

# **NEW STUDENT ARRIVAL GUIDE 2011**

## **First Week @ NSCAD Checklist!!**

**More information about each of these “to do’s” is available inside this guide.**

- ✓ **Get your ID**
- ✓ **Double-Check your Courses**
- ✓ **Pick up your Portfolio**
- ✓ **International Students (be sure you have submitted a copy of your Study Permit/Visa and the required Health Insurance Forms to the OSAS office)**
- ✓ **Pay Tuition**
- ✓ **Process Your Student Loan**
- ✓ **Visit SUNSCAD and Pick up U-Pass (Bus and Transit Pass)**
- ✓ **Find a Locker**
- ✓ **Visit The Gallery**
- ✓ **Visit the NSCAD Art Supply Store**
- ✓ **Explore & Have Fun!**

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# Welcome to NSCAD University

Dear New Student,

I sincerely hope that you are looking forward to joining us at NSCAD University this fall. We have been eagerly preparing for your arrival. Much of your first contact with NSCAD has been through the Admissions Office which is part of "OSAS", the Office of Student and Academic Services.

You will find that the "OSAS" office will continue to be the centre of your experience at NSCAD University, the place where you come for academic advising, course registration, financial aid, disability services, counselling and much, much more! The staff members in our office are deeply committed to making your student experience here an excellent one, so visit regularly!

During your first few weeks at NSCAD you will have the opportunity to make some important headway into successful life as a university student and we, along with your Student Union (SUNSCAD), are here to help.

I look forward to meeting you in September.

Warm Regards,

Laurelle LeVert  
Registrar and Director of Student Services



## Welcome from the Chair, Foundation

Dear New Student,

On behalf of the faculty whose pleasure it will be to work with you in this first year, I welcome you and say that 'we have all chosen well'. You have opted to study at NSCAD University and, based upon your portfolio and academic record to date, your faculty think that you look like a very interesting group of individuals with whom to work. Put these things together with the fact that we share being among the first NSCAD generations to work in the new campus, 2010-11 should be a great year.

The Foundation faculty is here to help. They will take you seriously and treat you as emerging professionals. Many a successful career has begun in Foundation Studies at NSCAD but only very recently from the Port Campus at 1107 Marginal Road. As you settle in, be demanding of yourself but not too hard on yourself. Be ambitious but also be patient. But, above all, enjoy this new and important chapter in your life. I wish you every success in your studies and, even though we may not work together directly, I would welcome the opportunity to hear first-hand how life at NSCAD University is treating you.

Warm Regards,

Gene Daniels  
Foundation Chair

## About Halifax

Halifax is an alluring city, full of quirky charms and contradictions to fuel one's art-making. Perched on the edge of the Atlantic Ocean, this historic city is home to about 370,000 people, or 40 per cent of Nova Scotia's total population. It's the largest city east of Montreal and north of Boston. Though it may appear remote on a map, this distance is part of its seductive appeal - Halifax does its own thing, at its own pace. It's one of the few places left on the planet where traffic actually slows for pedestrians! Unique creative voices and diverse points of view have room to flourish in Halifax.

Maclean's Guide to Universities credited NSCAD as "a big reason Halifax is seen as one of the hippest cities in the land." The city's comfortable yet cosmopolitan size breeds plenty of cross-fertilization among the burgeoning indie music, art and film scenes. With reportedly more taverns and nightclubs per capita than any other Canadian city, the downtown core also boasts several dozen art galleries including the Art Gallery of Nova Scotia, while many pubs and cafes also host regular art exhibitions. The artist-run Khyber Centre for the Arts is an active social hub for students, with its own bar, galleries, digital media centre and performance spaces. The Centre for Art Tapes, the Atlantic Filmmakers' Cooperative, the Nova Scotia Designer Crafts Council, Visual Arts Nova Scotia and many other cultural organizations provide ongoing networks for socializing and professional development.

Just steps away from our historic campus, a waterfront boardwalk extends along the world's second-largest natural ice-free harbour. Watch the steady traffic of schooners, warships, luxury cruiseliners and container ships as you stroll past wharves and office towers to the Electropolis film and TV soundstage and Pier 21, where many of Canada's immigrants first landed. Founded in 1749 as a British military base, the city keeps its rich heritage close to the surface, and many art students reside in affordable Victorian flats. While making the most of its past, Halifax has evolved into a successful and fully modern city.

As the region's economic, political and cultural engine, Halifax takes education very seriously. Its six degree-granting institutions have a combined enrolment of nearly 25,000 students, and four have their own galleries on campus. The city has 81.1 post-secondary students per 1,000 people, three times the national average. The Halifax International Airport is the major hub connecting the region to other parts of North America and Europe. Just a two-hour flight from Toronto or New York, the province attracts more than two million tourists each year.

Peace and tranquility are always close at hand. A 15-minute drive outside the urban core delivers you to rugged coastal hikes, pristine lakes and forests and fantastic beaches for swimming or surfing. Striking natural beauty also abounds in the lush Acadian farmlands of the Annapolis Valley, the spectacular highlands of Cape Breton, and rustic villages and coves in any direction. It's well worth checking out, but be warned - you might never leave, as plenty of NSCAD alumni will attest! For more information about Halifax, including metro transit routes and maps, parks, activities and municipal services, visit [www.halifax.ca](http://www.halifax.ca)

# Getting Started

## Things to Do Before and During Orientation Week

Orientation events officially begin on **Tuesday, September 6**; however, any students who have the opportunity to visit the campus in August can get a jump start. So if you're looking to avoid hectic line ups, take things at a leisurely pace and avoid some stress - **come and visit NSCAD early**.

## Important Office Locations:

- **The Office of Student and Academic Services** (ID cards, schedules, questions) is located on the 2<sup>nd</sup> floor of the Duke Block of the Granville Campus, hours are 9:30-4:00 M-F.
- **The Office of Finance and Administration** (tuition, student loans) is located on the 4<sup>th</sup> floor of the Duke Block in the Granville Campus, office hours are 8:00-4:00 M-F.
- **SUNSCAD (The Student Union of NSCAD)** provides UPass, Health Insurance information and plans activities and events. They are located on the 2<sup>nd</sup> floor of the Granville Campus, off of the student lounge. Regular hours are held on Tuesday, Wednesday and Thursday.

**Here's a quick checklist of some business you can take care of early.**

### **1. Visit the Office of Student and Academic Services (OSAS)**

OSAS is located on the 2<sup>nd</sup> floor of the Granville Campus (5163 Duke Street).

- ✓ **Get your ID Card (Cards must be validated each semester with a "Semester Sticker" - available at the OSAS office ) Then take your ID Card to the NSCAD Library to get a Library Access sticker!**

ID CARDS must be used for:

- U-Pass – To use the U-Pass students must also use their ID card in conjunction
- Access to NSCAD Library Services
- After-Hours and Weekend Campus Access
- Access to Photography and Multimedia equipment
- Access to local university libraries such as Dalhousie, Saint Mary's and King's College
- Access to Student Discounts at local businesses in the Halifax Area

- ✓ **Double-Check your Course Schedule**

- ✓ (log on to WebAdvisor and double-check the locations of your courses in case they may have changed. Remember that a Foundation course section with "A" in the title = it runs the first 7 weeks of the semester; "B" = it runs the last 7 weeks of the semester

- ✓ **Pick up your Portfolio (at the Admissions Office at the Port)**. Note that Portfolios which were not picked up in 30 days were scheduled to be disposed of so check early in case we still have it!

Portfolios are being held for any accepted student who did not provide return postage. Portfolios will be held for the **first 2 weeks of the fall semester** and then destroyed.

✓ **International Students**

Complete your International Health Insurance Application and make payment at the Student Services office. Bring a copy of your Study Permit (Student VISA) for our records.

## **2. Visit the Office of Finance and Administration (Student Accounts) located on the 4<sup>th</sup> floor of the Duke Block in the Granville Campus**

✓ **Pay Tuition**

Tuition payments can be made in the Office of Finance and Administration located on the 4<sup>th</sup> floor of the Duke Block in the Granville Campus. Payments can be made over the phone as well to 902-494-8222. Tuition for the Fall is due on September 30. **NSCAD Students registered for the fall semester will be able to pick up their Fall Invoice at the Finance Office by mid-September. An email will be sent to remind you when it is available. You can pre-pay all or a portion of your fees by visiting the Finance Office.**

**Tuition Fee and Payment Deadline Details** are available at:

<http://nscad.ca/en/home/studentresources/feestuition/tuitionfees.aspx>

Several banks are now set up to receive on-line or telephone banking payments from students for tuition. Your account number for this purpose is your 6-digit student number. When adding a vendor, you should use the word “NSCAD” or “NSCAD University” and not “Nova Scotia College of Art and Design”.

CIBC, BMO, TD, RBC and Scotiabank are the only banks we have set up. If students would like additional banks added (e.g. HSBC, etc.), we can do so in the future, based on student feedback.

**Payment Option Details** are available at: <http://nscad.ca/en/home/studentresources/feestuition/default.aspx>

✓ **Process Your Student Loan**

Although loans can't be cashed until the semester begins, loans can be **processed in advance** to speed up the process. Pick up your loan documents in the Office of Finance and Administration (Student Accounts) located on the 4<sup>th</sup> floor of the Duke Block in the Granville Campus and have it signed by the proper signing authority. Loans can then be processed by dropping it off at a **kiosk located in the Student Lounge** on the 2<sup>nd</sup> floor of the Duke Block – bring your **SIN card, void cheque and picture ID**. The kiosk will be in operation during the **first week of the Fall Semester in the student lounge on the Duke Campus – check out notices at the OSAS office for exact hours**. If you miss the kiosk you must have your loan processed at the Bedford Row Canada Post Office. If you have any questions please contact Bernadette Kehoe, Director of Financial Aid and Student Counselling at [bkehoe@nscad.ca](mailto:bkehoe@nscad.ca) or 494-8130.

## **3. Visit SUNSCAD and Pick up U-Pass (Bus and Transit Pass)**

U-Pass Bus Passes will be available in the **SUNSCAD Office** in early September for all full time students.

## 4. Find a Locker

There are a limited number of lockers available for students on the various NSCAD campuses. Students registered for 9 credits or more (including at least one course held at the Port) are eligible for a Port Campus Locker. For more information: <http://nscad.ca/en/home/studentresources/student-services/lockers.aspx> to find out about how to get a Locker at NSCAD. **Port Locker Applications** can also be picked up (and dropped off) at the Security Desk at the Port Campus. That is also where you will go to check on your Port Locker Assignment.

## 5. Visit The Gallery

The Anna Leonowens Gallery is located at 1891 Granville Street on the Granville Campus. Check it out for student and faculty work that rotates on a weekly basis.

## 6. Visit the NSCAD Art Supply Store

Check out the NSCAD Art Supply Store in the Granville Mall. A wide range of art supplies and books are provided for courses offered at NSCAD, and Foundation Supply Kits are offered for those students interested. Don't worry about picking up all your supplies ahead of time, instructors will distribute material lists on your first day of class. Although mandated to serve the needs of students, the NSCAD Art Supply Store is also open to the general public. It has provided art supplies and books to artists and students for more than 30 years. The store carries materials for a variety of art-making needs, including fine art, media arts, design and craft. Books for coursework and general interest are also stocked, and the store strives to offer the best prices to the community. Supplies available for sale include a wide range of painting and photography materials, yarns, cotton, rayon and silk yard goods, dyes, pens, pencils, erasers, paper, disks and much more. Knowledgeable staff are always on hand to assist, and can place special orders for hard-to-find books. **Store hours for September to April are: 9 to 6 Monday to Thursday and 9 to 5 Friday and Saturday.**

## 7. Find Your Classes

It's always a good idea to know where you have to be before you have to be there, so wander the campus and locate your classroom locations or make note during your campus tour.

## 8. Explore & Enjoy!

If you have the opportunity to look around the city, especially the downtown core, before the masses of students return for the fall you should certainly do so. Find some grocery stores, bookstores, cafes and restaurants, parks, libraries, etc before you're preoccupied with classes. Explore the waterfront, meet new people, make new friends ...

# Student Services and Facilities at NSCAD

## Office of Student and Academic Services

- Academic Advising
- Athletics and Recreation
- Course selection and Timetables
- Counselling and Psychological Services
- Disability Services
- Health and Safety
- International Health Insurance
- Housing Information
- Job Opportunities
- NSCAD Email
- Scholarships and Financial Aid
- Security of Student Art Work and Personal Effects
- Personal Security
- Student Email

## **Policies, Policies, Policies**

Like in any organization, NSCAD students, staff and faculty are expected to adhere to a set of policies that have been developed to enhance, protect and celebrate our community. Students are encouraged to visit the “Policies and Documentation” site and review the relevant policies.

<http://nscad.ca/en/home/abouttheuniversity/policiesdocumentation.aspx>

## **Charter of Student Rights and Responsibilities**

All students at NSCAD are expected to abide by the provisions in the Charter of Student Rights and Responsibilities. The document is available in the NSCAD Academic Calendar, or online at: <http://nscad.ca/site-nscad/media/nscad/charter-student-rights.pdf>

## **Office of Student and Academic Services (OSAS)**

The Office of Student and Academic Services, in addition to providing registration services, addresses a wide range of student concerns, including admission to the university, academic and personal advising, disability services, off campus and international programs of study, financial aid and scholarship awards, health and personal development, housing, and international student services. In addressing the extra-academic needs of students, the Office provides personal counselling, financial advising and assistance, professional referrals (e.g. psychological, legal, medical), foreign student advising, housing assistance, and career exploration resources.

### Academic Advising

All students at NSCAD should schedule an appointment with an academic advisor in the OSAS office at least once in order to discuss their course selections and program needs. Students in Foundation should especially seek academic advising early in January / February so that they can begin to plan their selected NSCAD degree program. Program requirement details are available in the Academic Calendar, and that document should be a student’s first place to look; but an Academic Advisor can assist you in mapping out your time at NSCAD. Advisors are always available to help students plan course selections, discuss degree options, internships, exchange opportunities, and much more. Sometimes just a “brainstorming” session with an academic advisor helps a student clarify his/her goals and objectives.

### Athletics and Recreation

NSCAD Students have the option to purchase student membership at Dalhousie's athletic facilities at Dalplex and Sexton Memorial Gymnasium. Student membership is \$57.75 for 2 months (individual) or \$115.50 for 4 months (individual). Family membership is also available for slightly more (\$105.88 for 2 months; \$211.76 for 4 months). Facilities include pools, weight rooms, indoor track, fitness classes, winter skating, golf driving range, basketball, volleyball and badminton courts as well as squash and racquetball courts; tennis, beach volleyball, soccer, as well as intramural programs and much more! Visit Dalplex with your NSCAD Student ID to get your membership: [www.athletics.dal.ca](http://www.athletics.dal.ca)

### **Course Selection and Timetables**

Students may visit the timetables online via WebAdvisor (under "Search for Sections"). Most new students are not able to make online course changes because of outstanding Foundation classes. That simply means that you can either come to the OSAS Office and the front desk staff will be happy to assist, or you can email [registration@nscad.ca](mailto:registration@nscad.ca). In all correspondence, you should use your NSCAD Student Email account, and cite your full name and Student ID#.

### **Counselling and Psychological Services**

During their enrolment at the university, students may need assistance to work through problems or issues that relate to their personal growth and development and to their participation in the university community. The Director of Financial Aid and Student Counselling is available for consultation in regard to such matters, which might include personal, social, or academic concerns. When necessary, appropriate referrals to professional services will be made. Students experiencing concerns that may affect their involvement at the university are encouraged to take advantage of this service, which is both informal and confidential.

Extended professional psychological counselling is available at no charge to NSCAD students through the Dalhousie University Counselling and Psychological Services Centre, which is located in the Dalhousie University Student Union Building. Phone (902) 494 2081 or pick up a brochure at our Student Services Office for more details.

#### **The Centre offers the following services:**

- short-term programs for personal and academic development (e.g. study skills, social confidence and self-esteem workshops, exam skills, etc.)
- individual counselling
- career resources and career counselling
- Student concerns often include self esteem and confidence issues, career planning, depression, anxiety, anger, job search skills, procrastination, study efficiency, relationship difficulties and stress management. Both individual counselling and group programs are offered. Visit the Dalhousie website for further information.

Participation in any of the above is voluntary and confidential.

For more information on student counselling, contact Bernadette Kehoe, Director, Financial Aid and Student Counselling (902) 494 8130, [bkehoe@nscad.ca](mailto:bkehoe@nscad.ca).

### **Disability Services**

Students with disabilities who are seeking the university's assistance in providing services and accommodations in relation to these disabilities, should make an appointment to discuss their circumstances with the Disability Resource

Facilitator (in the Office of Student and Academic Services), phone (902) 494-8313. This appointment should take place as soon as possible after admission to the university. During this appointment, the facilitator and the student will explore possible forms of assistance needed to facilitate her/his study, based on documentation of the disability that students bring with them to the meeting. Students who feel they may have a learning disability or attention deficit are also encouraged to meet with the Disability Resource Facilitator to discuss their options. Students should also request a copy of the university's policy relating to this issue when they begin studies. In all cases, it is the student's responsibility to consult with each instructor from whom s/he requests accommodations. Students are expected to consult with their instructors concerning their circumstances during the first two weeks of the semester.

### **Health & Safety**

NSCAD is responsible for protecting and promoting the health and safety of the university community, and to take every precaution, reasonable in the circumstances, to ensure that the university environment is safe and healthy for faculty, staff, students, and the general public. All students registered for credit and non-credit courses, sessions and workshops at the university have the right to be provided with appropriate Health and Safety information (including the NSCAD Occupational Health and Safety Policy), and any specific safety instruction, training and/or personal protective clothing or equipment required to prevent or minimize risks they may be exposed to in their particular area of study. All students are responsible for complying with the Health and Safety regulations and policies of NSCAD and the community. The policy is found at: <http://nscad.ca/site-nscad/media/nscad/OHS-policy.pdf>

### **Intellectual Property Rights Agreement for NSCAD Students**

All copyright belongs to the student(s) who creates the work even if it is produced during the course of study and with the use of the school's facilities and resources, except in those cases where there is a written contract to the contrary which assigns the copyright to the school or to a third party. To read the full policy on student intellectual property rights, please visit: <http://nscad.ca/site-nscad/media/nscad/StudentsIntellectualPropertyRights.pdf>

### **Job Opportunities**

For students looking to secure work on campus as a student assistant, it is recommended that you contact the individual departments as soon as possible. Each individual department hires student assistants based on requirements set within that department itself and most departments will try to hire immediately before or after the semester begins. Priority is often given to international students as they cannot work off campus without obtaining additional visas. Departments on campus that hire larger amounts of student assistants include the Library, the Visual Resource Collection, the Service Centre, the Office of Student and Academic Services and the School of Extended Studies.

Additionally, the NSCAD website hosts an employment board where external job postings are listed for student and public viewing <http://nscad.ca/en/home/studentresources/student-services/jobbank.aspx>. Located immediately outside the Office of Student and Academic Services is a bulletin board hosting print versions and posters of employment listings. If you are interested in speaking to someone about employment opportunities on campus, please contact Bernadette Kehoe ([bkehoe@nscad.ca](mailto:bkehoe@nscad.ca) 494-8130).

### **Lockers**

There are a limited number of lockers available for students on the various NSCAD campuses. Students registered for 9 credits or more (including at least one course held at the Port) are eligible for a Port Campus Locker. For more

information go to <http://nscad.ca/en/home/studentresources/studentervices/lockers.aspx> to find out about how to get a Locker at NSCAD.

### **NSCAD Email Addresses**

All NSCAD students are assigned a NSCAD Email address upon registration which they will hold throughout the time of their registration as a NSCAD student. This email address will be the primary email address used to contact students via this mode of communication, so it is very important that students regularly check this address. Please review the Policy on Official Communication with Students: <http://nscad.ca/site-nscad/media/nscad/student-email-communications-policy.pdf>

### **Scholarships and Financial Aid**

NSCAD University offers a number of internal scholarships to current students. Most internally offered scholarships require at least one full time semester of study before qualifying for an application. Applications are always made available in the first 6 weeks of the semester in the Office of Student and Academic Services and online and are for awards offered in the following semester. Additionally, Travel Subsidy applications are available during the first month of each semester for travel related to courses or academics within the same semester. For additional information on scholarships please visit the NSCAD website or contact Bernadette Kehoe (bkehoe@nscad.ca). You may wish to pursue externally offered scholarships; some helpful web links include:

- [www.scholarshipscanada.com](http://www.scholarshipscanada.com)
- [www.studentawards.com](http://www.studentawards.com)
- [www.bcartsCouncil.ca](http://www.bcartsCouncil.ca)
- [www.nstalenttrust.ns.ca](http://www.nstalenttrust.ns.ca)
- [www.aucc.ca](http://www.aucc.ca)
- [www.cfuw.ca](http://www.cfuw.ca)

### **Security of Student Artwork and Personal Effects**

Always ensure that your valuables are adequately protected, especially if you have to leave your work studio, classroom or study space unattended (even for a few minutes). Always ensure that the area or work is properly secured in your locker or secure studio area, and that your property is protected. Never leave doors propped open even for a short period of time. More than 80 percent of thefts occur when property is left unattended in an open area. Items such as backpacks, purses, laptops, ipods and cameras should never be left unattended. The University is not responsible for theft or loss of personal or borrowed items. Please also note the importance of using the buddy system when working on campus outside of class time. In addition, IMMEDIATELY report any suspicious person(s) to Security services:

**492-8778 evenings, weekends and holidays;**

**877-0764 during normal work hours**

### **Personal Security**

In case of emergency during normal work hours, you can also contact the Facilities Department at the following numbers:

**494-8125**

877-0750

877-0475

It is also very important that all students **sign in with Security** after normal work hours. This procedure provides an additional level of safety and security for the University.

## **Technology, Equipment and Supplies**

### **Anna Leonowens Gallery**

The gallery is located in the Granville Campus with a street entrance on Granville Street. Comprised of 3 gallery spaces, the Anna Leonowens Gallery showcases primarily student and faculty exhibits throughout the year.

Exhibitions are usually 1-2 weeks long with openings held every Monday evening at 5:30. Applications can be submitted for group or individual shows – deadlines are July 1 for Fall, November 1 for Winter, and March 1 for Summer semester shows. Please see the upper office of the gallery for applications.

<http://nscad.ca/en/home/galleriasevents/galleries/default.aspx>

### **Art Supply Store (Book Store)**

The NSCAD Art Supply Store is located in the Granville Campus within the lower level of the Granville Mall itself, and is open Monday - Saturday. It hosts a large variety of art supply materials that students need for classes and is accessible to students and the general public alike. Traditionally it has been one of the only places locally to obtain bookbinding and textile based supplies. For those students wishing to obtain a full set of materials, Foundation Kits are sold at the beginning of each year and contain the supplies required for the core foundation level courses. You can call the Art Supply Store at 494-8176 if you have questions about supplies or materials.

### **Computer Labs and Access**

There are several computer labs available on the NSCAD Granville Campus housing Mac Computers. The Multimedia department located on the 3<sup>rd</sup> floor of the North Block holds the majority of computer lab access. The photography department has a computer lab for digital imaging as well as higher end printing options but requires students to have a competent understanding of the equipment before access is granted. The library also has a number of computer terminals for public access.

### **Equipment Loans**

The photography, film and multimedia departments all have equipment rooms where students can sign out equipment – usually on a 24 hour loan. A valid Student ID is required for all equipment loans and students should be familiar with the liability information set forth by each department in event of equipment loss or damage. Students may need to demonstrate proficiency before access to certain equipment is granted.

### **Finance Office - Tuition Fees / Student Accounts**

Officially called the Office of Finance and Administration (but usually referred to as the Business Office), the Business Office is located on the 4<sup>th</sup> floor of the Granville Campus in the Duke Block, across from the Bell Auditorium.

Students can pay their fees including tuition, library charges, Art Supply Store account charges and class material fees and deal with any issues arising from their personal student accounts. Tuition due dates are always the last day of the first month of the semester and invoices are visible in your WebAdvisor account or can be obtained in the office itself.

**Student Loan documents** can be picked up in the Business Office and must signed by officials with signing authority before being processed for payment. Office hours are **8:00-4:00 Monday through Friday** and the office can be reached at 494-8222 or 494-8219 or [studentaccounts@nscad.ca](mailto:studentaccounts@nscad.ca)

## **Libraries**

NSCAD University houses 2 libraries – the print collection and the visual resource collection. Located on the first level of the Granville Campus in the Duke Street Block (5163 Duke Street) and spanning several floors is the print collection, including books, magazines and periodicals. Through the Novanet system books can be brought in from other local university libraries. The visual resource collection is located on the 3<sup>rd</sup> floor of the Granville Campus, Duke Block, and includes such items as slides, videos and audio recordings. A validated Student ID is required to use the library, and please note that academic grades are withheld from students if they have outstanding library debts.

<http://nscad.ca/en/home/libraries/default.aspx>

## **Multi Media Centre**

The Multi Media Centre provides students with studios, computers, and equipment for course work in all academic divisions. It also provides support for teaching labs. Their staff are incredibly knowledgeable, and can provide assistance with just about any type of technology issue you have. Their Helpsite website also contains a wealth of documentation to assist you. <http://nscad.ca/en/home/shopsandservices/multimediacentre.aspx>

## **Seeds Gallery**

Seeds is a retail gallery for student and alumni work. They are located at next to NSCAD's Port Campus, and are open Tuesday – Saturday, 11 am – 6 pm. Visit their website to see some featured work:

<http://nscad.ca/en/home/gallerievents/galleries/default.aspx>

## **Service Centre**

The Service Centre is located in the Granville Campus in the Granville Mall lower level, next door to the Art Supply Store. The Service Centre houses photocopying services for the university as well as faculty and staff mailboxes and the university's Lost and Found. Students can make photocopies at the **PORT Campus** as well by purchasing a Photocopy card at the Service Centre (on Granville Campus) and accessing the relevant Photocopier at the Port Campus during regular office hours.

## **Writing Resource Centre**

The process of writing allows individuals to create knowledge and to share knowledge. The Centre provides tutoring and resources to the university community. Students at any stage of study, from Foundation to Graduate level, are encouraged to bring their writing concerns to the Centre. The Centre provides individual consultations and group workshops. The aim of the Writing Centre is to help students develop their own critical voices for reading, discussion, and writing to exchange ideas within the academic community. Students may bring questions, ideas, drafts of work in progress, or graded work to the tutors for feedback and suggestions. Handouts and other resources are also available.

<http://nscad.ca/en/home/studentresources/writingresourcecentre.aspx>

## **The Student Union (SUNSCAD) and You!**

All NSCAD students, full and part-time, undergraduate and graduate, are members of the **Student Union of the Nova Scotia College of Art and Design**, Local 7 of the Canadian Federation of Students.

The elected student council performs the following functions on behalf of the students of the university:

- promotes and defends the common interests of students;
- serves as a vehicle of communication between students and the administration;
- represents students on a provincial and national level; and
- coordinates those further activities that are conducive to the above-named purposes.

The Student Union (SUNSCAD) Office is located in the Granville Campus on the 2<sup>nd</sup> level of the Duke Block, alongside the student lounge and cafeteria. SUNSCAD provides a number of services for students including the Health Insurance Plan (excluding international students), U-Pass, Food Bank, Scholarships, social events as well as a wide range of other activities. Be sure to attend the Orientation Presentations where you will be further introduced to your Student Union and have the opportunity to obtain a student bag filled with various goodies. The President of SUNSCAD is Natasha Krzyzewski and she can be contacted at [sunscad@nscad.ca](mailto:sunscad@nscad.ca) or 494-8132.

### **U-Pass Bus Pass**

The U-Pass is a special student transit pass. The U-Pass allows eligible students to unlimited use of Metro Transit Buses, Ferry, and Access - A - Bus. U-Passes are not valid for use of the Community Transit service. U-Passes shall be valid for Metro Link services with payment of the Metro Link fare premium each time Metro Link is used. The U-Pass will be valid from Sept-April. The U-Pass is picked up starting September 1 at the SUNSCAD Office (Tuesday – Thursday) (for the first week of school, you can pick it up in the Student Lounge on September 7, 8 and 9)

- **Am I eligible?**

All full time students attending NSCAD will receive a U-Pass. Part-time students are not eligible. Exchange students may purchase a U-Pass.

- **Refund eligibility?**

If your schooling takes you outside of HRM for the full term. If you drop out or go from being a full time student to a part time student within the allotted time frame. NOTE: To receive a refund you have to notify SUNSCAD’s Resource Coordinator, or it will be assumed that you have picked up your U-Pass and are using it. Once you have notified the Resource Coordinator and returned your U-Pass to SUNSCAD, you will be refunded the majority of the U-Pass fee minus any administration costs.

- **Cost?**

\$134/year (2010-11 cost). This fee is included in your mandatory student fees paid in the Fall semester.

- **Where and When do I get my U-Pass?**

The U-Pass is picked up starting September 1 at the SUNSCAD Office (Tuesday-Thursday) - for the first week of school, you can pick it up in the Student Lounge on September 7, 8 or 9.

- **It’s Only Yours!!**

Your U-Pass cannot be loaned, sold or transferred to another person. This is against the law and can jeopardize NSCAD being able to offer this fantastic service to students. Bus drivers check your NSCAD ID card. If it is not your pass the driver can confiscate the ID/U-Pass. If you were using it correctly and this happens to you, please contact SUNSCAD immediately. If the U-Pass was misused it can be revoked without a refund and you can be black listed from ever having another U-Pass

- **What if I live outside the service area for buses?**

No worries. You can drive to any Park and Ride point, park your car (for free) and catch the bus from there. You’ll find Park and Ride parking lots at:

Sackville Terminal	Mumford Terminal, Halifax Shopping
Cobequid Terminal	Centre Annex
Downsview Terminal, Downsview	Village at Bayers Road
Mall	Centennial Arena, Halifax
Penhorn Terminal	Woodside Ferry Terminal
Maybank Field, Mic Mac Blvd	Dartmouth Ferry Terminal

Portland Hills Terminal South Centre Mall, Spryfield	Bridge Terminal (Dartmouth Sportsplex)
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- **What if I live on campus?**  
Your U-pass is not just for commuting to school. Use it on your free days and take a trip to the park, Bayers Lake to do some shopping, or take a ferry ride to Dartmouth.

**Schedules and route information can be located at [www.halifax.ca/metrotransit](http://www.halifax.ca/metrotransit)**

## Academic Divisions, Departments and Contacts

NSCAD classes are broken into several divisions including Foundation, Fine Art & Media Arts, Craft & Design, Historical & Critical Studies and Graduate Studies. Often times, students will need to contact a faculty member or require specific information or forms that the division office provides. The divisions and the department assistants are:

- **Foundation** – Located in the Port Campus. Gene Daniels is the division chair ([gdaniels@nscad.ca](mailto:gdaniels@nscad.ca); 442-1536). Patty O’Toole is the Administrative Assistant ([potoole@nscad.ca](mailto:potoole@nscad.ca); 494-8144)
- **Fine Arts** – Located on the Granville Campus on the second level of the Seeds Block. Susan Sutherland is the Administrative Assistant ([ssutherland@nscad.ca](mailto:ssutherland@nscad.ca) 494-8147) and Mathew Reichertz is the Fine Art division Chair ([mreichertz@nscad.ca](mailto:mreichertz@nscad.ca) 494-8193)
- **Media Arts--** Located on the Granville Campus on the second level of the Seeds Block. Susan Sutherland is the Administrative Assistant ([ssutherland@nscad.ca](mailto:ssutherland@nscad.ca) 494-8147) and David Clark is the Media Art division chair ([dclark@nscad.ca](mailto:dclark@nscad.ca) 494-8291).
- **Craft** – Located on the Granville Campus in the second floor of the North Block. Heather Harris is the Administrative Assistant ([hharris@nscad.ca](mailto:hharris@nscad.ca) 494-8154) and Jane Milton is the Craft division chair ([jmilton@nscad.ca](mailto:jmilton@nscad.ca) 494-8232).
- **Design --** Located on the Granville Campus in the second floor of the North Block. Heather Harris is the Administrative Assistant ([hharris@nscad.ca](mailto:hharris@nscad.ca) 494-8154) and Michael LeBlanc is the Design division chair ([mleblanc@nscad.ca](mailto:mleblanc@nscad.ca) 494-8238)
- **Historical & Critical Studies** – Located on the Granville Campus on the third floor of the Duke Block. The Administrative Assistant is Ken Rice ([krice@nscad.ca](mailto:krice@nscad.ca) 494-8187) and the division chair is Sandra Alfoldy ([salfoldy@nscad.ca](mailto:salfoldy@nscad.ca) 494-8134).
- **Graduate Studies** – Located on the Granville Campus with a street entrance on the Hollis Block. The graduate studies Administrative Assistant is Janice DeMings ([jdemings@nscad.ca](mailto:jdemings@nscad.ca) 494-8149) and

the Master of Fine Art head is Jan Peacock ([jpeacock@nscad.ca](mailto:jpeacock@nscad.ca) 494-8155) and the Master of Design head is Rudi Meyer ([rmeyer@nscad.ca](mailto:rmeyer@nscad.ca) 494-8197).

## Housing Information

NSCAD University does not maintain a residence and students are therefore responsible for making their own accommodation arrangements in the Halifax/Dartmouth area. An arrangement with St. Mary's University gives equal priority to NSCAD students for residence spaces at SMU (see below for more details). Many students rent furnished rooms from private owners or share an apartment, flat or house with other students. As new students get to know other students at the University, opportunities for less expensive shared rentals begin to occur.

Since there is a large student population in Halifax during the school year, students entering the University in September or January may experience more difficulty in finding acceptable accommodation than students entering the University for the summer session. Students entering the University in September or January should therefore investigate housing options early (approximately two months before arrival) and plan to arrive in Halifax at least two weeks prior to the beginning of classes in order to confirm the necessary residence arrangements. Students entering the University in the May semester should arrive in the city a week or two before classes begin.

To help students locate acceptable accommodation, the Office of Student and Academic Services maintains an Off Campus Housing website at <https://student.nscad.ca/housing>. General orientation information for students new to Halifax is also available by contacting Student Services which is on the 2nd floor of the Administration Building, 5163 Duke Street. Postings for apartments off campus can be posted and added under the Current Student Section on the NSCAD web site. If you have any questions please visit Student Services or e-mail [admissions@nscad.ca](mailto:admissions@nscad.ca).

**NSCAD University bears no responsibility for arranging, inspecting or guaranteeing housing. This is the responsibility of the tenant.**

The following list indicates approximate costs of various types of accommodation in Halifax/Dartmouth:

**Furnished Rooms** - Weekly Rate

Single Room, with kitchen privileges: \$70. - \$125.

Double Room: \$90. - \$160.

Monthly Rate: \$750. - \$1,500

Furnished/Unfurnished Apartments - Monthly Rate

Bachelor: \$450. - \$750.

1 Bedroom: \$650. - \$850.

2 Bedroom: \$700. - \$950.

**Furnished/Unfurnished Houses**

### Residence

St. Mary's University encourages and welcomes NSCAD students into their residences. SMU is located at 923 Robie Street, within walking distance to the NSCAD's Port campus. If you are interested in living in residence at St. Mary's, apply early (deadline for residence space is May 15). Applications can be downloaded from their web site at [www.smu.ca/administration/resoffic/contact.html](http://www.smu.ca/administration/resoffic/contact.html) Phone: 902.420.5598 or Fax: 902.496.8107  
Email: [residence.life@smu.ca](mailto:residence.life@smu.ca)

Other university residences in Halifax, including the University of King's College, Tel (902) 422-1271, and the Atlantic School of Theology, (902) 423-6939, ([apply online at www.astheology.ns.ca](http://www.astheology.ns.ca)), will accept NSCAD students on a space available basis. However, high demand for residence space means that almost all rooms

are filled by students of the appropriate institutions. If you do wish to apply for residence space, inquiries should be sent to the Director of Residence of the respective institutions. You will be sent the appropriate application forms and information material if there is a possibility of accommodating outside students.

### **Housing Contacts**

NSCAD Off Campus Housing information:	<a href="https://student.nscad.ca/housing">https://student.nscad.ca/housing</a>
Dalhousie Off Campus Housing:	<a href="https://discover.dal.ca/dal/accommo/offcampus.ezc">https://discover.dal.ca/dal/accommo/offcampus.ezc</a> Student Union Building 6136 University Ave, 4th Floor 8:30am to 4:30pm, Monday to Friday
Saint Mary's University Off Campus Housing: Tower Rd. near Rice and Vanier security desk at St. Mary's University Monday to Friday, 9:00am to 4:30pm	<a href="http://www.smu.ca/och">www.smu.ca/och</a>
Homes4Students	<a href="http://www.homes4students.ca">www.homes4students.ca</a>
The Halifax Herald Newspaper Website:	<a href="http://www.herald.ns.ca">www.herald.ns.ca</a>
The Coast Weekly Website:	<a href="http://www.thecoast.ca">www.thecoast.ca</a>
Kijiji:	<a href="http://www.kijiji.ca">www.kijiji.ca</a>
Online Maps of Halifax:	<a href="http://www.mapquest.com">www.mapquest.com</a> <a href="http://ca.maps.yahoo.com">http://ca.maps.yahoo.com</a> <a href="http://www.halifaxinfo.com/HalifaxDartmouth.pdf">www.halifaxinfo.com/HalifaxDartmouth.pdf</a>
Tourism Nova Scotia	<a href="http://www.halifaxinfo.com">http://www.halifaxinfo.com</a>

### **Residence Contacts:**

St Mary's University	(902) 420-5598 (available to NSCAD students if Booked by May 15 deadline)
University of King's University	(902) 422-1271
Atlantic School of Theology	(902) 423-6939

### **Interim Accommodations:**

YMCA <a href="http://www.ymcahrm.ns.ca">www.ymcahrm.ns.ca</a> 1565 South Park Street (902) 423-9622	<u>Be sure to book your interim accommodation in advance!</u>  Accommodations available for men and women by day or month
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Halifax International Hostel  
[www.hihostels.ca](http://www.hihostels.ca)  
1253 Barrington Street  
(902) 422-3863

Halifax Backpackers Hostel  
<http://www.halifaxbackpackers.com/NSHOSTELS.htm>

2193 Gottingen Street  
(902) 431-3170  
(888) 431-3170 (toll free)  
Email: [info@halifaxbackpackers.com](mailto:info@halifaxbackpackers.com)

**Travel:**

Travel Cuts is a travel agency which caters to university students and youth.  
[www.travelcuts.com](http://www.travelcuts.com) (866) 246-9762 (toll free)

## **FAQ's: Frequently Asked Questions by New Students**

### **How Do I...**

#### **Q: Pay my tuition?**

A: Tuition payments can be made in the Finance Office, 4<sup>th</sup> floor of the Granville block or via your bank. Tuition is due on the last day of the first month of each semester, and interest charges will be applied after the due date. See the NSCAD Website (under Student Resources – Fees and Tuition) for tuition and payment details. <http://nscad.ca/en/home/studentresources/feestuition/default.aspx>

#### **Methods of payment include:**

1. Cheque (current dated) from a Canadian financial institution made payable to NSCAD
2. Bank or Postal Money Order in Canadian funds payable to NSCAD
3. Credit Card (Visa or MasterCard)
4. Interac (in person only)
5. Internet or telephone banking with the following financial institutions: BMO, TD, RBC, Scotiabank, CIBC and President's Choice Financial. Account number for this purpose is 6-digit student number OR the 7-digit Colleague Student ID. Set up vendor as NSCAD University as opposed to Nova Scotia College of Art and Design. If a student already has an account set up with a previous 6-digit ID number, and wishes to use the new Colleague ID, delete the current account, and set up a new vendor with the Colleague ID (add 0's at the front to make 7 digits).
6. Pay in person or at ABMs at any of the above-mentioned financial institutions
7. Copy of Student Loan Document

#### **Q: Claim a scholarship I've been awarded?**

A: Scholarships awarded internally through NSCAD University are deducted from the tuition owing for the semester in which the scholarship was awarded. If the scholarship exceeds the tuition owing, a cheque will be generated on behalf of the student with the remaining balance and will be made available in the Business Office.

#### **Q: Get a Health Card if I am not from Nova Scotia?**

A: Nova Scotia health cards are available only to Nova Scotia residents. You would be covered by your provincial coverage from your home province until you've resided in Nova Scotia for 12 months and not be attending school. Students will pay a health insurance fee to be covered under the MSI health coverage, and those with health coverage already may opt out of the MSI Insurance. For further information on Health Insurance see the General Information section.

<http://nscad.ca/en/home/studentresources/studentresources/internationalstudents.aspx>

#### **Q: Find out where a class is being held?**

Your course timetable has the rooms and locations of all your classes, and you can view this information on WebAdvisor. The clock used is 24 hours, and Thursdays are indicated with the letter R. Keep in mind that some foundation courses are ½ semester modules (all studio practice courses) and your overall timetable may shift slightly after the first 7 weeks of the semester. If you are having difficulty finding your class, just ask someone ☺ Staff, Faculty and Students at NSCAD are very friendly, and we're used to helping people become "un-lost" at our campus.

**Q: Drop a course? Add a course? Change a course?**

A: To drop / add or change a course you can log in to WebAdvisor and, if you are restricted from dropping or adding because of outstanding Foundation credits, you can visit the Office of Student and Academic Services or email [registration@nscad.ca](mailto:registration@nscad.ca). Please pay close attention to the Add/Drop dates. There are certain dates within a semester when a drop will result in a “W” on your transcript (this has no academic impact, it is just a notation) OR after which drops are not permitted.

Depending on when you drop your course you may get all of your tuition, half of your tuition, none of your tuition or a failing grade when you submit your form. **The financial dates related to dropping classes are different from add/drop dates.** Also keep in mind whether dropping a course will affect prerequisites that you need for other courses you hope to take the following term or year. Dropping a class may affect such things as student loans and scholarships, so when in doubt speak to the office of Student and Academic Services.

**Visit: <http://nscad.ca/en/home/studentresources/calendarsdates.aspx> for both Academic (add/drop) Dates and Financial Dates.**

## **FAQ's: What do I do if I ...**

### **Q: Miss a class due to illness?**

**A:** Contact the instructor as soon as possible. All instructor emails should fit the standard First Initial followed by Last Name at NSCAD.CA. For example, Professor Gene Daniels would be [gdaniels@nscad.ca](mailto:gdaniels@nscad.ca). A more reliable method is contacting the **department administrative assistant** and having him/her relay the message to the instructor. All foundation classes will fall under the Foundation Department, and the Administrative Assistant is Patty O'Toole ([potoole@nscad.ca](mailto:potoole@nscad.ca); 494-8144). For a complete list of all Administrative Assistants, please see the NSCAD website or the above list of Academic Divisions.

### **Q: Miss a class “just because?”**

**A:** Skipper! If you know you're going to miss a class you should still let the instructor or Administrative Assistant know. Some classes will have a grade assigned to attendance or may only allow for a maximum number of missed classes before an automatic fail is applied. Also, an instructor may hold up the class and wait for you because an activity has been planned around the number in attendance, or because an unannounced opportunity for a field trip has presented itself. Do you really want to keep everybody waiting?

Again, for all foundation level courses you may contact Patty O'Toole, Administrative Assistant ([potoole@nscad.ca](mailto:potoole@nscad.ca); 494-8144). For a complete list of all Departmental Administrative Assistants, please see the Academic Divisions and Departments section.

### **Q: Miss a test or exam?**

**A:** Contact the instructor of the course immediately. If you miss an exam and neglect to contact the instructor until afterwards you may face severe repercussions – some instructors may allow for a make up test, some may provide a make up assignment, some may give you a failing grade. If you miss your exam due to illness, you will require a doctor's note. If you know ahead of time that you will be missing an exam, contact the instructor to make alternate arrangements as soon as possible. Instructors will often provide an outline for their policies on missing assignments and exams at the beginning of term; when in doubt, ask.

### **Q: Am going to be late with a project?**

**A:** Inform your instructor as soon as possible. If you know well enough in advance of the due date, discuss your options with the instructor. Each teacher may have different policies on late assignments, so be informed by asking questions at the beginning of term if the information is not initially provided by the instructor. Students who miss several projects are often asked to withdraw from the class or face a failing grade.

### **Q: Am feeling overwhelmed with my studies?**

**A:** This is not an unusual feeling to have as you make the transition to life at University. The best course of action is to make an appointment with an academic advisor in the OSAS office, or if you think that your difficulties are more related to personal or psychological difficulties, make an appointment with the Director of Financial Aid and Student Counselling, Bernadette Kehoe, at the OSAS office ([bkehoe@nscad.ca](mailto:bkehoe@nscad.ca)). Bernadette is a trained counselor and can help you understand why you are having trouble, as well as provide access to additional services that you may take advantage of.

### **Q: Am feeling homesick?**

**A:** This is not an unusual feeling to have as you make the transition to life at University. The best course of action is to make an appointment with the Director of Financial Aid and Student Counselling, Bernadette Kehoe, at the OSAS office ([bkehoe@nscad.ca](mailto:bkehoe@nscad.ca)). Bernadette is a trained counselor and can help you understand

why you are struggling with homesickness (which is very common and entirely normal!), as well as provide access to additional services that you may take advantage of.

**Q: Am having financial difficulty?**

**A:** This is not an unusual feeling to have as you make the transition to life at University. The best course of action is to make an appointment with the Director of Financial Aid and Student Counselling, Bernadette Kehoe, at the OSAS office ([bkehoe@nscad.ca](mailto:bkehoe@nscad.ca)). Bernadette will work with you to determine what sources of financial aid you may be eligible for, discuss budgeting, part time work opportunities and much more.

**Q: Do not agree with a grade I receive?**

**A:** Discuss your grade with your teacher. Final grades can be appealed; however, individual assignment and test grades cannot. A student can appeal a grade within 30 days of the grade being released. A three step appeal process is in place with the first step involving an informal discussion with the instructor to change the grade – it could be a simple matter of a grade being recorded incorrectly. If an informal discussion does not resolve the issue, a student may initiate a formal grade appeal in which the instructor must respond back to the Registrar’s Office within 7 calendar days with a decision on the appeal. If the grade is not resolved to the student’s satisfaction, the student has the option of moving to the third step in the process, appealing the grade to an appeal committee. Grade appeal information can be obtained in the Office of Student and Academic Services, or you can email the Registrar to ask about the process ([llevrt@nscad.ca](mailto:llevrt@nscad.ca))

## INTERNATIONAL STUDENTS:

### About our International Student Community

The University provides an intimate learning environment with a diverse faculty and student body. We foster that diversity by welcoming international students from around the globe. By joining the NSCAD community, you are joining an international community as well. NSCAD currently has students enrolled from the following countries: Australia, Barbados, Bahamas, Brazil, China, Germany, Guatemala, India, Israel, Japan, Kenya, South Korea, Luxembourg, Mexico, The Philippines, Taiwan, Thailand, Turkey, The United States, and The United Kingdom.

International Student Services are offered through the Director of Financial Aid and Student Counselling, Bernadette Kehoe (bkehoe@nscad.ca). More information for International Students can be found on the University's website at <http://nscad.ca/en/home/studentresources/student-services/internationalstudents.aspx>.

We hope this information we've designed especially for our new international students will be helpful to you as you prepare for your arrival in Halifax and at NSCAD University. We look forward to meeting you!

### Immigration Matters – Before you Arrive

#### Study Permit (Student Visa)

All international students who are not Canadian citizens, permanent residents or landed immigrants in Canada must obtain a valid study permit in order to study in Canada for more than six months. You must apply for this document **prior to your arrival in Canada**, and you should **apply early** as it can take weeks to several months to process your application. You cannot obtain a study permit from within Canada. If your current study permit is due to expire, you should apply to renew your study permit at least 90 days before the expiry date.

For more information on how to apply for a Study Permit, including the documents you will require to demonstrate your acceptance to NSCAD University, as well as proof of identity, financial support and medical status, visit the Citizenship & Immigration Canada website: [www.cic.gc.ca](http://www.cic.gc.ca). If your application for a study permit is approved, you will receive a "letter of introduction" from the visa office confirming the approval. This letter is not your study permit but does contain your permit reference number. Please check it for accuracy (i.e. names, dates, etc...) and notify the visa office of any corrections that may be required. You must take this letter with you and present it to the Canadian Customs official upon your arrival in Canada. You will be referred to an immigration officer who will issue you a study permit. Do not make travel arrangements or depart for Canada without your letter of introduction, since you may be refused entry into Canada. In addition to this letter of introduction, other documents you must have with you at your time of arrival (for Customs and Immigration) include:

- ✓ a valid passport (not required for US citizens; must present birth certificate or other evidence of US citizenship and acceptable photo identification)
- ✓ a Temporary Resident Visa (**if** required – visit [www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp) to see if your country is one that requires an entry visa),
- ✓ your letter of acceptance to NSCAD University
- ✓ evidence of financial support

- ✓ letters of reference or any other documents recommended by the Canadian embassy, high commission, or consulate in your country.

### **Financial Planning**

Because international students are not normally permitted to seek or accept employment while in Canada, it is most important that they plan their budgets carefully so that they will have sufficient funds from private and/or government resources to meet all their living and educational costs. The University expects that international students will be completely responsible for their own financial affairs.

The University recommends that prospective international students budget a minimum figure of \$20,000.00 (Cdn) exclusive of airfare, for the eight-month academic year; a minimum figure of \$25,000.00 (Cdn) is recommended for those who will spend a full twelve months in Canada. On the next page, you will find a break-down of these costs; and, on the following page, we have included a sample BUDGET SHEET, to help you plan your finances for the year.

### **INTERNATIONAL HEALTH INSURANCE**

International students must purchase NSCAD's comprehensive health insurance before being allowed to register at the University.

New full-time International students, including Exchange students, are required to purchase health insurance in Canada to be considered to have adequate coverage for Canadian medical services. Information on the NSCAD health insurance plan for International students will be sent to students before the semester begins. They are required to purchase the insurance plan in order to register at NSCAD. No exemptions will be considered.

Information and advance notice of this requirement have been included with all registration material sent to each student by the Registrar's Office. For further information, contact the Director of Financial Aid and Student Counselling by email at [bkehoe@nscad.ca](mailto:bkehoe@nscad.ca) or by telephone at (902) 494-8130.

Upon your arrival at NSCAD, please meet with the Director of Financial Aid and Student Counselling to purchase health insurance coverage before the beginning of the semester. NSCAD's International student health plan is currently provided through Travel Insurance Coordinators Limited. International Students who are not eligible to apply for MSI (see information below) must purchase health insurance from TIC before being permitted to attend the University. This is a comprehensive insurance plan which costs \$236 per term or \$650 for 12 months (2010-2011).\* All prices listed are subject to change. No student may begin classes at NSCAD without approved health insurance. **If insurance documents are not presented by the first day of classes, students will be removed from classes.**

### **Medical Services Insurance (MSI)**

International students who have been in Nova Scotia for twelve consecutive months, and who have not left the province for more than 31 days during this period are eligible to apply for Medical Services Insurance, Nova Scotia's provincial medical insurance. Application may be made on the last day of the twelfth month, and the insurance may become valid on the first day of the thirteenth month. Call MSI at the number below to confirm eligibility. If you are eligible to apply, mail a copy of your student visa to:

#### **Medical Services Insurance**

PO Box 500

Halifax, NS

B3J 2S1 Telephone: (902) 468-9700

International students who are eligible for MSI will be charged for the extended health coverage administered by NSCAD's Student Union.

## **Working in Canada**

Generally, full-time international students with a valid study permit (student authorization) registered in a degree-granting program are allowed to work on the campus of the institution at which they are registered without the need for an employment authorization. After 6 months, international students may apply for an off-campus work permit. For further information about working in Canada please visit the Canada Immigration and Citizenship website: [www.cic.gc.ca](http://www.cic.gc.ca). Exchange or Visiting International students must have a study permit before they can apply for any possible on campus work. Priority for on campus work will be given to International students enrolled in a degree program.

## **Working after Graduation**

The Post-Graduation Employment Program is designed to provide graduating international students with Canadian work experience. You may be eligible to work in Canada for up to 3 years after graduating. To apply for a post-graduation work permit, you must have a valid study permit and have received notification from NSCAD that you have completed your degree requirements and are eligible to receive your degree. Please check the Citizenship and Immigration Canada website for details on applying for a post-graduation work permit.

## **Social Insurance Number (SIN)**

If you are going to work in Canada, you will need to apply to the government for a Social Insurance Number (SIN) before you start your job. You can find more information on the Service Canada website: [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca).

## Appendix 1

# Tuition & Other Expenses 2011-1021

## 2011-2012 Fees and Tuition

**Undergraduate and Graduate Fees: Canadian & Permanent Residents\*\* (per semester)**

# Credits	x Per Course Tuition (based on 3-credit equivalents)	Semester Tuition	Union Fee (Summer)	U-Pass (Summer N/A)	Health Insurance (Summer)	Total
3	\$707.85	<b>\$707.85</b>	\$32.86	----	-----	<b>\$740.71</b>
6	\$707.85	<b>\$1415.70</b>	\$32.86	----	-----	<b>\$1448.56</b>
9	\$707.85	<b>\$2123.55</b>	\$65.71	----	\$58.68*	<b>\$2247.94</b>
12	\$707.85	<b>\$2831.40</b>	\$65.71	----	\$58.68*	<b>\$2955.79</b>
15	\$566.28	<b>\$2831.40</b>	\$65.71	----	\$58.68*	<b>\$2955.79</b>
18	\$471.90	<b>\$2831.40</b>	\$65.71	----	\$58.68*	<b>\$2955.79</b>
MA/MDes/MFA	Activation Fee***	<b>\$235.95</b>				<b>\$235.95</b>

\* The Health Fee for students who begin in January or May is reduced. Students who begin their studies in the summer semester are charged the fee as posted. Check back in July / August for the posted Health Fee for students beginning their studies in fall or winter. Please contact Student Accounts if you have any questions (902-494-8222)

\*\* Students who qualify for Nova Scotia residency may be eligible for reduced tuition. Please contact the Office of Finance (Business Office) or the Financial Aid Office.

\*\*\* The MA / MDES / MFA Activation Fee is charged per semester to graduate students who extend their program completion. The fee is charged for each semester of approved extension.

## TUITION for INTERNATIONAL STUDENTS (per semester)

### Undergraduate and Graduate Fees

Credits	x Per Course Tuition (based on 3-credit equivalents)	Semester Tuition	Union Fee	U-Pass	International Health Insurance (Domestic)	Total
3	\$1561.05	\$1561.05	\$32.93	---	***	\$1593.98
6	\$1561.05	\$3122.10	\$32.93	---	***	\$3155.03
9	\$1561.05	\$4683.15	\$65.86	\$136.67**	***	\$4885.68
12	\$1561.05	\$6244.20	\$65.86	\$136.67**	***	\$6446.73
15	\$1248.84	\$6244.20	\$65.86	\$136.67**	***	\$6446.73
18	\$1040.70	\$6244.20	\$65.86	\$136.67**	***	\$6446.73
MFA/MDES	Activation Fee ***	\$520.35	---	---	---	\$520.35

\*\*\* International Health Insurance Rates are: \$236 per semester; or \$472 September - April; or \$650 September - August. Family Rate is \$1595 per year

\* New FT Students who begin in January will be charged \$68.33



**Appendix 2**

**BUDGET SHEET - FOR STUDENT'S INFORMATION**

Semester Expenses

1.	Tuition and Fees		\$ _____
2.	Room and Board		
	- monthly rent or shared	_____ x4=	\$ _____
	- weekly food	_____ x16=	\$ _____
	- monthly utilities or shared	_____ x4=	\$ _____
		Total =	\$ _____
3.	Course supplies		
	- Course	_____ Supply Cost	\$ _____
		_____	\$ _____
		_____	\$ _____
		Total	\$ _____
4.	Local transportation weekly	_____ x 16 =	\$ _____
5.	Miscellaneous - Clothing	_____	
	- Recreation	_____	
	- Dental Care	_____	
	- Personal	_____	
		Total	\$ _____
6.	Other expenses (please itemize) _____		
		Total	\$ _____
	<b>TOTAL EXPENSES</b>		<b>\$ _____</b>

**Student Resources**

Please indicate below your total financial resources, from all sources, for the present semester.

1.	Savings from summer or previous employment	\$ _____
2.	Contribution from parents, guardians	\$ _____
3.	Earnings from your own or your spouse's employment (hrs/wk)	\$ _____
4.	Canada Student Loan	\$ _____
5.	Provincial Loan, Bursary, Grant or Allowance	\$ _____
6.	Other resources (scholarships, veteran's benefits, etc.)	
	Itemize _____	\$ _____
	<b>TOTAL RESOURCES</b>	<b>\$ _____</b>