



**2011/12 Guidebook
For International Students**

**Nova Scotia Community College
Nova Scotia, Canada**

Updated: July 6, 2011

Welcome to Nova Scotia Community College!

Thank you for your interest in attending Nova Scotia Community College (www.nsc.ca).

Nova Scotia Community College (NSCC) consists of 13 campuses throughout the province. Currently, over 110 different programs are offered to approximately 10,500 full-time students and over 25,000 students in part-time, continuing education and customized training programs.

This guidebook will provide you with the information you need in preparation for your time at NSCC. It will also give you an opportunity to see the unique programs and opportunities that are offered at our College. When you arrive at one of our campuses you will receive an orientation seminar at the beginning of the academic year which will include a campus tour where you will have a chance to meet NSCC students and staff.

We look forward to welcoming you to Nova Scotia Community College!

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Preparation Checklist

Use the following checklist as a reminder of things to consider before coming to Nova Scotia Community College.

After receiving your acceptance letter:

- Apply for a Temporary Visa and Study Permit
- Confirm your seat in your chosen program by paying the confirmation fee
- Inform the NSCC Admissions office when you have received your Study Permit
- Research your housing options
- Confirm your housing arrangement
- Prepare a budget to manage your funds
- Make sure you have available funds for emergencies
- Book your flight
- Make arrangements for airport pick-up
- Pack all required documents for opening a bank account
- Additional program requirements, including criminal record check, immunizations and first aid, are required for Health & Human Services programs.
(www.nsc.ca/Learning_Programs/Schools/Health/docs/Admissions_Health_Requirements.pdf).

When arriving in Canada you should:

- Provide all required documents to the Canadian Border Services Agency officer
- Contact your campus about any changes in your arrangements (including changes in your address, telephone number, etc)

Upon arrival in Nova Scotia:

- Contact your family to let them know that you have arrived safely
- Settle into your accommodations
- Open a bank account
- Complete the registration for your program at NSCC and pay all program related fees, such as International Health Insurance

- Attain student identification card and parking pass (if applicable)
- Attend the orientation day at your NSCC campus

Section 1: Application Process

Once you have made your decision to apply to Nova Scotia Community College (NSCC), there are a number of things that you need to consider.

1.1 Applying to Nova Scotia Community College

Application, Process & Requirements

We welcome students from all countries and look forward to providing them with a unique learning and living experience at one of our campuses across Nova Scotia. The process for international applicants differs from that for Canadian citizens and those with landed immigrant status. You will follow the standard admission process, with a few additional requirements as outlined below.

Studying in Canada

International applicants require a valid student visa to study in Canada. If you currently have a valid student visa, please provide this information on your application.

Application Deadline

Completed applications must be received prior to May 1, 2011, to be considered for September 2011 enrollment. Applications received after May 1, 2011, or applications that do not include a valid student visa, will be processed for the following year's intake.

Application Fee

The application fee for citizens of other countries is \$75 (Canadian). This non-refundable fee must accompany your application.

Transcripts & Required Documentation

All documentation, including transcripts and other records required to assess your application, must be received translated from original language to English by a qualified language translator. NSCC cannot assess applications with documentation in any other language but English. World Education Service (WES) is the accepted credential assessment service for international applicants to NSCC and for Canadian applicants with transcripts issued outside Canada. Information and fee requirements for this service are outlined on their website at <http://www.wes.org/>.

Transcripts issued by an institution outside of Canada (in English or any other language), must be assessed by a recognized credential evaluation service. If your transcripts are not in English, an official 'course by course' English translation and the original language version are required. A translation alone is not acceptable. The translator must be certified and indicate this with a stamp or seal and signature on the document.

NSCC cannot accept transcripts from institutions outside Canada unless they have been assessed for 'course by course' equivalency by WES, who will forward their reporting to NSCC directly. Applications are not considered complete until the assessed transcript(s) have been received by NSCC from WES.

Language Requirements

All NSCC programs are delivered in English. To ensure success, applicants may be required to demonstrate their competency in English. International applicants are not required to provide English language test results if they have successfully completed:

- Grade 12 High School in Nova Scotia, or one full year in an accredited Canadian college or university, or
- 3 years of study in English in a college or university outside Canada.

All other International applicants, whose first language is not English, are required to submit the results of one of the following English competency tests:

- Test of English as a Foreign Language (TOEFL) – a minimum test score of 550 (paper version) or 213 (computer version) or 80 on the Internet-based Test (TOEFL® iBT). To request ETS/TOEFL submission of TOEFL scores directly to NSCC, quote institution reference code 8686 on your TOEFL application.
- Canadian Test of English for Scholars and Trainees (CanTest) – average score of 4.5.
- Canadian Language Benchmark (CLB) – minimum level 8.
- Canadian Academic English Language Assessment (CAEL) – minimum Band 60.
- International English Language Testing Systems (IELTS) – minimum Band 6.0.
- University of Michigan English Language Institute (MELAB) – minimum score 77.

Confirmation Fee

Once you are admitted, you are required to pay a nonrefundable confirmation fee within the timeframe indicated on your acceptance letter. This fee is applied against your tuition, and confirms your intention to enroll in the program. If you fail to pay the confirmation fee within the required timeframe, you risk losing your seat in your program. The amount of your confirmation fee is specified in your acceptance letter. The international confirmation fee is \$250.

The confirmation fee is refunded only if the program is cancelled by NSCC. The fee is forfeited if you decide not to attend NSCC after you have confirmed. The fee cannot be held on your student account for future use.

Tuition

The annual tuition for international students of \$8,034.00 (CAD) is reviewed annually and is subject to change. Based on current tuition and confirmation fees, the first tuition payment (less

the \$250 confirmation fee) is due twenty (20) business days prior to the start of classes, which is August 5, 2011. The second tuition payment is due January 6, 2012.

In order to receive a refund on tuition fees, international students must formally withdraw from the College, which involves writing a letter or completing a withdrawal form available at the Centre for Student Success. The following refund schedule is available to international students who formally withdraw from programs.

In all cases, the refund is less the confirmation fee.

- Before first day of class: full refund, less confirmation fee paid
- In the first month: refund 83%, less confirmation fee paid
- In the second month: refund 67%, less confirmation fee paid
- In the third month: refund 33%, less confirmation fee paid
- After the third month: no refund

If a program is cancelled, all fees, including the confirmation fee, will be refunded to you. For details on other program costs including international student health insurance, student association, and program fees, please visit www.nsc.ca/admissions/internationalstudents.asp.

International Health Insurance

All international students are required to carry medical insurance, which must be purchased through NSCC. All documentation relating to your approval to study in Canada must be completed by August 1, 2011 prior to the start of classes. The cost of this insurance during the 2010-2011 academic year was \$650 per individual but is subject to change. Family coverage is also available.

Other Fees

There may be other fees associated with your campus and program. These may include co-op tuition, student association fees, supplies and textbooks. These fees will be outlined in your admissions package.

Questions

If you have any questions please contact us by any of the following methods:

Phone: +1 902 491-4911 or +1 866-679-6722 (toll-free North America)

Email: admissions@nsc.ca

Admissions Contact Hours

Monday - Thursday – 8:00 AM - 6:00 PM (Atlantic Standard Time)

Friday – 8:00 AM - 4:00 PM (Atlantic Standard Time)

Saturday & Sunday – Closed

What Happens Next?

Assessment

We will review your application and notify you as quickly as possible. If you are qualified for a program that has seats available, you will be admitted. If you are qualified for a program that is full, you may be placed on a waitlist. If a seat becomes available at a later date, you will be contacted. If you are not accepted into a program, you will be contacted and given other available options.

1.2 Study Permits

International students who have been accepted in a program (six months or longer) at a Canadian post-secondary institution require a study permit to enter Canada. A detailed overview of all information related to study and work permit issues is available at the web site of Citizenship and Immigration Canada at www.cic.gc.ca/english/study/index.asp.

How to apply for your Study Permit:

1. Obtain a Study Permit application package.

The package includes the instruction guide and all the applications you need to fill out. www.cic.gc.ca/english/information/applications/guides/5269ETOC.asp

2. Read the guide carefully before you complete the application form.
3. Complete the application form and attach the necessary documents.

The application form contains instructions. Read the instructions and be sure to provide the required documents. If you do not provide all the requested information or documents, your application may be delayed.

You can use the same application form for your spouse or common-law partner and for dependent children under 18 if they will be traveling with you. All required documents must be included with your application.

4. Pay the fee and get the necessary receipt.

The application fee for a study permit is \$125. Check the website of the visa office responsible for the country or region where you live for more information on fees and payment options.

5. Mail the application form and necessary documents.

When you have completed the application form, make sure you sign and date it, and that all required documents and fees are included in the envelope. In most countries, application fees must be paid in Canadian dollars. You must send your application to the Canadian visa office in the country or region where you live. Check the guide in your application package for instructions.

Processing time:

How long it takes to process your application varies depending on the visa office where you applied. You can find out more about application processing times at: www.cic.gc.ca/english/information/applications/visa.asp

An interview with a visa officer:

You may need to go for an interview with a visa officer. See more information about an interview in “After Applying” at www.cic.gc.ca/english/study/study-after.asp.

A medical examination:

You might need a medical examination to be allowed to enter Canada. If you do, a Canadian immigration officer will tell you and will send you instructions about what to do. A medical examination can add three months or more to the processing time of your application.

Using a representative:

You do not need a representative to help you apply to visit, study or immigrate to Canada. An option to use a representative is a personal choice.

1.3 Work Permits

Work permits are mandatory for international students who are required to complete a work or co-op placement as part of their study program. All NSCC Programs include a mandatory work placement component (6 – 8 weeks depending on the program choice) at the end of the winter semester. Some NSCC programs also offer the option of a co-op placement (www.nsc.ca/Learning_Programs/Work_Experience/index.asp). International students must apply for a work permit in order to be eligible for the work or co-op placement.

More details on working on and off the campus, as well as information on co-op and post-graduation work permits can be found at: www.cic.gc.ca/english/study/work.asp

The Designated Institutional Representative at Nova Scotia Community College is:

Ms. Patsy MacDonald
College Registrar
patsy.macdonald@nsc.ca

1.4 Documents Required to Enter Canada

Important - You will not be allowed in Canada if any of your documents are missing. Make sure you have multiple copies of all required documents stored in separate locations.

When you are entering Canada, a Canada Border Service Agency (CBSA) officer may ask to see your passport and your study permit. If you are a permanent resident of Canada or the U.S, you should bring your Permanent Resident Card with you. Additional information is available at www.cic.gc.ca/english/study/study-arriving.asp.

When the CBSA officer asks for your documentation, make sure to have it with you and not packed in your checked luggage. You should have the following documents with you:

- A valid passport.
- The letter of introduction from the visa office that you received when your study permit was approved. This contains your permit reference number which will be needed to issue you your study permit.
- A valid temporary resident visa, if required. You can determine if this is needed to enter Canada by checking this site: www.cic.gc.ca/english/visit/visas.asp
- Your acceptance letter for the Nova Scotia Community College.
- Proof that you have enough money to support yourself in Canada.
- Any other document that was recommended by the visa office when you applied.

1.5 Adapting to a New Culture

Adapting to a new culture may take some time and patience. Many people experience culture shock in a new country but there are ways you can deal with this.

Here are some tips to think about before leaving your country to study abroad:

- Research where you are going so that you learn more about the culture. This includes things like the weather, transportation, clothing, laws, cultural diversity and so on.
- Try to sample some of the local food that will be in Canada so that you are prepared for the difference.
- Look at this experience with a positive attitude as you will be given a chance to study in another culture and meet new people.
- Find out who will be your contacts at Nova Scotia Community College; if you are having difficulties and need some support you will have someone to talk to.
- Find out if anyone you know has ever been to Canada and ask them about their experiences.

1.6 General Information about Canada

Canada has the most varied geography of any country in the world. Whether you go to the Rocky Mountains, the flat Prairies, the Arctic North, or any other part of Canada it will be full of beautiful scenery and friendly people. Canada is divided into ten provinces and three territories.

Atlantic Canada	Central Canada	The Prairies	Western Canada	Northern Canada
<ul style="list-style-type: none"> • Newfoundland • New Brunswick • Nova Scotia • Prince Edward Island 	<ul style="list-style-type: none"> • Ontario • Quebec 	<ul style="list-style-type: none"> • Alberta • Manitoba • Saskatchewan 	<ul style="list-style-type: none"> • British Columbia 	<ul style="list-style-type: none"> • Northwest Territories • Nunavut • Yukon Territory

To find more information and fun facts about Canada you can visit:

<http://en.wikipedia.org/wiki/Canada>

Time Zones

Canada has six time zones. Nova Scotia is located in the Atlantic Standard Time Zone (AST).

www.timetemperature.com/tzca/canada_time_zone.shtml

Climate:

Canada's climate is very diverse as the temperature and precipitation are different depending on the area of Canada you are in and the time of year it is. Most places in Canada experience seasonal weather. For example, temperatures in the summer average between 20-30 degrees Celsius.

To learn more about the climate in Canada and Nova Scotia you can visit the following web sites:

<http://www.trailcanada.com/canada/weather/>

<http://www.gov.ns.ca/playground/geography.asp>

Canadian Holidays:

The holidays listed below are considered statutory holidays in Canada during which most private sector organizations and public institutions are closed. In addition to these holidays, Canadians celebrate a number of other national (Valentine's Day, Mother's Day, St. Patrick's Day, Father's Day, National Aboriginal Day and Halloween) and international holidays (including Ramadan, Diwali, Chinese and Japanese New Year and Hanukkah).

New Year's Day – Marks the first day of the year on January 1st

Good Friday - Christian holiday immediately preceding Easter

Easter Monday - Christian holiday held the day after Easter Sunday

Victoria Day - Celebrating the birth of Queen Victoria, the monarch at the time of Confederation

Canada Day - Celebrates Canada's 1867 Confederation held on July 1st every year

Labour Day - Workers are celebrated for their achievements and contributions

Thanksgiving Day - Canadians give thanks for the things they have at the close of harvest season held on the second Monday in October

Remembrance Day - Held on November 11th each year to remember Canada's armed forces killed in wartime.

Christmas Day - Christian holiday held on December 25th each year

Section 2: Life in Nova Scotia

The Province of Nova Scotia is located on the east coast of Canada. Our province is almost an island, surrounded by the sea on three sides. In fact, no matter where you go in Nova Scotia, you're never more than a short drive from a day at the beach, a walk on the shore or kayaking along the coast.



Nova Scotia is one of Canada's oldest provinces and we're proud of our long history. You will see it in our buildings, hear it in our music, and experience it in our traditions. However, we are a very modern, cosmopolitan province. You can see this by visiting any of our art galleries or theatres, going shopping in our malls, walking along our vibrant city streets having dinner in one of the many restaurants or cheering along at a major sporting event or concert.

To learn more about Nova Scotia visit the following websites:

<http://www.novascotialife.com>

<http://www.explorenovascotia.com>

2.1 Housing

Most NSCC campuses do not have student residences and students are expected to find accommodations.

Nova Scotia Community College has a student residence at the Truro Campus. It is not a family residence. Room and board costs for the academic year are as follows: double room \$5,000 and single room \$5,400 - \$5,700 (a mandatory meal plan is part of this cost). Residence fees are reviewed on an annual basis and are subject to change. An off-campus housing list is available to students at most campuses, and this list is usually updated in the spring.

For more information, please contact Patrick Colley, Residence Life Coordinator, at patrick.colley@nscc.ca

Since residence spaces are limited, you will most likely need to find alternate lodging while you are studying at NSCC. Here are some housing options for international students:

Find an Apartment - they are listed in the newspapers and notices are often posted around the campus or on bulletin boards in stores and shopping malls. You can also look in the yellow pages in the phone book (www.yellowpages.ca/) under Apartment Rental Agencies. Student Services staff will be able to assist you with information on housing options in the local area. .

On-line Resources - There are some very useful websites that provide you with different accommodation options:

- Places4Students (complete information available at the NSCC Off-Campus Housing web page) www.nscc.ca/Services/Off_Campus_Housing.asp
- homes4students www.homes4students.ca/nova_scotia.html
- kijiji.ca <http://halifax.kijiji.ca/>

Newspapers published in Nova Scotia-

Nova Scotia Provincial Newspaper	<ul style="list-style-type: none"> • The Chronicle Herald (http://thechronicleherald.ca/)
Annapolis Valley Campus (Middleton & Lawrencetown)	<ul style="list-style-type: none"> • Greenwood Aurora • The Spectator (http://www.annapoliscountyspectator.ca/)
Burridge Campus (Yarmouth)	<ul style="list-style-type: none"> • Yarmouth Vanguard • Shelburne Coast Guard
Cumberland Campus (Springhill)	<ul style="list-style-type: none"> • Springhill & Parrsboro Record • Amherst Citizen • Amherst Daily News
Kingstec Campus (Kentville)	<ul style="list-style-type: none"> • Kentville County Advertiser
Lunenburg Campus (Bridgewater)	<ul style="list-style-type: none"> • SouthshoreNow News (www.southshorenw.ca/)
Marconi Campus (Sydney)	<ul style="list-style-type: none"> • Cape Breton Post (www.capebretonpost.com/)
Metro Halifax Campuses: Akerley Campus (Dartmouth), Waterfront Campus (Dartmouth) & Institute of Technology Campus (Halifax)	<ul style="list-style-type: none"> • The Chronicle Herald (http://thechronicleherald.ca/) • The Coast (http://www.thecoast.ca/) • Metro (www.metronews.ca/halifax)
Pictou Campus (Stellarton)	<ul style="list-style-type: none"> • Pictou Advocate (http://www.pictouadvocate.com/) • The News (http://www.ngnews.ca/) • Mr. Barter (http://www.mrbarthers.com/)
Shelburne Campus (Shelburne)	<ul style="list-style-type: none"> • Shelburne Coast Guard

Strait Area Campus (Port Hawkesbury)	<ul style="list-style-type: none"> • Port Hawkesbury Reporter • Cape Breton Post (www.capebretonpost.com/)
Truro Campus (Truro)	<ul style="list-style-type: none"> • Truro Daily News (www.trurodaily.com/)

2.2 Laws in Nova Scotia

There are many laws in Nova Scotia that you may not be accustomed to and should be aware of. Here are some that are most important for you to know:

Smoking- The Smoke-free Places Act requires that all indoor workplaces and public places be smoke-free. The Act requires all outdoor licensed areas and patios of all restaurants, lounges, beverage rooms and cabarets to be smoke-free. You also cannot smoke in your vehicle in a hospital parking lot or with a person under 18 in the vehicle with you. The Tobacco Access Act prevents tobacco vendors from selling tobacco to anyone under 19 years of age.

Use of Alcohol- The legal drinking age in Nova Scotia is 19 years old. It is against the law to carry an open bottle of alcohol or drink in public (such as in a park or walking along the street) or to provide alcohol to anyone under the age of 19. It is also illegal to drive when under the influence of alcohol.

2.3 Driving in Nova Scotia

It is expensive for most international students to own and operate a motor vehicle in Canada. If you decide to buy and own a motor vehicle, it is mandatory in Nova Scotia to register it and to hold an insurance policy on the vehicle. As an international student, you can apply for a Nova Scotia driver's license. You will be required to pass a written test and a road test before receiving your driver's license (www.gov.ns.ca/snsmr/paal/rmv/paal269.asp#appprocessgp4). Also remember that in Canada, we drive on the right-hand side of the road. The use of seat belts is mandatory for all car passengers.

Important – the Province of Nova Scotia does not allow cell phone use while driving unless the equipment is a hands-free device (mobile telephone) and used in a hands-free manner.

2.4 Transportation

There are many ways to get around in Nova Scotia.

Airlines

The two main airlines in Nova Scotia are Air Canada at www.aircanada.com and West Jet at www.westjet.com. You can book flights either online or through a travel agent.

Taxis

There are many taxi services throughout Nova Scotia. In order to find a taxi number in the area that you will be staying just search the local phone book or visit www.yellowpages.ca, type in the area that you are in and type in taxi within the business name section. This site will give you every taxi number within your area.

Walking

When walking you must obey all traffic signs. It is against the law to walk on the street if sidewalks are provided. You should also never “hitchhike” or get a ride from the driver a vehicle that you do not know.

Biking

Weather permitting a bicycle is another great way to get around in Nova Scotia. All NSCC Campuses have a designated area for students to lock their bikes while in classes. You must always wear a helmet while riding a bicycle and you are responsible for getting to know the rules of the road while in Canada. As most areas do not have bicycle lanes, caution is required when using a bike.

Bus

The Acadian Bus lines are a reliable way to get around if you are looking to explore Nova Scotia. You can review their website at www.acadianbus.com.

Public bus transportation is available in some areas of Nova Scotia, including alternate transportation for persons with disabilities. You can find out more by contacting your chosen NSCC Campus.

2.5 Banking/Currency Information

After you arrive in Nova Scotia, you should open a bank account. Make sure you open a chequing account as you will need to have a debit bank card and/or cheques to pay your tuition fees, complete your insurance application, and any other expenses that may come up. Credit cards are a common method of payment in Nova Scotia. In order to open an account and / or apply for a credit card you will need two pieces of identification. If you are an international student, your two pieces of ID will need to be a foreign passport, birth certificate, or documentation issued by the Canadian government or one of the provinces.

There are many financial institutions within Nova Scotia to choose from. All banks will have automated teller machines (ATM's) from which you can withdraw money if you have a debit bank card. Any ATM that is not affiliated with your bank will charge you a fee for withdrawing money.

You can find local banks near you by going to their individual websites:

Bank of Montreal (BMO): www.bmo.com

Toronto Dominion Canada Trust (TD): www.td.com

Scotiabank (Bank of Nova Scotia): www.scotiabank.com

Royal Bank of Canada (RBC): www.royalbank.com

Canadian Imperial Bank of Commerce (CIBC): www.cibc.com

Hong Kong and Shanghai Banking Corporation (HSBC): www.hsbc.com

Currency Information

The currency in Nova Scotia is the Canadian dollar. In order to get an up-to-date currency rates you can go to this website: www.xe.com/ucc/

2.6 Stay Connected With Family and Friends

Calling Cards

You can get calling cards at local shops and pharmacies, such as Wal-Mart, Shopper's Drug Mart and Lawton's, phone companies such as Bell Aliant, and the Post Office.

Post Office

The post office in Canada is called Canada Post. In order to find the closest one near you visit their website at www.canadapost.ca

Section 3: Nova Scotia Community College Resources

The primary goal of all employees at Nova Scotia Community College is seeing students succeed. We recognize learning does not just happen in the classroom. NSCC programs combine theoretical learning with practical lab and workshop experience. There is also a work placement component which allows you to gain valuable experience and develop your skills. Here is some information you need to know about the Nova Scotia Community College.

3.1 Academic Schedule

For information regarding your 2010-2011 academic schedule you can visit:

http://www.nsc.ca/Learning_Programs/Future_Schedule.asp

3.2 Student ID

During your first week at the Nova Scotia Community College you will be required to obtain your student identification card. There will be signs posted on campus where this can be done. You will need to have your student id number to have your picture taken. The card will likely be issued immediately but depending on availability it may have to be picked up later at a designated time and place. The initial student ID card is free of charge but there is a charge for a replacement card.

3.3 Portfolio Learning

All NSCC students are expected to develop a portfolio of their work as part of their program. A portfolio is a powerful and convincing way to demonstrate your achievements to future employers over and above the standard résumé. A portfolio is also a good way to observe the development of your skills and abilities throughout your working life.

To find out more about the benefits to portfolio education go to:

www.nsc.ca/Learning_Programs/Portfolio/.

3.4 Centre for Student Success

Our Centre for Student Success (www.nsc.ca/services/index.asp) is generally the first area that you see when you walk into any NSCC campus across the province. The Centre provides you with assistance in many areas, whether you need answers to questions, guidance from a counselor, or want to set up some peer tutoring. The Centre also provides front-line staff for student registration, enrollments, payments, inquiries and appointments.

If you just feel like chatting with a friend or checking your email, most of our campuses provide access to computer terminals and comfortable furniture in the open space of the Learning Commons.

Students with disabilities are encouraged to contact the Centre prior to their arrival on campus so that their specific needs may be identified, faculty informed and accommodations considered. Campuses are wheelchair accessible with accessible telephones, photocopiers, and TTY phones.

Support for Students

The staff at our Centre for Student Success is committed to working with you to ensure that your choice of academic program meets your needs and goals, and that your experience at Nova Scotia Community College is a successful one. The following services are free and confidential.

Personal and academic counseling and support

- Experienced staff members help you address personal and academic challenges
- Peer tutoring can be coordinated through the Student Association and the Centre for Student Success
- 24 hour phone counseling service is available through our Student Support Program

Financial assistance, and help with finding accommodations

- Funding guides are available on how to apply for scholarships and bursaries
- Information on housing is available at campus centers

A warm welcome and help to get you started

- Jump start programs take place at each campus every spring. You can bring your partner and/or family to this one day event that includes tours and general information about NSCC.
- College 101 classes are available if you feel the need to brush up on some rusty skills or get information on stress, time management and balancing school and personal life.
- Orientation before the beginning of the academic year.

Email & Online Services

As a student, you will have your own NSCC email and computer account and you can access personal and academic information using NSCC's online services.

Career Services

- Career counselors help you select the program that best fits your interests and discuss future employment.
- Group sessions are available on resume writing, interview skills, and networking.
- Job posting boards are at each campus and on our website (www.nsc.ca/services/graduate_employment_services/index.asp) for the exclusive use by NSCC students and employer partners.

Embracing Diversity

NSCC values and encourages a diverse learning environment in each of our campuses. We provide services to students from the African Canadian, First Nations, and International communities.

Disability Services (www.disabilityservices.nsc.ca/en/home/default.aspx)

- NSCC is the leading provider of disability services to post-secondary students in Nova Scotia with more than 900 students accessing our services on an annual basis
- NSCC offers a number of services to students with disabilities including: academic meetings, Disability Resource Facilitators (DRF), assistive technology, note-taking, physical accessibility, test accommodations, tutoring, library services, and information on financial aid and external support.

Student Life

As a full time student at NSCC, you automatically become a member of an amazing organization - your Student Association (SA). The SA organizes fun social events like the annual winter carnival, campus newsletters, and holiday parties. They also encourage giving back to the community and local charitable causes. It is a great way to meet new and interesting people so get involved!

3.5 Services for Students

Student Association

Each campus has its own Student Association made up of an elected student Executive Committee (President, Vice President Services, VP Communications, VP Student Activities and VP Finance) and the Students' Council. The Students' Council is the main governing body of the Student Association and is comprised of Executive Committee members and elected representatives from each program area. All students who pay a Student Association fee are automatically members.

To learn about the services they provide or how to get involved visit:
http://nsc.ca/Services/Student_Association.asp

Library Services (www.library.nsc.ca/)

All NSCC campus libraries provide students with access to a collection of print, audio-visual, and electronic reference materials that support the college programs. NSCC libraries are members of the Novanet library system, which provides access to university and college libraries across Nova Scotia. Each library also provides access to computers for students who are conducting online research. NSCC libraries provide quiet and relaxing environments for students to study and complete assignments. Hours of operation vary by campus.

All student services information you need can be found at:
www.nsc.ca (click on the student services link)

3.6 Mandatory International Health and Dental Plan

All international students are required to carry medical insurance. All documentation relating to your approval to study in Canada must be completed by August 1, prior to the start of classes. The cost of this insurance during the 2010-2011 Academic year was \$650 per individual and is subject to change. NSCC has two insurance plans, one for international students who do not have an MSI (Nova Scotia Health Card) and one for students who do have MSI cards (proof will be required).

To learn more about your individual health and dental coverage contact:

Denise Dempsey
Administrative Assistant
Email: denise.dempsey@nsc.ca
Tel: 902-491-6799
Fax: 902-491-4837

3.7 Financial Aid/Scholarships and Bursaries

Nova Scotia Community College has enjoyed considerable growth recently in the number of awards available to our students. We are very grateful to our donors who support our awards program. Together we know the importance of recognizing student achievement and assisting with financial need. Awards may be specific to an individual campus or program and may be awarded upon program entrance or during the year.

To learn more about our awards, please contact your campus Centre for Student Success or visit:
www.nsc.ca/Admissions/Cost_And_Financial_Aid/Scholarships_And_Bursaries.asp.

3.8 Articulation Agreements

NSCC has agreements (called Articulation Agreements) in place with excellent schools across Canada and in the U.S. that allow our students to gain advanced standing in a wide variety of university programs using NSCC credits. Where 2+2 Agreements exist, a two year NSCC Diploma can be recognized as the first two years of a three or four year university degree.

More information on Articulation Agreements is available at the NSCC web site:
www.nsc.ca/Admissions/Articulation_Agreements.asp

3.9 Academic Regulations

We are always excited about new students joining the College and it is important to us that everyone who joins us understands our commitment to a safe and respectful learning environment. There are several items in our College Policy statements of which applicants as well as students should be aware.

To learn more about NSCC's policies please go to www.nsc.ca/Admissions/Academic_Regulations.asp.

3.10 NSCC International

The Nova Scotia Community College is committed to providing its students, faculty and staff with opportunities to engage in international learning and working experiences. To that effect, different international initiatives have been initiated and implemented with local partners in a number of countries, such as technical development projects, mobility programs and internship programs. This will allow the college to develop the capacity to respond to its mandate and to provide programming that will give students the global competencies and skills that meet and exceed international standards.

The key focus areas are as follows:

- Create awareness in staff and students about the opportunities for international activity and the methods for exploring such opportunities.
- Build internationalization into the NSCC curriculum and program delivery.
- Provide opportunities for students and faculty in support of students to gain international experience through mobility programs and international projects

NSCC International, located in Halifax at the Institute of Technology Campus, provides leadership and management for international activities for all campuses of the Nova Scotia Community College.

Every year, students have the chance to participate in student mobility programs through their courses at NSCC. Students have traveled to Belize, Bosnia and Herzegovina, Costa Rica, China, Mexico, Scotland, Tanzania, Thailand and Vietnam.

For more information on how you can get involved just visit www.international.nsc.ca

You can also check out NSCC International on Facebook (www.facebook.com/nscinternational) where you can look at what is going on now and see some of the videos of past international programs that students have been involved with.

Section 4: Campus Specific Information

From Sydney to Yarmouth, from Amherst to Halifax, you can find an NSCC learning environment in fifteen towns and cities throughout Nova Scotia. Here is some campus specific information you should know:

4.1 Campus Maps

(Insert campus map)

4.2 Getting Involved

There are many ways to get involved at the Nova Scotia Community College. To find out more just contact your campuses Student Association: http://nsc.ca/Services/Student_Association.asp

4.3 Program Descriptions

Students can choose a program from one of five academic schools.

School of Access- The programs offered are all about providing opportunities for students to take charge of their learning and to gain the knowledge and skills that form a foundation for continued success. Programs include: Academic & Career Connections, Adult Learning Program, African Canadian Transition Program and English for Academic Purposes (ESL).

School of Applied Arts & New Media- This school offers a wide range of program choices from computer and information technologies to disciplines that incorporate graphic design, photography, multimedia design, geomatics and mapping, and exciting roles in the film, television, radio and recording industry.

School of Business- This school offers programs in the areas of entrepreneurship, business management, applied business technology, culinary and tourism management.

School of Health & Human Services- Programs are offered in a broad range of health and human services fields such as: Continuing Care, Non-Profit Leadership, Practical Nursing, Education, Counseling and Recreation Leadership.

School of Trades & Technology- The trades and technology school offers programs in construction, transportation, technology, engineering, natural resources and environmental sciences.

To find more information about our programs go to:
www.nsc.ca/Learning_Programs/Programs/default.aspx

4.4 Amenities

Each of the thirteen NSCC campuses have their own specific amenities. Many of the Learning Centres are established, full-service campuses with cafeterias, fitness facilities, and specialized classrooms and equipment; others provide courses designed to fit the needs of specific groups of learners and the communities they live in. To find out more about what is available on your campus, visit: http://nsc.ca/About_NSCC/Locations/

4.5 Contact Information

For more information about programs or how to apply, contact:

NSCC Admissions
PO Box 220
Halifax, Nova Scotia B3J 2M4

Telephone: (902) 491-4911 (in Halifax)
1-866-679-6722 (toll-free)
Fax: (902) 491-3514 (in Halifax)
Email: admissions@nsc.ca

To contact a specific campus go to http://nsc.ca/Contact_Us/Campus.asp

To contact a specific faculty member go to http://nsc.ca/Contact_Us/Staff_Search.asp

To contact Centre for Student Success:
http://www.nsc.ca/Services/Centres_for_Student_Success/Contact.asp

Campus contacts for international students:

Akerley Campus:

Heather Bundy - heather.bundy@nsc.ca
Scott McKellar - scott.mckellar@nsc.ca

Annapolis Valley Campus:

Constance Huyer – constance.huyer@nsc.ca
Octavia McLennan – octavia.mclennan@nsc.ca

Burridge Campus:

Tina D'Entremont – tina.dentremont@nsc.ca
Antonia Sly-Nichols – Antonia.slynichols@nsc.ca
Ernie Parkes - ernie.parkes@nsc.ca

Shelburne Campus:

Helle Jorgensen – helle.jorgensen@nsc.ca

Cumberland Campus:

Natalie Deveaux – natalie.deveaux@nsc.ca

Institute of Technology Campus:

Mark Smith – mark.smith@nsc.ca

Scott MacPhee - scott.macphee@nsc.ca

Kingstec Campus:

Beverly Davies – beverly.davies@nsc.ca

Lunenburg Campus:

Barbara Feeney – barbara.feeney@nsc.ca

Marconi Campus:

Wendy MacDonald – wendy.macdonald@nsc.ca

Jodi MacDonnell-Scott – jodi.macdonnell-scott@nsc.ca

Pictou Campus:

Jo-Ann Mahoney – jo-ann.mahoney@nsc.ca

Hilary March – hilary.march@nsc.ca

Deanna Mohamed – deanna.mohamed@nsc.ca

Strait Area Campus:

Alan Gaudet – alan-gaudet@nsc.ca

Truro Campus:

Lillian Lake – lillian.lake@nsc.ca

Waterfront Campus:

Susanne MacIsaac-Leahy – susanne.macisaac-leahy@nsc.ca

Lorraine Godin-Keating – lorraine.godin-keating@nsc.ca