

Northern Lights College



International Student Handbook



**B.C.'s Energy
College**

Northern Lights College
International Education
9820-120th Ave, Box 1000
Fort St. John, BC V1J 6K1
Canada
250-785-6981
inted@nlc.bc.ca
www.nlc.bc.ca

Student Resources

We have staff who will be happy to:

- ✚ Help you with career and educational counseling
- ✚ Help you with problem solving
- ✚ Give you study advice and learning strategies
- ✚ Help you learn NLC policy and guidelines
- ✚ Help you select courses as well as register for courses
- ✚ Schedule appointments with our counseling staff
- ✚ Help you drop or withdraw from courses

Our instructors teach students by:

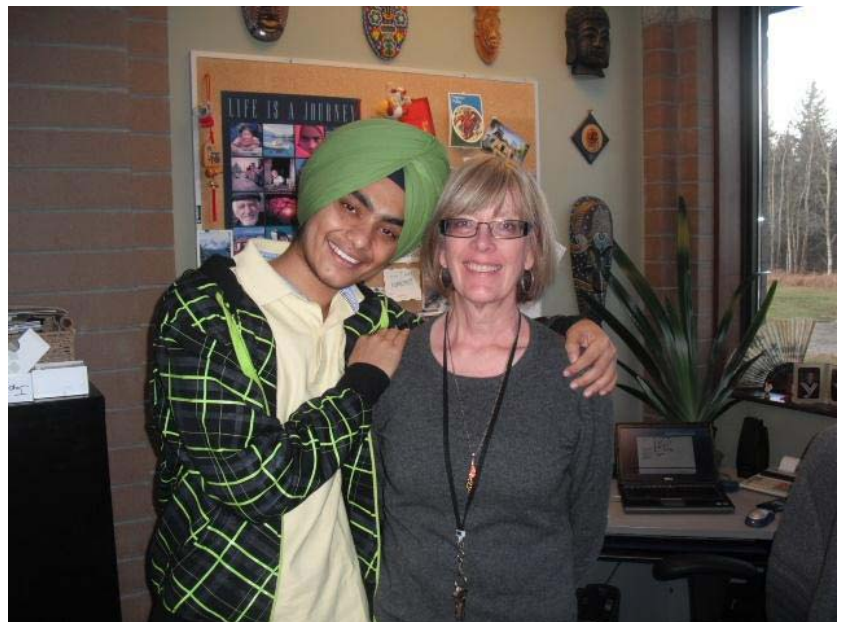
- ✚ Providing lectures during class times
- ✚ Answering questions during class
- ✚ Meeting with students individually or in small groups to discuss course content or classroom activities
- ✚ Marking papers, tests and exams
- ✚ Providing suggestions to a student who needs additional work in order to successfully complete a class
- ✚ Supervising labs or practicums, assisting the student to understand the concepts as they are applied

All instructors have offices, office phones and email addresses. This information will normally be included in your course outline. It is also available on our

website (www.nlc.bc.ca) by clicking the

FACULTY
& STAFF

button.



Housing

Northern Lights College Residence

- Application Fee \$50 (non-refundable)
- Damage Deposit \$200 (refundable if room left in good condition)
- Rent/month \$480
- The residence is a four-bedroom apartment shared with other students of the same gender. You will have a private bedroom with a key lock. In your bedroom will be a bed, desk, chair and lamp. You will have a shared kitchen and bathroom. There are two full bathrooms in each apartment as well as a living room.
- You will be expected to provide your own bedding, food, kitchen utensils and cleaning supplies.
- Residence Rent is paid quarterly at the beginning of each term.
- <http://www.nlc.bc.ca/Admissions/Residences/FortStJohnCampus.aspx>



To reserve a room in the residence you would need to submit the completed residence application form as well as \$250CAD. This needs to be done in advance of traveling to Northern Lights College to ensure availability of space and a room made up for you.

Applying for Recognition of Courses/Programs Studied in Other Countries:

Students wishing to have their courses or programs, studied in other countries, recognized in Canada need to make official application to BCIT's International Credit Evaluation Service (ICEF) program. <http://www.bcit.ca/ices/> When making the application for credential evaluation request that they send a copy to:

International Education
Northern Lights College
Box 1000
9820-120th Ave
Fort St. John, BC V1J 6K1
250-787-6217

Refund Policy

Only students who provide written proof from the Canadian High Commission that their Study Permit was denied will be eligible for a refund of the \$8,500 tuition deposit less a \$250 Processing Fee and less the \$500 Seat deposit (if applicable). The written proof must be submitted within three months of the date on the letter of refusal from the Canadian High Commission.



Library Services:

The Northern Lights College Library is open to students, NLC staff and to members of the community.

Library services are available online, in-person, by phone, and by email.

Visit the Library web page at <http://library.nlc.bc.ca>

Library Collection

The Northern Lights College Library online catalogue, known as WebCat, contains listings of the books, videos, and some periodicals held in the libraries on all NLC campuses. There are over 40,000 books, 2,000 videotapes and over 350 periodical subscriptions (journals and magazines) listed, and new items are added daily including records for materials on order and in processing. Over 3,000 journals and newspapers are accessibly in full text through our online databases.

Library Cards

A valid library card is required to borrow library materials. Students complete library card applications on arrival at NLC with the Student Advisor.

Computer Lab

There are 11 computers in the library available for use by patrons. One computer is wheelchair accessible.

Photocopying and Printing Copy Cards

Students may purchase copy cards from the Library staff to print their schoolwork to the photocopier in the Library, or to make copies. Price per page is \$0.15/side. Students are welcome to ask Library staff for assistance.

Library Orientations/Research Assistance

Ask a librarian for assistance in finding relevant books and journal articles and/or if you need help researching a course related topic. The librarian will also provide assistance and instruction in using the Library's website, the online library catalogue, article databases, and the internet.

Guided tours of the library are available to provide a general introduction to the library services.



Classroom Etiquette:

Keys to Success in the Classroom

- ☑ Be on time (or early) for classes
- ☑ Turn off your cell phone
- ☑ Read your assigned reading before class
- ☑ Have your completed homework ready to hand in (if you haven't already handed it in on D2L)
- ☑ Ask for help if you do not understand the lesson or the assignment
- ☑ Stay for the entire class time (except to use the washroom)

***Please be aware that you will be learning things in the classroom lectures that will not be found in your textbooks. You need to attend class regularly and on time to ensure that you do well on tests as you will be tested on knowledge learned from the textbooks as well as from knowledge learned in the classroom lectures.**

Interactions with the Instructor

Students are expected to interact in a respectful manner.

- Feel free to participate in classroom discussions and ask questions
- To speak during class raise your hand until the instructor acknowledges you
- Do not interrupt your instructor when he/she is talking
- Talking during a lecture is not acceptable
- If you require additional help outside the classroom hours feel free to contact your instructor during office hours or through email. When emailing your instructor use proper email etiquette



Interactions with Other Students

Student interaction is encouraged. You will enjoy your time at Northern Lights College more if you make new friends during your studies.

The friends you make in college will be a wonderful part of your Canadian experience.

Plagiarism and Cheating

Plagiarism involves the unacknowledged reproduction of information. It includes inadequately citing sources for information quoted, paraphrased, or summarized in an assignment; wholesale copying of material written by others; and submitting work prepared by someone else as one's own. This improper use of material also applies to Internet sources. Plagiarism is a serious academic offence that may result in a simple warning, reassessment of the work in question, failure for the particular assignment, failure in the course, denial of admission or re-admission, suspension, or a requirement to withdraw from the College.

Further to the definition above. Please know that it is NEVER okay to copy or imitate another student's assignment, whether past or present. So, if a student "authorizes" you to copy him/her... you must not.

Handing in Assignments

Assignments need to be handed in on time. Your teacher will always notify you as to when assignments are due. Your assignments need to be handed in before that time. If you have some extenuating circumstance where you feel you cannot hand your assignment in on time contact your teacher well in advance of the due date. Contacting your teacher on the same day is not appropriate. Assignments that are handed in late will have penalties attached to them. Some may even be graded at a 0% because they are not on time. Please remember that your college experience is training you up to be professionals in your chosen fields. In the work place your assignments have to be on time. When a teacher grades your assignment at a 0% because it wasn't available for marking on the deadline that is not the teacher's problem, it is yours. At this time in your life your education is your focus, if you have a job which tires you out and makes it so that you are unable to take care of your education properly then you need to rethink working. You are here to study.

Do not plagiarize and do hand your assignments in on time.

Use of Internet and College Computers

Students are welcome to use the computers in the Library, the student computer lab, as well as the residence.

Students using these computers must ensure that they are not doing any of the following:

1. Downloading and/or Sharing of Music, Movies or other entertainment
2. Playing Network and Internet Games
3. Hosting of any kind will
4. Visiting pornographic



Culture Shock

<http://www.studentsabroad.com/canada/cultureshock.html>

Even the bravest student is going to have a time when he/she feels homesick and missing his/her family and favorite foods.

The web-site above is good for explaining what you are going through and for giving you tips on how to adjust to your new life.

Of course, the staff at Northern Lights College are also concerned about your well-being and we are here to talk with you and help you through the happy times as well as the sad.

We are also happy to assist you with making appointments to speak with a counselor.

Study Permit Extensions/Work Permit Applications

Information on both topics can be found at: www.cic.gc.ca

To apply for a Study Permit extension please see the Student Advisor. Paperwork needed at time of Study Permit extension application is:

- Letter of Acceptance
- Passport
- Copy of most recent bank statement
- Receipt for the \$125 Application Fee paid at the bank

To apply for a Work Permit please see the Student Advisor. Paperwork needed at time of Off-Campus Work Permit application is:

- Passport
- Receipt for the \$150 Application Fee paid at the bank

You may apply for an Off-Campus Work Permit after 6 months of successful, full-time studies in a program other than ESL.

To apply for a Post-Graduate Work Permit you will need:

- Passport
- Final transcript showing Diploma, Certificate or Degree received or a copy of your Diploma, Certificate or Degree
- Receipt for the \$150 Application Fee paid at the bank
- You can only apply for a Post-Graduate Work Permit once in your life.

You may apply for a Post-Graduate Work Permit if you have successfully completed a program of a minimum of eight months long. You must apply within 90 days of completion of the program.

Length of time a Post-Graduate Work Permit can be granted for is shown at:

<http://www.cic.gc.ca/english/study/work-postgrad-who.asp>

If the official length of your program of study is:

- ❖ less than eight months, you are not eligible for this program
- ❖ less than two years but more than eight months
 - you may get a work permit for a period no longer than the length of your program of study (for example, if you studied for nine months, a work permit may be issued for a period of nine months)
- ❖ two years or more
 - a work permit may be issued for three years

IMPORTANT: Post-Graduate Work Permits are only granted once. If you have previously had a Post-Graduate Work Permit in Canada you will not be granted another one.

Medical Insurance

When students first arrive we sign them up on Strategic Financial Insurance for the first three months and then put them on BC Medical. The reason we use Strategic Financial first is that newcomers to BC must be in the province for three months before being able to sign up for BC Medical.

When students are on Strategic they must pay the doctor's fees ahead of time when they see a doctor and then they bring the receipts to the Student Advisor and he/she will mail away for a bank draft refund for the student. It can take a few weeks. Strategic does cover some expenses that BC Medical does not – like prescriptions.

Strategic will not pay for treatments on any ongoing issues (skin conditions, pregnancy, etc.) and they will not cover expenses when a student has been drinking alcohol or behaving recklessly.

When the students receive their BC Medical card they do not have to pay when going to a clinic or hospital. X-rays, ultrasounds, surgery, etc are all covered by BC Medical. The only thing the students would have to pay for is prescriptions. Students who have a BC Medical card is treated as a Canadian when receiving medical treatment.

The Student Advisor will have all of the paperwork ready for both medical insurance applications for when the student arrives.

Medical Information

When feeling unwell but undecided whether or not to see a doctor please call the *BC NurseLine at 1-866-215-4700*. This service is confidential and available 24 hours a day.

Seeing a Doctor

Walk-In Medical Clinics

- ❖ For people new to town
- ❖ For people who need to see a doctor quickly (but not an emergency)

For Emergency Care:

Call 911

Once you have been to see a doctor in one of the town's clinics it is a good idea to continue seeing the same doctor and scheduling appointments with him/her when necessary.

Hospital Emergency Usage

- ❖ Go to the hospital only in serious situations such as severe pain, inability to breathe and bleeding that will not stop.

Volunteering in the Community

Volunteering is a good way to meet new people and experience more of Canadian culture. Many Canadians like to volunteer and help other people out. Volunteering is not paid work.

Students are encouraged to get involved and volunteer if they wish to do so. A bulletin board outside the International Education office has suggestions for volunteer opportunities in the community. You are also welcome to speak to one of the staff members about questions regarding volunteer work.

Some suggestions are:

- Walking the dogs for the SPCA
- Playing with the children in the college daycare
- Shoveling snow out of driveways for the elderly
- Serving soup to poor people
- Volunteering at the Art Gallery

Money

Canadian money is made up of coins as well as paper.

Penny 1 cent (\$0.01)	Nickel 5 cents (\$0.05)	Dime 10 cents (\$0.10)	Quarter 25 cents (\$0.25)	Loonie 1 dollar (\$1.00)	Toonie 2 dollars (\$2.00)
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Five dollar bill (\$5.00)



Ten dollar bill (\$10.00)



Twenty dollar bill (\$20.00)



Fifty dollar bill (\$50.00)



One hundred dollar bill (\$100.00)

Banking

To open a bank account you will need to take your passport, study permit, NLC student card, and your local address. The bankers in town are used to helping international students open their new bank accounts. The Student Advisor can also offer assistance with helping you make your appointment to see the banker in your choice of local banks.

In Fort St. John we have:

- Credit Union
- Scotiabank
- Toronto Dominion Bank
- Bank of Montreal
- Canadian Imperial Bank of Commerce
- Royal Bank of Canada

During your banking appointment you will be signed up for a Student Account with lower fees as well as taught how to use your new bank card.

Shopping

Most grocery stores are open around 8 a.m. until 9:00 p.m. Prices for items are clearly marked but, if you have questions, you are always welcome to ask for assistance. Please note that people do not bargain for lower prices in stores that sell new products and that you may have to pay tax on most things you buy.

If you buy something and later decide that you do not want it you may be able to return or exchange it (not food items). Stores do not have to take things back, it is important to ask what the return policy is at a store when you are making a purchase.

Phone Cards

Phone cards are available for purchase at most convenience stores and gas stations. They clearly show the cost/minute of the phone call and are reasonably priced. These are handy for students new to the country.

Calling Home from a Computer

Many students find using Skype a useful and cost efficient way of staying in contact with family and friends. Skype will allow you to call other people on their computers for free or on their home phones or cell phones for a low price. For more information, check the Skype website at www.skype.com.

Transportation

Buses

Fort St. John has a bus service that stops regularly at Northern Lights College. Students may purchase a monthly bus pass at Student Services for \$35. Bus use with the bus pass is unlimited. People get on the bus at the front door and may get off the bus at either the front or back door. When you are sitting on the bus you will see a thin rope by the top of the window, when you see your bus stop just pull on the rope to let the driver know.

You can access bus maps and schedules online at <http://www.bctransit.com/regions/fsj/?p=2.list> .

Walking

When walking along the roadways try to keep to the sidewalk. If there is no sidewalk where you are walking it is important to walk on the left side of the road so that you are facing on-coming traffic.

You should only cross the street at the street lights or cross walks (cross walks are white lines painted on the road). Even though you have the right of way as a pedestrian it is important to still watch that traffic stops before stepping onto the street to cross the road.

Things to Do

International students are encouraged to participate in recreational activities with English speaking Canadians. Staff members are committed to assisting students to join a variety of activities where students can practice their English skills and enjoy Canadian culture. Examples of activities students enjoy are:

Golfing	Horseback riding	Soccer
Swimming	Sky watching	Potlucks
Volleyball/ Walleyball	Basketball	Racquetball
Restaurants	Badminton	Curling
Irish dancing	Scottish Dancing	Square dancing
Toastmasters	Movie night	Art classes
Fishing	Canoeing	Skiing/Snowboarding
Body building	Dancing at clubs	Watching hockey
College special events	Walking along nature trails	Bowling