

A decorative graphic on the right side of the page features three overlapping circles. The top circle is green with a lighter green center. The middle circle is orange with a lighter orange center. The bottom circle is purple with a lighter purple center. Three thin lines (orange, green, and purple) extend from the top-left corners of these circles towards the top-left of the page.

**New Brunswick
College of Craft & Design**

**2011-2012
STUDENT HANDBOOK**

This handbook is designed as an educational and informative tool to assist students in following the rules and policies of the College.

College Student Services

www.nbccd.ca

COLLEGE MISSION

We are a learning-centered cultural community providing an excellent foundation for professional practice and personal development, fostering creative enterprise and applied learning in craft and design.



Graduates of 2010-2011 Academic Year

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COLLEGE DIRECTORY

ADMINISTRATION & COLLEGE SUPPORT SERVICES

Receptionist Phone: 453-2305 Fax Phone: 457-7352

Position	Name	Phone	Email
Director	Michael Maynard	453-3766	michael.maynard@gnb.ca
Director of Administration	Donna Boudreau	444-2435	donna.boudreau@gnb.ca
Academic Dean	Keith McAlpine	444-4056	keith.mcalpine@gnb.ca
Department Head	Kent Shaw	444-3433	kent.shaw@gnb.ca
Strategic Enrolment Manager	Karina Wong Chong	453-4482	karina.wongchong@gnb.ca
Financial Manager	Bonnie Carson	453-5501	bonnie.carson@gnb.ca
Registrar	Nancy Beaulieu	453-6491	nancy.beaulieu@gnb.ca
IT Manager	Chris Warren	444-3685	chris.warren@gnb.ca
College Counsellor	To be announced	457-6987	To be announced
Student Life Coordinator	Tina Lamb	444-3853	tina.lamb@gnb.ca
Marketing/Recruiter	Barb Curtis	444-4211	barb.curtis@gnb.ca
Maintenance Manager	Joe Arbeau	444-5947	joe.arbeau@gnb.ca
Store Manager	Mitch Kavanaugh	453-5939	mitch.kavanaugh@gnb.ca

Gallery Coordinator	Karen Ruet	457-6805	karen.ruet@gnb.ca
Library Coordinator	Julie McDonald	453-5938	julie.mcdonald@gnb.ca
Administrative Assistant	Elahe Madanian	453-2566	elahe.madanian@gnb.ca
Financial Assistant	Mandy Gallant	444-3572	mandy.gallant@gnb.ca

COORDINATING INSTRUCTORS

Program	Name	Phone	Email
Aboriginal Visual Arts	Charlie Gaffney	453-2645	charles.gaffney@gnb.ca
Ceramics	Karen Burk	453-5995	karen.burk@gnb.ca
Fashion Design	Ellen Woolaver	453-5997	ellen.woolaver@gnb.ca
Foundation Visual Arts	Jan Brooks	453-8669	jan.brooks@gnb.ca
Graphic Design / Integrated Media	Dale McBride	444-2686	dale.mcbride@gnb.ca
Jewellery / Metal Arts	Brigitte Clavette	462-5911	brigitte.clavette@gnb.ca
Photography	Peter Gross	453-3767	peter.gross@gnb.ca
Textiles / Fibre Arts	Harriet Taylor	444-3735	harriet.taylor@gnb.ca
Graduate Studies	To be announced	To be announced	To be announced

WELCOME MESSAGE

GREETINGS FROM THE COLLEGE DIRECTOR

Welcome!

This is going to be a great year at the New Brunswick College of Craft & Design.

Congratulations on making the decision to study here. We may not be the largest art college in the country, but we're one of the best! Recent upgrades to studios, labs and classrooms, and the move into renovated Soldiers' Barracks, have all been designed to improve your experience at the College, regardless of program or studio.

I want you to know everyone is here to help you succeed with your studies, and in the process, with your career. This Handbook is part of that commitment, and I encourage you to read through it carefully. Staff and faculty are available to answer any questions in person, or by phone or email.

One of the unique strengths of the College is our sense of community. This can add an important dimension to your formal studies in fine craft and design, so I encourage you to get involved in extra-curricular activities and make the most of your time here.

Wishing you every success in your studies. I look forward to meeting you at one of the many events planned throughout the academic year to help make your experience at the College a rich and rewarding one.

Michael Maynard, DIPL, BFA, MFA, FGDC

Director



Michael Maynard presents the keynote address, on the creative economy, at Fredericton Heritage Trust's Annual General Meeting, at the Charlotte Street Arts Centre, November 2010.

IMPORTANT CALENDAR DATES

FALL SEMESTER - AUGUST 29TH TO DECEMBER 23RD

Date	Calendar Item
August 26, 2011	Orientation and Registration - Aboriginal Visual Arts (AVA) and Foundation Visual Arts (FVA)
August 26, 2011	Due Date for the Payment of Tuition & Fees - AVA and FVA
August 29, 2011	First Day of Classes - AVA and FVA
September 2, 2011	Deadline for Payment of Tuition & Fees - AVA and FVA
September 5, 2011	Labour Day (College Closed)
September 6, 2011	First Day of Classes - Diploma and Graduate Studies
September 6, 2011	Due Date for the Payment of Tuition & Fees - Diploma and Graduate Studies
September 9, 2011	Deadline for Payment of Tuition & Fees - Diploma and Graduate Studies
September 16, 2011	Deadline for Course Changes Without Academic Penalty - AVA and FVA
September 23, 2011	Deadline for Course Changes Without Academic Penalty - Diplomas and Graduate Studies
October 10, 2011	Thanksgiving Day (College Closed)
October 11, 2011	Last Week of A1 Classes - AVA and FVA
October 17, 2011	Assessment Week for AVA and FVA, includes Panel Assessment (Friday)
October 17, 2011	First Week of A2 Monday Media Classes - FVA

October 17, 2011	No Refund on Tuition & Fees - AVA and FVA
October 18, 2011	Interest Earning Invoice will be Set up for Unpaid Tuition & Material Fees - AVA and FVA
October 24, 2011	No refund on Tuition & Fees - Diploma and Graduate Studies
October 24, 2011	Interest Earning Invoice will be Set up for Unpaid Tuition & Material Fees - Diploma and Graduate Studies
October 24, 2011	First Week of A2 Friday Media Classes - AVA and FVA
November 11, 2011	Remembrance Day (College Closed)
November 26, 2011	Fall Term - Open House
December 12, 2011	In Class Assessment and Evaluation Week - Diploma, AVA and FVA
December 16, 2011	Last Day of A2 Friday Media Classes - AVA/FVA
December 24, 2011	First Day - Christmas Break (College Closed)

WINTER SEMESTER - JANUARY 9TH TO MAY 4TH

Date	Calendar Item
January 9, 2012	First Week of B1 Classes - AVA, FVA and Diploma
January 13, 2012	Due Date for the Payment of Tuition & Fees - All Students
January 27, 2012	Deadline for Course Changes Without Academic Penalty
February 20, 2012	Last Week of B1 Classes - AVA and FVA

February 27, 2012	Assessment and Evaluation Week - AVA, FVA and Diplomas
February 27, 2012	First week of B2 Media Classes - AVA and FVA
February 27, 2012	No refund on Tuition & Fees - All Students
February 28, 2012	Interest Earning Invoice will be Set up for Unpaid Tuition & Material Fees - All Students
March 5, 2012	First Day - March Break (College Closed)
March 19, 2012	Diploma Group Critiques (all day)
March 26, 2012	Reminder to complete Diploma application and remit application fee to College Admissions Service (CAS) or the College Registrar. Portfolios for entry into the Diploma Program will not be evaluated unless CAS has processed both your application and fee. Allow 3 weeks for processing.
April 2, 2012	Final Week for Grad Gown Orders - All Graduates
April 2, 2012	Reminder to Pay Outstanding College Fees (library and store) - FVA and Diploma Students
April 6, 2012	Good Friday (College Closed)
April 9, 2012	Easter Monday (College Closed)
April 23, 2012	Last Week of Classes and Time to Clean Out Lockers - FVA and Diploma
April 23, 2012	Last Week of B2 Classes, Assessments and Evaluations
April 23, 2012	Portfolios Due to Registrar's Office - AVA and FVA
April 26, 2012	Turn in Building Access Cards - FVA and Diploma

April 26, 2012	Deadline to Turn in Outstanding College Property (access cards, library books/items, and/or studio equipment) - FVA and Diploma
April 26, 2012	Deadline to Pay Outstanding College Fees (library and store) - FVA and Diploma
April 27, 2012	Interest Earning Invoice will be Set up for Unpaid Fees Other than Tuition (library items, equipment, store balance) - FVA and Diploma
April 27, 2012	Pick up Portfolios from Registrar's Office - AVA and FVA
May 7, 2012	Spring Semester Begins (5 weeks)
May 21, 2012	Victoria Day (College Closed)
June 1, 2012	Reminder to Pay Outstanding College Fees (library and store) - AVA and Graduate Studies
June 11, 2012	Last Week of Classes and Time to Clean Out Lockers - AVA and Graduate Studies
June 14, 2012	Deadline to Turn in Outstanding College Property (access cards, library books/items, and/or studio equipment) - AVA and Graduate Studies
June 14, 2012	Deadline to Pay Outstanding College Fees (library and store) - AVA and Graduate Studies
June 15, 2012	Interest Earning Invoice will be Set up for Unpaid Fees Other than Tuition (library items, equipment, store balance) - AVA and Graduate Studies
June 15, 2012	Graduate Studies, Panel Assessment
June 18, 2012	Exhibition Opening - Diploma and Graduate Certificate Students
June 23, 2012	Convocation and Awards Ceremony
June 25, 2012	Final Transcripts Available, upon request \$5.00 per transcripts

STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council (SRC) coordinates student activities and functions for the College's student body. Executive members and student representatives are chosen annually, and all students are encouraged to volunteer and participate in SRC activities. Announcements on SRC meetings, events and contests are sent electronically via your College email account and all students are welcome to attend.

STUDENT COUNCIL EXECUTIVE

The 2011-2012 Student Council Executive consists of the following:

- President
- Vice President
- Treasurer
- Secretary
- Marketing Coordinator
- Classroom Representatives

Open council positions will be elected and announced during the beginning of the 2011-12 academic year. Once elected your Student Council Executives will make arrangements to introduce themselves to you. Students interested in serving on the Student Council Executive should contact the Student Life Coordinator.



Nancy Beaulieu, Registrar; Keith McAlpine, Dean; and Rachel MacGillivray, 2010-11 SRC President and Graduate at 2011 Convocation

PURPOSE OF THIS HANDBOOK

This Student Handbook is designed to assist students in understanding the procedures and policies at the New Brunswick College of Craft & Design herein called “the College”.

Students are asked to read and become familiar with this document as it provides information on students rights, responsibilities, policies and procedures.

The official policies of the New Brunswick College of Craft & Design are governed by the Department of Post-Secondary Education, Training and Labour (PETL). If there is a discrepancy between statements in this Student Handbook and the official policy, the latter will prevail.

ABOUT THE COLLEGE

VISION

To be a centre of excellence, building a community of professional practice through applied and entrepreneurial learning in craft and design.

VALUES

We value:

- The principles of learning-centered education
- The power of imagination and the receptiveness of an open mind
- The fostering of a personal voice and vision, within an atmosphere of collegiality and mutual respect
- The entrepreneurial spirit
- Skill development as fundamental to the creative process
- Personal growth and transformative development through challenging and nurturing learning experiences

- Accessibility to flexible opportunities in art, craft and design
- The contribution of the arts to society’s cultural, social and economic development
- Professionalism, integrity and transparency in communications, policies, practices and programs
- The pursuit of excellence in a spirit of joy and celebration, in all endeavours
- The creative spirit and its openness to change
- The role of technology in advancing art, craft and design practice.



The New Brunswick College of Craft & Design, “Building A”. New exterior banners celebrate student work, and proclaim the College’s location on historic Barracks’ Square in downtown Fredericton.

COLLEGE AUTHORITY

The College reserves the right to make changes to policies, procedures, fees, program requirements, course descriptions, faculty, scheduling, academic and enrollment policies.

Every effort is made to ensure that the information contained in this Handbook is correct at the time of printing. This information is subject to continual review, however, and may be changed without notice.

In registering for courses at the College, all students agree to abide by the policies and procedures outlined in this Student Handbook and all other College governance policies.

COLLEGE GOVERNANCE POLICIES

HEALTH & SAFETY

The College takes all reasonable precautions to ensure the protection of the health and safety of students, faculty and staff.

All members of the College's community must abide by the health and safety policies. Fire and evacuation procedures are posted throughout the College.

The College does not accept liability for loss or damage incurred by any students as a result of theft, strikes, lockouts, weather damage to the College's property, or any other cause beyond the reasonable control of the College.

ALCOHOL POLICY

The unauthorized consumption or use of alcohol at the College is prohibited. Violators will be subject to disciplinary sanctions.

DRUG POLICY

The use of illegal drugs is prohibited at the College. Violators will be subject to disciplinary sanctions.

NON-SMOKING POLICY

All provincial government buildings are smoke-free. Cigarette smoke continues to be reported as a major contributing factor in the development of coronary heart disease, cardiovascular disease and lung cancer. Recognizing that exposure to second hand smoke poses a significant health hazard to non-smokers; smoking is not permitted in any area of the College except for the designated smoking area outside the East Door (Carleton Street Side). Smoking is not permitted at the main doors of the College. Violators will be subject to disciplinary sanctions.

COLLEGE CLOSURE POLICY

The College generally remains open and in full operation during regular hours, regardless of weather conditions.

However, in the case of severe weather conditions, a decision may be made to restrict operations, or to close the College. This decision is taken by the Director, or designate, by 6:30a.m. on the day in question, and local radio stations are alerted.

Students and staff can call the College at 453-2305 to hear a recorded message indicating the status closure by pressing zero. Please note that the closing of public schools or universities does not imply that the College is closed.

COLLEGE COMMUNICATIONS

Email Accounts

Students are issued College email addresses at the beginning of the academic year, and all out-of-class communications between students, faculty

and administration are conducted via these email accounts.

Email accounts may be accessed at student designated computers in the College or remotely on your personal computers. Students are advised to check their emails regularly as information on courses, student services events, College dates and deadlines, convocations, payment of fees, student support services, SRC activities, community activities, gallery openings and many more are communicated through this medium.

It is the responsibility of all students to regularly monitor their College email account. All students will be held accountable for information sent by staff or faculty to a student's College email account. It is also the responsibility of students to contact IT Manager if you are experiencing problems with your email account.

College Social Media Sites

The College social media sites are:

- www.facebook.com/nbccd
- www.twitter.com/nbccdlive

Students are encouraged to join our social media platforms as real time College news and updates are posted on these sites.

College Newsletters

Every month the College releases a newsletter. It is our community news and is distributed to students, staff, related stakeholders and art, craft and design groups throughout Canada.

The newsletter provides updates on College activities and events, as well as highlighting College success stories.

The College newsletters are emailed monthly to all students via their College email accounts.

Students interested in having a College related success story published in the newsletter should contact Administrative Assistant.

COURSE WORK

Artwork produced as part of assigned courses helps to build a graduate portfolio, and students can expect to take that artwork with them upon successful completion of their course(s).

However, all artwork produced by students while enrolled at the College is officially the property of the College, and maybe used for promotional purposes (e.g. a picture of an artwork maybe used - in a power point presentation, in the College newsletter, as a College poster and/or on the College website). The College will always ask for permission to borrow or reproduce any student work, and ensure that proper credit is given to the creator.



Fashion Design by Melissa Eagar, 2008 Graduate. (Photograph by Cody Caissie, 2008 Graduate)

COLLEGE FACILITIES & EQUIPMENT

The College facilities currently consist of two separate buildings located in the downtown Garrison District of Fredericton, New Brunswick. The Main Building and the Barracks are referred to as “Building A” and “Building B” respectively. The College reserves the right to restrict or curtail the use of facilities.

All health and safety procedures must be observed and students are not permitted to use equipment for which they have not received safe handling instruction.

Violations of College security and access regulations may result in the loss of privileges or a disciplinary sanction.

LOCKERS

Lockers are numbered and located throughout “Building A” of the College. It is important to note that lockers are not provided for all students and are limited.

All students registered in the Diploma Programs and Graduate Studies Program will be pre-assigned a locker. Diploma and Graduate Studies students will be given their locker number from the Office of the Registrar upon registration and the payment of tuition fees.

Foundation Visual Arts (FVA) students will be assigned a locker upon request, once available. FVA students are asked to contact the Student Life Coordinator if interested in having the use of a locker. Lockers will be assigned on a first come, first serve basis.

Lockers are the property of the College and subject to periodic inspection and cleaning. Students are not permitted to deface lockers (e.g. drawing, painting, posting signs, damaging of paint, denting the surface of lockers). Anyone caught or identified as undertaking the act of

defacing College lockers will be in violation of care to College property and therefore receive a disciplinary sanction.

Lockers are not to be misused. Lockers are offered to students for storage purposes. All students are requested to store their personal belongings inside the locker they have been assigned and not on top, in front or along the side it, as this is a potential fire, health and safety hazard. Items found on top of a locker, in front or along the side of a locker will be removed and disposed of accordingly. Students not abiding by this policy can receive a disciplinary sanction.

Students are responsible for the security of contents of their lockers, and lockers must be emptied by each student on the last day of a student’s respective class. Failure to do so may result in the loss of personal belongings.

STUDENT ACCESS CARD

Students who pay their fees in full are issued a non-refundable access card (\$5.00) to gain entrance to the College after doors are locked at 4:30p.m.

The access card will allow access to secure areas within the College such as computer labs and photography labs.

If a card is lost or stolen, please report it to the Registrar or Student Life Coordinator immediately. Replacement of an access card will cost \$10.00 each, non-refundable.

COLLEGE ACCESS AFTER HOURS

Students who have paid their fees in full are issued a swipe card to gain entrance to the College after the doors are locked at 4:30 p.m. Visitors are not permitted outside of the normal College operating hours of 8:15a.m. to 4:30p.m. Violation of this could result in loss of After Hours Access.

Students are required to present their photo ID cards when requested by Security or Administration. No one is allowed in the College between the hours of 11:00p.m. and 7:30a.m. except when an "After Hours Permission Slip" has been completed and approved by a student's respective Coordinating Instructor (Studio Head) and a staff member from Administration. "After Hours Permission Slips" can be collected from the Student Life Coordinator.

For the personal safety of all students who are at the College after hours, and especially between 11:00p.m. and 7:30a.m., it is recommended that you work in groups so that no one is alone in the building at any point in time.

For the security of students and staff, the College premise is under around the clock video surveillance.

COLLEGE COMPUTER LABS & PRINT FACILITIES

Computers are available in the Library and in Computer Labs throughout the College for use by registered students but not when a class is in session in the lab. Please see class schedules posted throughout the College to better facilitate efficient use of your study and computer/print accessibility time. Access to the College's computer labs requires a Student Access Card.

To access printing facilities, students must purchase print credits at the College Store. At the beginning of the academic year, all students are credited with \$10.00 worth of print credits, which are not carried over to the next academic year, and not redeemable for cash or credit. Print credits can be purchased in \$1.00 increments. Charges against these print credits vary depending on printer used. Students must have sufficient print credits in their accounts to complete a selected print job.

Use of the College's computers and print facilities is governed by the following rules:

- Food and beverages are not allowed in the Computer Labs or in the Library.
- Student Internet and network activities are periodically monitored; files and systems may be examined.
- No unauthorized software or hardware may be installed, uninstalled or disconnected with the exception of USB memory keys or personal laptops.
- Unnecessary interruption or interference with other people's use of computer facilities is not acceptable.
- Users are responsible for the security and backing up of their data.
- Computer facilities may not be used for playing unauthorized games, using unauthorized "Chat" programs, hosting FTP or MP3 sites, downloading MP3's, inspecting or modifying data belonging to others without proper permission, unauthorized mass mailings, sending, forwarding, or replying to chain mail or inappropriate mail such as jokes, electronic greeting cards, etc., personal financial or corporate gain (except resumes)

For further information on computer usage and access, print facilities and print credits, please contact the IT Manager.

PHOTOCOPIER

The student photocopier is located in the Library in "Building B". Questions about its use or malfunctions should be directed to the Library Coordinator.

Copy cards may be purchased at the College Store. Photocopy credits can be purchased in \$7.20 increments. Charges against these photocopy credits are charged per page copied and vary depending on size of paper used. Students must

have sufficient photocopy credits in their accounts to complete a selected photocopying job.

Copying Guidelines

The College is licenced with Access Copyright. This gives students the permission to copy from a vast repertoire of commercially published books, magazines and newspapers. Students must adhere to the terms and conditions of the College Access Copyright licence.

Copying is done in support of educational purposes only and students can photocopy up to 10% of a published work or the following, whichever is greater:

- An entire short story, play, essay or poem from a book or periodical containing other works
- An entire article from a newspaper, magazine or journal
- An entire entry from a reference work (encyclopaedia, dictionary)
- An entire reproduction of an artistic work from a publication containing other works
- A whole chapter from a book, as long as the chapter does not comprise more than 20% of the book

Works NOT covered by the College's Access Copyright licence:

- Items on the Exclusion List
- Unpublished works
- Consumable items such as published workbooks, assignment sheets, and test
- Crown or provincial publication (excluding Quebec)
- Instruction manuals, including teachers' guides
- Musical works in print form and original artistic works including photographs or prints

- Works published in countries with which Access Copyright does not have a bilateral agreement
- Works with notices excluding them from copying under a collective licence

COLLEGE LIBRARY

The College Library holds periodicals, books and audiovisual materials specializing in craft, design and the visual arts, and is the only collection of its kind in New Brunswick.

The College Library is located in "Building B" and its hours of operation are 8:15a.m. to 1:00p.m. and 2:00p.m. to 4:30p.m., Monday to Friday, unless otherwise posted.

Books may be borrowed for three weeks, periodicals (unless current) for one week, and videos for one day only. The Library catalogue is available on-line at:
<http://198.164.125.183/webopac/main>.

Overdue fines are \$0.15 per day for books and periodicals, and \$0.50 for videos to a maximum of \$5.00 per item. Damage or loss of library resources will result in charges for the full replacement value.

All library materials must be returned and fines paid by the end of each semester. Failure to do so will result in the withholding of final grade reports, official transcripts, and the inability to register in any further courses. Students will also not be allowed to graduate or participate in Convocation ceremonies.

For further information on the College Library, please contact the Library Coordinator.

COLLEGE STORE

The College Store is located in "Building A" and it carries the majority of required course materials and supplies in all areas of study, as well as being

able to carry out special orders. Purchases can be made by cash, debit, or credit card.

Students can expect to spend up to \$400.00 for their supplies in the first week of class. The approximate cost of supplies for Foundation Visual Arts Program is \$1500.00 per year. Diploma students may expect to budget for more depending upon their major area of study.

Hours are from 8:30a.m. to 12:00p.m., 1:00p.m. to 3:30p.m., Monday through Friday. For further information on the College Store, please contact the Store Manager.

COLLEGE GALLERY

The Gallery showcases the best of emerging and established art, design and fine craft through exhibition and artist talks.

Its mission is to showcase the work of the College's students, faculty, and alumni through a regular program of exhibitions and events including the Annual Christmas Craft Show and Sale, as well as to provide the College and wider communities with opportunities to experience the work of emerging artists.

The College Gallery is a member of the Coalition of Fredericton Art Galleries (CFAG), collaborating with other professional galleries in the city to give our community the opportunity to see exhibits, meet visiting artists and attend lectures and workshops.

The College Gallery is located in "Building A" and is open year-round to the public Monday to Friday from 9:00a.m. to 4:30p.m. For further information on the College Gallery, please contact the Gallery Coordinator.

PARKING & FREDERICTON TRANSIT

Parking in front of the College is for delivery vehicles only and is restricted at all times.

The City of Fredericton has many parking spaces available for rental at the following 2 locations:

- \$42/month (tax included) at the Upper Queen Lot (big surface parking lot in the 200 block of Queen before the Canadian Legion, as you head west past the Westmorland Street Bridge). Monthly Hangtag permits are purchased directly at the Service Centre in City Hall, 397 Queen Street.
- \$62/month (tax included) at the Frederick Square Parking Garage (235 King, big structure near the TD Tower). Please call directly at 460-2015 for more information.

The City of Fredericton does not have any monthly parking permit spaces available at the York Street Carpark. Although not very economical, parking can be purchased by the hour at a rate of \$1.00/hr with a daily maximum fee of \$9/day. Parking is purchased immediately upon arrival at self-serve pay stations. The City of Fredericton hours of operation are 8:00a.m. to 5:00p.m., Monday to Friday. Parking is free at the parking meters or at any City lot in the evenings and all weekend.

In addition, there are a few spaces available at Kings Place from the Fortis Properties Group. The rate is \$99.99/month (tax included). For further information, please call 458-8395 if you are interested.

The City of Fredericton also operates Fredericton Transit. Kings Place is the "hub" of all the bus lines, so service to the downtown or from the downtown is very good. Students can pick up transit schedules or rider cards at City Hall, Shoppers Drug Mart (Kings Place) or Cigs n' things (Kings Place).

Rider cards are \$18 for 10 rides. Fredericton Transit also offers an unlimited ride adult monthly pass for \$65/month (available at the outlets noted above) or a *student monthly* bus pass for \$42/month (only available at City Hall). Please

note the student unlimited ride pass is for full-time students with photo ID.

Please call Fredericton Transit (Administration) at 460-2200 for more details.



Martini Glass Decoration by Danielle Thorn, 1997 Graduate.
(Photograph by Drew Gilbert, 2004 Graduate)

TUITION, FEES & CHARGES

TUITION

Full-time Students

- Canadian \$2800.00 per year
- International \$5600.00 per year

Tuition fees are due in three installments:

1. \$250.00 (\$700.00 international) confirmation fee upon acceptance of the offer of admission
2. \$1150.00 (\$2100.00 international) due at registration in Fall Term (August or September depending on the program)
3. \$1400.00 (\$2800.00 international) due January 13, 2012 in the Winter Term

Part-time and Non-program Students

- Canadian \$160.00 per credit
- International \$320.00 per credit

SRC FEE

Student Representative Council Fee is \$80.00.

Studio fees are required for consumable materials and supplies provided to support student work and learning.

STUDENT STUDIO FEES

- **Foundation Visual Arts** - \$55.00
- **Diplomas/Studios**
 - **Aboriginal Visual Arts** - \$55.00
 - **Ceramics** - \$500.00
 - **Fashion Design** - \$85.00
 - **Fibre Arts** - \$105.00
 - **Graphic Design** - \$115.00
 - **Integrated Media** - \$115.00
 - **Jewellery / Metal Arts** - \$350.00

- **Photography** - \$225.00
- **Textile Design** - \$105.00

- **Graduate Studies** - \$100.00

All fees are due at the time of registration. Fees are payable in cash, by cheque, money order, debit or credit card. **Cheques or money orders should be made out to the Minister of Finance**, and may be mailed to:

Office of the Registrar
New Brunswick College of Craft & Design
457 Queen Street, PO Box 6000
Fredericton, NB
E3B 5H1

For further information on tuition and fees, please contact the Registrar.

TUITION PAYMENT ARRANGEMENTS, UNPAID TUITION, FEES & OUTSTANDING PAYMENT CHARGES

Students who do not:

- Make full payment of tuition and fees
- Alternate arrangements for payment of tuition and fees with the Registrar
- Advise the Registrar of approved student loans, sponsorships, or grants

Will automatically be deregistered by the dates below and an interest earning invoice will be set up for unpaid tuition and fees:

Fall Term (A)

- Deadline: September 2nd 2011
 - All Foundation Visual Arts (FVA) and Aboriginal Visual Arts (AVA) students
- Deadline: September 9th 2011
 - All Diploma and Graduate Studies students

Winter Term (B)

- Deadline: January 13th 2012
 - All students

Failure to pay in full, tuition, College fees, library fines and to return all outstanding College equipment, books, supplies and any other College property, by the last day of a student's specified class, will result in the withholding of a student's final grade reports, official transcripts, and the inability to participate in any Convocation ceremonies. Students will also not be allowed to register for any further courses at the College or at any NBCC or CCNB campuses.

Students with any outstanding amounts (this also includes charges less than \$1.00) will be sent an invoice for the full amount owing, plus a \$25.00 late fee charge. Invoices will start incurring interest the month following the initial setup of the invoice.

TUITION REFUNDS

Application Fee

All application fees are not refundable.

Confirmation Fee

All confirmation fees (1st installment) are not refundable, unless the program or course has been cancelled.

It is important to note that a confirmation fee shall not be charged on seat offers made after August 15th, for the upcoming Fall Term. Since no confirmation fee shall be charged for seats filled this late, refunds shall be based on weeks spent in the seat only.

Refund

There will be no refund granted after the start of the 7th week beyond the payment deadline date.

Students who withdraw or are terminated will be charged on a weekly pro-rated basis for each week or part of the week they attend class. A refund for the balance of the fees will be issued.

All refunds are issued by cheque and an Administrative Fee of \$25.00 will apply to any refund.

For further information, please contact the Registrar.

T2202A – TUITION AND EDUCATION AMOUNTS CERTIFICATE

In late February, the college issues T2202A Tuition and Education Amounts Certificates for the previous calendar year to students who paid more than \$100.00 in tuition and were enrolled full-time or part-time in a qualifying post-secondary course or program.

Students may use this form when claiming tuition expenses or the education amount when filing annual income tax returns. Students are encouraged to review the Canada Customs and Revenue Income Tax Bulletin entitled Students and Income Tax for complete details on eligible expenses.

For further information, please contact the Registrar.

TRANSCRIPT OF MARKS

The transcript of marks is considered official when it is in compliance with the following:

- It is transmitted directly from institution to institution
- It contains the seal and the Registrar's signature

The fee for every written request for an official transcript of marks is set at \$5.00 per transcript request.

STUDENT SUCCESS

FINANCIAL AID

Financial aid is available to qualifying full-time and part-time students. On the College's website students will find financial info under the link Prospective Student then click on Financial Aid. Information and links to the Government of New Brunswick's "Student Financial Services" are provided.

In doing research students will find a lot of useful financial aid programs and tools (i.e. Student Loans, Grants, Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities and many more). Online applications for these government offered programs are preferred.

Apart from this, the Student Financial Services website contains a wealth of other financial information, but, for further information and applications for New Brunswick Student Assistance you can also contact:

Student Financial Assistance

Department of Post-Secondary Education,
Training and Labour
PO Box 6000
77 Westmorland
Fredericton, NB E3B 5H1
Telephone: 506-453-2577 /
Toll free 1-800-667-5626
Fax: 506-444-4333
Website: www.studentaid.gnb.ca

Additional information on other Financial Aid opportunities such as College awards, other providers of awards, bursaries and scholarships can be sourced from the Registrar at or Student Life Coordinator or on the College website: www.nbccd.ca

COLLEGE AID

The College recognizes that each student's financial and personal circumstances are different. In an effort to help those students in need, the College attempts to provide to them non-perishable and hygienic supplies.

This service is provided through the donations and contributions from companies within the community of Fredericton and throughout Canada. Students in need are encouraged to contact the Student Life Coordinator. All student aid requests are confidential.

The College does not guarantee to always have supplies or donations available for students as it is based on donations.

STUDENT HEALTH COVERAGE

Canadian students, whose province of residence is not New Brunswick, must advise appropriate officials in their home province that they are studying in New Brunswick to ensure coverage.

It is students' responsibility to ensure they have adequate travel and health insurance coverage when traveling outside of their home province or country for study terms, practicum and field trips.

Non-Canadian /International students must purchase medical insurance. Proof of medical insurance coverage is required prior to registration at the College.

WORKPLACE, HEALTH, SAFETY & COMPENSATION COMMISSION OF NEW BRUNSWICK (WHSCC)

All full-time program students are covered by WHSCC if they are injured while engaged in an activity related to and included in their program curriculum.

Students must report to Administration, to complete the appropriate WHSCC form when injured, even if the injury seems trivial.

COURSE SURVEYS

Anonymous student course surveys are administered every semester, in every course. Surveys are coordinated by the Department Head and are used to obtain confidential student feedback on course preparation, delivery, evaluation, and course and College learning resources.

Students are encouraged to provide as much constructive feedback as possible, in these surveys, as it is a tool used for enhancing program offerings.

ACADEMIC ADVISORS

All students will be assigned an Academic Advisor at the start of the school year.

The Academic Advisor provides on-site confidential professional guidance, support and referral services that facilitate and enhance students' academic and College life.

It is recommended that all students meet with their Academic Advisor at least 2-3 times per semester as Academic Advisors can be one of the most valuable resources for enhancing student success.

COLLEGE COUNSELLOR

The College Counsellor provides confidential accessibility support services for students with disabilities, crisis situations, health services, mental health and sexual health counselling, psycho-educational testing, and other matters affecting student life.

The College Counsellor is another resource available to all full-time students and is often an advocate for student needs. All students should

feel free to approach the College Counsellor at anytime throughout the academic year.

The College Counsellor's Office is located in "Building A" with office hours of Monday to Friday 8:15a.m. to 1:00p.m. and 2:00p.m. to 4:30p.m., unless otherwise stated. Appointments are usually set for either 30 minutes to 1 hour or as needed. The College Counsellor can be contacted at 457-6987.

STUDENTS WITH DISABILITIES

The College makes every effort, when feasible, to provide those students with documented proof of a disability equitable access to our programs, facilities and services in a timely manner.

Early intervention is key to student success and for providing a barrier free environment. New students requiring accessibility support services should identify their needs to the College Counsellor or the Strategic Enrolment Manager upon confirmation of College admission so that reasonable and appropriate academic and service accommodations can be in place by the first day of classes.

Current students with disabilities who have not self-identified themselves are encouraged to contact the College Counsellor or the Strategic Enrolment Manager at their earliest convenience.

Reasonable accommodations do not include lowering academic standards; all students are expected to satisfy course requirements and meet learning outcomes.

As much as possible, the College preserves the privacy of students as it strives to create and support a learning environment where students with disabilities will have the opportunity to attain academic as well as personal success.

For further information, please reference the College website, www.nbccd.ca under Prospective Students, then Students with Disabilities.

Information on accessibility support, student loans, Canada Student Grant for Services and Equipment for Persons with Permanent Disabilities and many more can be found. Students with disabilities can also contact the College Counsellor the Strategic Enrolment Manager.

STUDENT RECORDS & CONFIDENTIALITY

All information associated with students' records is treated as personal and confidential. No information is released by telephone or email. Transcripts or other information about a student can only be released:

- Directly to the student in question
- With the written authorization from the student in question
- In response to a court order or other legal requirement
- For general statistical analysis to government agencies, provided such agencies are covered by laws of confidentiality

SUMMER USAGE FEE

Over the summer the College is willing to grant access to students who are interested in using the College facilities and equipment. This service is offered to those students who have received permission from their Coordinating Instructor (Studio Head) and College Administration.

Students will be charged a refundable damage deposit of \$100.00, a daily or monthly usage fee and a material fee. Depending on the studio, usage and materials fees will vary.

For furthering information, please contact Coordinating Instructor (Studio Head) or Administration.

APPLE COMPUTERS

All program curriculum at the College features Apple computer technology. Students will be using Apple computers – whether their own or in one of the College's computer labs – when enrolled in courses requiring computer access.

The College's technology infrastructure, computer labs, student support and laptop programs are all based on Apple technologies. This reflects the strength of Apple computers in the visual arts, and the dominance of Apple computers being used professionally throughout the culture sector.

Students using PCs at the College could experience a number of including but not limited to the following:

- The curriculum at the College is based upon using Apple technology. While it is true that PC users can get most, but not all, of the required software, there will be many times when the student will be required to execute work that will require Apple only technology. In these instances, the student will be required to use the College computer labs to complete the work
- The College network is totally constructed and operated using Apple technology. PC users will experience a number of shortcomings in network usability and that the College will not be able to support and fix these problems.
- College IT services are Apple based. Students with PC based IT problems may be required to seek services outside the College.

BACHELOR OF APPLIED ARTS

In partnership with the University of New Brunswick (UNB), the College offers an articulated baccalaureate degree, the Bachelor of Applied Arts

(BAA). Students complete two years of study at the College and two at UNB, graduating from the Faculty of Arts at UNB. The program offers flexible registration options, although most students complete their first two years of study at the College.

Curriculum

BAA students often follow the curriculum of the one year Certificate in Foundation Visual Arts (FVA) and the first year of a Diploma Program.

BAA Registration & Tuition Payment

For the first year of the BAA program UNB will process all applications. BAA students are required to pay tuition and fees at the institution students are attending. The Registrar at the College or College Admission Services (CAS) will notify students when to pay a deposit / confirmation fee to reserve a seat. The College has a deposit / confirmation fee of \$250.00 which must be paid 30 days after receiving a request for payment letter.

Applying for the second year of BAA studies at the College (applying for the Diploma Programs)

BAA students entering the second year of studies at the College will be required to complete a College application form, pay a \$25.00 application fee for each program of choice and submit a portfolio for review. All documents and payments should be submitted to the College Registrar, no later than April 27th 2012.

For more information on the BAA program, please contact, Peter Gross at peter.gross@gnb.ca or 453-3767.

CONVOCATION

Every year the College honours students who have completed all the academic requirements needed

for graduating from their program of study. This ceremony is referred to as Convocation.

Ceremony

This academic year the College's Convocation Ceremony will take place on June 23rd, 2012 at Le Centre communautaire Sainte-Anne. Graduate exhibits will also be available for viewing following the Convocation Ceremony. The location and time to view student work will be announced.

Communication

Students are encouraged to check their College email accounts for their Convocation updates. All planning requirements, instructions, and deadlines will be communicated to these accounts.

Guest Tickets

Due to limited seating, each student can request up to a maximum of three (3) guest tickets. Should extra tickets remain because members of the graduating class are either not attending or require less than 3 tickets, they will be released to those who indicated on their order a specified number of additional tickets.

Gowns

Last day to place your gown order is April 6th 2012. A \$30.00 cash deposit fee will be required the day of the ceremony in order to pick up your gown. The deposit fee will be refunded when the gown is returned before leaving the ceremony location.

Final Marks & Official Certificates / Diplomas

Final marks will be available on June 25th, 2012.

Official Certificates / Diplomas will be mailed to graduates who do not attend Convocation. Students not attending the Convocation Ceremony are encouraged to provide the Registrar with an appropriate forwarding mailing address. Students

who do not provide a relevant mailing address can expect their Official Certificates / Diplomas to be mailed to the mailing address listed on the Office of Registrar's student files.



Students and Instructor, Jennifer Beckley in the Drawing Studio

ACADEMIC POLICIES & PROCEDURES

ACADEMIC YEAR

The College's normal academic year extends over 32 weeks from September through May. This is with the exception of the Diploma in Aboriginal Visual Arts and the Certificate in Graduate Studies, which includes a trimester during May and June.

In some areas of study, the Fall semester is divided into A1 and A2, and the Winter semester into B1 and B2.

Statutory holidays are recognized, as well as Christmas and March Breaks.

PROGRAM COMPLETION, CREDIT REQUIREMENTS & LIMITS

The College will inform students of the overall course and program requirements for graduation.

The student is responsible for reviewing their overall program, and to identify courses required for graduation.

To be eligible for a Certificate or Diploma, all courses and other requirements as outlined in current program curriculum specifications must be successfully completed.

In addition, all financial and other obligations to the College must be met.

REGISTRATION STATUS

Program Students

Program students are students who have been accepted to a program of studies through the College's admissions process, and may be in full-time or part-time studies.

Full-time Students

Students are considered to be full-time if they are registered in 60% or more of a program's regular course load.

Full-time program students who wish to take courses over and above the normal program requirements must have maintained a minimum GPA of 3.7. Applications are made to the Registrar and reviewed by the Academic Review Committee.

Part-time Students

Students are considered to be part-time if they are registered in less than 60% of a program's regular course load.

ATTENDANCE & PARTICIPATION

Classes are scheduled between 9:00a.m. to 7:30p.m., Monday to Friday. Students may also be required to attend scheduled evening, lunch-time and/or weekend classes and workshops.

At the beginning of a course, instructors provide students with participation and attendance requirements in a course outline. Students are expected to attend class regularly, come to class prepared and on time. Students are also expected to complete all requirements of a course, such as assignments, projects and tests within the identified period of time.

The College expects all students to attend classes and fully participate in all studio and academic course meetings in conformity with the standards set by course outlines. It is students' responsibility to ensure that they are in good standing in all of their courses. Full participation is essential to the learning process as students will benefit from active involvement with the course material and interaction with their faculty and fellow students.

Full and appropriate participation in courses includes, but is not limited to, the following:

- Arriving on time and being attentive to lectures, demonstrations and instruction
- Being prepared, meeting deadlines and working in class time
- Sharing ideas, concepts and creative exploration
- Cooperating in group and class projects as assigned by the instructor
- Analyzing and offering opinions about one's own work in progress, as well as that of others
- Listening to, and being an active participant in, critiques and discussions

Students are responsible for making arrangements with the instructors in advance of being absent. Students are also responsible, immediately upon return to class, to advise their instructor of their return. Consideration for absenteeism will be given in medical, social, psychological or bereavement cases.

Students may be required to present suitable documentation, such as a medical note, to the instructor.

Failure to meet these participation and attendance expectations may result in an unsuccessful grade. Marks are not assigned for attendance. Failure to attend a course five (5) consecutive academic days, with no prior notification to the College will result in cancellation of enrolment in that course. Students arriving more than 15 minutes late, or who are absent for extended periods during a course meeting may be considered absent at the discretion of the instructor. Students may receive attendance warnings from instructors, and may also be asked to meet with the Academic Advisor.

COURSE REGISTRATION CHANGES

Changes to course registration may be made without academic and financial penalty by the end of the third week of a semester. Course changes, including adding or dropping courses, are made by submitting a completed "Course Registration Change Form", signed by the instructor, to the Registrar's Office. Before making any course registration changes, consultation with the Academic Advisor is recommended.

Not attending class, and/or notifying the instructor, does not constitute an official withdrawal from a course. Students are required to officially inform the Registrar of their withdrawal and completely sign off on appropriate withdrawal paper work.

Admission to a course after the initial registration period is dependent upon fulfillment of the pre-requisites, availability of space and the permission of the instructor. Priority is given to full-time program students. A student who begins a course late is responsible for the associated costs and completing any missed content.

For further information, please contact the Registrar.

GRADING SYSTEM

Academic performance is evaluated by individual instructors in accordance with the College's grading system and as stipulated in course outlines. For the purpose of reporting grades to students, faculty may use letter grades and/or percentages. However, for transcripts the College uses grade point averages (GPA) which are based on letter grades.

GPA's are calculated by dividing the total number of grade points obtained over the number of credit hours attempted. All grades and credits attempted are recorded on official transcripts and factored into the calculation of GPA.

Once instructors have submitted grades to the Registrar, students may not do additional work in order to obtain better grades in the course. A change of grade will be made only when an error has been made.

Incomplete

A designation of Incomplete (INC) is granted under extraordinary circumstances in which a student is unable to complete course requirements for medical or personal reasons. The student is responsible for informing the instructor of these circumstances and making a request for Incomplete prior to final course grade submission.

The granting of an incomplete grade by the instructor will be based upon individual consideration of a student's circumstances. The instructor may request from the student a doctor's note in the case of absence due to illness. An Incomplete may be awarded if a student can reasonably be expected to complete all course requirements within a four week period from the course end date. In cases where an Incomplete is awarded it is the instructor's responsibility to identify the specific date for completion to the student.

The default grade or a grade of "F" will automatically be assigned for the course if the student does not complete all course requirements within the stipulated period.



Ceramic Vase by Darren Emenau, 1997 Graduate. (Photograph by Drew Gilbert, 2004 Graduate)

ACADEMIC CONDUCT & APPEAL POLICIES

ACADEMIC MISCONDUCT

Academic misconduct is unacceptable behaviour in relation to performance in a course or program that includes, but is not limited to, cheating, academic dishonesty, fraud, plagiarism, submitting the same work to fulfill the requirements of more than one assignment without prior arrangement.

The College may take disciplinary action up to and including the assignment of a failing grade of "F", or temporary or permanent dismissal from a course or program of study if it determines that a student's conduct contravenes the above guidelines. No refund of fees will be made.

In consultation with faculty, the Department Head will investigate and make recommendations on matters of academic misconduct. Students are given the opportunity to appear before and/or make written submissions to the Department Head prior to any recommendations.

ACADEMIC STANDING

The academic standing of all College students is reviewed at the mid-point and at the end of each academic semester. This review determines the conditions under which a student may continue at the College, as follows:

- *Satisfactory:* A student must maintain a satisfactory academic standing and complete all courses and other requirements as outlined in current program curriculum specifications. Students who maintain a minimum GPA of 1.0 at the end of each semester are in satisfactory academic standing and may proceed.
- *Academic Probation:* Students whose GPA is less than 1.0 are placed on Academic

Probation in the next semester. It is recommended that these students meet with the Academic Advisor, prior to the beginning of the next semester and conditions may be applied. Academic Probationary status is lifted if students achieve a minimum cumulative GPA of 1.0 at the end of the following semester.

- *Academic Suspension:* A student shall be placed on Academic Suspension when they have completed one academic term on probation (one year program), or two consecutive terms on Academic Probation (two year program), and their cumulative GPA remains below the minimum requirement of 1.0. The duration of academic suspension is one year.
- *Reinstatement:* Suspended students may apply for reinstatement on a probationary basis. Failure to maintain a minimum GPA of 1.0 will result in permanent withdrawal.

GRADE APPEALS

Students are responsible for knowing the academic deadlines, policies and procedures of the College as outlined in College policies. Failure to observe such regulations may result in academic and/or financial penalties. Students may appeal the imposition of penalties on them under these academic policies and regulations.

INFORMAL APPEALS

Students may informally appeal an assignment or final grade to the instructor within five (5) working days of receiving the grade, if they can demonstrate that inappropriate criteria have been used in evaluation or that an unfair interpretation of student work has been made. The instructor must respond to the student's appeal within five (5) working days. The grade appeal may result in

the original grade assigned being raised or remaining unchanged.

FORMAL APPEALS

A formal appeal may be initiated only after a student has made a request for a change of grade to the instructor and is not satisfied with the result. This appeal must be made no later than five (5) working days after the response of the instructor. Formal appeals are initiated by students in consultation with the Academic Advisor using the Grade Appeal form. This is submitted to the Registrar's office, demonstrating the grounds for appeal, describing any pertinent circumstances, and with pertinent supporting documentation attached.

Formal grade appeals are reviewed by the Department Head.



Photograph by Amber Flynn, 2009 Graduate

STUDENT CONDUCT

CODE OF CONDUCT

The College assumes that all students will conduct themselves in a manner that is consistent with the maturity and academic integrity that is expected of post-secondary students. All members of the College community are responsible for promoting a positive learning environment, both within and outside of class. Students should conduct themselves in a manner that is consistent with College regulations and the general laws of the community at large. It is expected that they will show respect for the rights, health and safety of all members of the College community, its property and facilities at all times.

NON-ACADEMIC MISCONDUCT

Non-academic misconduct is unacceptable behavior that includes, but is not limited to, intentionally damaging, destroying or moving, without authority, the property of the College and/or that of any student or staff member, substance abuse, discrimination, mental, physical, or sexual harassment, and criminal conduct on College property.

The College Director is charged with investigating and taking action on non-academic misconduct in consultation with faculty, staff and the Department Head, as appropriate.

Students are given the opportunity to appear before and/or make written submissions to the Director prior to a decision being taken. The investigation is carried out by the Director in conjunction with the other senior management of the College. The Director's decision is final.

If there is a perceived risk that warrants immediate action, the Director may temporarily suspend the student for no more than five (5) working days pending an investigation.

Further information on disciplinary matters and proceedings relating to academic and non-academic misconduct is available from the, Department Head.



Surface Design project by Melanie Mitchell, 2006 Graduate.
(Photograph by Drew Gilbert, 2004 Graduate)

