



# Full of Potential

## International Student Orientation 2020

BRITISH COLUMBIA, CANADA

Your Canadian educational  
experience starts here.

College  
of New  
Caledonia

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**CNC**

International  
Education

# Welcome to the College of New Caledonia!

Our students come from all over the world to begin their Canadian educational experience at the College of New Caledonia British Columbia, Canada. When you choose CNC, you are choosing:

- an accredited public college, established in 1969.
- a college offering certificates, diplomas, post diplomas or degree transfer programs.
- an excellent start to your educational studies.
- urban living in a safe, vibrant, friendly and affordable city.







# Important information about ENLA

Students are assessed and placed at the appropriate level before being enrolled in classes. Students who complete lower levels are able to progress to higher levels.

Students who progress to higher levels are able to choose one or two university-level courses. You can get up to nine university credits (equal to one full semester) by the time you finish your ENLA training at CNC.

## **ENGLISH FOR ACADEMIC PURPOSES (EAP) PREPARATION**

15 weeks (21 hours per week)

Start to build vocabulary, practice speaking English, improve pronunciation, writing and reading skills.

## **ENGLISH FOR ACADEMIC PURPOSES (EAP) 1**

15 weeks (21 hours per week)

Build on grammar knowledge, expand writing skills, read more complex material from real world sources and become a more fluent speaker.

## **ENGLISH FOR ACADEMIC PURPOSES (EAP) 2**

15 weeks (21 hours per week plus one university course)

Polish grammar and writing skills to prepare for college level writing, listen and comprehend speaking from a variety of sources.

## **ENGLISH FOR ACADEMIC PURPOSES (EAP) 3**

15 weeks (18 hours per week plus one university course)

Listen to lectures and academic presentations, create presentations, write college level essays, read and critique texts and academic articles.

In the ENLA program, you need a minimum 76% (B+) to progress to the next level.



# Important information

## Post-Diploma & UT Students

### Extending your study permit or visa

- 1 Register for future semester to show the government your study plan.
- 2 Request an enrolment letter for applying student visa or study permit.
- 3 Have a scanned copy of your passport and study permit.
- 4 Have a scanned copy of your proof of financial support document.
- 5 Have a digital passport photo.

### Working off-campus

Non-ENLA international students with full-time registration status and a valid study permit are eligible to work in Canada, with some conditions. You can work up to 20 hours per week during the academic year (either on- or off-campus). During college-sanctioned breaks (such as winter or summer holidays, and Reading Week) you may work full time (up to 40 hours per week).

### Grading scales for majority of programs\*

GRADE	PERCENT POINTS	CONVERSION
A+	4.33	90-100%
A	4.00	85-89.9%
A-	3.67	80-84.9%
B+	3.33	76-79.9%
B	3.00	74-80%
B-	2.67	68-71.9%
C+	2.33	64-67.9%
C	2.00	60-63.9%
C-	1.67	55-59.9%
D	1.00	50-54.9%
F	0.00	0-49.9%

\* Does not include Applied Business Technology, Competency-Based Courses, Dental Assisting, Dental Hygiene and Medical Radiography Technology. Please visit [cnc.bc.ca](http://cnc.bc.ca) for more details.



### Calculating a grade point average (GPA)

The GPA is calculated by multiplying the grade points earned by the number of credits, and then dividing the result by the number of credit hours taken. Example:

COURSE	CREDIT HOURS	LETTER GRADE	GRADE POINTS	GRADE POINT CREDIT HOURS
#1	3	A	4	12
#2	3	B	3	9
#3	4	C	2	8
#4	2	D	1	2
#5	3	F	0	0
TOTAL	15			31

GPA:  $31 \div 15 = 2.07$

A cumulative Grade Point Average (GPA) is a calculation of the average of all of a student's grades for all courses completed so far.



# Download the iCent App to your mobile phone today!

## What is the iCent App?

The College of New Caledonia International Education and iCent have developed an app to assist students in preparing for life studying overseas and help navigate their new environment.

The iCent App has many useful features, such as:

- Pre-departure Checklist: Things you need to prepare and do before leaving your home country.
- Arrival Checklist: Things you need to do once you arrive in Canada.
- Student Services: Information on all services located on campus, including the Bookstore, Library, Academic Advising, Counselling, Testing and Tutoring and more!
- Where to Stay: Information on accommodation options, including Student Housing, Private Housing, and our International Homestay program.
- Get Involved: How you can get involved at CNC through our International Student Leadership and Ambassador Program!
- News and Events: Get information on events and activities on and off campus and stay up-to-date with the latest CNC news.
- Transportation and Parking: How to get around using public transportation and how to get a parking pass at CNC.
- Safety and Security: Information on BC's Medical Service Plan, Health and Dental coverage, scams targeting international students, road safety in Canada and security and First Aid on campus.
- Frequently Asked Questions: Answers for questions commonly asked by both future and current international students. Topics include those on pre-departure, student life, academic processes, and policies and procedures.
- Guard.me: Easy access to your guard.me account and frequently asked questions about your temporary coverage.
- Push Notifications: Make sure you turn on your push notifications for the iCent app to get reminders on important dates and deadlines, upcoming events and activities and more!

## How to Download?

To access the app, follow the steps below:

1. Open the App Store or Google Play on your smartphone.
2. Search for 'iCent' and install the app.
3. Open the app, type country as 'Canada' and institution name as 'College of New Caledonia'
4. Tap on the 'Login' button or connect via your preferred social media.
5. Enter your email (use your CNC email if available) and tap on 'Continue'.
6. You will receive an email with a secured PIN to login. Enter it and tap on 'Continue'
7. Welcome to the iCent App! Start exploring.

# Things you need to know

## Medical Insurance for International Students

### Why health insurance?

- Without health insurance, medical costs in BC are very expensive.



### Your coverage explained - Guard.me

- For the first three months of your stay in Prince George, Guard.Me is your temporary insurance provider **www.guard.me**. This insurance is mandatory and automatic.
- Your Guard.Me Insurance is covered in your deposit fees so no further payment is required. Your policy will be emailed to you before or after orientation.
- If you require treatment, visit the Wellness Centre at CNC, Salveo Medical Clinic at Superstore or Nechako Medical Clinic at Parkwood Place.
- Any pre-existing health conditions you arrived in Canada with may not be covered.
- Dental coverage is not covered.

### Medical Services Plan (MSP)

- Medical Services Plan (MSP) becomes effective approximately three months after you arrive in BC. It is mandatory for all International students and residents of British Columbia.
- We will help you enroll in the MSP program (providing you have a Valid Study Permit and intend on studying at CNC for six months or longer).
- The month you arrive counts as the first of your waiting period regardless of whether you arrive at the start or end of the month. You may notice you have an overlap of coverage from both Guard.Me and MSP for a short period but this is unavoidable.
- You will be billed each month for Health Insurance. You can pay at any bank or BC Access Centre. The College cannot accept payments on your behalf.
- Visit Health Services BC **www.hibc.gov.bc.ca** to change your address.
- MSP does not cover the cost of prescriptions or dental expenses.
- If you leave BC for six months or less you must continue to pay your MSP bills.
- Your Care Card is very valuable. Carry it with you at all times. If you need to visit a Health Clinic you will be asked to provide it. Otherwise, you will have to pay.
- Students are not permitted to share cards. It is against the law to do so.



# Retrieving your CNC Connect username and or password

- 1 Go to CNC homepage - **cnc.bc.ca**
- 2 Click on the "**CNC Connect**" button in the left side bar
- 3 Click the "**Account/Password Info**" button
- 4 Enter your last name and student number then click "Find"
  - if you do not know your student ID phone **250 562 2131**
- 5 Your username will be displayed, be sure to write this down for future use. Once you have your username proceed with the password.
  - if you receive an error message "**Account Information not Found**", contact the IT Helpdesk at **250 561 5812** or **helpdesk@cnc.bc.ca**.
  - If you are attempting to reset your password and the email address is not current, contact the Office of the Registrar at **250 562 2131** to have your record updated.

# Do Not Forget To Finish The Check List

- |   |  |
|---|--|
| <input type="checkbox"/> Submit copy of your study permit           | <input type="checkbox"/> Get your student ID (Office of the Registrar)                         |
| <input type="checkbox"/> Guard.Me                                   | <input type="checkbox"/> Get your UPASS bus pass (Student Union)                               |
| <input type="checkbox"/> Submit BC Medical Service Plan application | <input type="checkbox"/> Buy textbooks at CNC Bookstore  |
| <input type="checkbox"/> Submit change of address form              | <input type="checkbox"/> Open a bank account   |
| <input type="checkbox"/> Sign and submit consent forms              | <input type="checkbox"/> Arrange for cellphone and internet services                           |
| <input type="checkbox"/> Register for courses                       | <input type="checkbox"/> Purchase Renters Insurance  |
| <input type="checkbox"/> Activate your CNC student account          | <input type="checkbox"/> Sign up for English Assessment Test<br>(excludes ENLA & Post Diploma) |



# Academic Misconduct

Academic misconduct includes, but is not limited to, cheating and plagiarism. Cheating includes, but is not limited to, a student or group of students, using or attempting to use unauthorized aids, electronic devices, assistance, materials, or methods in tests, assignment, projects, labs, exams or any other evaluation method.

## Academic misconduct includes but is not limited to:

### Cheating, which includes but is not limited to:

- using or attempting to use another person's answers/work;
- purposely exposing or providing answers to another student(s), or failing to take reasonable measures to protect answers from use by another student(s);
- unless permitted by the instructor, a student submitting identical or virtually identical assignments/materials for evaluation;
- sharing information or answers when doing any assignments, lab reports, tests or examinations, except where the instructor has authorized collaborative work;
- consulting with another person or unauthorized use or possession of materials or equipment in a lab, test, or examination, including, concealing and accessing such aids outside the evaluation room during the evaluation period (e.g. emergency evacuation, washroom break, etc.);
- resubmitting altered test or examination work after it has already been evaluated;
- communicating with any person during an exam or test other than the instructor or invigilator;
- accessing or attempting to access examinations or tests before the student is authorized to do so;
- impersonating another student on a lab, examination or test, or benefiting from the results of such impersonation.

**Plagiarism is the presentation of someone else's work, words or ideas as if they were one's own. Plagiarism may be deliberate or accidental and occurs when:**

- an idea, phrase, sentence or longer passage is submitted as one's own work;
- one hands in someone else's partial or entire paper, whether bought, stolen or acquired on the Internet, as one's own;
- ideas are summarized or paraphrased without acknowledgement in in-text citations, footnotes/endnotes or by other accepted academic practices; and
- sources of thought and writing are not referenced.

**Fabrication** is the invention of information or citations in academic work.

**Preventing access to information or material** occurs when a student denies others from fair and equal access to college facilities or resources, including library resources.

**Facilitating academic dishonesty** is knowingly or negligently making academic work available to others to copy, or concealing information related to an incident of academic misconduct.

**Resubmission of marked work** occurs when the same or substantially the same essay, project or research paper is submitted for credit in more than one course without instructor permission, whether the earlier submission was at CNC or another institution.

**Other:** Any behaviour that undermines the College's ability to evaluate a student's academic achievement, or any behaviour that a student knew, or reasonably ought to have known, could gain them or others unearned academic advantage or benefit, is a violation of academic integrity.







# Student Technology Guide

New students at CNC are sent a Welcome Email with their Student Number, Account Login and Password. Students will need these credentials to use technology services at CNC such as CNC Connect, Wi-Fi, CNC Email, Computer access and Library Journals.

## CNC Wireless (Wi-Fi)

CNC Campus has free wireless internet for current students.

### **CNC Secure (recommended)**

This network remembers your login and automatically logs you in when you enter the CNC Wi-Fi zone.

#### **CNC Secure quick connection steps**

1. Click your wireless networks icon
2. Select CNC Secure and press connect
3. The network authentication window will open. Enter your CNC login.
4. You will be prompted with a Windows Security Alert. Please press connect.

### **CNC**

This network requires you to log in when you enter the CNC Wi-Fi zone.

#### **CNC quick connection steps**

1. Click your wireless networks icon
2. Select 'CNC' and press connect
3. Open your web browser, you will be redirected to the CNC Wireless login page
4. Enter your CNC login and press sign in.

## CNC Connect

Click the CNC Connect link on the CNC home page and log in to access the following services:

- Search for / register / drop classes
- Make payments
- View class schedule
- See your tuition payment summary
- View academic history
- Access your T2202A form
- Check grades
- Change / reset password

Get the free Ellucian Go App on your mobile device and access your class schedule, grades, CNC Connect, CNC News and Events and much more on the Go! Find out more on the IT Services CNC Webpage. Your CNC Connect account remains active for 7 years after the end of your last course at CNC.





## CNC Email

All CNC students are assigned a CNC email account when they enroll at the college. The college will use this email address to send you course and college information while you attend CNC. You can log into your email account by going to **[owa.cnc.bc.ca](http://owa.cnc.bc.ca)** and entering your CNC login. You can also navigate to the email login page by clicking 'Email' under Current Students on the CNC home page. Your CNC email address is your CNC username@cnc.bc.ca

## Computer Access

Your CNC computer account allows you to log into and use computers in labs at CNC. Here you can work on assignments, print and access the internet. To log into computers on campus use your CNC login. Your CNC computer account remains active for 6 months after the end of your last course at CNC.

### Computer Labs

Currently student access labs are available on the Prince George campus in the following rooms **2-718 (Library) 2-314 2-319 2-719 (Library) 2-315**.

Microsoft Office & other course related programs are installed in the labs.

### U-Drive

U-Drive is a storage drive assigned to your personal CNC user account. Save your files here and access them from any CNC lab computer which you are logged into. To access your U-Drive from home go to **[myfiles.cnc.bc.ca](http://myfiles.cnc.bc.ca)** and use your CNC login.

## Printing

A PaperCut pay for printing solution has been implemented on the Prince George & Quesnel Campus. Printing costs 10c/page (black and white), and 40c/page (colour where available). Printing credits can be purchased from the Library, Bookstore, Financial Services, Trades Deli and also online via Credit Card or Paypal at **[papercut.cnc.bc.ca](http://papercut.cnc.bc.ca)**. To find out more about PaperCut please visit the IT Services PaperCut webpage.

## Moodle

Moodle is a web-based virtual classroom that some of your course instructors may require you to use. To access Moodle go to **[moodle.cnc.bc.ca](http://moodle.cnc.bc.ca)** - To log into Moodle for the first time enter your CNC login, and the password: changeme For further assistance with Moodle please visit the Center for Teaching and Learning (CTL) **Room 2-375 E** **[ctl@cnc.bc.ca](mailto:ctl@cnc.bc.ca)**

## Library Account

Library collections are accessible on campus and from home using your CNC login and library account. Go to **[cnc.bc.ca/library](http://cnc.bc.ca/library)** or click the "Journals" link on the CNC library home page to access information databases for full-text journals, newspapers, magazines, and eBooks.

### CNC ID Card

Library Account Please bring your CNC Student card to the library circulation desk to get a library account and sticker. You will need this library account to check out items, place holds, and renew items from home.

# CNC Sexual Misconduct Policy

CNC has policies about student conduct and how students should behave while on campus, in Residence, or in a classroom-related setting. One of these policies is called the Sexual Misconduct Policy.

Sexual misconduct is any unwanted action carried out through sexual means or by targeting sexuality. Sexual misconduct is also any attempt or threat to commit an act of sexual violence against another person.

Some examples of types of sexual misconduct are listed below:

- Sexual harassment (unwanted comments or behaviours of a sexual nature)
- Voyeurism (viewing someone, photographing, or recording another person in a private place where there is an expectation of privacy and where the viewing, photographing or recording is done for a sexual purpose)
- Indecent exposure (exposing one's body to another person for a sexual purpose or forcing another person to remove their clothing to expose their body without their consent)
- Stalking (a form of harassment involving behaviours that happen more than once and make a person feel afraid for their safety. It can include things like unwelcome e-mails or face to face conversations, threatening or inappropriate gestures, following around or watching a person, sending unwelcome gifts, threats, or online stalking)
- Distributing a sexual photograph or video of a person to one or more other people without their permission
- Sexual exploitation (the abuse of a person through the exchange of sex or sexual acts for any purpose, including access to drugs, food, shelter, protection, money, or the basics of life)
- Sexual assault (any form of unwanted sexual contact without consent from all people involved)

**Students who engage in these behaviours can face serious consequences, and students who have experienced these behaviours can reach out for help. Students who have witnessed or experienced sexual misconduct should tell a CNC staff member- We are here to support you! There is a complaint process for students who have experienced any form of sexual misconduct to make a formal complaint to the College. Please seek support through Student Services.**



# CNC Services

At CNC we are committed to students' learning and to enhancing your academic, personal, social and cultural experiences. We promote academic success, health and wellness, diversity appreciation, responsibility and leadership.

## Aboriginal Resource Centre

Room 1-773 E [arc@cnc.bc.ca](mailto:arc@cnc.bc.ca)  
P 250 562 2131 ext 5488

The Aboriginal Resource Centre (ARC) provides information and support before and after you become a CNC student that will help you achieve your educational goals. We strive to provide culturally safe services and facilities to Aboriginal students.

## Academic Advising

Room 1-753 E [advising@cnc.bc.ca](mailto:advising@cnc.bc.ca)  
P 250 561 5818 ext 5818

Whether you are a prospective student or a current one, our advisors are here to help make a plan that works for you.

- Choosing a program
- Admission requirements and deadlines
- Academic upgrading
- Planning your courses with a timetable
- Transferring credits to and from CNC (including university transfers)
- Other frequently asked questions

## Accessibility Services

Room 1-753 E [access@cnc.bc.ca](mailto:access@cnc.bc.ca)  
P 250 561 5838

Accessibility Services is committed to helping CNC students with disabilities to succeed in their studies.

We will help you access many different services. Accessibility Services assists with ensuring you have equal access to educational opportunities by working to reduce the physical, attitudinal and systemic barriers.

## Campus Housing & Accommodations

P 250 561 5849 ext 5849

To accommodate students in programs of varying length, housing is available from 2 weeks (for trades and short programs) to one semester, one year or multiple years. For additional information about living on campus or for housing rates, please refer to the Community Standards Handbook and visit the Rates & Bookings page.

### CNC HOUSING MANAGER OFFICE HOURS\*

MON - FRI 8:00am - 3:30pm  
SAT Closed  
SUN Closed

\*Stat Holidays Closed

### RESIDENCE ADVISOR OFFICE HOURS\*\*

MON - FRI 6:00am - 8:00pm  
SAT - SUN 12:00pm - 2:00pm 6:00pm-8:00pm

\*\*Stat Holidays 12:00pm - 2:00pm 6:00pm-8:00pm

## Financial Aid & Awards

E [finaid@cnc.bc.ca](mailto:finaid@cnc.bc.ca) P 250 561 5838

Education should be accessible for everyone, and you shouldn't have to worry about finances while you study. We offer consultation on student loan issues, assistance with your applications for financial assistance, help with personal budgeting, and more.



## Health and Wellness Centre

**Room 1-460 E health@cnc.bc.ca**  
**P 250 562 2131 ext 5377**

CNC students will find a comprehensive range of services at the Health & Wellness Centre, located on the main floor, via the Dental Wing. If you do not have a family doctor, or if you require non-urgent care, the nurse practitioner or doctor is available to see you.

Check out the schedule and either walk in or book an appointment. Services provided include the following:

- Prescription refills
- Referral to other healthcare services
- Wart removal
- Well Woman exams (PAP, STI, HIV testing)
- IUD insertions
- Chronic disease management
- Counselling

### HOURS\*

	9:00am – 11:00am	1:30pm – 3:30pm
<b>MON</b>	Walk-in**	Appointments
<b>TUE</b>	Closed	Appointments
<b>WED</b>	Appointments	Appointments
<b>THU</b>	Walk-in**	Appointments
<b>FRI</b>	Appointments	Closed

\*Closed daily between 12 noon–1:00 pm.

\*\*Walk-in is first-come, first-served.

## Recreation

**Room 1-508 E gym@cnc.bc.ca P 250 561 5803**

Sign up at Recreation Services Monday to Friday to get your Weight Room access card. With your card you have access to a fully equipped weight room, squash court, bouldering wall, change rooms, showers, lockers, free yoga and pilates, access to equipment for basketball, soccer and badminton (there are fees attached to rental of equipment and any equipment returned damaged.) Check out [cnc.bc.ca/recreation](http://cnc.bc.ca/recreation) for fitness class information and schedules.†

### HOURS†

<b>MON - FRI</b>	<b>7:00am - 7:00pm</b>
<b>SAT</b>	<b>10:00am - 2:00pm</b>

†All students must adhere to student code of conduct.

## Security & First Aid

### First Aid

First Aid may be reached 24 hours a day, 7 days a week by the following methods:

- Calling local 200 any time.
- Using the red emergency phones located throughout the College.
- Using the emergency phones located in the parking lots.

### Security 250 561 5821

Security is available to accompany you safely to your vehicle or anywhere else on campus. This service is available year-round at any time of day.

To request a safewalk or inquire about other Security services:

- Call local 200 any time.
- Use the red emergency phones located throughout the College.
- Call 250 561 5821, or ext 5821 during regular business hours

## Testing & Tutoring Services

**Room 1-725 tts@cnc.bc.ca 250 561 5837**

Testing & Tutoring Services (TTS) is open all year to provide students with tutoring services as well as testing services for CNC students and students that wish to write exams from other institutions.

### HOURS

**MON - FRI 8:30am – 4:00pm**

## Wellness Coaching and Counselling

**Room 1-508 E gym@cnc.bc.ca P 250 561 5803**

Maintaining your mental and emotional health is important to academic success and personal wellbeing. CNC Student Services and Health and Wellness is here to support you in reaching your goals.

Counselling can help students address any of the following concerns:

- Anxiety Management
- Depression Management
- Grief and Loss Work
- Transition Support
- Addiction Recovery Work
- School and Life Stressors
- Gender and Sexuality Considerations
- Relationship Difficulties
- Other Mental Illness Concerns







# International Education Team

International Education helps you adjust and settle quickly!

**Barbara Old, Director**

oldb@cnc.bc.ca 250 562 2131 ext 5591

**Anne Harris, Operations Manager**

harrisa@cnc.bc.ca 250 562 2131 ext 5456

**Romana Pasca, AD Intl Projects and Partnerships**

pascar@cnc.bc.ca 250 562 2131 ext 5350

**Gail Little, International Academic Advisor**

littleg2@cnc.bc.ca 250 562 2131 ext 5627

**Kathleen Easton, International Academic Advisor**

eastonk1@cnc.bc.ca 250 562 2131 ext 5217

**Kamaljeet Bindra, International Academic Advisor**

bindrak1@cnc.bc.ca 250 562 2131 ext 5191

**Amandeep Billing, Operations Coordinator**

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**Miley Yang, Student Engagement Coordinator**

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**Jane Warburton, Admissions Officer**

warburtonj@cnc.bc.ca 250 562 2131 ext 5531

**Aleakie Ntapas, Admissions Assistant**

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**Michelle Scott, Administrative Coordinator**

scott@cnc.bc.ca 250 562 2131 ext 5209

**Keith Tedford, Coordinator, ENLA**

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**Rachelle Munchinsky, Project Planner**

munchinskyr1@cnc.bc.ca 250 562 2131 ext 5319

**Tasha Peterson, Marketing & Communications**

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**Hailey Mathiscyk, Administrative Coordinator**

mathiscykh1@cnc.bc.ca 250 562 2131 ext 5449

**Marla Flynn, Intl Student Services Assistant**

flynnm2@cnc.bc.ca 250 562 2131 ext 5857

## International Education

**Room 1-785 - Prince George Campus**

**P 250 561 5857 P 250 561 5856**

**E intl\_edu@cnc.bc.ca**



**cnc.bc.ca /ined**

# PLEASE BE AWARE!

## SCAMS TARGETING INTERNATIONAL STUDENTS AND THEIR FAMILIES.

Government agencies will never force you to stay on the phone or prohibit you from contacting friends/family or legal advice.

You or your family will never be threatened by an official government agency.

Only trust numbers you know.

Immigration Refugees & Citizenship Canada will never contact you to collect fees or fines and say it is to avoid deportation or other consequences.

Official government agencies will never use text or email to contact you.

If you think you have been a target of a scam, please reach out to a member of the CNC staff or the RCMP.

Never give out any personal information.

### **International Education Department**

3330 22nd Avenue, Prince George,  
British Columbia, Canada, V2N 1P8

P 1 250 561 5857

F 1 250 561 5856

E [intladmit@cnc.bc.ca](mailto:intladmit@cnc.bc.ca)

[cnc.bc.ca/ined](http://cnc.bc.ca/ined)

College  
of New  
Caledonia

**CNC**

International  
Education