in the spirit of the Niagara Knights! Men's and women's varsity sports include: basketball, curling, outdoor soccer, golf, and volleyball. Intramural activities include: ice hockey, ball hockey, baseball, basketball, table tennis, volleyball, and more!

Maintain a healthy lifestyle by using the gym and fitness centre at the Welland and Niagara-on-the-Lake campuses. The Welland Campus has a large green space available for student recreational use, or join the Niagara Centre YMCA (membership fees apply).

For more info visit: [ncrecreation.ca](http://ncrecreation.ca)

### Campus Store

The campus stores sell course textbooks, supplies, computer accessories, trade and reference books, giftware and clothing. The campus store offers four options in textbooks: New, Used, Digital and Rentals on selected titles. Your timetable/schedule or full course information is required to determine which material(s) you need to purchase. Shop on-line at [niagaracollege.ca/store](http://niagaracollege.ca/store)

### Centre for Students with Disabilities

At NC, we offer a variety of accommodations to help make your college experience successful. Students with documented disabilities are encouraged to make an appointment with a Disability Counsellor before the start of their new academic year. For more info visit: [niagaracollege.ca/cswwd](http://niagaracollege.ca/cswwd)

### Co-Curricular Record (CCR)

Co-Curricular Record (CCR) is an official Niagara College document developed to enhance your resume and career or academic portfolios. By registering for the program, individuals gain recognition for student engagement, leadership and co-curricular activities pursued outside of the classroom.

### Computer Support Centre

The Computer Support Centre can assist you with Internet and computer account problems. You can reach the CSC by phone at 905-735-2211 Ext. 7642 or email at [csc@niagaracollege.ca](mailto:csc@niagaracollege.ca).

CSC phones and email accounts are monitored Monday - Friday 8:30am - 4:30pm. We try to respond to all inquiries within 24 hours.

### Food Services

NC Food Services offers broad and varied menu choices that encompass the quality and value of home cooking. We offer meal plans that can save you money with savings of up to 13%!

For more info, visit [niagara.campusdish.com](http://niagara.campusdish.com)

### Global Connections

This program connects Canadian students with International students in a partnership to promote learning from one another.

The goal of Global Connections is to introduce students to a cross-cultural experience. Each connection between an International and Canadian Student is a positive, valuable and mutually beneficial interaction.

Reasons to Join:

- » **Help improve your language skills**
- » **Feel more integrated into Niagara College life**
- » **Experience Canadian hospitality and friendship**
- » **Share cultural celebrations, food, music, pictures, etc.**

For more information visit:

[international.niagaracollege.ca/connections](http://international.niagaracollege.ca/connections)

### Healthcare

**Welland: AH125 Niagara-on-the-Lake: W105**  
A Registered Nurse is available Monday-Friday 8:30am - 4:30pm. We also provide doctor's clinics on campus during the week.

For more info, [niagaracollege.ca/health](http://niagaracollege.ca/health)

### Library & Learning Commons

NC libraries and Learning Commons are located in the Welland and Niagara-on-the-Lake Campuses. A student ID card is required to borrow equipment from a library. For more info, [niagaracollege.ca/library](http://niagaracollege.ca/library)

### Lockers

To rent a locker per term, visit [niagaracollege.ca/lockers](http://niagaracollege.ca/lockers)

### Parking

Parking permits can be purchased, by term or by academic year, on-line at: [niagaracollege.ca/parking](http://niagaracollege.ca/parking)

### Peer Tutoring

Through peer tutoring, a student who has excelled in a course helps a student experiencing difficulties in that same course. For more info visit: [niagaracollege.ca/tutor](http://niagaracollege.ca/tutor)

### Social Events

**International Social Activities** Activities and social events are organized regularly to help you enjoy your time at NC. Some of these include: hiking, camping, canoeing, horseback riding, day trips to major cities, sports and skiing/snowboarding.

For a list of upcoming events visit

[international.niagaracollege.ca/events](http://international.niagaracollege.ca/events)

### Student Administrative Council (SAC)

**Niagara College Student Administrative Co** Every year, the student body of NC votes for a council of representatives that act as the liaison between students and College Administration. The Welland and NOTL Campuses has their own student council that looks after extra curricular, social and academic functions.

**Welland:** second floor, Athletic Wing.  
**Niagara-on-the-Lake:** lower level, North Wing.  
**Niagara Falls:** Student Commons

For more info, visit [ncsac.ca](http://ncsac.ca)

### Student Centres

The Core (Welland Campus) and The Armoury (Niagara-on-the-Lake Campus) are not-for-profit businesses which are owned and operated by SAC. Both feature a variety of food and beverage items, games and entertainment. Every dollar spent in the student centres goes back to you the student. Watch for our daily food specials.

THE SHACK (Canteen) at the Welland Campus is conveniently located just inside the entrance of the Athletic Centre. Get your coffee, grab n' go meals and a variety of assorted snacks at affordable prices. [ncsac.ca](http://ncsac.ca)

### Transferring Credits

Students who transfer from other institutions may be granted exemptions for individual courses or direct entry into an advanced term. Some fees will apply.

For more information or to download a request form, visit: [niagaracollege.ca/transfercredit](http://niagaracollege.ca/transfercredit)

### Transit U-Pass (bus pass)

Full-time post-secondary and/or graduate certificate students can pick up their U-Pass sticker at their campus' SAC office. This U-Pass is included in tuition fees and provides unlimited transit services in Welland, St. Catharines, Thorold and Niagara Falls. For more information visit: [niagaracollege.ca/upass](http://niagaracollege.ca/upass)

## Check Your College Word Knowledge

**Academic Advisement:** a written record of your program's plan of study.

**Articulation Agreement:** an agreement between post-secondary institutions (colleges or universities) that facilitates the transfer of credits between those institutions.

**BlackBoard:** the online portal that allows professors to post course material, announcements, grades, quizzes and other important information that students need for successful completion of their courses.

**Co-Curricular Record:** a document that can be used in tandem with a resume that showcases student engagement, leadership and co-curricular activities pursued outside of the classroom.

**Coordinator:** a professor who also advises students of their program of study.

**Credit:** most courses are worth 2-3 credits. These are a reflection of the number of classroom hours involved in a course.

**Course Information Sheet (CIS):** a summary of course information and learning outcomes.

**Course Description:** A description of your course that includes the subject matter, approach and applicability of what you are studying.

**Grade Point Average (GPA):** The weighted averages of an individual's course grades multiplied by the number of credits the course is worth. Where a course has been repeated, only the higher grade is used in calculation.

**Mid-Term Evaluations:** indicators of a student's progress in each course are made available about half-way through a semester (usually in November for Fall term and in March for Winter term). At NC, evaluations are "S" for satisfactory, "U" for unsatisfactory and "N" for not attending.

**NICOLE:** is the acronym for Niagara College Online Enrollment. It is where you choose your timetable.

**Plagiarism:** taking words or ideas from someone else's writing or speech without acknowledging ("referencing") their origin. Students caught plagiarizing will be punished with Student Academic Misconduct.

**Prerequisite:** a course that a student is required to take before they are allowed to take another specific course.

**Program:** a program of study is a set of courses (usually 5-6 per semester) designed to teach expertise in a particular field, such as Office Administration or Law and Security.

**Semester/Term:** a period of study measured in weeks. Semesters are usually 14-15 weeks long.

**Registrar:** the officer in a college or university who keeps enrollment and academic achievement records. The office of the Registrar at NC (which is also known as Registration and Records) is where students can make changes to their programs, pay fees, and apply to graduate.

**Scholarship:** money awarded to a student, usually based on outstanding academic performance or other criteria. Scholarships do not usually have to be paid back.

**Teacher Learning Plan (TLP):** the specific tracking plan used by a professor for a course.

**Transcript:** an official record of all the courses a student has taken and their final marks.

## Tips for Success



- Try and attend all of your classes and make notes to help you study for exams
- Get involved with student activities on campus. Most student groups run events that you can attend. Look for activities on BlackBoard, the Centre for Leadership & Engagement and student notice boards around campus.
- Be careful with your money. Always make sure you can pay for your living expenses (bills, food, rent etc.) before buying items like clothes or electronics.
- If you are unhappy with what you are studying, we are here to help you. Make an appointment with an International Student Advisor who can talk with you about your options.
- Enhance your resume and boost your employability skills by getting a part-time job, co-op placement volunteer position while studying at Niagara College.
- Read the College's policies on Academic Misconduct, Academic Code of Behaviour and Attendance & Lateness. Understanding the rules will help you avoid mistakes that could hurt your grades.
- Show your knowledge and understanding of your course material by participating in class discussion. Part of your grade may depend on it!

## Checklist for Success

We suggest you complete this checklist before the start of your first semester. (Not everything will pertain to you)

### Pre-Arrival

- I have submitted any outstanding documents requested by Niagara College International Admissions
- I have chosen my timetable
- I have set up my computer account
- I have made a copy of my passport that includes: my personal information page; all stamped pages; visas and permits
- I have arranged for transport from Pearson Airport to the College

### Arrival

- I checked in at the International Office
- I have my Student ID Card
- I contacted my family to tell them I arrived safely

### Housing and Accommodation

- I have read the information at [international.niagaracollege.ca/housing](http://international.niagaracollege.ca/housing)
- I have arranged for accommodation at a hotel of my choice for my arrival
- I have updated my address in BlackBoard so that I receive my mail
- I have read the Homestay Guide
- I have read about [Ontario Landlord Tenant laws](#)
- I am aware of the rules and restrictions for the property where I reside

### Phones, Cable, Internet, Email, Mail

- I have investigated the costs of landline phones versus cell phones and purchased one or both
- I have investigated bundling of communication services and compared prices and plans
- I have looked up the post offices and figured out which is closest and most convenient to me

### Currency, Banking and Cheques

- I have opened a bank account
- I have spoken with someone about the currency system in Canada
- I have spoken with someone about how to use cheques
- I have spoken with someone about how to use an ATM

### Immigration

- I have reviewed the [Canadian Citizenship and Immigration](#) website's information on study permits.
- I have applied for any required immigration documents
- I have made a copy of my passport that includes my personal information page, all stamped pages, visas and permits

### Spouse and Family

- I have investigated the resources available to my spouse and/or children
- I have applied for any required immigration documents



### Transportation

#### If I am going to take the bus:

- I have picked up my U-Pass from the Student Administrative Council (SAC) office (**available during Orientation**)
- I understand how to use the bus

#### If I am using a bike:

- I have bought a bike lock and helmet
- I have reviewed [Ontario's Guide to Safe Cycling](#) (including Cycling and the Law)

#### If I am driving:

- I have read the [Driver's Handbook](#) and am familiar with the rules concerning driving in Ontario
- I have read information about getting an [Ontario Driver's License](#)
- I have read information on how to get a [NC parking pass](#)

### Health and Wellbeing

- I have read the information about [Health Services](#) at Niagara College
- I have received via email, saved and printed my Guard Me Health Card
- I have read about what Guard Me covers
- I know how to submit a claim online or by paper
- I have updated my local contact information on my Student Records, including emergency contact information
- I know where walk-in clinics are in my city and the hospital for emergencies
- I read about [Student Counselling](#) services in case I ever need to book an appointment with them
- I have visited the [Athletics and Recreation](#) centres and know about activities offered



- I know about the [Dental Clinic](#) services at the Welland Campus
- I have the Community Emergency Contacts card
- I am familiar with the different types of stores located in my city for food, household items, clothes, etc.

### Work

- I have a Co-op Work Permit if I have a co-op/internship/field placement job in my program
- I have visited the NC Career Office on my Campus
- I know how to look for an [On-Campus Job](#)
- If I have a co-op or internship, I have met with my Co-op/Internship Consultant
- I have received my Social Insurance Number (SIN Card)

### Student Life

- I attended Orientation
- I have reviewed the information provided on the USB provided at Orientation
- I have taken a campus tour
- I signed up for an International Peer Mentor
- I have received my Student ID Card
- I have visited the Student Administrative Council (SAC) Office and know about their services and activities
- I regularly visit the International Homeroom BlackBoard to learn about important updates and social activities
- I am aware of [Campus Security Services](#), such as Campus Watch
- I know what to do if I need a [Locker](#)

### Academic Success

- I have met with my International Student Advisor
- I attended my Program Information Session during Orientation

- I have introduced myself to all my professors and the Chair of my program
- I know the office hours of my professors and how to contact them by email / phone
- I have my timetable and know where all my classes are
- I have reviewed my Academic Advisement and know the plan of study for my program
- I have reviewed the Course Information Sheets for all my courses
- I know when my assignments are due and tests are scheduled
- I have read the document about Classroom Expectation
- I have purchased my textbooks for this term
- I have looked at the [Study Resources](#) on the NC website and found resources I can use
- I have read key policies concerning student rights and responsibilities
- I have reviewed the [Academic Misconduct Policy](#)
- I have reviewed information and sought help as needed regarding Plagiarism and Citations
- I know where to request or become a [Peer Tutor](#)
- I have taken a library tour
- I am aware of the free Math, ESL, Research Skills and Writing tutorials in the Library
- I have explored the types of information technology support available on campus
- I know to call extension 7642 for BlackBoard / Computing help
- I have signed up for the [Co-Curricular Record](#)