



## Fall Registration 2018: ECE and YW

- **Registration:** The amount of time it will take to register will depend upon the length of the line when students arrive. **New students** must bring their social insurance number in order to complete their student contract. **New and Returning students** should also bring either a back pack or a tote bag for text books.
- **Documents:** New students who have not yet submitted a copy of their June 2018 high school diploma, vulnerable sector and child abuse registry checks\* must do so by registration. (\*If a photocopy of a vulnerable sector or child abuse registry check is submitted please bring the original copy to registration for verification.)
- **Location:** **Truro Campus** is at 60 Lorne Street, Truro. Entrance is located at the front of the building, turn right at the top of the stairs and then turn right again to enter our hallway. Our main office is located at the end of the hall on the right. Parking is only available on Lorne Street or at the Colchester Stadium parking lot.
- **Fee Payments:** 1st semester\* Tuition is due at registration. Cheques or money orders must be made payable to the **Jane Norman College**. Cash, debit, Interac e-transfers, VISA and MasterCard accepted as well. Instructions for e-transfer through online banking are:  
E-mail to accept Interac Transfers: [epayments@janenorman.ca](mailto:epayments@janenorman.ca) Message to Contact: Student Name and Student Program Security Question: First Graduation Class Answer: 1978 **and if your bank needs more digits use nineteen78 and put in the message that you used an alternate answer.**
- Students who have not yet secured funding should contact the college to discuss options. Text books will be issued at this time to students who have paid their first semester fees in full or those who pay at least \$ 600.00 towards their 1<sup>st</sup> semester tuition.
- Truro Campus** - Residence payments must be paid directly to the NSCC and must not be included in any cheques or money orders made payable to the College.
- **Student Loans:** All **first time student loan recipients** must have already submitted their Master Student Financial Assistance Agreement document to the National Student Loans Service Centre as outlined at <http://novascotia.ca/studentassistance/Apply/New/GetMoney.asp>
- At registration approved student loans will be confirmed by the college (confirmations will not be done prior to the scheduled registration times). At that time we will complete the confirmation online and if the loan amount is sufficient students may deduct their total of 1st semester fees owing.

- ▶ **Budgeting Info:** All students should review the **Making a budget** and the **Budget Calculator** available at the Government of Canada web site:  
[www.canada.ca/en/services/finance/manage.html#sheet.html](http://www.canada.ca/en/services/finance/manage.html#sheet.html)
- ▶ **Class Schedules:** 1<sup>st</sup> semester class schedules will be issued as soon as they are available. In November another schedule will be issued for second semester classes.
- ▶ **Calendar:** The Academic Calendar will be issued as soon as available.
- ▶ **Practicum:** All students are responsible for providing their own transportation to and from all placements.
- ▶ **Other Expenses:** There will be other expenses, not included in tuition, such as photocopying, materials to make educational resources (markers, poster board etc.), classroom supplies (binders, report folders etc.), and practicum related costs (transportation, etc.). We estimate these additional costs to be between \$300.00 and \$500.00.
- ▶ **Resources:** **Returning students** - Last year's text books and educational resources will be required materials for some second year ECE and YW courses.
- ▶ **Residence:** Students who wish to apply for a room in residence, and have not already submitted an application to NSCC, should contact Jane Norman College as soon as possible. Due to limited space available all applications will be processed on a first come basis.
- ▶ **Off Campus:** Off Campus Housing lists can be obtained by calling Jane Norman College at (902)893-3342 or by visiting our web site at <http://inst-hse.ca/index.php/students/prospective-students/housing-options> .
- ▶ **Orientation:** All students are encouraged to attend special Frosh events planned for the first few weeks of September, these activities will be announced at registration. In addition, a program orientation session will be held during the first week of classes – date will also be announced at registration.
- ▶ **Privacy Policy:** Privacy of personal information is an important principle to the Jane Norman College. The College is committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the services we provide. Jane Norman College is open and transparent in its handling of personal information. The Privacy Statement of the college in its entirety is available upon request.
- ▶ **Contact Info:** We hope this information answers most questions and will help to make registration a pleasant experience. Any additional questions or concerns that are not addressed in this information should be directed to the college at (902)893-3342 or [info@janenorman.ca](mailto:info@janenorman.ca) .

**Faculty and Staff are looking forward to meeting everyone in  
September!**