



PLACENTIA CAMPUS Fall 2019

Frequently Asked Questions

WHEN IS THE FIRST DAY OF CLASSES?

September 3rd 2019. Day after Labor Day.

HOW MUCH IS TUITION AND HOW DO I PAY?

Tuition and other fees can be paid at the main office, by phone, or online through your self service banner. Tuition fees can also be paid through your student loan.



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Tuition and Fees

Fall Semester –	Tuition \$726 Materials and Equipment (M&E)- \$210 (HDET, Machinist, Millwright) \$660 (HEO) Health and Dental – approx. \$391 (yearly) Miscellaneous Fee - \$175 (First Aid \$125 Graduation Audit \$50) Books – Prices vary depending on program - approx. 700-1000
Winter Semester-	Tuition \$726 (HDET, Machinist, Millwright) Tuition \$343 (HEO) Materials and Equipment - \$210 (HDET, Machinist, Millwright) \$308 (HEO)
Intercession	Tuition and M&E fees for Intercession vary depending at program end dates

If you require more information and confirmation of fees please contact Cynthia in the Main Office at 227-2038.

WHEN DO I REGISTER?

Online registration is open from July 29-Aug 9th. You will be mailed a registration package with information on registration dates, school start, costs, and tool list. You will need to complete an online check-in once you arrive on campus.

CAN I GET A STUDENT LOAN TO GO TO SCHOOL? IS THERE OTHER FUNDING?

Yes, many students get student loans to fund their post secondary. Applications will be available **online** in early June. Visit [AESL Student Aid](#) and [CanLearn](#) for information to help you plan for your post-secondary education.

<https://www.cna.nl.ca/student-support/financial-assistance.aspx>

If you need any assistance with the application contact

Dodie Blanche - Student Development Officer
College of the North Atlantic
Placentia Campus
Room 68 Tel: 227-6273
E-mail: dodie.blanche@cna.nl.ca



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Student Aid Fact Sheet –
<https://www.cna.nl.ca/Explore-Our-Campuses/pdfs/placentia/Student-Aid-info-sheet.pdf>

Other funding may be available through Advanced Education Skills and Labour (AESL). Check with your local office.

I HAD EXTRA SUPPORTS IN HIGH SCHOOL CAN I GET SUPPORT AT COLLEGE?

Yes. If you are a student with a disability and you will require services and supports from Accessibility Services, start the application process early. If you indicated on your application that you are an applicant with a documented disability, you will be contacted by the Accessibility Services Coordinator to start this process. Early planning can help you avoid any delays in starting your program or in accessing the services and supports you will need. If, for example, you require adaptive equipment, alternate format texts or interpreting services, at least three months notice may be needed to ensure availability at the start of your program.

The Accessibility Services Coordinator (ASC) will review your documentation and discuss with you the accommodations you can avail of in your college program. With a few exceptions, such as personal care, one on one instruction, modified outcomes, etc., you will have access to the accommodations appropriate for your disability. Depending on your high school, the accommodations may look a little different in college. For example, if you qualify for a reader, you will use assistive technology such as Kurzweil or if you qualify for a scribe, you will use a program called Dragon Naturally Speaking. When you disclose early, the ASC will discuss the accommodations in college with you so you are familiar with our process before your program starts.

Lots of worthwhile information can be found on our website

<https://www.cna.nl.ca/student-support/accessibility-services.aspx>

IS THERE A LOT OF BOOK WORK THAT NEEDS TO BE DONE WITH A TRADES PROGRAM?

Yes, there is a significant amount of book work that needs to be completed. There is about half classroom theory and related course work and about half hands on shop training in most of our trades programs. In addition to completing theory you will also do courses in math, communications, computers, workplace essentials, etc. The pass mark for all course is 70%. Students are allowed two rewrites per semester (one for intercession) if they meet certain conditions.

Check out the Industrial Training site for your specific Program Plan of Training and you will see what courses are required. <https://www.aesl.gov.nl.ca/app/plans.html>

DO I HAVE TO PAY THE HEALTH AND DENTAL FEE?

College of the North Atlantic is pleased to offer full-time students with a health and dental insurance plan. This plan is mandatory for full-time students enrolled in a college program for 15 weeks or more in the academic year. With this plan, students will have access to drug, extended medical and dental insurance coverage. Qualified students are automatically charged for this coverage. If you do not want this insurance, **it is your responsibility** as a student to decline the coverage through the Student Self Service portal



Only students who provide proof of alternate health and dental coverage will be allowed to opt out during the enrollment period. Also, students have the option to add family coverage (spouse/partner and dependents) during the enrollment period or before these deadline dates: Oct 1st, 2019.

HOW DO I OPT OUT OF THE COLLEGE'S HEALTH AND DENTAL PLAN?

The college offers a Health and Dental plan that is compulsory for full time students enrolled in a program of fifteen (15) weeks or longer. All students "must" indicate their intention for the Health and Dental plan (eg: opting out or enrollment in single or family coverage). Your Health and Dental options must be completed online via self service as soon as possible to ensure the proper fees are calculated on your student financial account. Please log into Student Self Service and use the following navigation to make the necessary selections to your health and dental coverage: Self Service > Health Dental Plan Options.

Note: If you want to opt out, you will need to provide existing proof of coverage (ie: policy number, insurance provider and plan member/Policy holder) when completing the online opt out request.

Failure to update your health and dental options during the health and dental enrollment period will result in an automatic enrollment in single health and single dental and the applicable fees will be assessed to your student financial account.

The benefits coverage is from Sept 3rd, 2019- August 31st, 2020 (regardless of when your programs ends). For further information, contact: Mary Ellen-Alexander 643-7927 Maryellen.alexander@cna.nl.ca.

For Health ID cards and Plan information <https://www.cna.nl.ca/student-support/health-and-dental.aspx>

WHAT IS THE CLASS SIZE?

Maximum class size for the industrial trades programs at Placentia Campus 16-18.

WHERE CAN I LIVE?

We are happy to be able to provide you with a list of potential accommodations in our area. This list will be updated during the summer months. Link posted below.

Please note - All off-campus housing listings are provided "as is" with no guarantee as to the accuracy or timeliness of any information provided. College of the North Atlantic is not responsible for any losses as a result of use of the listing service or any losses as a result of errors or omissions in a listing or other content. <https://www.cna.nl.ca/Explore-Our-Campuses/pdfs/placentia/Updated-Accommodations-List-2018.pdf>

DO I NEED MY TOOLS ON THE FIRST DAY?

No, you will not need your tools on the first day. During your first weeks at school you will be completing classroom work in courses such as shop safety. These need to be completed before you will be allowed in the shops. We suggest you not buy your tools until you have met with your instructor to determine when they will be needed.



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WHEN DO I BUY BOOKS?

The bookstore is open Monday-Friday. Hours of operation will be posted. No books should be purchased until after you go to your first class. If you are buying second hand books, please check the edition number.

Please see Jennifer Power – Storekeeper, for further information

WHAT ARE THE HOURS OF SCHOOL?

Classes normally run from 8:30 to 3:45 - Mon – Thursday and Friday 8:30-12:30

IS THERE A CAFETERIA SERVICE AT THE CAMPUS?

No cafeteria service on campus. Microwave and vending machines are onsite.

STUDENT SERVICES AT PLACENTIA CAMPUS

Accessibility Services Coordinator – Wendy Monk 709-227-6272 wendy.monk@cna.nl.ca

Student Counsellor – Sandy Maher 709-227-6275/ 596-8926 sandy.maher@cna.nl.ca

Counsellors at College of the North Atlantic provide individual and/or group counselling to current students. Counsellors at College of the North Atlantic can also provide individual and/or group counselling to prospective students by appointment. Counsellor based at Carbonear Campus with scheduled days in Placentia.

Student Development Officer – Dodie Blanche 709-227-6273 dodie.blanche@cna.nl.ca

Student Council

Student Aid Contact – assistance with student loan application

Peer Tutoring - Information on receiving tutoring or becoming a Tutor is available at Student Services in Room 68. Students will complete appropriate forms, take them to their instructors for referral, and return them to Student Services.

For further information, please contact Dodie Blanche (Student Development Officer call 227-6273) or e-mail dodie.blanche@cna.nl.ca. or Sandy Maher (Guidance Counsellor -227-6275) in Room 68,

Library – Linda Reddigan - Library Technician 709-227-6264. Linda.reddigan@cna.nl.ca Open Monday to Friday 8:30-4:00 and Tues and Wednesday evenings 6:00pm-9:00pm.



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WILL I HAVE A COLLEGE EMAIL?

College of the North Atlantic provides a webmail account for every student and can be accessed by visiting <http://webmail.cna.nl.ca/>

Students are strongly encouraged to access their college e-mail accounts regularly. Important information will be sent throughout the academic year. It is the student's responsibility to check their webmail regularly. Failure to do so will result in missed information.

WHAT SCHOLARSHIPS AND AWARDS ARE AVAILABLE?

College of the North Atlantic offers opportunities to students in many programs to compete for a variety of provincial and campus-specific achievement awards, scholarships, bursaries, prizes, and graduation awards. The application deadline date for most scholarships is mid January.

Information on CNA awards can be found at www.cna.nl.ca/awards. Applications can also be accessed by visiting this website. In addition, information about these scholarships, awards, and bursaries are advertised by displaying them on the bulletin board and/or table outside of the library as well as the Campus TV Screen, through e-mail, and Placentia Campus' Facebook page.

WHERE DO I GO IF I NEED A COPY OF MY TRANSCRIPT?

Check with the main office. This is where you will find our administrative/support staff and our campus manager. This office will handle your program registration, tuitions fees, posting of grades, exemptions, issuing of transcripts, and the overall management of your student file.

STUDENT COUNCIL

Each campus will have a student representative council. Members will be needed again this year and are an integral part of student life on campus. You are encouraged to be a part of the campus student council, (CNASU).

Each campus elects members at the beginning of each academic year. The CNASU is governed by a constitution and has a responsibility for planning and organizing various extra-curricular activities on behalf of the student body. The CNASU also has an advisor on behalf of Student Services which, at the Placentia Campus, is the Student Development Officer. Council Positions include President, Vice President, and Secretary. Also, each program may elect, or otherwise have appointed, at least one student to serve as a Class Representative.

If you are interested in running for a position on the CNASU – Placentia Campus, please see: Dodie Blanche, Student Development Officer Room 68, 227-6273 Dodie.blanche@cna.nl.ca.



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MEET THE INSTRUCTIONAL STAFF

Millwright Entry Program – Instructor Kevin Cleary kevin.cleary@cna.nl.ca
Machinist Entry Program – Instructor Ken Moakler ken.moakler@cna.nl.ca
Heavy Duty Equipment Technician/TTM – Instructor Bernie Power bernard.power@cna.nl.ca
Heavy Equipment Operator – Instructor Ron Duke ronald.duke@cna.nl.ca
Trades Related Courses – Instructor Ada Wilson ada.wilson@cna.nl.ca
Millwright Advanced Program – Instructor Alvin Cull alvin.cull@cna.nl.ca
Machinist Advanced Program – Instructor Darrell Evely darrell.evely@cna.nl.ca

CAMPUS CONTACTS

Administrative: Cynthia Griffin 227-2038 cynthia.griffin@cna.nl.ca Main Office
Ann Marie Barry 227-2037 annmarie.barry@cna.nl.ca Main Office
Student Development: Dodie Blanche 227-6273 dodie.blanche@cna.nl.ca Room 68
Guidance Counsellor: Sandy Maher 596-8926/ 227-6275 sandy.maher@cna.nl.ca Room 68
Library Services: Linda Reddigan 227-6264 linda.reddigan@cna.nl.ca
Computer Support: Justin Ricks 227-6276 justin.ricks@cna.nl.ca
Bookstore: Jennifer Power 227-6278 jennifer.power@cna.nl.ca
Accessibility Services Coordinator: Wendy Monk 227-6272 wendy.monk@cna.nl.ca Room 68

I HAVE SOME COURSES COMPLETED. HOW CAN I GET AN EXEMPTION?

Students will need to fill out an exemption form with proof of completion and your instructor will determine if an exemption can be granted. You may be able to receive an exemption from the first semester math (AM1100) following the successful completion of the ACCUPLACER. This ACCUPLACER testing will take place the first week of school.

A student who can meet the mathematics requirement through an ACUPLACER® test may be exempted from AM1100 - Math Essentials.

TOWN OF PLACENTIA

Check out what the town has to offer at

<http://www.placentia.ca/>

WHERE CAN I EAT?

Some restaurants around town

Tim Hortons (Placentia) 227-0397
Three Sisters (Placentia) 227-0124
Harold Hotel (Placentia) 227-2107
Hoi Pun Restaurant (Placentia) 227-2549
Mary Brown's Fried Chicken (Placentia) 227-3763
Phillip's Café (Jerseyside) 227-0127
Grandma's Kitchen (Placentia) 227-0890

IS THE COLLEGE SCENT-FREE?

The Placentia Campus is a fragrance-free environment; scented products such as perfume, deodorant, and aftershave can be a severe health risk by causing harmful effects to people with allergies and asthma. For the comfort and safety of all, we ask that you do not wear heavily scented products.



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IS THE COLLEGE SMOKE-FREE?

As of September 1, 2010, College of the North Atlantic expanded its Smoke Free Workplace Program to no longer allow smoking on any property operated by College of the North Atlantic. This includes all campuses, field sites and buildings, office buildings, learning centres, and parking lots and grounds.

HOW DO I GET A LOCKER AT THE CAMPUS?

Lockers are provided by College of the North Atlantic, Placentia Campus, and will be assigned to students after classes begin in September. Students must provide their own combination locks. The locker is assigned to that student for the duration of the study period as per policies outlined in the Locker Use Agreement.

WHAT DO YOU MEAN BY A RED SEAL PROGRAM AND APPRENTICESHIP?

For Red Seal programs such as Millwright, Machinist and Heavy Duty Equipment Technician/TTM you will work through an apprenticeship program and block levels until you reach journeyman status. Following the completion of your first year training and when you secure employment in your trade area you will then register with Industrial Training as an apprentice and start a log book. You will be required to complete a certain number of hours of work to advance through the apprenticeship blocks. Each block requires work hours and advanced training and a block exam (between 6 - 8 weeks of advanced school training per block). Following the successful completion of all blocks, a journeyman exam can be written. After successfully passing this exam (70% needed) you will receive a Red Seal endorsement and your qualifications will be recognized nationally – Interprovincial Certification. Apprenticeship training can range from 1-5 years with the average being 4 (7200 hours of work /school experience required to write Interprovincial red Seal Exam).



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PLACENTIA CAMPUS

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Tel: 709.227.2037 Fax: 709.227.7185



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Explore our campus <https://www.cna.nl.ca/explore-our-campuses/Placentia.aspx>