

# NSAC Student Handbook

The Student Handbook is designed as a tool for students to use to navigate university and community programs and services. While some sections are specific to first-time post-secondary students, much of the information is useful for all students. In particular, critical academic dates, student health and dental insurance, academic support programs, IT information, community standards (rules regarding code of conduct, judicial matters, residence living, academic integrity and rights, freedoms and responsibilities) and other services for students are outlined in detail. The Handbook is sent by mail to all new students, but it is also on the NSAC website ([nsac.ca/stuserv/handbooks](http://nsac.ca/stuserv/handbooks)).

Should you have any questions regarding the information contained in the Handbook, contacts are listed. For general information contact Student Services at [stuserv@nsac.ca](mailto:stuserv@nsac.ca) or (902) 893-6672.



**NSAC Cumming Hall**

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# About NSAC

## History of NSAC

NSAC opened in 1905, and was preceded by a School of Agriculture instituted by the Nova Scotia House of Assembly in 1885. In 1892, a building containing well-equipped biological laboratories was erected for the School of Agriculture on NSAC's present campus. Unfortunately, that building burned in 1898.

It had become apparent that the School of Agriculture merited extension and more independence. Maritime inter-provincial cooperation accompanied by the passage of Acts in the Nova Scotia House of Assembly in 1900-01 established the Nova Scotia Agricultural College as the School of Agriculture's successor and provided funds for the new buildings on the Bible Hill campus.

From its inception, NSAC has offered both diploma and degree options. In 1924-25, NSAC programs were organized into two main categories: the Farm Course and the Degree Course. A similar division has continued to be present, although under various names.

Until 1983, candidates for the B.Sc. (Agr) degree transferred to another institution in order to complete the four-year program. In 1985, representatives of NSAC and Dalhousie University signed an agreement to jointly award a B.Sc. (Agr) degree to all students successfully completing NSAC degree course studies. In 1992, a further agreement was reached to offer a joint NSAC/Dalhousie Master of Science degree. In addition Technical programs now include a series of Diploma in Enterprise Management (DEM) programs.

NSAC cares about students and is committed to facilitating student success. Faculty and staff are well prepared for course work, with many involved in cutting edge technology and research. A select group also acts as advisors for student consultation on a one-to-one basis. The Student Engagement team also provides specific programs and services to support students academically and socially.

## A Message from the Co-Presidents

Welcome to NSAC!

Congratulations on making NSAC your university of choice. NSAC is proud to attract students like you who make a difference. We recognize the importance of your decision and the commitment it entails to learn and develop by means of association with an outstanding center of learning.

Learning at NSAC happens in the classrooms, the library, the labs, on the courts and playing fields, in the barn, cafeteria and residences. Our learning community is about discovering how to ask the right kinds of questions, how to be critical thinkers and how to find solutions. This is your time to find your place in the world and we will provide every opportunity for you to succeed. We encourage you to take advantage of our support systems – academic advisors, peer tutors, residence assistants, our learning centres and more. Enjoy the learning process as you focus on accomplishing your goals.

We are also here to help you find your place at NSAC. True success is measured by a balanced life and one of the best ways to attain this balance is to become involved in your campus community. We are a small university that provides many ways for you to leave your mark - varsity and intramural sports, student clubs and organizations, community involvement and student government.

There is a place for you. We can help you find it.

We are so pleased that your educational journey is continuing with us and we look forward to seeing the difference you will make during your time at NSAC.

Very best wishes for a successful academic year,

Sincerely,



Dr. Bernie MacDonald  
Co-President  
Vice President Administration



Dr. Leslie MacLaren  
Co-President  
Vice President Academic

**Message from the Student Engagement Team**

NSAC provides the best of a small, friendly campus together with excellent facilities and resources. You will have the opportunity to meet many people, make lifelong friends, and get to know faculty and staff on a personal level. During your years at NSAC, you will grow and learn, both academically and socially. You will be challenged and supported as you transition to independent living and study.

Please feel free to contact our staff if we can assist you in any way.

Sincerely,  
Keltie Jones, Associate VP Academic for Students

Judy Smith, Dean of Student Services

Leanne French-Munn, Director of Enrollment Management

## 2010/2011 Schedule of Dates

September 5-7, 2010	New Student Orientation
September 8, 2010	First Day of Classes
September 21, 2010	Last day to opt out/add family to Health Insurance
September 21, 2010	Last day to register for a course (Fall semester)
September 21, 2010	Last day to receive 100% tuition refund
September 28, 2010	Last day to receive 80% tuition refund.
October 5, 2010	Last day to receive 50% tuition refund
October 11, 2010	Thanksgiving—No classes
October 12, 2010	Last day to receive 25% tuition refund
October 15, 2010	Last day to drop a course without academic penalty
October 15, 2010	College Royal—No classes in afternoon
October 28, 2010	Scholarship Banquet
November 11, 2010	Remembrance Day—No classes
November 19, 2010	Last day to apply for Drop Fail status
December 3, 2010	Last day to apply to graduate from Master's program in May
December 3, 2010	Last day of classes (Fall semester)
December 6-14, 2010	Exams
December 15, 2010	Last day to apply to graduate from undergrad or tech program in May
January 4, 2011	Classes begin
January 17, 2011	Last day to register for a course (Winter semester)
January 17, 2011	Last day to receive 100% tuition refund
January 24, 2011	Last day to receive 80% tuition refund
January 31, 2011	Last day to receive 50% tuition refund
February 3, 2011	President's List Reception
February 7, 2011	Last day to receive 25% tuition refund
February 14, 2011	Founding Day
February 18, 2011	Last day to drop a course without academic penalty
February 21-25, 2011	Mid-term Study Break
February 28, 2011	Last day to apply to the Veterinary Technology program
March 18, 2011	Last day to apply for Drop Fail status
April 22, 2011	Good Friday—Campus Closed
April 25, 2011	Easter Monday—Campus Closed
April 8, 2011	Last day of classes (Winter semester)
April 11-19, 2011	Exams
May 6, 2011	Convocation
June 30, 2011	Last day to cancel registration/residence application for refund
July 2, 2011	Last day to apply to graduate from Master's program in Oct.

# First Year Experience

The first year at university is a time of excitement, anticipation and transition. Whether you are a first-time university student, a transfer student or a mature student, your first year at a new place is a very important one. It is in this year that sets the tone of the years to come is set. Consequently, NSAC is committed to ensuring students are offered the best supports for a smooth transition throughout the entire first year and beyond.

## Learn About NSAC and Its Services

Knowing the services and programs available to you as a NSAC student will be helpful on an academic, personal and professional level. There are services focusing on academics, health and wellness, recreation, student leadership and much more.

## Get Involved

NSAC has much to offer all students. There are a variety of ways a student can get involved in campus activities. There are clubs and committees that meet diverse interests. Most importantly, if you do not see a club of interest, you are encouraged to start your own. The athletic/recreation program at NSAC is excellent and there are numerous other opportunities throughout the year to get involved in special events like College Royal, Winter Carnival, University Day and more. Please visit the Student's Union in Cox 32 to find out how you can get involved in clubs.

## Maximize Your Learning

Successful students know how to learn. They understand how important it is to be organized and they know how to manage their lives. Important aspects of being a good learner are being organized, knowing how to develop and keep a schedule, knowing how to manage time, knowing how to study, knowing how to take good notes, knowing your personal learning style and knowing when to get help. Visit any one of the numerous services outlined in this handbook to help you become a better learner. NSAC also offers a University Study Skills class (ACAD 0021) that will cover all of these critical skills – look for it in the timetable.

## Healthy Choices and Lifestyle

You have heard it often: your well being depends on getting the right amount of sleep, eating healthy and exercising regularly. Make healthy choices in all aspects of your life and you will be better focused and able to succeed.

## **Meet Your Professors**

All academic staff at NSAC have office hours. Be sure to utilize them. Check your course syllabus for how your professor prefers to be contacted. Everyone is eager to see you succeed.

## **Get to Know Your Academic Advisor**

The Academic Calendar will inform you about the requirements to graduate for your specific program at NSAC. However, Academic Advisors are experts on your program and can offer assistance on course selection and many other academic decisions you will find yourself needing to make while at NSAC and for life after NSAC.

## **Learn about Awards and Bursaries**

NSAC offers an excellent award program. You should be aware that financial assistance is available not just based on academic merit but on need. Be sure to visit the Awards Office to become familiar with the deadlines associated with our awards program. It is important that you investigate any assistance that you may be eligible to receive. Please see the Awards section in this Handbook for more information.

## **Be Aware of Your Surroundings and Personal Safety**

Safety and security of all students and visitors on campus is a priority. Read the Safety and Security section in this Handbook. Be responsible and avoid putting yourself in a risky situation.

## **Make Time to Socialize**

Take time to socialize and meet new people. If you are hesitant about meeting new people, try joining a club or asking your fellow classmates to study one evening over coffee.

## **Explore Truro and the Surrounding Area**

For students new to Truro, it is important that you familiarize yourself with the town and the many resources it has to offer. There are also many student groups which help support our local and global communities.

## **What to Bring – Residence and Off campus Students**

Suggestions to make your packing easier

### For every student

- School bag
- Binders with dividers, and paper
- Pens, pencils, sharpies, highlighters, erasers and white out.
- MEMORY STICK....life saver!!!!!!
- Ruler, colored pencils, calculator (usually scientific)
- A sense of discovery and fun!!!!

## For the residence student

### Bed

- Extra pillows, pillow cases, bed sheets, foam mattress, extra blankets.

### Desk

- Extra lamp, computer, multi-plug, alarm clock, extension cords.

### Wardrobe/closet

- Hangers, laundry bag and soap/stain remover, dryer sheets.
- Dress-up clothes (formals and award banquets), rain gear, a warm jacket (in case you don't make it home before the first snow fall).

### Shower gear

- Bathrobe, to get to and from the shower, towels and face clothes
- Shower shoes/rubber sandals
- A shower tote or basket, to carry all your personal products

### Things you might not have thought of...

- Small first aid kit: Band-Aids, aspirin, Pepto-bismol, Polysporin, thermometer.
- Small fan, air fresheners...no candles allowed in residence
- Cleaning products: dusters, dust pan and broom, garbage bags.
- Flashlight, batteries, hair dryer, curlers, straighteners etc.
- Identification: health card, SIN, driver's license, birth certificate.
- Bank details: bank book, cheques, account details.
- Calendar, memo board to hang on door
- Spoon, knife, fork, bowl and plate, cup, travel/enviro mug, can opener
- Games: board games, cards, crib board, addresses
- Thumb tacks (for bulletin boards, not walls), wall putty (sticky stuff to put on walls...no tape allowed)

## For the off campus student

### Bed

- Extra pillows, pillow cases, bed sheets, foam mattress, extra blankets.
- Bed frame, box spring

### Desk

- Desk lamp, computer, multi-plug, extension cords.
- Computer chair

### Wardrobe/closet

- Hangers, laundry bag and soap/stain remover, dryer sheets.
- Dress-up clothes (formals and award banquets), rain gear, a warm jacket (in case you don't make it home before the first snow fall). Proper foot gear, especially if you're walking to campus!
- Change to do laundry, most apartments have coin operated machines

### Bathroom

- Shower curtain, bath mat, towels & face cloths, storage bins (for personal products), hair dryers, hair appliances.
- Garbage can and bags, cleaning products

### Kitchen

- Plates, bowls, utensils, glasses, mugs, travel mugs
- Mixer, can opener, bottle opener, serving spoons, ladle
- Pot holders, oven mitts, dish cloths and towels, dish rack
- Mixing bowls, bake ware, salt & pepper shaker, cook books
- Tablecloth, placemats, kettle, coffee pot, pots and pans, frying pan.
- Garbage can and bags
- Microwave, toaster oven, blenders

### Things that you may not have thought of...

- Small first aid kit: Band-Aids, aspirin, Pepto-bismol, Polysporin, thermometer.
- Small fan, flashlight, batteries, candles (if power goes out)
- Cleaning products: dusters, dust pan and broom, garbage bags.
- Identification: health card, SIN, driver's license, birth certificate.
- Bank details: bank book, checks, account details.
- Calendar, Games: board games, cards, crib board, addresses
- Personal touches
- Phone, answering machine, message board.
- Make sure to contact your roommates, so you don't end up with two of some things and none of others!!!

### **Transition for Local Students**

Many students going to NSAC have decided to live at home while studying. This is a wise and excellent decision on a number of fronts. However, we still believe there is a transition involved. NSAC offers a variety of services and programs that help students with making the transition to life at NSAC. Below are some suggestions specific to local students that we hope will help you adjust and make the most of your experience at NSAC.

## **Setting Boundaries**

As a university student you are entering a new chapter of your life. This new experience is not defined by where you live. Even if you are not new to Truro, experiencing NSAC for the first time is a new and exciting experience. This is why it is important to set boundaries with families and friends. People close to you might expect your life is not changing because you are not “moving away.” However, it is important that you let those close to you know that you are engaging on a new experience that will inevitably change things like your schedule, social networks, interests, needs, concerns, and desires.

## **Create Your Own Space**

If you are living at home or with close friends or relatives you need to have space that you can call your own. This is more important than ever. You will be keeping different hours while attending NSAC. Classes and labs, extra-curricular involvement and study groups may not follow the typical nine-to-five schedule. Therefore it would be wise if you can negotiate office/quiet/reading space in your place of residency. This will assist you in your academic experience and personal development.

## **Communication**

Communication is key to your success. You will need to be mindful of keeping your schedule up to date and to be aware of schedules of others at home that may impact yours. You have a tremendous amount of responsibility in that you are responsible for your own academic progress. Communication is more important than ever before as you enter a new phase of decision making and development.

Communicating to others what you need is important to your success.

## **Explore Your New Community**

While you may be very familiar with the town and the local area keep in mind that NSAC is going to be a new community within a community. There are lots of options to get involved and even more opportunities to meet people and explore your own interests. Be sure to get acquainted with all that NSAC has to offer. For more information, check out the services and programs in this Handbook or stop by the Student Services Office or the Student’s Union.

## **On Campus Dining**

The on campus food service provider, Chartwells offers a diverse program. As an off campus, student you can purchase a plan or just pay as you go in the dining room in Jenkins Hall. Lunches are available on a cash basis from the Cox’s Cupboard and the Snack Stop in Haley Institute and vending machines are provided in most major facilities.

## **Off campus Student Space at NSAC**

NSAC offers a number of spots for off campus students to gather or work quietly. Some of the places you might consider include: Cox's Cupboard in Cox Institute, the Students' Union Lounge in Cox Institute, the Library Commons, and computer labs. Stop by the Students' Union Office to identify other popular gathering spots for off campus students.

## **Mature Students - Where to Find Help**

### **Advisor**

Contact Heather Avery, 896-2463, [havery@nsac.ca](mailto:havery@nsac.ca)

Perhaps you are returning to your academic studies, maybe you are changing careers or you are experiencing post-secondary studies for the first time and need to chat with someone. Please feel free to set up an appointment or drop in to the Dairy Building to visit.

### **Housing**

A mature housing section in Trueman House, on campus, allows for independent living for mature and grad students. Contact: Melani Lane 893-6671, [mlane@nsac.ca](mailto:mlane@nsac.ca)

Student Services in the Dairy Building maintains a list on which landlords in the area can register available off campus accommodations.

Contact: Sharon Oakley, 893-6672, [soakley@nsac.ca](mailto:soakley@nsac.ca)

### **Coffee n' Chats**

Join Heather Avery for coffee n' chats with other mature students. This will take place during lunch time or afternoons and it will be a time to plan events, socialize and chat about current day issues that affect mature students here at NSAC. All are welcome and please check your NSAC email for upcoming dates for coffee n' chats throughout the school year.

### **Orientation**

Attend an orientation session specifically for mature students. This is a great opportunity to hear what NSAC has for you and to meet fellow mature students. Session will be led by Heather Avery.

### **Daycare Centre**

NSAC's Daycare Centre was renovated and licensed in 1988 to provide a full service daycare for staff and students of NSAC and NSDA. The centre provides care for 33 children ages 18 months to 5 years.

**Location:**

43 College Road

**Contact:**

Janet Savary  
NSAC Day Care Manager  
(902) 893-6501

See other relevant services elsewhere in this section.

## **Graduate Students**

The Research and Graduate Studies Office is here to help graduate students find their way at NSAC. The staff can provide information regarding application procedures for graduate studies, potential research areas and supervisors, and scholarship programs and research funding assistantships.

The Office acts as the Registry for NSAC/Dalhousie Master of Science in Agriculture program by:

- Processing graduate student applications, admissions, stipends and student registration.
- Initial contact for all graduate student concerns and enquiries.
- Acts as liaison between Dalhousie University and NSAC in communicating and ensuring that program procedures are followed and concerns are addressed.
- Provides verification of student enrollment

**Location:**

Cumming Hall

**Contact:**

Marie Law, Administrative Program Officer  
Research and Graduate Studies  
*gradstudies@nsac.ca* 893-6502

# International Students and Study Abroad

## International and Exchange Student Coordinator

International students from a number of countries undertake studies at NSAC each year, and students from NSAC study in other countries, as well.

The International and Exchange Student Coordinator's office offers:

- Pre-arrival information
- Coordination of first time arrivals from airport to campus
- Orientation to the campus and local town; banking, transportation, academic, health, and recreation services, academic expectations, campus employment, and Canadian culture.
- First year and ongoing support
- Support to the International Students Association
- Community liaison services
- Advocacy on international student issues
- Assistance with renewing or changing study permit status
- Assistance with obtaining the off campus work permit
- General advising on a variety of topics:
  - Immigration issues
  - Domestic travel
  - Finances
  - Personal problems
  - Accommodations; residence or off campus
  - Cultural adaptation
  - Rights & responsibilities in Canada
- Referrals to various Student Services:
  - Writing Resource Centre and Peer Tutoring
  - Athletics & Recreation
  - Career Services
  - Health Services
  - Student Awards: scholarships & bursaries
- Liaison with World University Services of Canada (WUSC)

## Options for studying abroad

NSAC Formalized Student Exchanges:

- One to two semesters abroad
- Tuition paid at NSAC, Canadian students eligible for Canadian Student Loans (CSL)
- Courses recognized for transfer credit by NSAC & partner institution

### NSAC Formalized Study Agreements:

- One to two semesters abroad
- International student fees apply, Canadian students are eligible for CSL (no bursaries available)
- Courses recognized for transfer credit by NSAC and partner institution

The University has an articulation agreement with the Fujian Agriculture and Forestry University in China, and accredits Bachelor of technology programs at the College of Agriculture and Science and Education, Jamaica. NSAC also has agreements with Universities and Colleges in a number of countries including: Czech Republic, Finland, Japan, Norway, Scotland, Slovakia, South Korea, United Kingdom, United States, Ukraine and others.

### International Course Credits:

- 1-3 week course offerings where students travel abroad with NSAC faculty for the delivery of courses
- Tuition is paid at NSAC, Canadian students are eligible for CSL (no bursaries available)
- Credit and non-credit options available
- Countries: Austria, Cuba, Czech Republic, Hungary, Slovakia, UK and others

### What is NSAC International responsible for?

- **Internationalization of Curriculum:** NSAC faculty & staff are encouraged to incorporate their international experiences into their teaching. NSAC International facilitates these efforts.
- **Exchanges and Mobility- Faculty & Students:** NSAC offers study programs in a number of countries around the world. Advising and program management are available for students who wish to travel abroad.
- **International Student Services:** A full time International and Exchange Student Coordinator assists international students in their transition to Canada.
- **International Student Recruitment:** A joint venture between NSAC International and Enrollment Management.
- **International Development Projects:** The office develops and manages international projects that allow the strength and experience of NSAC faculty and staff to be applied around the globe. More information is available about past and current projects on our website.
- **International Research:** NSAC International facilitates international research collaboration by advertising funding opportunities and linking potential partners.

### **What does all of this mean for students?**

It means that there is a variety of opportunities for students to engage in international activities. The global economy demands global competencies. Skills are enhanced by international experience. Employers prefer candidates with international study or work experience. Opportunities for international experience through NSAC come in the forms of:

- On campus involvement with international students and visitors
- Studying Abroad
- International Courses
- Internships

### **What Internship opportunities are currently available?**

Through its International Development Projects, NSAC is able to offer opportunities for student involvement through student placements and internships. NSAC currently has international development projects in Cambodia, Ethiopia, Ghana, and The Gambia and with CIDA funded Students for Development program.

#### **Location:**

International House, 179 College Road

#### **Contact:**

Mark Mason, International and Exchange Student Coordinator

Ph: 893-6905 or [mmason@nsac.ca](mailto:mmason@nsac.ca)

or

Dr. Nancy Pitts, Dean of Internationalization

Ph: 893-6653 or [npitts@nsac.ca](mailto:npitts@nsac.ca)

*[nsac.ca/international](http://nsac.ca/international)*

## **Academic Process and Advising**

The Registrar's Office is dedicated to serving students in a courteous and efficient manner.

They are directly responsible for supporting the delivery of the institution's academic programs, overseeing the admissions process and the registration of students, developing the annual University Calendar, ensuring the integrity of student records and credentials, implementing academic policies, and overseeing the operation of the institution's integrated Student Information System (SIS).

Students can contact the Registry regarding any academic matters, including:

- General information on programs and the application process
- Advice on program requirements and the selection of courses
- Registration for courses and questions about scheduling or conflicts
- Final Exam scheduling
- Information on how to contact their Academic Advisor
- Questions about grades
- How to change programs
- How to use the Student Information System (SIS) or change your password
- Request a Transcript or Confirmation of Enrollment
- Updates to your contact information (e.g. permanent address change)
- Interpretation of Academic Policies and Regulations
- Letters of Permission to take a course(s) at another university
- How to get credit for courses taken at other universities
- What to do if you are sick/absent for an extended period
- What to do if you miss an exam

**Location:**

Cox Institute Room 100

**Hours:**

Monday - Friday 8:30 am to 4:30 pm.

**Contact:**

Registrar's Office

P.O. Box 550

Truro, N.S. B2N 5E3

Phone: 1-902-893-6722

Toll Free: 1-888-700-6722 (Within North America)

Fax: 1-902-895-5529

E-mail: [reg@nsac.ca](mailto:reg@nsac.ca)

Web: [nsac.ca/reg/](http://nsac.ca/reg/)

**Academic Advising**

NSAC cares about student success and development. We are committed to helping you achieve your academic, personal and career goals. One of the many ways we attempt to maximize your success as a student is by assigning you an academic advisor. All NSAC students are assigned an academic advisor and should meet with this advisor during the Academic Orientation in September.

### **Who is my academic advisor?**

The name of your advisor is listed in your student profile on the NSAC Student Information System (SIS). Advisors are still being assigned so please refer to this information on the SIS in September.

### **How do I contact my advisor?**

You can contact your advisor by phone or e-mail to setup an appointment. Most advisors also post their office hours on their office door.

### **How can an advisor help me?**

Advisors can help you in a variety of ways. They can help you:

- Understand options related to your academic program;
- Interpret the calendar;
- Understand the regulations and procedures that apply to your program;
- Inform you of important dates;
- Support you in your academic needs and progress;
- Recommend and refer you to appropriate resources for career, health and personal matters;
- Assist you in identifying and assessing alternatives and consequences of decisions;
- Make the transition to university life

Essentially, you should contact your advisor when you require information to make decisions about your education and when you need to make decisions about personal or career matters. They are there for you!

### **How can I get the most from my Advisor?**

When meeting with your Advisor you should:

- Ask questions – remember there are no silly questions!
- Consider questions you want to ask; be familiar with your program (use the Calendar)
- Be honest, respectful and courteous. Advisors are professionals, but they are human and like to be treated with the same respect that you do.
- Be comfortable and communicate as openly as possible. Do not be shy. If you do not understand something ask your advisor to explain it to you again.

However, please remember that you are responsible for your educational and career goals, including program choice and selection, completion of graduation requirements and getting the most out of your university experience.

### **What happens if I do not contact my Advisor?**

Your advisor wants you to make an appointment with them. The meeting can be just to introduce yourself. The advisor might have information they want to share with you. By meeting your advisor you have increased your chances of success – you now have someone on campus that you have met and can call on when needed.

### **Contact:**

Registry (902) 893-6722

## **Information and Technology Services**

Information Technology Services is responsible for managing the computing resources found on the NSAC Academic Network.

### **Services available to Students:**

- Helpdesk with technical support staff
- Colour printing
- Poster printing
- Access to digital cameras, multimedia projectors, scanners, and imaging software
- Access to full serviced computer labs

### **Student General Access Labs**

Hours for Academic Year

<b>Lab</b>	<b>Location</b>	<b>Time</b>
Helpdesk	Cox 17	8 am – 5 pm
Cox Labs	Cox 23 (access thru Cox 17) Cox 16	8 am – 5 pm 8 am – 5 pm
Banting Lab	Banting 33	8 am – 5 pm
Haley Lab	Haley 228	8 am – 5 pm
IT Library Commons	MacRae Library	Dependent on the MacRae Library hours

## Summer Hours

Lab	Location	Time
Helpdesk	Cox 17	8:30 am – 4:30 pm
Cox Labs	Cox 23 (access thru Cox 17) Cox 16	8:30 am – 4:30 pm 8:30 am – 4:30 pm
Banting Lab	Banting 33	8:30 am – 4:30 pm
Haley Lab	Haley 228	8:30 am – 4:30 pm
IT Library Commons	MacRae Library	Dependent on the MacRae Library hours

### **Location:**

Cox Institute

### **Contact:**

E-mail: [helpdesk@nsac.ca](mailto:helpdesk@nsac.ca)

Phone: (902) 893-6308

Fax: (902) 893-5449

## Moodle

Moodle is NSAC's standard in online educational technology, and is used in both distance and hybrid (on-campus courses with a Moodle component) courses. Moodle is an electronic extension of the classroom, providing several tools for enhancing the educational experience, including messaging, forum discussions, chat, quizzes and grade book.

Moodle software resides on a server and is accessible via username and password. You can access Moodle from any location that is equipped with internet access. Though high-speed or cable internet is preferred, you may find that dialup will suffice (video, audio, and some images will not be readily accessible on a dialup connection).

Access to the courses you are registered in will not be activated until the first or second day of classes. If you register for a course late, please notify your instructor so they can have you added to the course.

### **For September 2010**

Your Moodle username will be the same as the WebAdvisor username you receive from Registry. Your Moodle password will be your birth date (ddmmyy, i.e. 230887). Please remember that these accounts will not be

created until the first week of classes. When you first enter Moodle, your browser may prompt you for the option to “save password” – Do **not** choose the “save password” option, as you are required to change your password after your first login.

### **Help!**

If you have any questions regarding Moodle’s functionality, please contact the Distance Education office by email ([dehelp@nsac.ca](mailto:dehelp@nsac.ca)). We can provide assistance for any technical difficulties Moodle is causing. You may have to modify your browser’s security.

### **Location:**

Cox Institute, Room 102

### **Contact:**

Sondra Mantle  
(902) 893-4199  
[dehelp@nsac.ca](mailto:dehelp@nsac.ca)

## **MacRae Library**

In the MacRae Library, we believe that every student deserves and has the right to graduate with strong information literacy skills, competent in locating, reading, evaluating and citing appropriate information. The Library staff can help you locate the information you need to be successful in your academic career at NSAC.

The Library has a large print collection of books and journals. The majority of our journal collection is now online. The Library homepage [nsac.ca/library](http://nsac.ca/library) has links to search articles (databases), journals and the Novanet catalogue, where you can search for books, journals, government documents or other material.

The majority of **online** journals, books and databases are restricted to NSAC students and staff only. There is a proxy server at NSAC. If you are using library online resources from **off campus** you will automatically be directed to the proxy server first. It will ask you for your NSAC network username and password.

***Please be sure to stop by to get a Novanet bar code for your student ID.***

This will make you a member of Novanet, so you can borrow books and arrange interlibrary loan delivery of books, photocopies and PDFs of articles from any of the post secondary academic libraries in Atlantic Canada, free of charge. Requested items will be delivered by courier or to your e-mail account within 3 work days.

**RETURN ANYWHERE:** A “Return Anywhere” policy is in place among Novanet and Atlantic university libraries.

**LOAN PERIODS & FINES:** Book loan period is 3 weeks with a grace period of 3 days. Reserve book loans are for 2 hours. Fines for overdue books are \$0.25 per day for each item, and \$1.00 per half hour for an item that is On Reserve.

***Please be sure to renew your books on or before their due dates.***

You can renew your NSAC books yourself, online, up to three times. To renew books from other libraries, please contact the Library staff.

Photocopying and printing at the library is \$0.10 per page. You can buy a debit card at the vending machine near the circulation counter at the Library. Debit cards are \$1.00.

For your own protection, all students must show their student ID with Novanet bar code in order to borrow books and other material such as Reserves, Exams, etc.

***Please be sure to contact the library staff for assistance if you have questions. They are happy to help.***

**MacRae Library Hours**

**September 1 - 7, 2010**

Monday – Friday 8:30 am - 4:30 pm  
Closed on Weekends and Holidays

**September 9 - November 21, 2010**

Monday – Thursday 8:30 am - 10:30 pm  
Friday 8:30 am - 5 pm  
Saturday 10 am - 5 pm  
Sunday 10 am - 10:30 pm  
October 11 10 am - 10:30 pm  
November 11 2 pm - 10:30 pm

**November 22 - December 13, 2010**

Monday – Friday 8:30 am - 11 pm  
Saturday 10 am - 5 pm  
Sunday 10 am - 11 pm

**December 14 - January 3, 2011**

Monday – Friday 8:30 am - 4:30 pm  
Closed on Weekends and Holidays  
December 24 8:30 am - 12 pm  
December 25 - January 3 Closed

**January 4 - March 20, 2011**

Monday – Thursday 8:30 am - 10:30 pm  
Friday 8:30 am - 5 pm  
Saturday 10 am - 5 pm  
Sunday 10 am - 10:30 pm  
February 21 – 25 8:30 am - 4:30 pm

**March 21 - April 18, 2011**

Monday – Friday 8:30 am - 11 pm  
Saturday 10 am - 5 pm  
Sunday 10 am - 11 pm

**April 19 - August 31, 2011**

Monday – Friday 8:30 am - 4:30 pm  
Closed on Weekends and Holidays

## Bookstore

The NSAC Bookstore is more than just textbooks. The Bookstore also has general books, school, lab and computer supplies and all your university souvenir needs, from coffee mugs to sweatshirts. The Bookstore can also do special order jackets and extra creasing.

**Special sale of 10% off all souvenir items from Sept. 6 - 10 as a welcome to new and returning students.**

See you at the Bookstore. Remember: we are more than just books.

### Location:

Cox Institute Room 142

### Contact:

Angela Brown-Fulton 893-6728

Bookstore Manager [abrownfulton@nsac.ca](mailto:abrownfulton@nsac.ca) or [nsacbookstore@nsac.ca](mailto:nsacbookstore@nsac.ca)

## Student Engagement Team

The Student Engagement team is responsible for supporting student success from initial acceptance to graduation. The major components of Student Engagement are: Athletics, Career Services, Counselling, Health Services, Residences and Dining facilities, Student Discipline, Enrolment Management and Academic Support. In short, the Student Engagement team exists to promote a high quality of campus life.

Please feel free to drop in and discuss your concerns and needs.

### Student Engagement Team

*Associate VP Academic for Students – Dairy Building*

Keltie Jones

893-6019

*Dean of Student Services & Athletic Director – Athletic Centre*

Judy Smith

893-6661

*Student Services – Dairy Building*

Sharon Oakley

893-6672

*Career Services – Dairy Building, Lower Level*

Roseanne Chapman

893-7895

*Health Services – Dairy Building*

Lugene Young 893-6300  
Cathy Sharkey 893-6369

*Special Cohort Coordinator – Dairy Building*

Heather Avery 896-2463

*Residence Office- Fraser House*

Melani Lane 893-6671  
Pauline Vincent 893-7519

*Residence Dons*

Trueman House-Jerry Young 893-8824  
Heather Avery and Luke MacGregor 893-4894  
Fraser House-Ruth Mitchell 895-2473

*Enrollment Management – Cox 106*

Leanne French-Munn 896-7064  
Brian Crouse 893-6729  
Monica Sani 893-3432  
Ashley Shepard 893-8123  
Janet Walker 893-6304

*Awards Office – -Cox 106*

Brian Crouse 893-6729  
Sandra Murphy 893-7900

## **Student ID Cards**

Student ID cards are available from Student Services. All registered students are provided with a NSAC photo ID. Replacement cards are available at a charge of \$10.

**Location:**

Main Floor, Dairy Building

**Contact:**

Sharon Oakley (902) 893-6672

# Students with Disabilities –Where to Get Help

The Special Cohort Coordinator offers assistance to provide services for students with a permanent disability. All meetings are totally confidential.

## **Who can get services?**

All NSAC Students who have documentation stating that they have a PERMANENT disability. This disability may be a learning disability, mental health issue, sensory disability and/or mobility issue. Without the documentation, services are limited.

## **Types of services**

### *Writing Centre & Calculus Help Centre*

Please talk to the Special Cohort Coordinator about connecting with Marg Rovers at the Writing Centre and Mason MacDonald for the Calculus Help Centre.

### *University Study Skills Course*

What is the difference between studying and cramming? Perhaps you just need to rethink how you learn. Attend this non-credit course to learn study strategies, testing strategies, time management, and other hints and tips for studying. You must register for the course.

### *Tutoring*

Free tutoring at NSAC. Some students regardless if they have a disability or not, can receive free tutoring. Some students with disabilities may need assistance with course materials, content, retaining information, study skills and time management.

### *Note Taking*

With certain disabilities, some students may require the services of a note taker. Students who are unable to take a complete set of notes for themselves in class settings can have someone take notes for them. The student is encouraged to continue to take their own notes and use the note takers as a supplement.

### *Interpreter Services*

Some students with hearing disabilities may need the services of an American Sign Language (ASL) Interpreter.

### *Testing Accommodations*

Some students with disabilities may require testing accommodations. This will be proctored and the accommodations include: extra time (time and a half) to complete tests, quiet space, scribing, read aloud and/or using assistive technology to complete tests. This must be booked two

days in advance by emailing the test request to the Special Cohort Coordinator to ensure a proctor is available.

### *Assistive Technology*

Any device or computer software program that is used to increase, maintain or improve functional capability.

### *Alternate Text*

This is the reformatting of your textbooks, converting traditional print into a format of your choice. Including MP3, computer CD or tape.

### **How to get the services**

Set up a meeting with the Special Cohort Coordinator and you must provide either a psychological educational assessment or medical documentation. All students with a permanent disability are strongly encouraged to apply for a student loan through the Nova Scotia Government student loan program. They must be accepted, at least medically, for services from Post Secondary Disability Services through various grants. They do not need to be eligible for funds, just eligible medically. This must be completed and approval given before services and/or goods that have a fee attached can be provided.

### **Students from other provinces or countries**

It is a bit more complicated to provide these students with services and/or goods that have a fee attached. (Note taking, software, etc). To be eligible for any assistance, like all other students, the student must be able to provide documentation concerning their disability. There is some money available to assist these students with services. Students should consult with the Special Cohort Coordinator regarding their needs.

### **Location:**

Main Level of the Dairy Building, Room 22.

### **Contact:**

Heather Avery  
Special Cohort Coordinator  
Email: [havery@nsac.ca](mailto:havery@nsac.ca)  
Phone: (902) 896-2463  
[www.nsac.ca](http://www.nsac.ca)

### **Post Secondary Disability Services**

Website: <http://psds.ednet.ns.ca/contacts.shtml>

Phone: (902) 424-6737 (Halifax) or toll-free within Nova Scotia 1-800-285-1197

# **Aboriginal Students - Where to Find Help**

## **Advisor**

Contact Heather Avery, 896-2463, [havery@nsac.ca](mailto:havery@nsac.ca)

## **First Year At Home**

Maybe you are part of the First Year at Home program to find out what interests you while living at home and studying at NSAC.

## **University Access Program**

Perhaps you are part of a program that provides access to university for students who do not meet the minimum admission requirements for entry into degree-level programs. The University Access Program will provide access to university-level studies and includes a course in academic skills –study skills, time management, etc. Both programs are designed to help you with your transition into post secondary studies at NSAC. If you are having academic concerns or you just need a friendly place to sit and chat, please feel free to drop in to the Dairy Building to visit.

## **Mawita’jig –Meeting Together**

It will be a time to plan events, socialize and to learn more about aboriginal culture. Primarily, this is a great opportunity for aboriginal students to meet other aboriginal students, but all are encouraged to attend if you have an interest in learning about aboriginal culture. With our partnership with the Glooscap Heritage Centre, we think this will be a fantastic opportunity to learn about Mi’kmaq culture. All are welcome and please check your NSAC email for upcoming dates for mawita’jig throughout the school year.

# Health Services

Student Health Services Provides:

## Health Care:

- Nurses on campus (Monday-Friday)
- Physician on campus (Mondays afternoons)
- Psychiatrist on campus one or two days/month, referral only

## Nursing Assessments:

- cold/flu
- aches/pain
- sore throats
- allergies
- first aid injuries
- any health concern

## Clinical Services

- STI and Pap screening
- blood glucose testing
- injections
- suture removal
- pregnancy testing
- Strep A testing

## Sexual Health Counselling:

- contraceptive methods
- sexually transmitted infections/diseases and testing
- supply Emergency Contraceptive Pill (ECP)
- supply Birth Control Pill
- supply condoms and lubricant

## Health Issues May Include:

- healthy lifestyle
- healthy relationships
- nutrition, eating disorders, and body image
- STIs and HIV/AIDS
- GBLTQ
- stress management/time management
- depression and suicide
- grief counselling
- substance abuse
- pregnancy
- sexuality/abstinence
- sexual, physical or emotional abuse

## Also Included:

- Health Education and Counselling
- Health Promotion and Illness Prevention
- Referrals to Community Services
- Referrals to Physicians
- Non-Prescription Medications
- Prescription Medications

- Information on any Health Concern
- Non-emergency Illness and Conditions

**Health Service Hours**

Monday - Friday

8 am- 12 noon - Drop In

1 – 4 pm - By appointment or by chance

Physician on campus Mondays - 1:30 – 4:30 pm

Appointments can be made to see the doctor through Health Services

**Location:**

Student Service Centre, Dairy Building

[nsac.ca/health/](http://nsac.ca/health/)

**Contact:**

Lugene Young RN 893-6300

[lyoung@nsac.ca](mailto:lyoung@nsac.ca)

Cathy Sharkey RN 893-6369

[csharkey@nsac.ca](mailto:csharkey@nsac.ca)



# Student Health and Dental Insurance

All full-time students at the Nova Scotia Agricultural College are automatically enrolled in the Student Health and Dental plans when they register for classes. The premium for each plan is an annual one; therefore the process for opting out must be done prior to the specified deadline. The deadline each year coincides with NSAC’s academic course drop/add date. More information regarding your Student Health and Dental plans can be found at [www.gallivan.ca](http://www.gallivan.ca), or by visiting your onsite Student Benefits Plan Office open during the academic year.

Gallivan & Associates Student Networks provides you with a comprehensive set of extended health and dental insurance benefits. *Office Location:* Career Services Office, Dairy Building, Lower Level

Health Benefits Highlights*	Dental Benefits Highlights*
<ul style="list-style-type: none"> <li>◆ 80% of prescription drugs on the National Formulary</li> <li>◆ Paramedical Benefits (Chiropractor, Physiotherapy, Massage Therapy, etc) <b><i>(additional savings available see Select Health Savings on the website for more details)</i></b></li> <li>◆ Dental Accident</li> <li>◆ Tutorial</li> <li>◆ Ambulance</li> <li>◆ Out of Country Emergency Care &amp; Global Medical Assistance</li> </ul>	<ul style="list-style-type: none"> <li>◆ 80% of Annual Exam and Basic Cleaning (2 units of scaling)</li> <li>◆ 70% Fillings</li> <li>◆ 50% of Extractions (2 wisdom teeth per benefit year)</li> <li>◆ 20% of Root Canals</li> <li>◆ \$ 750 Annual Maximum</li> </ul>

\* In the event of any discrepancy between the information herein and our contract with the insurer, the terms of the contract will apply.

## How can I add my family to the Plan?

Each year, you may purchase family coverage for your spouse and/or dependants by completing an application form at the Student Benefits Plan Office and paying the additional premium by the specified deadline.

### **How do I Opt-Out of the Plan?**

1. Make sure you have confirmation of comparable health and/or dental coverage. This does not include your MSI or any other basic provincial coverage.
2. Complete the waiver form and submit it along with confirmation of comparable coverage to the Student Benefits Plan Office by the specified deadline.
3. The opt-out is a one time process and will follow you through school.

### **How can I get back on the plan once I have opted out?**

You can reactivate your coverage if:

1. You lose your comparable coverage. You are required to apply within 30 days of this loss of coverage and provide documented confirmation of termination of prior benefits. A payment will also have to be made at the time of the application. The health fee is pro-rated.
2. Every September, students can reverse their waiver by filling in an opt-in form, prior to the opt-out deadline.

## **OPT-OUT DEADLINE FOR FALL 2010**

**OPT OUT/WAIVER FORMS, OPT IN FORMS AND FAMILY  
ADD ON FORMS MUST BE RECEIVED BY**

**Tuesday, September 21, 2010 at 4:00 p.m.**

**No opt-outs/family add-ons/opt-ins after this date.**

## **Peer Tutoring Program**

### **Who?**

Any person who is a student at NSAC may seek the assistance of a peer tutor. To be part of the tutoring program, students must attend class/lab/tutorials held by the professors. They can receive two hours of tutoring per week per course providing a tutor is available.

Any student who has completed a course and received an exceptional mark can become a tutor with the recommendation of the professor, and completion of a training program.

### **What?**

Tutoring can range from help in understanding an assignment to reviewing for an upcoming test.

**Where?**

Tutoring sessions can be held in a small room set aside in Career Services during the hours of 8:30-4:30 (Monday-Friday). Outside of those hours, tutoring can be done wherever is most convenient. It is preferred that it is not held in a person's dorm room, as there are often too many distractions.

**When?**

Tutoring should be done when it is the most convenient for both the tutor and the student.

**Why?**

Students who are not achieving a mark in any course that they deem is satisfactory may seek out the assistance of a tutor.

**One-on-One versus Group Sessions**

Whether tutoring occurs as a one-on-one session or a group session depends on two things: It first depends on the tutors' preference, but it also depends on the students comfort level. Some students like the ability to "feed off" other students, while others are too timid to seek out assistance in a group situation.

**Location:**

Student Services Centre, Dairy Building

**Contact:**

Heather Avery, Special Cohort Coordinator, [havery@nsac.ca](mailto:havery@nsac.ca)  
896-2463

## **Enrollment Management**

The Enrollment Management Office supports the academic departments in meeting their enrollment targets. The staff is involved in developing and implementing strategies and programs which enhance the student experience at NSAC. The unit is committed to helping students be as successful as they can be and to have a memorable experience at NSAC.

The unit provides programs and services related to:

- Awards and Scholarships
- Institutional Research

- Recruitment
- Orientation
- Retention
- Student Leadership

### **Programs for Maximizing Student Success at NSAC**

At NSAC we want you to be successful! To aid you in this success we offer a variety of one to two hour sessions throughout the year that will assist you in transitioning or adjusting to your academic experience. All students are welcome to join in these interactive, interesting and useful sessions. The sessions are designed to address student's needs regardless of whether you are a first year or a fourth year student or whether you are a diploma student or a degree student. Be on the lookout for these sessions!

### **S.P.I.R.I.T Student Leadership Program**

Become a leader and join the NSAC S.P.I.R.I.T Leadership Program! This is an exciting, fun-packed leadership development program designed specifically for students wanting to be more intentional about building leadership skills and enhancing their personal and professional development. Parallel your academic experience with this new and exciting program. Students will have the ability to participate in engaging, motivating, and educational workshops throughout the year. Students will be challenged in an interactive environment designed to build specific leadership skills. This program has a maximum of 30 students, so join up soon! Contact Ashley Shepard by email [ashepard@nsac.ca](mailto:ashepard@nsac.ca)



## **Student Recruitment**

Hello and Welcome to NSAC!

Your Recruitment team is here to help you get organized, oriented and involved! We work closely with Students' Union and Enrollment Management to ensure you are happy and successful in the class room and throughout your extracurricular activities. Through our office, you will be able to access the Student Ambassador's Club - you know, all of the people you met during University Day and High School Introductory Program, our Leadership Program and our Student Success Program. Please drop in if you need help finding someone, accessing information or just to say Hello! Our Student Ambassador Program is a great way to get to know other students and be involved in all of campus activities!

**Location: Room #106, Cox Institute**

### **Contact:**

Brian Crouse, P. Ag.

Manager of Student Recruitment and Awards

Email: [bcrouse@nsac.ca](mailto:bcrouse@nsac.ca)

Phone: (902) 893-6729 Fax: 902-895-5529

### **Director of Enrollment Management**

Leanne French-Munn

Email: [lfrench@nsac.ca](mailto:lfrench@nsac.ca)

## **Awards Office**

The Awards Office provides extensive information on scholarships and awards available at NSAC. You are encouraged to review the NSAC Scholarship Information booklet for scholarships. As well, you can view our website located at [nsac.ca/awardsoffice](http://nsac.ca/awardsoffice). You will see separate categories for various levels of students – First Year Students; Returning Students and Graduate Students. Simply click on any award title and you can print off an application form. As well, application forms can be emailed, faxed or mailed to you. Be sure to contact the office to request any particular application forms.

When you arrive on campus be sure to check out the many scholarships and bursaries available to NSAC students. Application deadlines are various. A number of scholarships, though, have deadlines through the year, so it is important to inquire about scholarship availability on an on-going basis. As well, there are often awards that receive very few, and

sometimes no, applications. Many awards are selected based on background, experience and financial need, and therefore you don't always need an 80% average to be selected.

*Location: Room #106, Cox Institute, Main Floor.*

**Brian Crouse, P. Ag.**

Manager of Recruitment and Awards

Email: [bcrouse@nsac.ca](mailto:bcrouse@nsac.ca)

Phone: (902) 893-6729 Fax: 902-895-5529

**Sandra Murphy, Administrative Assistant**

Student Recruitment & Awards

Enrollment Management Unit

Email: [smurphy@nsac.ca](mailto:smurphy@nsac.ca)

## **Financial Services**

Financial Services is committed to providing quality service to all NSAC students.

For your convenience, Financial Services offers the following acceptable payment options: Cash, money order, cheque, VISA, MasterCard or debit card.

Office Hours are 8 am to 4:30 pm during the academic year.

All fees are due and payable as of the first day of classes.

Any student with an unpaid account at the end of the second week of classes will be permitted to continue only upon settlement of the outstanding account.

### NSAC Student Emergency Fund

NSAC Student Emergency Fund is an alumni-sponsored fund which aids students who encounter unusually difficult and unexpected financial hardship throughout the academic year. Funds are allocated to students based on the discretion of the Dean of Student Services following guidelines established by the Alumni Association. Contact Sharon Oakley at 893-6672 for more information.

**Location:**

Financial Services  
2<sup>nd</sup> Floor, Cumming Hall, Room 217,  
PO Box 550  
Truro, NS B2N 5E3

**Contact:**

902-893-6602  
902-893-4601 (fax)  
[nsac.ca/finance](http://nsac.ca/finance)

## Career Services

Students are encouraged to visit the Career Services office regularly. Introduce yourself to the staff at the office soon after your arrival on campus. Become familiar with the resources and assistance provided by the staff.

Your first contact with the Career Services office may be to look for a part-time job this fall. Many part-time jobs are available on, or close to, campus. It is wise to register at the Career Services office the first week of September if you are interested in part-time work. Monitor the job list which is coordinated by the Career Services Office.

Career Services also offers one-on-one career planning and career counselling, by appointment.

**Location:**

Lower level, Dairy Building - 8:30 am to 4:30 pm, Monday to Friday

**Contact:**

Roseanne Chapman (902) 893-7895  
Coordinator, Career Services Office  
[rchapman@nsac.ca](mailto:rchapman@nsac.ca)

[nsac.ca/csa/nsac\\_job\\_list.asp](http://nsac.ca/csa/nsac_job_list.asp)

# ROCKY





## Recreation and Intramurals 2010-2011

### Rec Nite

Sunday Evenings

6:00-9 pm

LAC Gymnasium

All students are invited to participate in open gym time each Sunday. The Schedule is as follows:

Basketball 6-7:30 Courts 1 and 2

Volleyball 7:30-9 Court 1

Badminton 7:30-9 Court 2

Court 3 is available all evening on a first come, first served basis for any activity.

### Intramural House Challenges

Sundays 9-10 pm

Throughout the academic year, Sunday evening 9:00-10 is reserved for AC students and house challenge events. Activities include basketball, volleyball, indoor soccer, dodge ball, table tennis, and badminton.

If you wish to become involved in the organizational process of these house challenge activities, please contact the Athletic Centre Supervisor (893-6660).

When there are no intramural events on Sunday evening, the 9-10 pm space is available for open use by all students, members, and guests.

### Additional Intramural and Recreation Activity

Check at the Athletic Centre, and watch the info screens for the following activities throughout the year:

Curling Fun spiels	Intramural	Scotia Pool
Ultimate Frisbee	Basketball/Volleyb	Activities -
Ski Wentworth	all/Soccer	Open/Lane Swims
Trips	Yoga	Zumba
Bowling	Racquetball	
Hockey	Squash	

All registration for recreational events takes place at the Langille Athletic Centre (20 Cumming Drive) Equipment Room.

We encourage and welcome input from students regarding recreational and intramural activities

## Varsity /Club

NSAC RAMS represent the university against other university and college competition. The varsity program starts in September and continues through the year with a good selection of sports: soccer, rugby, woodsmen, basketball, and volleyball. Additional sports may be offered as club activity, if there is sufficient student interest – golf, equestrian, cross-country running, and waterpolo.

The varsity teams of soccer, volleyball, basketball, rugby, and club activity in cross-country and golf compete in the Atlantic Colleges Athletic Association and as members of the Canadian Colleges Athletic Association, also have the right to compete at nationals, should they win the ACAA title. The Equestrian Team competes in three or four regional competitions against other Maritime Universities and Colleges, and Varsity Woodsmen compete in the Canadian Intercollegiate Lumberjacking Association (CILA). Waterpolo is a developing club sport.

### Varsity/Club Activity Starts in September

Team		Date	Time	Location
Soccer	Women	Sept 1	2 pm	NSAC field
	Men	Sept 1	4 pm	NSAC field
Rugby	Women	Sept 6	5 pm	Farnham Rd Field – Saints Rugby Complex
Woodsmen	Men	Sept 13	6 pm	Athletic Centre Classroom
	Women			
Golf	Men	Sept 7	6 pm	Athletic Centre Classroom
	Women			
Volleyball	Women	Sept 8	8 pm	Classroom/Gym
Basketball	Women	Sept 9	7 pm	Classroom/Gym
	Men	Sept 9	6 pm	Classroom/Gym
Equestrian Team	Co-Ed	Sept 13	7 pm	Classroom
Cross-Country Running	Men	Sept 8	7 pm	Classroom
	Women			

**\*check [nsac.ca/athletics](http://nsac.ca/athletics) for ongoing updates**

If you wish to play two varsity sports (in different seasons of the same year) such as rugby or soccer and basketball or volleyball, you are encouraged to do so. Please check with the Athletic Department on policy in this regard. In sports that have league schedules overlapping (i.e. volleyball and basketball or soccer and rugby) an athlete must choose between the two.

**All varsity athletes are required to pay a participation fee of \$100.**

## Special Events

[nsac.ca/athletics/events.asp](http://nsac.ca/athletics/events.asp)

Oct. 16                      Alumni Games  
Oct. 16                      Homecoming 5 K Run  
Nov. 13-14                Festive Craft Market, Langille Athletic Centre  
Feb. 12                      Rick Russell Memorial Woodsmen Competition  
If you want further information on any of the activities listed above, please do not hesitate to contact the Athletic Department ([athletics@nsac.ca](mailto:athletics@nsac.ca)).

## Alumni Games

Saturday Oct 16 –Alumni are invited to return to campus to compete by age group. Information will be circulated to Alumni with detailed time and registration information.

## Homecoming 5K Run

Saturday, October 16, 10 am

Run Nova Scotia members, students, alumni and staff are encouraged to run in our annual 5K race which begins and ends at the Athletic Centre. A registration fee of \$22 covers the cost of the run, awards, refreshments and a t-shirt.

## Swimming - Scotia Pool

80 Research Drive, AgriTech Park  
902 893-6364

Scotia Pool offers a full set of programs beginning in September including WaterART, AB Class, Masters Swim Team and Advanced Lifesaving Courses. Inquiries should be made at the pool.

Note: NSAC Students are members at Scotia Pool and may swim during Open Swims and Lane Swims. Scotia Pool brochure available at the Pool or Athletic Centre, or visit [nsac.ca/athletics/pool.asp](http://nsac.ca/athletics/pool.asp)





**Festive Craft Market**

Nov. 13-14

Over 70 exhibitors which include pottery, glass, natural wreaths, jewelry, decorating painting, leather, fabric, wood, art, foods and much, much more!



**Athletic Centre Contacts:**

Judy Smith, Athletic Director and Dean of Student Services

P.O. Box 550, Truro, NS B2N 5E3

[jsmith@nsac.ca](mailto:jsmith@nsac.ca)

Phone: 902 893-6661 or 893-7915 Fax: 902 897-0014

[nsac.ca/athletics](http://nsac.ca/athletics)

TBD, Athletic Centre Supervisor

Phone: 902 893-6660, Fax: 902 897-0014

Fred Fergus, Project/Program Assistant

[ffergus@nsac.ca](mailto:ffergus@nsac.ca)

Phone: 902 893-3135

Cathy Myette, Project Program Assistant

[cmyette@nsac.ca](mailto:cmyette@nsac.ca)

Phone: 902 893-7567, Fax : 902 897-0014

# Housing Options

## On-Campus Housing

NSAC's three residences provide accommodations for about 360 students. Trueman houses 100 students, while Fraser and Chapman each house 130 students in a co-educational environment. Residence living is a good opportunity to make friends and participate in university activities. It is recommended that all students live in residence for at least one year.

A mature housing section in Trueman allows for independent living for mature and grad students.

### Residence Office Location:

Fraser House

### Contact:

Melani Lane 893-6671 [mlane@nsac.ca](mailto:mlane@nsac.ca)  
Manager, Residence and Conference

## Off campus Housing

Living off campus is an important decision and one that requires a great deal of thought and preparation. A visit to potential landlords in person has much more impact than a phone call. Dress and conduct yourself as you would for a job interview.

Before you commit to renting an apartment or house, take stock of your budget. Most first time renters will not only be paying monthly rent for the first time, but will also be paying for many other things for the first time (food, utilities, personal care products, laundry, etc.). It is important to create a realistic budget in order to determine what you can really afford to spend on rent.

After determining your budget you may need to find a roommate to share the cost of rental. Remember, different people have been raised in different living environments and not everyone is compatible. Small disagreements can grow larger when you are living in close quarters. Be honest with each other. Discuss your likes and dislikes upfront and keep the dialog open. Communication is the key to good relationships.

## **Your Lease**

To avoid future disagreements, a lease (preferably written) is advisable. The following items should be included and agreed upon with the landlord in advance:

- Terms of security deposit, if required
- Exact terms of occupancy (dates, tenants)
- Rent (amount, when due, when last increased)
- Damage (a specific provision covering damages)
- Utilities (who pays for what)
- Restrictions (conduct, pets, smoking, stereos, etc.)
- Furniture (is it provided?)
- Cleaning (laundry facilities, parking)
- Can the lease be changed after it has been signed?

In general, it is suggested that tenants try to work out problems with their landlords on their own first. If no agreement is reached, then the Tenancy Board should be consulted.

The Student Services office in the Dairy Building maintains a list where landlords in the area can register available accommodations. These accommodations are not inspected or endorsed by Student Services

### **Contact:**

Sharon Oakley - [soakley@nsac.ca](mailto:soakley@nsac.ca)  
(902) 893-6672

## **Dining Services**

Meals for students who wish to participate in the campus dining program are provided in Jenkins Hall by Chartwell's. Students living in residence are automatically provided with a meal plan by virtue of their residence agreement.

Lunches are also available on a cash basis from the Cox Cupboard in Cox Institute and the Snack Stop in Animal Science. Vending machines are provided in most major facilities.

Chartwell's has recently launched a new website that provides meal plan information, weekly menus, etc. Go to [www.dineoncampus.ca](http://www.dineoncampus.ca), and then click on NSAC.

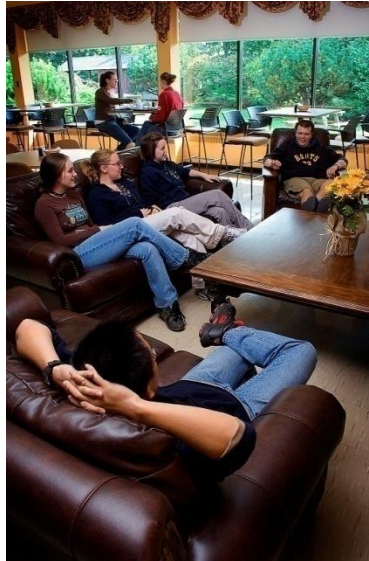
For further information on Dining Facilities and Options, please see the Chartwell's pamphlet.

**Location:**

Jenkins Hall

**Contact:**

Julie Andrews (902) 897-1952



## Parking

Designated parking for residence students is located behind Chapman House. There are two lots, the upper paved lot and the lower gravel lot. Residence students are permitted to park on campus **only** in these lots.

*Parking in the Horseshoe area of the residence is restricted and unauthorized vehicles will be fined and/or immobilized. Students who live in residence are not permitted to park in the Horseshoe.* Parking in the Horseshoe and all other areas is the responsibility of the NSAC Parking Committee. Parking on campus is a privilege which will be withdrawn in those cases where parking regulations and common courtesy are not followed. **The RCMP and Campus Security routinely patrol parking areas.**

For further information on parking policy on campus please refer to [nsac.ca/safety/parking\\_policy.asp](http://nsac.ca/safety/parking_policy.asp) or pick up a copy at the Safety & Security office.

**Location:**

Safety & Security, Dairy Building

**Contact:**

(902) 893-4190

## **Safety and Security/Emergency Protocol**

Under the direction of the Safety/Security Supervisor, several forms of security are employed by NSAC to protect students and NSAC community from harassment, mechanical/electrical failure, vandalism and theft. Security officers are employed primarily to protect the farm and other buildings from mechanical/electrical failure and to deter unauthorized persons from entering NSAC facilities. Officers also enforce parking on campus.

Student Campus Security is employed at student campus functions on an 'as needed' basis in residence and other buildings, and to direct traffic and monitor parking.

The Residence Assistants, in addition to their floor responsibilities, undertake duty rounds in residence, inspecting firefighting equipment, monitoring activities in the residence, and ensuring all exterior doors are locked.

***Persons acting suspiciously should be reported to the Security Office. The Security office will call the RCMP if deemed necessary.***

**Location:**

Security Office, Dairy Building

**Contact:**

(902) 893-4190

# Emergency Numbers

<b>RCMP</b>	<b>911</b>
<b>Safety &amp; Security</b>	<b>893-4190</b>
<b>Fire Department</b>	<b>911</b>
<b>Ambulance</b>	<b>911</b>
<b>Hospital</b>	<b>893-4321</b>
<b>Poison Control</b>	<b>911</b>
<b>Help Line</b>	<b>893-3333</b>

## Using 911 Emergency

- This service will connect you with Police, Ambulance and Fire, as well as the Poison Control Centre.
- Please be advised that you can call 911 from any pay phone in this area without using a coin.
- For calls from any campus system phone you must still dial 9 before the 9-1-1 so the sequence will be 9-9-1-1.
- Please note that it is illegal to program a 'speed-dial' button on a phone to dial '911' as it is to have 'auto-dialers' from alarm systems, etc. dial '911'.
- It is imperative that when you call '911' either from the campus or elsewhere that you can confirm the civic address of the emergency.

All campus buildings have had civic numbers assigned and posted near the most appropriate entrance for emergency responders and you will be asked by the '911' operator to confirm your location's civic address. Please take a moment to note it near your phone for future reference. Note that some buildings have multiple addresses if facing more than one road or on more than one level (Cox and Haley institutes for example).

## Personal Emergency Guide

In general, for any of the following situations, or any other situation involving uncertainty or emergency, call **CAMPUS SECURITY (893-4190)**. Every payphone on the NSAC campus has a button labeled "NSAC Security." This security button is **NOT** the digit #1 button. Instead, it is below the numeric keypad. No coin is required to operate the NSAC

Security button, and this button will access NSAC Security 24-hours a day. Just pick up the receiver and press the NSAC Security button.

The following situations are dealt with below:

- A. Threatening E-mail Message
- B. Call for Help E-mail Message
- C. Person on Site and in Distress
- D. Unknown or Suspicious Person on Campus
- E. Missing Person

### **A. Threatening E-mail Message**

#### ***If a student receives a threatening E-mail message:***

Call Campus Security (893-4190). Campus Security will contact Information Technology Services (Office 893-7933) with the details. They will determine the source of the message and if the source is another academic institution, ITS will contact the institution. Campus Security will also contact the Dean of Student Services (893-7915) with the details.

If the threat is of a serious nature, the Dean of Student Services or the Assistant Dean of Health Services will assist the student receiving the message to contact the RCMP.

### **B. "Call for Help" E-mail Message**

#### ***If anyone receives an E-mail message calling for help or indicating trouble:***

Call Campus Security (893-4190) and contact Information Technology Services (Office 893-7933 or ITS Helpdesk 893-6308) with the details. Information Technology Services will determine the source of the message and will ask a staff person in that area to contact the individual who sent the message to monitor the safety and condition of that individual.

If the safety or condition of the individual who sent the message is not at risk, a judicial report of the incident should be submitted by Information Technology Services, or by the person who received the e-mail message, to Student Services.

If the safety or condition of the individual is at risk, the staff person in contact with the individual who sent the message will immediately call or arrange for someone to call 911 (9-911 on campus office phones; for payphones just press 911), and will also contact Health Services (893-6300), as appropriate, and the Dean of Student Services (893-7915).

### **C. Person On-Site and in Distress**

If anyone witnesses a person who is in any kind of physical or emotional trauma which endangers the safety of that person or anyone else, emergency first aid procedures should be implemented immediately by those present who are trained to do so. Someone must immediately call 911 and call Campus Security (893-4190). Also, if during business hours, call Health Services (893-6300) and Student Services (893-6672)

### **D. Unknown or Suspicious Person on Campus**

DO NOT approach the person yourself! Call Campus Security (893-4190) immediately.

### **E. Missing Person**

Call Campus Security (893-4190) and contact the Dean of Student Services (893-7915) immediately. Campus Security, with assistance from the Dean or designate, will immediately try to track the person through possible contact persons, and will call the RCMP if not immediately successful.

## **Students' Union**



The Nova Scotia Agricultural College Students' Union is the official organization of students of the institution which serves as a link to NSAC Administration. In addition to representing the students to the administration we spend much of our time organizing events, clubs, groups and committees to improve student life on campus. We are responsible for publications such as the Golden Ram (Student Newspaper), Agricola (Yearbook), and student agendas.

### **NSAC Students' Union Executive 2009/2010**

Interim President	<i>Nathan Murray - murrayn@nsac.ca</i>
V.P. Administration	<i>Kent Mader - maderk@nsac.ca</i>
V.P. External Relations	<i>Paul Manning - manningp@nsac.ca</i>
V.P. Finance	<i>Nathan Murray - murrayn@nsac.ca</i>
V.P. Internal Relations	<i>Robyn McCallum - mccallumr@nsac.ca</i>
Manager	<i>Patricia Jeffcock - jeffcopj@nsac.ca</i>

## **Students' Union Lounge and Office**

### **Services:**

Monthly calendar of events, bulletin boards, photocopier, comfy couches, kitchenette (sink, fridge, microwave, toaster oven), newspapers, computers, wireless internet, working space, information on Students' Representative Council, clubs/events, and FRIENDLY PEOPLE Answers to your questions, lots of information, and NSAC souvenirs!

### **Location:**

Cox Institute, Room 32

Lounge general hours: Mon-Fri 8:00am – 5:00pm

### **Contact Information:**

Office Telephone Number: 895-3963

Fax Number: 895-1203

Email: [su@nsac.ca](mailto:su@nsac.ca)

Website: [nsac.ca/su](http://nsac.ca/su)



## **Getting Involved in Students' Union**

### **Student Representative Council**

Students' Representative Council (SRC) is composed of NSAC Students' Union Executive, as well as other student reps in various positions, including residence, Off campus, NSAC Association of Graduate Studies, Part-time/Mature Students, Athletics, Degree, and Diploma. A large number of positions are available to be filled in by-elections which are held in the fall and the spring. Check the SU office for details and nomination forms.

SRC is a collection of students from various programs and years who meet to review and pass motions and discuss issues that concern

students. The SRC meetings are held a minimum of once monthly to update and involve the student body with what's going on around campus!

### **House Councils**

Each residence house (Trueman, Chapman, Fraser) has a mini-council, and usually looks for representatives in the fall. House Councils organize house activities, house events, house clothing, house gifts, possible trips, participate in house challenges, and decide upon spending house funds. House Councils meet and cooperate with Residence Management and Students' Union.

### **Events and Publications Coordinators**

Golden Ram Editors  
Katherine Mitchell and Matthew Morrison  
*goldenram@nsac.ca*

Agricola Editor  
Michelle Hickey - *hickeym@nsac.ca*

Orientation Chairpersons  
Hannah Maynard - *maynardh@nsac.ca*  
Jessica Eisnor - *eisnorj@nsac.ca*

Shinerama Chairperson  
Megan Crouse – *crousem@nsac.ca*  
Leanne Waterston - *waterstonl@nsac.ca*

Christmas Float Chairperson  
Sabrina Horne - *hornes@nsac.ca*

Woodsmen Chairperson  
Liddy -Brienne Cramm - *crammb@nsac.ca*

### **Vacant Positions**

Grad Chair  
College Royal Chair  
Many SRC Positions

## **Clubs and Committees**

Take part in numerous clubs and committees at NSAC. Many of the following clubs are reforming in the fall and are looking for student leadership!!

- 4-H Alumni Association
- NSAC Barn Co-op
- NSAC Documentary Film Club
- NSAC Theatre Society (Drama)
- ACCF (Christian Fellowship)
- Agrologist Club
- Ambassadors Club
- Aquaculture Club
- Ag Challenge
- NSAC Craft Club
- Campus Sustainability Initiative
- Chess Club
- Economics & Business Society
- \* Emergency Animal Rescue Services & Disaster Animal Rescue Team (EARS/DART)
- Engineering Society
- Environmental Club
- Equestrian Club
- Film Club
- International Students Association
- Judging Team
- Knitters (Stitch and Bitch)
- NAGS (Grad Students Association)
- Photography Club
- Pre-Vet Club
- Off campus Club
- Outdoor Adventure Club
- Real Energy Supporting Peer Education on Current Topics (RESPECT)
- Ski and Snowboarding Club
- SPIRIT Leadership Club
- Water Polo Club
- Weed Science Club
- WUSC (World University Service of Canada)
- Winter Carnival

## **Want to START Your Own Club?**

Have a special hobby? Feel the student body would benefit from a new club or committee? You can start your own club/committee/society!! Contact Students' Union for details.

### **The Barn**



NSAC Students' Union manages The Barn (campus pub), which is located on the upper floor of Jenkins Hall. The Barn is licensed under NSAC's License and operates under the guidelines provided by the NS Alcohol and Gaming Authority. As approved under the License, wet/dry functions can be approved by the Authority and NSAC. At these times, a friendly social setting is provided for underage non-drinking patrons (DRY) and students of legal drinking age (19+ in Nova Scotia) - WET. A full staff admits and monitors patrons at all times. The Pub is designed to be a safe social setting for NSAC students and their guests. The Students' Union also hires students to staff The Barn, providing another means of on-campus employment for the student body.

### **The Barn Managers 2009-2010:**

Manager of Development & Human Resources:  
Samantha Haley - [haleys@nsac.ca](mailto:haleys@nsac.ca)

Manager of Financial Resources:  
Thomas Teakles - [teaklest@nsac.ca](mailto:teaklest@nsac.ca)

**Hours of Operation** are generally 9 pm-1am on Thursday, Friday and Saturday. Changes will be posted.

***Students' Union wants you to be involved!  
Come on out & have fun!***

# Truro and Bible Hill

## Truro



### **History**

Truro, or Cobequid as it was originally named, was founded in 1703 during the period of French rule in Canada, when the province was part of Acadia. French fishermen and farmers settled on the Tidal Lowlands around the site of the present town. This community existed until the end of the French regime in Canada when the Acadians were expelled from Nova Scotia.

A few years later, 53 families of Loyalist farmers arrived from New England and settled on these former French farms along the Salmon River.

The community prospered and by 1838 had a population of about 1,500. In 1875, the village with a population of 3,000 was incorporated into a town. Its current population nears the 15,000 mark.

Truro is the approximate geographic centre of Nova Scotia located on Cobequid Bay, the eastern-most inlet of the Bay of Fundy. The highest tides in the world occur here, in Cobequid Bay, some recorded at over 52 feet. In this natural, unspoiled setting you can sit on the banks of the bay and watch the tidal bore make its twice daily appearance.

### **Agriculture and Climate**

Some of the finest dairy farms in the world surround Truro, working farms number between three and four hundred.

Although dairy is the largest single product, cereal grains, corn and hay pastures account for much of the 56,000 acres of crop lands.

The sprawling campus of the Nova Scotia Agricultural College is located in the adjacent Village of Bible Hill, giving immediate access to research and technology.

Truro and area is geographically located at the halfway point between the Equator and the North Pole. This location lends itself to average monthly and yearly climatic conditions that compare favourable to all other areas of Canada and the United States. Each of the four distinct seasons offers its beauty and bounty to residents of Truro.

Truro is served by three veterinary clinics and approximately 14 veterinarians who along with NSAC provide extensive information on animal diseases.

### **Industry and Commerce**

Downtown Truro, the community's retail, cultural and financial centre, has undergone an extensive upgrading. Older buildings have been revitalized, parking space has been increased, and new businesses have been established.

The Truro Industrial Commission operates a 267-acre industrial park including 100 acres of fully serviced sites available for development.

Crossley Carpet Mills Ltd. and Intertape Polymer Group are two of the largest employers in Truro Industrial Park. Stanfields Ltd, located on the banks of the Salmon River, is one of the oldest textile manufacturers in Canada. It was established in Truro over 100 years ago.

The area is served by the Truro Daily News and the Chronicle Herald newspapers. Local 24-hour radio service is provided by both CKTY-FM 99.5 and CKTO-FM 100.9.

### **Housing**

Truro is an exceptionally clean and friendly town. Citizens take pride in the appearance of their homes, and it is an area in which it is a pleasure to work as well as live.

Several new housing developments have extended the boundaries of the town, yet Truro continues to offer its numerous small town advantages.

### **Professional Services**

Truro has a wide variety of medical and professional services. Colchester Regional Hospital, located in the heart of Truro, is a 200-bed facility that services Truro and central Nova Scotia. A new facility has been approved and is under construction.

A walk-in clinic is available, operated at the Fundy Trail Mall, with hours of operation to assist those with medical issues on an urgent but non life-threatening nature.

Truro is serviced by several chartered banks, trust companies, and law firms. There are two large convention facilities and many motels along with several campgrounds to help the many tourists and business people with their accommodation needs.

### **Bible Hill**



The Village of Bible Hill is located across the Salmon River from the town of Truro. Bible Hill was established in 1953, and today the residential village has a population of over 5,000 people.

### **Local Transportation**

The communities of Bible Hill and Truro are served by the Halifax International Airport, located approximately 75 km away. Acadian Lines, a bus company which links most communities in the Maritime Provinces, stops at the airport as part of their regular Halifax to Truro run. Inquiries can be made by contacting Acadian Lines at 895-3833. The town of Truro and surrounding area is serviced by “U-Need-A-Taxi” (893-2899) and Layton’s Taxi (895-4471).

### **Local Places of Worship**

Students are encouraged to contact the church or temple of their choice. Members of the local clergy have been invited to visit with students on campus. Most churches are represented in the local area.

#### **Anglican**

St George’s Anglican Church, 291 Pictou Rd, Bible Hill  
St John’s Anglican Church, Prince and Church, Truro

#### **Baptist**

First Baptist Church, 759 Prince Street, Truro  
Immanuel Baptist Church, 298 Young St, Truro  
Zion Baptist Church, Prince Street, Truro

#### **Full Gospel**

Abundant Life Fellowship Church, Valley

**Pentecostal**

Calvary Pentecostal Church, 20 Curtis Dr, Truro  
Cornerstone Assembly, Cornerstone Dr, Truro

**Presbyterian**

St James' Presbyterian Church, 142 Queen St, Truro

**Roman Catholic**

Immaculate Conception Church, Prince St, Truro

**Wesleyan**

Truro Wesleyan Church, 38 Pleasant St, Truro

**United**

Brunswick Street United Church, Truro  
First United Church, Prince Street, Truro  
St Andrew's United, 55 King Street, Truro  
St David's United Church, Pictou Rd, Bible Hill

**Other Christian**

Church of the Nazarene, 60 Edgewood Dr, Truro  
Truro Church of Christ, 298 Glenwood Dr, Truro  
Peoples Church, 15 Elm Street, Truro  
Salvation Army, 14 Outram Street, Truro  
Truro Alliance Church, 29 Philip Street, Truro  
Jehovah Witnesses, 183 Waller Dr, Truro  
Church of Jesus Christ of Latter Day Saints, 148 Evergreen, Truro

**Muslim**

Truro Masjid (mosque), 533 Pictou Road, Bible Hill

**Buddhist**

Truro Shambhala Meditation Group, 32 Parker Street, Truro

**Hindu**

Vedanta Ashram Society, 6421 Cork Street, Halifax

**Sikh**

*Maritime Sikh Society*, 10 Parkhill Road, Halifax

## Alumni Association

After completing studies at NSAC, students become alumni and are automatically admitted into NSAC's Alumni Association.

NSAC's Alumni Association is dedicated to staying connected with its nearly 9,000 members worldwide and linking together the close-knit group of NSAC "alums." The association builds relationships among NSAC alumni, students (future alumni), staff and their *alma mater*, while supporting the university's mission and goals.

NSAC keeps alumni updated through the *Agricola News*, a publication distributed twice a year to all alumni and friends of NSAC, as well as the *Alumni e-News*, a monthly electronic newsletter.

Along with the communications material, the association offers numerous perks to its members. There are many opportunities for alumni to become involved in university and association activities and programs. Alumni are encouraged to participate! Members of NSAC's Alumni Association are also eligible for particular services and benefits, including preferred insurance rates, special hotel discounts, access to special events and bursary eligibility for family members.

There are many ways for alumni to show their NSAC pride and identify themselves among others. One way is by wearing NSAC's newest symbol, the unique and popular university ring.

Keep in touch with NSAC's Alumni Association when you complete your studies!

For further information or to get involved with your Alumni Association:

Website – [nsac.ca/alumni](http://nsac.ca/alumni)

Email - [alumni@nsac.ca](mailto:alumni@nsac.ca)

Phone - 902-893-6022

Visit - Development & External Relations Office, Cumming Hall.

# The Centre for Continuing & Distance Education

Continuing and Distance Education develops and delivers a wide variety of courses and programs for NSAC students, industry members, and the community. Courses are offered for both credit and non-credit and range from online certificates to weekend workshops. CDE is actively involved in the development of NSAC's distance education capacity and supports the use of WebCT for both on-campus and distance education courses.

From distance education and professional development, to skills training and community engagement, now is the time to explore your path for lifelong learning.

## **Certificate Programs Include:**

- Certificate of Specialization in Organic Agriculture (university credit)
- Certificate in Technology Education (university credit)
- PEI Farm Technician Apprenticeship
- Agricultural Equipment Technician Apprenticeship
- Master Gardener Training Program

## **Professional Development:**

- Exploring the Small Farm Dream
- Diploma in Enterprise Management: Online Farm Health and Safety
- Diploma in Enterprise Management: Health and Safety for Equine-Related Businesses
- Nutrient Management Planning
- Introductory Welding
- Pesticide Applicator's Certification

We also administer Summer Sessions for students continuing their studies during this period. Check our website for the current listing.

Contact us for more information on our courses and programs. Visit us online at [nsac.ca/cde](http://nsac.ca/cde)

Phone 893-6666

Or drop by our office at the Haley Institute Room 246.

**NSAC  
Community Standards  
and  
Student Code of  
Conduct  
2010-2011**

# NSAC Community Standards

Community standards are the rules contained in the NSAC Calendar, NSAC Student Code of Conduct, Residence Handbook and this document which are defined by the campus community. As a member of that community, you agree by virtue of your presence here to abide by these Community Standards.

The regulations are a compilation of standards established by the Faculty, NSAC Administration and the Student Union, and as such are representative of the views of NSAC's community as to what constitutes reasonable behaviour. The process by which breaches of these standards are adjudicated is known as the judicial process. Most students never need to deal with NSAC's judicial system. However, you will find it useful to review this material and will note that NSAC places a high degree of emphasis on student involvement in the judgement of the behaviour of their peers.

## PRINCIPLES FOR COMMUNITY STANDARDS

These principles and those of "natural justice" are intended to provide a foundation for judicial procedures and to act as guidelines for the implementation of those procedures. These principles and procedures do not limit NSAC from pressing criminal charges nor from taking an administrative decision where such is deemed to be the most appropriate course of action.

1. NSAC is an educational institution which seeks to enhance the sociological and psychological development of the individual as well as the advancement of their education. We believe that the fundamental code of conduct is sensitivity to the effect of one's behaviour on others and respect for personal and community property rights.
2. The Faculty and College Administration believe wherever possible students should be given the privilege of judging their peers in matters of student conduct. The Community Standards and Code of Conduct provide guidelines for the judicial process but may be subject to modification. This judicial system does not function on the basis of technicalities.
3. NSAC reserves the right to take action on all incidents regardless of whether civil or criminal cases are before the courts.
4. The ultimate authority with respect to student conduct rests with the President. The President has delegated overall responsibility for judicial matters to the Associate Vice President Academic for Students ("AVP" or "Associate VP for Students"). The NSAC Judicial Chairperson is responsible for the training of Student and NSAC Judicial Committee

Members and for advising the AVP with respect to improvements in Judicial Policy and Process. In the absence of the NSAC Judicial Chairperson, the AVP will take these responsibilities.

5. All Judicial decisions - made by the administration, the Student Judicial Committee or NSAC Judicial Committee - may be appealed through the appeal process as outlined in the Judicial Processes.

6. Living/visiting in NSAC residences is a privilege and not a right. NSAC reserves the right to immediately dismiss/ban from residences those who fail to live up to the conditions of the Residence Agreement and/or to live the lifestyle prescribed by that document.

# DECLARATION OF STUDENT'S RIGHTS, FREEDOMS AND RESPONSIBILITIES

It is the purpose of this Declaration to guarantee a positive and productive learning environment for all members of the NSAC Community. This Declaration applies to students at all times on campus and at times when students represent NSAC in official and unofficial academic and non-academic events.

## RIGHTS AND FREEDOMS

### *Students have the...*

- 1. Right** to be treated with dignity and respect, in a timely manner, by all members of College Community.
- 2. Right** to freedom from discrimination or harassment of any kind. This includes, but is not limited to, freedom from discrimination on the basis of gender, sexual orientation, mental or physical challenge, racial and ethnic background, and philosophical and/or religious beliefs.
- 3. Right** to reasonable opportunities to succeed in any course or thesis work.
- 4. Right** to be informed, in writing, of evaluation methods, marking scheme, assignments, approximate deadlines and academic consequences, course content and what constitutes acceptable academic collaboration, within the first week of any course. Students have the right to expect that this course information will be followed by the course instructor(s) responsible for the course.
- 5. Right** to have a minimum amount of material covered in a course such that later course or thesis work is not impeded through a lack of instruction in previous courses.
- 6. Right** to have course and thesis work evaluated in a fair, reasonable and timely manner.
- 7. Right** to evaluate a course in the official manner, as prescribed by the NSAC.
- 8. Right** to be informed of regulations and other information of relevance to students such as is presented in the NSAC Calendar, student handbooks and other similar publications.
- 9. Right** to freedom from unreasonable interference in the pursuit of studies.

**10. Right** to be and feel safe, and to be free from actions or omissions of action that endanger.

## **RESPONSIBILITIES**

### ***Students have the responsibility to...***

1. Treat all members of the NSAC Community with dignity and respect.
2. Be accountable for their actions and behaviour and conduct themselves according to the NSAC Student Code of Conduct.
3. Uphold and promote rights of other members of College Community.
4. Exercise their rights and responsibilities only to the point that the rights of others are not infringed upon.
5. Report violations of the NSAC Student Code of Conduct and be supportive of those who make such reports.
6. Promote responsible behaviour of other NSAC students when representing NSAC in official events.
7. Recognize that studying at NSAC is a privilege, not a right, and therefore make a genuine effort in pursuit of their studies.
8. Either meet course requirements in a timely fashion or accept the academic consequences.
9. Abide by the NSAC Policy on Animal Care and Use.
10. Become informed of regulations and other information of relevance to students such as is presented in the NSAC Calendar, student handbooks and other similar publications and to adhere to these regulations.

# NSAC Student Code of Conduct

## PREAMBLE

The Nova Scotia Agricultural College is committed to an environment characterized by mutual respect among all of its members in order to facilitate an atmosphere conducive to academic achievement. Each member of the NSAC community has both an individual and a collective responsibility to guarantee the fundamental dignity and basic human rights of each and every other person regardless of perceived differences. Although NSAC values and promotes both academic and personal freedoms, the exercise of those freedoms shall not infringe upon the rights and freedoms of others.

NSAC shall protect and enhance its educational role by establishing standards for scholarship and a code of personal conduct for its students whether as individuals or collectively as a registered group on campus. Any member of the NSAC community who either witnesses or is victimized by an infraction of the code is expected to report the violation immediately. Any activities involving either individuals or groups associated with NSAC which are contrary to the spirit of the Code shall be deemed in violation of the code. Although the current NSAC Student Code of Conduct has been adopted by the campus community, the Code is reviewed annually and may be modified as needed to maintain its relevance. Requests for clarification or further information concerning the conduct expectations of the Code should be directed to the Office of the Associate Vice President Academic for Students (“AVP” or “Associate VP for Students”).

The appointed Chair of the NSAC Judicial Committee is responsible for the overall operation of the NSAC Judicial System which guarantees procedural fairness to those students or registered student groups charged with directly violating, aiding or attempting to commit an infraction of the Code. In all situations, students or registered student groups are clearly informed in writing of the charge(s) against them and will be promptly provided with an opportunity to respond to all allegations. Although the Code is enforced uniformly across the campus, those students who reside on campus have special circumstances and should particularly consult the NSAC Residence Handbook. Please note that all Federal and Provincial laws apply across campus and, therefore, students or registered student groups charged with conduct violations on campus may also be subject to legal action.

## **1. COPYRIGHT POLICY**

**Students should be aware that most published works are protected by copyright. Thus the right to reproduce published works, including photocopy, belongs to the author or publisher.**

Copyright clearance has been purchased by NSAC through a licensing agreement with CANCOPY, which covers most forms of copying on campus. The purpose is to facilitate access to information and not to substitute for the purchase of books or other published material.

Students should be aware that there are limits to copying allowed by the CANCOPY license. The Copyright Act provides that copyright is not infringed or violated by any “fair dealing” for the purposes of research or private study.

For any unusual copying, such as digital copying or copying for sale or copying more than 10% of a work, students have an obligation to seek the advice of NSAC Administration or the Librarian regarding these limits.

Students should familiarize themselves with and must abide by the NSAC Academic Integrity Policy.

## **2. POLICY FOR RESPONSIBLE COMPUTING**

NSAC's Policy for Responsible Computing is found in the document Policy Governing Access to and Use of NSAC Academic Computing. This policy statement outlines NSAC's position on student computer use. See [nsac.ca/its/policy.asp](http://nsac.ca/its/policy.asp).

## **3. ALCOHOL AND DRUG POLICY**

Persons of legal age may have and consume alcohol in their residence room or at a licensed college event. Alcohol may not be consumed or distributed in or on any facility or property or at any event or function under the jurisdiction of NSAC unless otherwise designated by the Dean of Student Services or his/her designate. Every student who chooses to drink alcohol has the responsibility and obligation to act in a responsible manner and to conduct him/herself according to the laws of Nova Scotia and Canada.

Every student has the responsibility, when drinking, to act in a responsible manner. The Alcohol Policy is intended to guarantee the rights of students as a whole, especially their rights to safety and to a feeling of security, privacy and peace.

The possession and use of illegal drugs and misuse of prescription drugs on campus is strictly prohibited. Students and/or guests of students shall

be subject to internal sanctions and possibly reported to law enforcement authorities if caught in violation.

(A) Federal Laws of Canada

Students have the responsibility to conduct themselves according to the laws of Canada. Any action, or omission of action, that contravenes the Criminal Code of Canada, the Narcotics Control Act, or the Food and Drug Act is a violation of the Student Code of Conduct. College Judicial actions do not exempt students from being accountable to civil authorities.

Students should be aware of what constitutes violations of the above laws. Drunk and disorderly conduct (criminal code definition) and driving while intoxicated are violations of the Criminal Code. Violations of the Narcotic Control Act include, but are not limited to: possession, use or trafficking of narcotic drugs and drug paraphernalia. Marijuana, hashish and cocaine and its derivatives are among the drugs classed as narcotics while drug paraphernalia includes such things as hash pipes, scales, and roach clips. Violations of the Food and Drug Act include the possession, use or trafficking of restricted drugs such as LSD, magic mushrooms and mescaline. The selling of any controlled (prescription) drug is a violation of the Food and Drugs Act.

(B) Laws of Nova Scotia

Students have the responsibility to conduct themselves according to the laws of Nova Scotia. Any action, or omission of action, that contravenes the Nova Scotia Liquor Control and/or Motor Vehicle Act is a violation of the Student Code of Conduct. This in no way implies that students may not be held accountable to civil authorities for violations of the laws of Nova Scotia. For example, the consumption and possession of alcohol by individuals under the age of 19 represents a violation of the NS Liquor Control Act and the Student Code of Conduct. This also applies to the improper operation of a motor vehicle as defined by Nova Scotia law and by NSAC policy.

(C) Alcohol and Intoxicated Disorderly Conduct

When a student has been drinking or using drugs, to the point of some degree of intoxication, then he/she is defined as being drunk and disorderly. This violation represents a violation in and of itself, separate from any other violation that the individual has committed while intoxicated.

*The severity of the sanctions taken against the student will be directly related to the severity of the other violation committed by the student while intoxicated.*

(D) Public Intoxication

A student may not be intoxicated in public. NSAC recognizes that students of legal age may consume alcohol in the privacy of their own rooms in residence. When such activities are not confined to the privacy of the student's own room, then they represent a potential danger to the rights of others.

(E) Consumption of Alcohol

i) Campus

Alcohol may not be consumed or distributed in or on any facility, property or at any event or function under the jurisdiction of NSAC, unless otherwise designated by the Dean of Student Services or his/her designate.

ii) Residence Regulations

- a) Only students and guests of legal drinking age may possess and consume alcohol.
- b) Any individual (student or guest) may consume alcohol in a residence room only with the permission of all the assigned residents of that room.
- c) A student may not be intoxicated in public. Alcohol may not be consumed in the common areas of the residence (e.g., lounges, hallways, stairwell, washrooms, etc.) or in areas adjacent to the residences (e.g. Horseshoe, etc.)
- d) Drinking Games of any kind are prohibited.

**OPERATIONAL POLICY FOR 'THE BARN' MANAGEMENT REGARDING BANS**

*These operational guidelines have been approved by the Student Union Executive and the Associate VP for Students and are in effect from Fall 2009 until specifically altered.*

**NOTE: WHENEVER A BAN IS IMPOSED, CAMPUS SECURITY MUST BE NOTIFIED WITH THE DETAILS.**

1) **The Pub Manager may immediately ban any person from “The Barn” for inappropriate conduct .** IN ALL CASES, such a ban must be reported to to Student Services and Campus Security as described below. The number of pubs that the ban is in effect for must be specified (maximum of 12 pubs). For the purpose of this policy, “pub” is defined as a pub event that the student would be eligible to attend based upon their age at the time of the incident. Therefore, for underage students, “wet” only pubs would not be counted toward the ban. The Manager must make reasonable efforts to inform the person banned of the nature and extent of the ban. Normally the Pub manager will notify the person of the ban through the student’s NSAC e-mail account prior to the next pub, however, this may be done in writing, by telephone or in person if circumstances warrant it. The Dean of Student Services, the Associate VP for Students, and Campus Security will be notified of the Ban by e-mail. Bans imposed but not completed during fall semester will carry forward to winter term. Any ban imposed during the last pub weekend of the year will carry forward to the first 12 pubs of the next academic year.

- a) **Underage Drinking:** Any individual under the age of 19 who is found drinking alcohol, wearing a bracelet that indicates the individual is permitted to drink alcohol, or holding an alcoholic beverage shall be removed immediately and banned for 12 pubs. The penalty for a second offense will be a 24-pub ban, and for a third offense will be a one-year ban. For all second and third offenses, the Pub Manager will also submit a Judicial Report.
- b) **Providing Alcohol to Minors:** All patrons are expected to respect and support the laws regarding underage drinking. Any patron found providing alcohol to a minor, including leaving a drink where a minor can pick it up or drink from it or providing a minor with a bracelet that indicates the person is entitled to drink alcohol, shall be removed immediately and banned for up to 12 pubs.

2) **If the Pub Manager believes that a more extensive ban is in order then a Judicial Report must be completed.** This must be done by pub staff, under the direction of the Manager, and must be submitted by the Manager to the Associate VP for Students within 3 campus business days of pub for processing through the Student Judicial system. The Judicial Report must be accompanied by a statement from the Pub Manager indicating why a ban of greater than 12 pubs should be imposed and also proposing an appropriate ban. In such a case the person banned must be informed of a ban as described above and that a Judicial Report is being submitted for processing. The person banned will not be allowed to enter the pub premises until after the judicial hearing.

**3) The Pub Manager or any other pub staff may not impose any monetary penalty, bond or charge for damages or any other penalty other than as described in 1. above.** If an incident occurs where any other penalty than a 1-12 pub ban may be appropriate, then the Manager must ensure that a Judicial Report is completed as described in 2. above and sent to the Associate VP for Students for appropriate action.

**4) All patrons who are not currently enrolled NSAC students are subject to the same rules, fees, and policies as students, in addition to the following:**

- a. Alumni with may sign themselves and one guest into The Barn. Pub Staff will keep an Alumni directory and graduation lists at the door to verify a patron's alumni status.
- b. Each student may sign in two guests, except for special event pubs when they are limited to one guest.
- c. When students sign in guests, they are taking full responsibility for their guests' behaviour and will be subject to the same penalties imposed on their guests, up to a 12-pub ban.
- d. Guests and alumni who violate rules will be banned for at least 12 pubs up to one year. Bans of more than 12 pubs will be made in consultation with the Associate VP for Students.

**If a non-student is banned from the pub for any reason, then the Associate VP for Students may take any action appropriate to ensure that further incidents do not occur.**

**5) If a student is banned from the pub (as per 1. above) then that individual will be permitted to appeal such a ban ONLY IN THE CASE THAT INAPPROPRIATE PROCESS was used.** Such an appeal will be dealt with by the chair of NSAC Judicial Committee or other person/committee as designated by the Associate VP for Students.

**6) No judicial report from "the Barn" may be dealt with "out of hearing" by the Chair of the SJC.** When dealing with student Judicial Reports written as a result of alleged infringements in "the Barn" the Judicial system will hear appropriate evidence from the accused and pub staff/management. If appropriate, penalties will be imposed with reference to guidelines in the Community Standards document. Such penalties should be appropriate for the offense and may include a bond, monetary penalty (or community service), charge for damages, ban from the pub, conduct probation or other sanctions as deemed appropriate by the judicial system. All decisions of the judicial system are subject to appeal as described in the Community Standards document.

7) **No student may receive more than two bans from the pub, in any one school year, imposed by the Pub Manager.** If a third incident occurs where a ban would normally be imposed then the student will be immediately banned from the pub but will be dealt with by NSAC Judicial Committee. In such a case the Pub Manager must deal with the situation as described in 2) above.

8) **The SU Executive serves as the supervisor of the Pub Manager, and the Pub Manager supervises the other Pub Staff.** The SU Executive and all Pub Staff serve as role models for the student body and have a duty to support and enforce the Pub rules. If a member of the Pub Staff engages in inappropriate conduct at the Pub that would warrant removal or ban under these guidelines, either on or off duty, it must be reported to the person's supervisor (either the Pub Manager or the SU Executive, depending on the person's position) immediately. The supervisor shall address the situation as the employer of the Pub Staff. Penalties imposed shall be consistent with these guidelines, and all bans shall also include a suspension from the person's Pub Staff position. **A person's record of bans from the Pub may be considered by the SU Executive and the Pub Manager in hiring Pub Staff.**

**NOTE:** In the above "Pub Manager" refers to the Manager(s) of "The Barn" or person(s) designated to supervise the 'Barn' in the Manager's absence. However, it is the responsibility of the Manager to ensure that designated supervisors fulfill the expectations of this policy in a timely manner as specified above.

#### **4. DISRUPTIVE CONDUCT**

Disruptive Conduct is any action by a student that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of NSAC. This includes but is not limited to:

(A) Violence or threat of violence against self or any member or guest of the NSAC community. This includes but is not limited to physical assault, rape, or other sexual assault. Rape is sexual intercourse which takes place against a person's will, or in circumstances where a person is physically, mentally, or legally unable to give consent. Conviction for rape or other serious physical assault, whether in the courts or through the NSAC Judicial System, will lead to expulsion from NSAC.

(B) Interference with the freedom of movement of any member or guest of NSAC.

(C) Interference with the rights of others to enter, use, or leave any College facility, service or activity.

(D) Interference with the freedom of speech of any member or guest of NSAC.

(E) Trespassing or unauthorized entry.

(F) Excessive noise.

(G) Inappropriate, loud, or disruptive behaviour in the classroom, residences or other College property.

## **5. PRIVACY**

Every member of the NSAC community has the right to privacy. Failure to respect that privacy represents a violation of the Code of Conduct.

## **6. HARASSMENT AND DISCRIMINATION**

All students are expected to be familiar with and abide by NSAC's Policy on Discrimination and Harassment, which is included in this Handbook immediately following this Code of Conduct.

## **7. POLICY ON HAZING**

**Respect for the dignity and rights of other students are a basic tenet of the academic community. Hazing has no place at NSAC.** Specific behaviours and activities which may constitute hazing include but are not limited to:

(A) Actions that recklessly or intentionally endanger the physical and mental health or safety of students.

(B) Forced or required consumption of any food, liquor, drug, or any other substance.

(C) Forced or required participation in physical activities, such as callisthenics or exercise.

(D) Exposure to the weather.

(E) Excessive fatigue resulting from sleep deprivation, physical activities, or exercise.

(F) Assignment of activities that would be illegal or unlawful or might be morally offensive to individual members, associate members, or pledges.

(G) Any behaviour which is sexist or racist or demeans the religious beliefs of others.

(H) Physical brutality, including paddling, branding, and striking with fists, open hands, or objects.

(I) Kidnapping or transportation with the intent of stranding individuals.

(J) Verbal abuse.

(K) Forced or required conduct that could embarrass or adversely affect the dignity of the individual, including the performance of public stunts and activities.

(L) The intentional creation of clean-up work or labour for students by active members or alumni.

(M) Denial of sufficient time to study.

(N) Nudity or lewd behaviour.

(O) If any student feels they have been subject to hazing, they may meet in confidence with the AVP Students or Dean of Student Services.

The process shall include, but is not limited to: 1) strategies for the person subject to the potential hazing, 2) informal verbal concern, 3) formal written complaint.

If a formal written complaint is chosen, the internal process shall be: 1) written complaint, 2) investigation, led by AVP or Dean, 3) hearing, 4) decision.

Appeal shall be heard by NSAC's President.

## **8. FAILURE TO COMPLY**

Examples include:

(A) Failure to comply with the directives of an officer of NSAC acting in the performance of his/her duties. The term officer includes employees of NSAC such as faculty, staff, campus security and residence assistants.

(B) Failure to comply with a directive issued by a Judicial Committee or by the Associate VP for Students or his/her designate as a result of a disciplinary hearing.

## **9. FALSE INFORMATION**

It is expected that students of NSAC will be honest and trustworthy in their dealings with their peers and with other members of the campus community and that they will not convey false information.

*Examples of transmittance of false information include:*

(A) Intentionally making a false oral or written statement in a College disciplinary hearing, or to a College official.

(B) Intentionally making a false oral or written statement in order to misrepresent the character, qualifications or reputation of another.

(C) Intentionally reporting a crime that did not occur.

(D) Intentionally not reporting a crime.

(E) Possessing and/or using any form of false personal NSAC identification, such as meal cards, student ID, guest passes etc.

## **10. MISUSE OF MATERIALS**

*Examples of misuse of materials include but are not limited to:*

(A) Embezzling College or Student Union funds.

(B) Unauthorized reading, duplication, removing, photographing, forging, counterfeiting, altering, or misuse of any document or record maintained by any individual or group of the NSAC community.

(C) Unauthorized personal use of photocopiers, telephones, fax machines or other telecommunications equipment owned, leased or maintained by NSAC.

(D) Misuse of materials such as student identification cards, keys, access cards, laboratory equipment, athletic equipment, or other materials issued by NSAC.

## **11. MISUSE OF PROPERTY**

*This includes destruction, damage, misuse, defacing or littering of:*

(A) any College building or property,

(B) any private property on the campus

(C) any private property being used in a College sponsored event.

## **12. THEFT**

*Theft is a violation of the Code of Conduct and includes:*

(A) The unauthorized taking, misappropriation, or possession of any property owned or maintained by NSAC or any person on campus or any person attending a College-sponsored event.

(B) The possession, retention, or disposing of any stolen property.\*

### **\*Lost and Found Policy**

A student's prolonged possession of, or attempt to gain monetarily from, an item determined to be lost by another may raise questions of theft. To avoid suspicions of this nature, found items should immediately be turned in at the appropriate office. For example, any item found in the Library should be left at the Circulation Desk. Inquiries concerning lost books, articles of clothing, identification cards or other items should be directed to the appropriate office or to the Registry.

## **13. RESIDENCE HALL REGULATIONS**

Failure to abide by residence hall regulations as outlined in official Student Services publications constitutes a violation of the Code of Conduct.

## **14. GUEST POLICY**

Students may have guests/visitors at times defined by NSAC. However, students will be held responsible for the behaviour of their guest(s) at all times and must ensure that the guests comply with all College regulations. Guests or visitors who are not authorized residents of the residence must obtain a guest pass from the Residence Staff on duty.

Persons entering residence without a guest pass will be considered to have entered an unauthorized area and may be asked by staff or by any resident to immediately leave the building. Residence staff may disperse any group or gathering which they feel interferes with the quality of life in the building. A guest pass is valid only for the dates issued. Students living off campus must obtain a guest pass to visit in the residences.

*Students are also responsible for the behaviour of any guests(s) that they sign in to pubs or other special campus events.*

## **15. SMOKING**

NSAC is committed to providing a healthy environment for students, faculty and staff. Therefore, smoking is prohibited in all NSAC buildings, including residences, and in all outdoor areas on the campus except for those specifically designated as smoking areas. (Smoking Policy approved June 2010, effective 1 September 2010)

## **16. FIRE EQUIPMENT/ARSON/SAFETY**

Tampering with fire safety equipment is a serious offense which compromises the safety of others. Examples include:

(A) Setting fires and/or tampering with or misusing fire/safety equipment, including alarms, heat sensors, smoke detectors, hoses, and fire extinguishers.

(B) Failure to immediately exit any building when a fire alarm has sounded.

## **17. DANGEROUS INSTRUMENTS, DEADLY WEAPONS, AND EXPLOSIVES**

NSAC's policy concerning dangerous instruments, weapons, firearms, and explosives on campus is in conformity with the Criminal Code of Canada; such items are not permitted on campus, in classrooms or residences, or in vehicles that are the responsibility of staff or students and on campus. In addition NSAC also prohibits the possession of several instruments which may not be defined as dangerous instruments, weapons, or firearms under the law. These prohibited instruments include but are not limited to BB guns, pellet guns, air rifles, paint guns, decorative or functional swords and martial arts weapons\*\*. The attempted or actual use or threat of use, of the instruments or explosives contained in this policy is of primary concern for the safety of the campus community.

This policy is not to be construed as a prohibition against instruments and chemicals expressly authorized for the pursuit of the academic mission of NSAC. Questions concerning authorization of chemicals and prohibited instruments should be addressed specifically to the Associate VP for Students Office.

*\*\* Swords, sticks, etc. are controlled by separate regulations set by NSAC's Executive Committee. Any student wishing to have such equipment on campus must ascertain what regulations are in effect and must comply with these.*

## **18. POLICY REGULATIONS**

**Violation of College policies are described elsewhere in College publications. All students are expected to abide by the regulations outlined in these policies.**

### **Amendments to this Code of Conduct**

Changes or amendments of substance to this Code of Conduct are to be considered on a yearly basis. Any member of the NSAC community may make suggested amendments by submitting them to the Associate VP for Students. In early spring each year the Associate VP for Students,

Dean of Student Services, the Vice President, Internal Affairs of the NSAC Student Union, the Vice President of NAGS and the Chair of the NSAC Judicial Committee (or their appointed designates) will meet to consider submitted amendments/changes and to recommend changes for the following academic year. These recommendations will be implemented upon ratification by NSAC's Executive Committee.

### **CONDUCT EXPECTATIONS OF STUDENT REPRESENTATIVES**

All students at NSAC are expected to behave appropriately. If students act inappropriately, they are dealt with and penalized according to process as described in the Community Standards Handbook and academic misconduct regulations.

Historically the NSAC student body have expected their representatives to act as ambassadors and have held these people to a higher level of accountability than ordinary members of the student body. Such an expectation is reasonable and should be retained. This higher expectation translates into ... "Normally a student representative found in contravention of the NSAC Code of conduct will be penalized at a significantly higher level than that usually imposed on an ordinary student." (This is meant to cover all offences and includes any judicial infraction.)

To be clear, 'student representatives' are all students acting in a leadership capacity. This includes all Student Union and NAGS Executive, SRC members, House Council members, Judicial Committee members, SU and NAGS representatives on FC and its committees, sports team members, students selected to attend external activities on behalf of NSAC and club executive members.

How long does this higher expectation last for a student representative? Clearly for most representatives the expectation ends with their term of office. However, in a few special cases this expectation may last for a longer period of time. This must be judged at the time a penalty is imposed but will include former SU and NAGS Executive members, student FC representatives and others with high profiles at NSAC, earned due to their roles as student representatives.

# POLICY ON DISCRIMINATION AND HARASSMENT

## General Provisions

The Nova Scotia Agricultural College is committed to maintaining an environment characterized by mutual respect among all of its members in order to facilitate an atmosphere conducive to academic achievement. Each member of the NSAC community has both an individual and a collective responsibility to guarantee the fundamental dignity and basic human rights of each and every other person regardless of perceived differences. Although NSAC values and promotes both academic and personal freedoms, the exercise of those freedoms shall not infringe upon the rights and freedoms of others.

NSAC, in accordance with the Nova Scotia *Human Rights Act*, prohibits discrimination and harassment based upon:

- age;
- race;
- colour;
- religion;
- creed;
- sex;
- sexual orientation;
- physical or mental disability;
- an irrational fear of contracting an illness or disease;
- ethnic, national or aboriginal origin;
- family status;
- marital status;
- source of income;
- political belief, affiliation or activity;
- or association with an individual or a class of individuals in the categories listed.

This policy applies to all members of the NSAC community: students, staff, faculty, administration, visitors and contractors. In addition, employees of NSAC are subject to the respectful workplace and sexual harassment policies of the Province of Nova Scotia. This policy is not intended to supersede provisions of the Public Service Act or any collective agreement. Additional information may be found on the Public Service Commission website: [www.gov.ns.ca/psc/v2/](http://www.gov.ns.ca/psc/v2/)

## Definitions

*Discrimination* is defined in the Human Rights Act as “a distinction, whether intentional or not, based on a characteristic, or perceived characteristic . . . that has the effect of imposing burdens, obligations or disadvantages on an individual or class of individuals not imposed upon

others or which withholds or limits access to opportunities, benefits and advantages available to other individuals or classes of individuals in society.”

*Harassment* is any act which is intended to insult, demean, debase or intimidate another, and includes physical, verbal, and written acts of abuse.

*Sexual harassment* is unwanted behaviour of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly as a condition of an individual's employment, academic status or accreditation, or
- submission to or rejection of such conduct by an individual is used as a basis for employment or for academic performance, status or accreditation decisions affecting such individual, or
- such conduct interferes with an individual's work or academic performance or the right to a university life free of all forms of harassment, or
- such conduct creates an intimidating, hostile or offensive environment.

## **Education and Prevention**

NSAC is committed to creating an environment where everyone feels welcome and safe. To help achieve that goal, the university provides education and training opportunities for all campus community members through a variety of offices. The Province of Nova Scotia provides training on maintaining a respectful workplace for all employees and support for employees through the Employee Assistance Program (EAP). Students have opportunities to learn about multiculturalism and respect for all through residence programs, leadership training, Student Union events, RESPECT peer educator events, and other educational programs.

## **Initiating a Complaint**

*Student Conduct:* Anyone who believes a student has violated this policy should report the incident to the office of the Associate VP for Students.

*Employee Conduct:* Anyone who believes an employee of NSAC (staff, faculty or administrator) has violated this policy should report the incident to the person's supervisor or the Human Resources office. For complaints regarding employee conduct, NSAC will follow all procedures required by the Public Service Commission.

*Visitor/Contractor Conduct:* Anyone who believes a visitor or contractor has violated this policy should report the incident to the head of the Department that is hosting the visitor or is supervising the contractor. If it is unknown who is hosting or supervising the person, the incident should be reported to the Vice President, Administration.

## Informal Complaint Resolution

Whenever possible, the relevant person noted above who receives a complaint of discrimination or harassment may attempt to resolve the problem informally. Strategies for informal resolution may include one or more of the following:

- speaking to the person accused of discrimination or harassment;
- helping the person making the complaint develop strategies for addressing unwelcome behaviour;
- facilitating a meeting between the individuals involved to discuss and resolve the situation;
- helping the person making the complaint understand his/her rights and options for proceeding, including filing a formal written complaint, seeking assistance from the Human Rights Commission, or reporting an incident to the police, where appropriate.

When informal resolution is not appropriate or successful, the person making the complaint will be notified of their rights under this policy and the Human Rights Act.

## Formal Complaint Resolution

If the complaint involves student conduct, the complainant may file a Judicial Report and the complaint will be addressed through the Student Judicial Processes. The Judicial Report form may be obtained from the Associate VP for Students office. A full description of the student judicial process, including the appeal process, may be found at [nsac.ca/communitystandards/studentjudicial.asp](http://nsac.ca/communitystandards/studentjudicial.asp)

If the complaint involves the behavior of a visitor or contractor, the formal written complaint should be submitted to Vice President, Administration, who will initiate an investigation and take appropriate actions based on the results.

If a student or other non-employee member of the campus community is making a complaint about an employee, the formal written complaint should be submitted to the employee's supervisor. The supervisor will initiate an investigation of the complaint through Human Resources, following Public Service Commission procedures, and take appropriate actions based on the results of the investigation.

If an employee is making a complaint about another employee, a Respectful Workplace Complaint form should be completed and submitted pursuant to the Province of Nova Scotia's Respectful Workplace Policy. The form and policy are available on the Public Services Commission website at

[gov.ns.ca/psc/v2/about/overview/publicationsPolicies/respectfulWorkplace.asp](http://gov.ns.ca/psc/v2/about/overview/publicationsPolicies/respectfulWorkplace.asp) Once a complaint is filed, the investigation and appeal procedures established by the Public Services Commission will be followed.

### **Investigation and Appeal Process**

The investigator will interview both the person making the complaint and the person the complaint has been filed against. The investigation may also include witness interviews and review of relevant documents, including electronic documents. Both the person filing the complaint and the person the complaint is filed against will be notified of the results of the investigation. If either party is dissatisfied with the results of the investigation, he or she may appeal the decision to the appropriate Vice President over the area involved, and then to the President. All decisions by the President will be final. Investigations involving employee conduct will follow the Public Service Commission procedures.

If the complainant is not satisfied with the way his or her complaint has been addressed by the university, he or she can utilize the complaint procedures of the Nova Scotia Human Rights Commission.

### **Confidentiality**

All complaints and files will be treated confidentially. Information will only be shared if necessary to facilitate the investigation of the complaint or if required by law.

### **Retaliation Prohibited**

NSAC is committed to maintaining an environment where members of our community feel free to raise issues of discrimination or harassment. Retaliation against a person making a complaint is strictly prohibited. Any person engaging in retaliatory behaviour will be disciplined through the appropriate process (student judicial process, collective agreement, or employee discipline procedures). Retaliatory behaviour should be reported immediately to the person's supervisor, the Associate Vice President for Students, or Human Resources.

# STUDENT JUDICIAL PROCESS

## STRUCTURE OF THE NSAC JUDICIAL COMMITTEE

### 1. Selection

NSAC Judicial Committee members will be appointed by the President in consultation with the Associate VP for Students.

### 2. Composition

The Chair, NSAC Judicial Committee will be appointed by the President. The Committee will consist of 4-6 members with representation from faculty and staff.

### 3. Quorum

Fifty percent of the committee, including the chair, is necessary to be constituted as a committee.

### 4. Training and Briefing

The first meeting of the NSAC Judicial Committee each year involves an orientation/training program for new members.

## STRUCTURE OF THE STUDENT JUDICIAL COMMITTEE

### 1. Selection

Representatives of the Student Judicial Committee will be selected in the following manner:

- (a) Students from each residence floor nominate three people. The Vice-President, Internal Affairs of the NSAC Student Union, the Associate VP for Students and the NSAC Judicial Chairperson will jointly select the residence representatives from among the 27 nominees.
- (b) The off campus representatives will be selected by the above-named group following submission of applications to be received by the Office of the Associate VP for Students at a date to be announced.
- (c) One representative from the graduate students will be selected by the NSAC Association of Graduate Students (NAGS).
- (d) Most selections shall be made annually by October 1. Those selected shall be required to attend a training program.

### 2. Composition

The Vice-President, Internal Affairs of the NSAC Student Union will serve as Chair of the Student Judicial Committee which consists of six residence students and six off campus students plus one representative

from the graduate students. The SJC will select a vice-chair who will replace the chair in cases of conflict of interest.

### **3. Quorum**

Fifty percent of the committee, including the chair, is necessary to be constituted as a committee.

### **4. Training and Briefing**

Guidelines formed by the Chair of the Student Judicial Committee in consultation with the NSAC Judicial Chairperson and the Associate VP for Students are given to the Student Judicial Committee at the beginning of the first semester during a training session which will be led by student services and the NSAC Judicial Chairperson.

## **STUDENT JUDICIAL PROCESS**

***This is an agreement that provides guidelines for the judicial process***

### **1. Residence Fines**

It is important for all students living in the residence communal environment to maintain a level of behavior (as outlined in the residence regulations) that creates a comfortable life style for social and academic pursuits.

The Residence fining system strives to encourage compliance to residence regulations. This is not intended as an alternative to the NSAC Judicial process, but rather shall act to compliment our current process. Residence Staff (including security) can impose the following fines on any student in the residence complex. In the case of a guest (a non NSAC student), the student who signed them in will be issued the fine.

Students may receive a fine before being referred to the judicial committee. The fine system is intended to act as a warning to students that allows them to learn the consequence for their behavior without being involved in the judicial process, however Residence Staff can forgo the fine system at any time and write a warning or a judicial

Definition of Fine	Fine
<p><b>Violation of Quiet Hours</b> - noise that can be heard (or created) outside of a room or lounge that disturbs other students. This includes, but is not limited to the following: stereo, computer or TV noise or noise generated from a gathering of people.</p>	<p>First Offense      \$25.00 fine Second Offense    \$50.00 Third offense      Judicial Guests will be issued the above fine plus a immediate removal from residence.</p>
<p><b>Disrespect to a Residence Official</b> - any action or verbal interaction that is deemed disrespectful. This includes, but is not limited to the following: refusing to follow a directive, directing abusive language toward a residence official.</p>	<p>A \$25.00 fine  All additional disrespect will be dealt with through the judicial process.</p>
<p><b>Violation of Alcohol Policy</b> - alcohol may not be consumed in common areas ( lounges, hallways, stairwells and washroom\shower rooms)of the residence complex or the adjacent areas to the residence ( horseshoe etc,)</p>	<p>First Offense      \$25.00 fine Second Offense    \$50.00 Third offense      Judicial Guests will be issued the above fine plus a immediate removal from residence.</p>
<p><b>Disruptive Behavior</b> - any action that disrupts the right of others to sleep or study or is in violation of the community standards and residence handbook. This includes, but is not limited to the following: sports in the hallway, running up and down the halls or stairs, yelling\screaming in or around the residence complex, banging\knocking on multiple doors in a consecutive manner. Directing stereo noise outside of a building through the window or into the hallway.</p>	<p>First Offense      \$25.00 fine Second Offense    \$50.00 Third offense      Judicial Guests will be issued the above fine plus a immediate removal from residence.</p>

<p><b>Unnecessary Mess</b> - Any mess that is not created from normal daily living. This includes but is not limited to the following: Garbage in hallways, stairwells, washrooms, lobby etc.; food thrown on walls, ceilings or floors, broken glass in any area of the building.</p>	<p>\$25.00 fine (for each student involved)</p> <p>In the event we do not know who committed the offence, the house will be fined \$50.00 for each area affected. This will be billed against the house fund. In the event that house fund is depleted, the House Council will be responsible for collecting from students.</p>
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Process

Residence Staff will inform a student they are receiving a fine and then follow up the fine with paper work. In the event of an off campus student, they will be issued a fine, asked to sign the form and asked to leave residence immediately.

Students will be given the form, asked to sign; they will keep the top copy. A copy will be given to the house Don, and two copies to the residence manager. The Res. Manager will send a copy to financial services, and the fine will be issued against the students account.

Appeals

The resident has the option to appeal a decision by using the following guidelines. Firstly, the resident must abide by the original sanction while the appeal is being heard.

The Residence Manager will hear all appeals. Appeals concerning bans and/or incidents where the Residence Manager was involved will be heard by the Chair of the NSAC Judicial Committee. Students may appeal the Residence Managers decision in writing to the Chair of NSAC Judicial Committee.

All sanctions levied by Residential Life are considered to be in effect at the time a resident is informed whether it is verbal or written. Written documentation will follow any decision to levy a sanction.

A student has 72 hours, from the time they receive written documentation to submit a formal appeal, in writing, and may appeal on the following grounds:

- A. New evidence is available which was not considered at the time the fine was issued
- B. That the sanction severity is inappropriate for the offence
- C. That due process was not followed

It is important to note that an appeal may result in three different outcomes:

- A. The original decision is upheld.
- B. The original decision is overturned, in which case a new sanction will be issued. It is important to note this sanction cannot be appealed.
- C. The sanction is increased.

## 2. Letters of Judicial Report

Letters of judicial report are submitted to the Secretary to the Associate VP for Students to be processed. Normally reports of unacceptable behaviour are written by Campus Security or Residence Assistants. However, any member of the campus community may submit a report if, in his/her opinion, the behaviour of an individual or a group of individuals does not meet community standards.

Letters of judicial report must be submitted **within three working days of sufficient information becoming available to process the report,** e.g. identity of accused being known. The AVP's office will notify the appropriate parties **within five working days** of receipt of the report.

Letters of judicial report normally result in hearings with the Student Judicial Committee.

Exceptions include:

- (a) all reports issued in September prior to the Student Judicial Committee being formed, the Associate VP for Students or designate will deal with.
- (b) incidents of a severe or criminal nature (theft, illegal drugs, tampering with fire equipment, etc.) which may be referred to the appropriate civil authorities as well as to the NSAC Judicial Committee;
- (c) where, in the opinion of the Associate VP for Students (or designate), the incident is of a sufficiently sensitive nature (emotional/psychological upset and/or physical dependency) that the case should not be heard publicly;
- (d) where a student receives a third or subsequent report in any given academic year he/she normally is required to appear before the NSAC

Judicial Committee. This committee will consider action up to and including suspension from university;

(e) reports of academic misconduct, which are all dealt with by the Associate VP for Students or the NSAC Judicial Committee, and

(f) reports which occur at the end of a semester (date to be determined by SJC and NSAC Judicial Chairs). These reports are dealt with by the NSAC Judicial Chair, heard by NSAC Judicial Committee and/or dealt with by the Associate VP for Students.

### **3. Judicial Hearings**

Except as indicated above, judicial reports will normally be heard by the Student Judicial Committee. However, at the end of each semester, the NSAC Judicial Chairperson or Associate VP for Students will deal with all reports.

Once it is established that a hearing is necessary, the accused student will be informed through the official student e-mail account of the time and place of hearing by either the Chair of SJC or the Chair of NSAC Judicial Committee. The accused student must make every effort to attend the hearing. If the accused student confirms their availability for their hearing date but fails to be present at the time of the hearing this may be subject to a fine or other sanction. The hearing will take place even if the accused student does not attend, in which case the hearing may find the accused student guilty of disrespectful behaviour towards the judicial process, in addition to guilty of the alleged misconduct. The accused person may request the postponement of the hearing only in exceptional circumstances (this must be done in writing and delivered in person to the Student Union VP Student Affairs or the Chair of the NSAC Judicial Committee with a copy to the Office of the Associate VP for Students). In such a circumstance, the hearing will be reconvened at a later date at the discretion of the Chair of SJC or the Chair of the NSAC Judicial Committee.

The judicial hearing will be closed and normally held within 10 working days of the report being received in the Office of the Associate VP for Students. The writer of the judicial report is required to provide evidence at the hearing and the accused student will be able to hear and rebut this evidence. Both parties will be allowed to provide support for their points-of-view. Names and positions of witnesses must be brought forth to the chair of the Student Judicial committee before the day of the scheduled hearing. The process shall not be of an adversarial nature. A record will be kept of the findings on the appropriate form which will be held in the judicial file in the Office of the Associate VP for Students. Copies of these findings will be circulated to the accused, the report writer, the chair of Student Judicial Committee, and the NSAC Judicial Chairperson.

At the discretion of the Chair of the SJC or the Chair of the NSAC Judicial Committee, summaries of results of judicial hearings may be publicized at NSAC.

#### **4. Out-of-Hearing Settlements**

At the discretion of the Chair of Student Judicial Committee or the NSAC Judicial Chairperson, the NSAC judicial process provides for out-of-hearing settlements. This allows students who wish to do so to settle a judicial report without appearing at a hearing. Out-of-hearing settlements are permitted under the following conditions:

- (a) The accused must be an NSAC student;
- (b) The offence must have disciplinary action guidelines in this booklet;
- (c) There must not have been more than one previous report written on the accused;
- (d) The accused must not currently be on conduct probation for a previous offence. Charges of verbal abuse, physical abuse, endangering safety, tampering with fire equipment, and damage in excess of \$200 **may not be settled out-of-hearing.**
- (f) A not-guilty verdict may be the result if strong evidence supports the student is not guilty, and consultation with the person writing the report has occurred.
- (g) In any given case the Chair of the Student Judicial Committee, the NSAC Judicial Chairperson or Associate VP for Students may require a full judicial hearing.

#### **5. Appeals**

Appeals may be made either by the student found guilty of a judicial offence or by a supervisor (on behalf of College Staff). If the appeal is made by someone other than the accused, then the accused should be notified and given an opportunity to participate in the appeal procedure. Appeals must be made in writing to the Office of the Associate VP for Students **within five working days of the judicial decision**, and must state the basis of appeal. The only basis for an appeal is either:

(a) new evidence is available which was not considered at the time of the hearing,

or

(b) that the sanction severity is inappropriate for the offence

or

(c) that due process was not followed.

**Please Note: If the accused does not appear before the Student Judicial Committee at the time designated to hear the initial case, no appeal shall be heard.**

*If an appeal is made as in a) then the original hearing will be reconvened and the new evidence considered. An appeal based on b) will be heard by:*

(a) NSAC Judicial Committee if the initial decision was made by the Student Judicial Committee;

(b) The NSAC Judicial Committee if the initial decision was made by a college official (Associate VP for Students);

(c) NSAC Judicial Appeals Committee if the initial hearing was held by the NSAC Judicial Committee. The NSAC Appeals Committee will be formed by the President in September for the academic year.

The President represents the final avenue of appeal.

***All decisions upon appeal are final and penalties may increase, decrease, or remain the same.***

## **6. Judicial Records**

Records of judicial reports and any subsequent hearings are held in the Office of the Associate VP for Students. These records are available for review **ONLY** by the Associate VP for Students, the Chairs of Student Judicial Committee and the NSAC Judicial Committee. A student may request access to his/her own record upon notice to the Associate VP for Students. Hearings may refer to previous records in reaching a decision.

## **7. Judicial Witnesses**

The Community Standards and the Judicial Process rely on the cooperation of all students. Witnesses are a very important feature of the Judicial Process. Witnesses are expected to be present at the hearing for the incident they witnessed. The Student Judicial and the NSAC Judicial Committees, in exceptional cases, will attempt to maintain the anonymity of witnesses.

## **GUIDELINES FOR SANCTIONS**

In order for a Judicial Committee to find a person responsible they need to determine that the event in question more likely occurred than not, (i.e. not beyond a reasonable doubt). It is intended the system be used to

educate the guilty party, not simply to punish them. It is recognized that many individuals must learn how to express themselves in a mature, responsible fashion and will learn from their mistakes. Therefore, wherever possible, sanctions should contain an educational as well as a punitive component. Educational sanctions may include the use of Community Service providing opportunities are available.

**It should be understood the following sanctions are guidelines and may be increased according to the severity of the case. The range of sanctions includes bonds, monetary penalties, community services, payment of damages, bans, suspension, or expulsion. (Definitions of these sanctions are outlined below as a means of clarification.)**

In those cases, however, where it becomes apparent an individual may continue to disrupt campus life, the good of the campus community becomes paramount and the individual may be required to leave/be banned from residence and/or NSAC. The Chair, NSAC judicial Committee, the Residence Manager and Dons of Residence have the authority to recommend to the Associate VP for Students that an individual not be permitted into any or all residences.

The Chair, NSAC Judicial Committee may invoke a ban or temporary bond on a student prior to their judicial hearing. This is typically levied in the best interest of the accused and/or the students in residence to ensure further infractions do not occur while a judicial hearing is being scheduled.

## **DEFINITIONS OF SANCTIONS**

### **1. Educational Response**

A judicial decision may include an educational sanction with or without other penalties. It is a sanction which is intended to educate the guilty party with a view to ensuring that he/she learn from the experience. For example, an individual who has damaged the campus by littering might be assigned several hours of cleanup work on or about the campus and required to pay the wages of security assigned to oversee the clean up. Educational sanctions frequently involve the use of community service and apology letters.

### **2. Bonds**

A bond is a means of guaranteeing future behaviour and is used to impose a financial sanction on an individual in the event of a further incident. At the time a bond is imposed, no money changes hands. The individual is simply informed that he/she is being bonded and that should there be a further incident the bond will automatically become a monetary penalty. Any bond issued should have an expiry date of four – eight months following the issue of the sanction.

### 3. Monetary Penalties

A monetary penalty is a financial sanction imposed on an individual for behaving in an unacceptable fashion. All judicial fines are to be paid to the Student Development Fund at Financial Services. Students who incur a monetary penalty or have an outstanding debt on their account should be aware that NSAC may withhold academic information/documents until such debt has been paid.

Monetary penalties may be paid for in the form of community service, if appropriate service can be arranged, at an hourly rate of \$8.00. The student will work at that wage until the penalty is paid in full, or another agreement has been reached. Monetary penalties paid by service shall have a completion date. If the required hours are not fulfilled by that date, a monetary fine shall be assessed to the student's account.

### 4. Bans

Communication concerning a ban from residence or pub will normally come from the Associate VP for Students or may come from the Residence Manager or the Pub Manager in consultation with the AVP. A decision concerning a ban from residence or pub may follow a judicial judgement but will not normally be communicated by means of a letter of judicial judgement,

A ban must come with a statement of the time frame under which the ban applies. All communication assigning or lifting a ban must be copied to Campus Security. Any ban from campus must come from Campus Security.

### 5. Conduct Probation

This sanction is imposed in those cases where the initial infraction or repeated infractions give cause to consider suspension or expulsion of the student from NSAC. Once the student is placed on conduct probation, any further reports on that student will be heard by the NSAC Judicial Committee.

**In those cases where a person who has been placed on conduct probation incurs a further report and is found guilty, the normal next step would be for suspension or expulsion from NSAC.** The conduct probation status of students will be reviewed each year by the NSAC Judicial Committee.

### 6. Payment of Property Damage

When an individual is found guilty of damage to property, the letter of judicial judgement should normally include payment of property damage among the penalties assigned. The amount of the payment should be communicated to the individual by means of an invoice from the

Residence or other facility where the damage occurred. Payment for property damage is to be made at Student Services.

## **7. Community Service**

When deemed appropriate, the sanction may be given by the Judicial Committee in terms of hours of volunteer time. A start and end date must be given in which the guilty party must complete the volunteer hours. The dates for volunteer work will be announced when the sanction is given.

## **GENERAL TYPES OF UNACCEPTABLE CONDUCT AND RANGE OF SANCTIONS**

Judicial Hearings must consider the severity of the offense, previous reports, and the likelihood (if guilty) the accused will modify their behaviour in future. Sanctions increase according to the severity of the offense and number of offenses. Thus, a person who receives more than one judicial report will be dealt with at the 2<sup>nd</sup> or 3<sup>rd</sup> level for the second and subsequent judicial reports. This applies even if the person is making their first appearance before the judicial process but is answering to more than one judicial report or a series of incidents.

*Normally, an incident will fall into one or more of the areas outlined below. In the event this should not clearly be the case, the hearing will exercise its judgement in reaching a fair and equitable sanction.*

### **1. Unacceptable behaviour or Conduct Unbecoming**

NSAC is committed to dealing with all complaints fairly and impartially and to providing a high quality service to those who make them. Students are expected to adhere to the Declaration of Students' Rights, Freedoms and Responsibilities. Students failing to uphold these or who violate the rights and freedoms of others will not be tolerated and will be dealt with severely.

### **2. Endangering Safety**

Endangering the safety of others in any form is considered a very severe offense. This includes tampering with fire safety equipment in any manner (such as causing false fire alarms or discharging fire extinguishers), throwing items from or at windows or at public gatherings, breaking bottles, permitting access to the buildings through fire doors, loaning residence keys to persons who do not live in your residence, inappropriate use of motor vehicles, or any other act which endangers the safety of others.

(a) Sanctions for those charged and found guilty of endangering safety shall include a monetary penalty of up to **\$500**, a possible ban from the area in which the offence took place of not less than 30 days, and/or additional sanctions as the hearing sees fit. In the case of a false fire

alarm, the monetary penalty shall be \$500 and a ban from the location in which the offence took place of not less than 90 days. In the case of students residing in residence, dismissal from residence is automatic. NSAC may also refer cases of tampering with fire safety equipment to the civil authorities.

### **3. Harassment/Abusive Language Threatening or Causing Bodily Harm**

Using threats, physically intimidating another, verbally harassing or causing injury to another person is not only immature and unacceptable, but enters into the area of criminal activity and may be referred to the civil authorities. Cases of Sexual Harassment are dealt with by the NSAC Judicial Committee.

#### **(a) First Offense-Threats/Abusive Language**

Sanctions shall include a monetary penalty of \$75-\$125 and/or a bond of a similar amount, plus a possible ban from the environment in which the offense took place. The ban shall be for not less than 30 days and not more than 60 days. A letter of apology may also be required. Abusive behaviour toward college staff (including Security and Residence assistants) will result in a minimum monetary penalty of \$100 and conduct probation.

#### **(b) Second Offense**

The sanction shall include a monetary penalty of \$125-\$300 and a bond of an equivalent amount. A ban from the environment in which the incident took place of not less than 60 days is required. The guilty party may also be placed on conduct probation.

#### **(c) Third Offense**

In the event of a third offense, the case must be referred to the NSAC Judicial Committee.

### **4. Entry Into Unauthorized Areas and Misuse of Guest Pass Policy**

Certain areas of campus are for safety and/or security reasons open only to authorized persons. In particular, the roofs and attics of buildings and areas requiring a key for entry are restricted to those persons so authorized.

Persons entering residence who do not have a Guest Pass will be considered to have entered an unauthorized area. Students living in residence will be held responsible for the behaviour of their guests and be subject to sanctions as if they themselves committed the offense. Similarly those who sign guests into the Pub or other special event will

be held accountable for the behaviour of their guest(s). NSAC students signing others in on a guest pass must remain aware of the guest's activities and be prepared to be responsible.

Students required to leave residence shall not be eligible for a guest pass. If a student who has been required to leave residence is found in residence after the date they are asked to leave they will be fined. If another student allows a student required to leave residence entry into a residence building or permits that student to stay in their room after the date they are asked to leave residence the student will also be subject to a fine or other sanction.

In some instances, loss of guest pass privileges could apply in lieu of the monetary sanctions listed below.

#### First Offense

The sanctions shall include either a monetary penalty of at least \$50 or a bond of \$100 - \$200.

#### Second Offense

The sanction shall include a monetary penalty of \$150-\$300, plus a bond of an equivalent amount.

#### Third Offense

In the event of a third offense, the case must be referred directly to NSAC Judicial Committee.

### **5. Damage to Property/Theft of Property**

Theft, wilful damage or damage caused because reasonable care has not been taken, whether involving College or private property, is not acceptable. Littering College property is considered a form of damage. Damage by vehicles to off road areas is considered here as well.

Persons responsible for the presence of a motor vehicle on College property will be held accountable for the vehicle and any damage resulting from the operation of the vehicle. This applies whether the individual has caused an offense while driving or has knowingly or unknowingly permitted the vehicle to be used by others.

#### First Offense

Where the assessed amount of damage is under \$100, the sanction shall include payment in full for the damage and a bond of \$100.

Where the assessed amount of damage is between \$100 and \$200, the sanction shall include payment in full for the damage, a monetary penalty of \$50-\$100, and a bond of \$100.

Where the assessed amount of damage is between \$200 and \$350, the sanction shall include payment in full for the damage, a monetary penalty of \$100-\$150, a bond of \$150, and a possible ban from the environment in which the offense took place. If the student lives in residence, this could mean dismissal from residence.

**Note:** In those cases where the damage is caused by more than one individual, the sanctions shall be assessed as if the individual acted alone. (i.e., the sanction will not be reduced by dividing the amount of damage amongst the total number of individuals.) Where a person comes forward of their own volition and agrees to pay 100% of the bill for damages, the monetary penalty/bond may be waived.

### Second Offense

Sanctions will be applied as if the level of damage were at the next highest category as indicated under first offenses.

### Third Offense

In the case of a third offense, the case must be referred directly to the NSAC Judicial Committee.

## **6. Accidental Damage**

Unintentional or accidental damage is defined as damage for which there is an immediate written, dated and signed statement provided to the floor Residence Assistant by the guilty party, accepting complete responsibility for the damage. There must have been no previous related verbal or written warnings and no judicial issues arising from the event. Individuals who accept responsibility for the damage will also be responsible to pay for all costs associated with the damage.

## **7. Noise/Disruptive Behaviour/Sports in Hallways**

Interfering with the rights of others to the quiet enjoyment of the campus or interfering with their right to sleep or study through any form of noise or disruptive behaviour at any time of the night or day is unacceptable. This applies whether the incident occurs on campus, in the residence, or in areas immediately adjacent to the campus.

### First Offense

The sanction shall include a monetary penalty of at least \$50 and/or a bond of a similar amount.

### Second Offense

The sanction shall include a monetary penalty of at least \$100 and a bond of a similar amount.

### Third Offense

In the event of a third offense, the case must be referred directly to the NSAC Judicial Committee.

**Note:** If a sound system is the source of the noise, the student may also be required to store the sound system where it cannot be used for a minimum of 30 days. If a motor vehicle is the source of the noise, it may be banned from campus for a minimum of 30 days.

## **8. Lying/Misleading/Misrepresenting/Disrespect**

### Lying/Misleading/Misrepresenting

Any person who undertakes to lie, mislead or misrepresent information to a Judicial Committee or Officers of NSAC will be dealt with severely. This may include a bond, monetary penalties, a ban or conduct probation.

A monetary penalty of \$200-\$400 will be applied in each instance. Conduct Probation is automatic. The NSAC Judicial Committee may also take action to suspend from NSAC, a person found guilty of the offense.

### Disrespect

Non-attendance at hearings may be considered disrespectful behaviour towards the judicial process and will be dealt with in a similarly severe manner.

## **9. Violations of Liquor Policy**

Students of legal age (19 years in Nova Scotia) may have and consume alcohol in authorized areas of the campus. Alcohol may not be consumed in the common rooms (e.g., lounges, hallways, stairwells, washrooms, etc.) of the residences nor in areas adjacent (e.g. Horseshoe) to the residences. In addition to those rules stated in the Alcohol and Drug Policy under the NSAC Student Code of Conduct, the laws of the Province of Nova Scotia apply.

### First Offense

The sanctions shall include a monetary penalty ranging from \$50 - \$75 and/or a bond of \$100 - \$200.

### Second Offense

The sanctions shall include a monetary penalty of \$75-\$100 and/or a bond of \$100-\$200 and/or a ban from the environment where the offense occurred. If a ban is imposed, it shall range from a minimum of 30 to a maximum of 90 days. A ban from the environment in which the offense occurred will normally be applied in the event that the second offense occurs within a period of 30 days of the first offense.

### Third Offense

In the case of a third offense, the case must be referred to the NSAC Judicial Committee.

## **10. Open Flame**

Due to the danger of having an open flame in residence rooms, burning objects (i.e. candles incense) will not be permitted.

### First Offense

The sanctions shall include a monetary penalty of \$100.

### Second Offense

The sanctions shall include a monetary penalty of \$300.

### Third Offense

In the case of a third offense, the case must be referred to the NSAC Judicial Committee.

## **11. Smoking**

NSAC is committed to providing a healthy environment for students, faculty and staff. Therefore, smoking is prohibited in all NSAC buildings, including residences, and in all outdoor areas on the campus except for those specifically designated as smoking areas. (Smoking Policy approved June 2010, effective 1 September 2010)

### First Offense

The sanctions will be a monetary penalty of \$50 - \$75 and/or bond of \$100 - \$200.

### Second Offense

The sanctions will be a monetary penalty of \$75 - \$100 and/or a bond of \$100 - \$200.

### Third Offense

In the case of a third offense, the case must be referred to the NSAC Judicial Committee.

## **12. Violation of Policy for Responsible Computing**

Use of computer facilities to send abusive or obscene material or to access unauthorized accounts or information for the purpose of academic dishonesty will be dealt with through the judicial process.

### First Offense

The sanctions shall include a monetary penalty of at least \$50 or a bond of \$100-\$200.

### Second Offense

The sanctions shall include a monetary penalty of \$150-\$300, plus a bond of an equivalent amount.

### Third Offense

In the event of a third offense, the case must be referred directly to NSAC Judicial Committee.

Cases of misuse of computer services for purposes of academic dishonesty will be dealt with by the NSAC Judicial Committee. Sanctions for such misuse may range up to and include suspension or expulsion from NSAC.

## **13. Vehicle and Parking Violations**

Students are permitted to park on University property only in those areas officially assigned by the University. Students must comply with all NSAC parking regulations. Driving or parking on the grass or walkways, or any areas not designated for parking or driving is prohibited.

NSAC assumes no responsibility for damages to any vehicle or its contents for reason of fire, theft, vandalism or other cause.

All students who operate motor vehicles are required to comply with all Motor Vehicle Regulations and NSAC parking regulations. Violation of either of these makes an offender subject to disciplinary action, as well as to penalties imposed through the Motor Vehicle Act. Parking regulations are in force at all times including nights, Sundays and holidays. A copy of the campus regulations is available from Campus Security. Failure to comply with campus parking regulations, such as parking in an unauthorized area, will result in a monetary penalty and the vehicle may also be immobilized.

*Residence students are expected to park their vehicles behind Chapman House only. Residence students parking in other areas may be subject to monetary penalties, towing and or loss of parking privileges.*

Students are responsible for their vehicle at all times, even if someone else is operating the vehicle.

Parking on campus is a privilege which can be withdrawn at the discretion of the Judicial Committees or NSAC.

## **PAYMENT OF MONETARY PENALTIES AND CHARGES FOR DAMAGES, AND EDUCATIONAL SANCTIONS**

Monetary penalties and charges for damages and educational sanctions must be paid/initiated *within ten working days* of the assignment of the sanction and fulfilled by the end of the semester the sanction was

imposed. Failure to do so will result in a doubling of the original monetary penalty or an addition of fifty dollars (whichever is greater). Monetary penalties (i.e., forfeited bonds, fines) are to be paid to the Student Development Fund at Financial Services. Charges for damages are also paid at Financial Services. See the VP Student Affairs or NSAC Judicial Chairperson about conducting educational sanctions. Students with outstanding penalties and/or damage charges may have their marks, diplomas or other academic documentation withheld by NSAC and may not be permitted to graduate until the debts are cleared.

In cases of personal financial hardship, students may be allowed to perform community service to pay off monetary penalties at the current rate of \$8.00 per hour worked. This must be arranged with the Student Union VP Student Affairs or the NSAC Judicial Chairperson before the expiry of the 10 day deadline and completed by the date given. Otherwise the above sanctions will be applied.

### **JUDICIAL CASE STUDY**

On the evening of October 15, 2008 in Chapman House, the residents of second floor were drinking in their rooms before going to the pub. The Residence Assistants (RA's) were on a round at 10:30 pm. As they walked down the second floor hallway they heard a bottle smash in the bathroom, followed by two students rushing out of the room. One of the RA's followed the students and the other went to check out the situation in the bathroom. What they found was shattered glass all over the floor and a broken mirror. The other RA returned to the scene with the two suspects. The two students did not admit to anything and appeared as if nothing happened.

The following morning, October 16, one of the RA's wrote a judicial report. Both students were charged with endangering safety and damage to property. The RA submitted the report to the residence office and hand delivered the same report to both of the accused students. The residence office forwarded the report to Student Services, where it was distributed to the Chair of the Student Judicial Committee, Chair of the NSAC Judicial Committee, and the Associate VP for Students. Both the accused students submitted their written response to the report of the incident to Student Services within three days of receiving their copies. The students responses were also distributed to the individuals as listed above.

Due to the serious nature of the infractions that occurred on October 15, the case had to be heard by the Student Judicial Committee. The SJC Chair received the judicial report on October 19. At that time a hearing was arranged to take place on October 23. Both of the suspected students were invited to the hearing, in addition to the RA's who witnessed the students leaving the scene. The SJC heard from each of

the accused students, one at a time. Then both students were asked to remain in the room while both RA's provided the SJC with their stories.

Through careful deliberation following the hearing, the SJC decided that both students were guilty and imposed the following penalties:

- Payment of cost associated with the damage to the mirror
- Payment of a \$300.00 fine for endangering safety

Both students were notified of the results of the hearing by letter from the Chair of the SJC on October 25. They were given the opportunity to appeal the decision to the Associate VP for Students within five working days of the judicial decision (i.e., by October 30); otherwise, all payments of fines and damage had to be made within ten working days of the judicial decision (i.e., by November 4). Payment of damages and fines were to be made at Financial Services. The Chair of SJC also sent copies of the hearing decision to the Associate VP for Students, the Chair of the NSAC Judicial Committee, the Residence Manager, the Residence Don, and the RA that filed the report.

The charged students felt that the sanctions imposed were too severe for a first offense and they appealed the SJC decision. The case was then forwarded to the NSAC Judicial Committee. This committee heard the testimonies of the accused students and the RA's. After consideration of the offense and of the willingness of the accused students to accept responsibility for the crime, the NSAC Judicial Committee changed the \$300 fine so that it became a \$300 bond. All other penalties remained the same, which meant that any further infractions by these students would result in forfeiture of the bond and payment of \$300. The bond was set to stand for one year from the date of infraction.

The students were notified by letter from the Chair of the NSAC Judicial Committee of the changes in the original decision and were satisfied with the outcome. The Chair also conveyed the hearing decision to the Associate VP for Students, the Chair of the SJC, the Residence Manager, the Residence Don, and the RA that filed the report. At this point, all parties were satisfied with the decision of the NSAC Judicial Committees and were satisfied with the fair and equitable fashion in which the case was handled. No further appeals were made.

# Important Numbers on Campus

<b>Academic Advising</b>	<b>893-6522</b>
<b>Athletic Centre</b>	<b>893-6660</b>
<b>Bookstore</b>	<b>893-6728</b>
<b>Career Services</b>	<b>893-7895</b>
<b>Continuing Education</b>	<b>893-6666</b>
<b>Financial Services</b>	<b>893-6602</b>
<b>Health Services</b>	<b>893-6300</b>
<b>NSAC International</b>	<b>893-6514</b>
<b>MacRae Library</b>	<b>893-6669</b>
<b>Registrar's Office</b>	<b>893-6722</b>
<b>Research and Grad Studies</b>	<b>893-6502</b>
<b>Residence Manager</b>	<b>893-6671</b>
<b>Scholarships &amp; Awards</b>	<b>893-7900</b>
<b>Scotia Pool</b>	<b>893-6364</b>
<b>Security &amp; After Hours</b>	<b>893-4190</b>
<b>Student Recruitment</b>	<b>893-3432</b>
<b>Student Services</b>	<b>893-6672</b>
<b>Student Union</b>	<b>895-3963</b>



