

NIPISSING
U N I V E R S I T Y

SCHOOL OF BUSINESS

DISTANCE LEARNING PROGRAM

STUDENT GUIDE

2019-2020



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WELCOME TO NIPISSING UNIVERSITY

Congratulations! I am grateful that you have accepted our Offer of Admission to pursue a Nipissing University Business degree in our Distance Program. With this decision, you will join the ranks of Nipissing's many successful students and accomplished alumni.

At the heart of the Nipissing experience is our commitment to personalized learning; this is one of our defining strengths and is at the root of our consistently high rankings in the Globe and Mail University Report. Your course instructors are highly regarded teachers, researchers and professionals, and you will have the opportunity to work closely with them. Nipissing's student-centered approach will be evident in your interactions with faculty and staff; they will care about your success and want your learning experience at Nipissing to be exceptional and rewarding.

Please make sure you read through the Student Guide, as it contains important information on registering and taking courses in your program. There are also guidelines for academic success, relevant contact information and web-links to assist you in navigating through your business degree with Nipissing University.

Again, thank you for making this important life and career choice. A wonderful learning opportunity awaits you and you are about to experience some of the most challenging but rewarding times of your life.

Sincerely,



Dr. Siva Prasad Ravi

Director, School of Business, Nipissing University

INTRODUCTION

Using Nipissing University's Distance Learning Program Student Guide

This guide provides a general overview of taking courses through Nipissing University's Distance Learning Program.

Answers regarding many frequently asked questions can be found in this document and directions on how to access further information on specific topics are included throughout. For additional information please reference the Bachelor of Commerce Distance webpage,

<https://www.nipissingu.ca/academics/faculty-applied-and-professional-studies/business/bcomm-distance>

**It is very important to keep this book handy so that you can reference back to it throughout your time with Nipissing University.

How to Navigate Through This Guide

This guide has a detailed table of contents intended for quick look-up of specific subjects and easy access to information. The information within each section and subsection will give information on the subject, and if applicable, reference

to either another section or an online resource. This format is intended to provide quick navigation through the guide's information and provide students easy access to helpful information.

About Nipissing University

History

While the roots of Nipissing University extend back to the 1900's with the North Bay Normal School, Nipissing University received its charter as an independent University in 1992. Today, Nipissing is proud to be a primarily undergraduate university with a reputation for excellence in teacher education, arts, science and

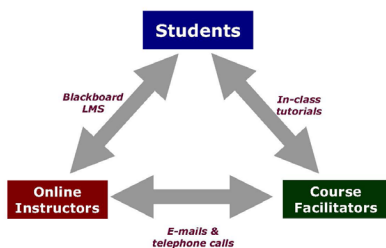
professional programs. Students will find themselves in a high quality academic environment at an institution committed to playing a positive role in the educational, social, cultural and economic life in all of the communities it serves. The University's motto "integritas" is Latin for the spirit of integrity; the desirable mode of human conduct and intellectual inquiry. Nipissing University and its students pride themselves in encompassing this quality.

About the Distance Learning Program

Courses are delivered to students mainly through online and synchronous online methods. Nipissing does run traditional style lectures as well as blended delivery through our College Partnership Program currently running at St. Clair College (Windsor), Niagara College, Lambton College (Sarnia), Centennial College (Scarborough), and Algonquin College (Ottawa). As a Nipissing student if you are located close to one of our college partners, you can also take some of these courses which include an in class component.

| Format | Time in Classroom | ICI | OLI | CF |
|--------------------|-------------------|-----|-------------------------|----|
| Traditional | 3 hrs. | X | | |
| Blended | 2 hrs. | | X | X |
| Online | 0 hrs. | | X | |
| Synchronous Online | 3 hrs. | | X (with specific times) | |

Our Blended Delivery Format is a unique approach that allows students to interact with an Online Instructor as well as a Course Facilitator.



Student Responsibilities and Expectations

Code of Rights and Responsibilities

Students are expected to take responsibility for understanding their course requirements and maintaining acceptable behavior while attending the University as laid out in the Code of Student Rights and Responsibilities, which can be found in its entirety at the web address listed below.

Code of Student Rights And Responsibilities

<https://academiccalendar.nipissingu.ca/Catalog/ViewCatalog.aspx?page-id=viewcatalog&catalogid=6&chapterid=517&topicgroupid=2411>

Acceptable Use Policy

The Acceptable Use Policy is a set of guidelines for the appropriate use of Nipissing University's computing resources to ensure a safe and reliable computing system. More information on the policy can be found at the address listed below.

Acceptable Use Policy

www.nipissingu.ca/departments/technology-services/acceptable-use-policy

Grading Standards

All undergraduate courses are subject to the same rules and regulations surrounding grading. Please refer to the "Evaluation and Grading System" section of the current Nipissing University Academic Calendar for the appropriate policies and procedures.

Academic Dishonesty

All courses are subject to the same rules and regulations surrounding academic dishonesty. Please refer to the "Discipline and appeals" section of the current Nipissing Universities Academic Calendar regarding a complete listing and applicable descriptions of offences and penalties.

<https://academiccalendar.nipissingu.ca/Catalog/ViewCatalog.aspx?page-id=viewcatalog&catalogid=6&chapterid=518&topicgroupid=2418>

Netiquette

Netiquette is a term that stems from the words network and etiquette, and refers to the proper use of networks, such as the Internet and communication systems. This includes, but is not limited to, emails and discussion boards. The University encourages students to use proper Netiquette while communicating on a University network or online. Some starting guidelines are listed below to help students appropriately communicate online.

- Be clear – use proper sentence structure, and always include information such as your name, student number, and subject while sending an Email
- Use appropriate language, spelling and grammar. Try to abstain from using common online abbreviations or "cyber slang".
- Obey copyright laws – always cite information you have used, and do not copy and paste images, articles, or otherwise without proper permissions.

STUDENT SUCCESS

Time Management

Expectations of Each Course

Each student can expect to make a reasonable time commitment to each course he or she takes with Nipissing University in order to be successful. Most course instructors and facilitators expect students to take part in pre-lecture readings in addition to class lecture time, while also requiring students to complete assignments and study for tests on their own. Tips regarding time management can be found at the web address listed in the next section, Managing a Job and Classes.

Managing a Job and Classes

Many students have jobs while obtaining their degree, and although the University encourages this, it wants students to be aware of the problems that can arise from poor time management. Students often spread themselves too thin and risk experiencing burnout. In order to avoid such occurrences, please read the university's numerous tips regarding time management, found at the web address below.

Research and Studying Tips

Finding Places To Study

It is important to find places to study that cater to your needs. Some students are more efficient in a stimulating environment, with a reasonable amount of commotion and noise. These students would benefit better studying in a cafeteria, park, or at home with the radio on. Other students, however, require fewer stimuli to concentrate, and would therefore benefit from studying in a quiet library, office, or at home alone. Regardless of which kind of person you are it is important to identify your needs and find a place that will help you learn.

Online Research

It's important to recognize that when researching information online you must use credible sources if you are planning to use the information for an assignment or paper. Certain "user reviewed" sites like Wikipedia have become popular in recent years, but are not credible enough for academic use. It's important that you consult your instructor to determine what he or she has deemed credible. A good place to start looking for appropriate sources is Nipissing University's eLibrary website, which can be found in the Academic Services section of this guide under the Harris Learning Library subsection.

Academic Reading and Writing

It is important to recognize that a certain standard of reading and writing is expected of students taking courses at Nipissing University. To better understand the type of reading and writing that is expected, like how to properly review material or write an essay, please refer to the web address listed in the next section, Note Taking.

Note-Taking

Taking lecture notes during class or notes for a specific textbook chapter may seem straightforward, but it can often challenge students trying to efficiently decide what information is important, and how to best paraphrase that information. Tips for how to take practical notes and identify important information along with other helpful study tips can be found at the web address below.

Course Communication

Communicating Online

Online communication is one of the most used modes of communication by the university. More often than not, important information from the University and its professors will be sent via student email

or Blackboard. It is important that students check their email and Blackboard often. It is also important to note that many of the professors work from home and may send emails in the evening or on weekends.

Group Work

Working within a group for an assignment can be a beneficial learning strategy but it can also be difficult. It is important to organize meetings, and each member have flexibility within their schedule. Students should not split up the workload to complete individually but rather participate in all aspects of an assignment. It is important to be respectful of other members of the group and to make equal contributions. If a member is not contributing equally it is encouraged that the group sorts this out on their own, if the group cannot however, the students should discuss these difficulties with their instructor.

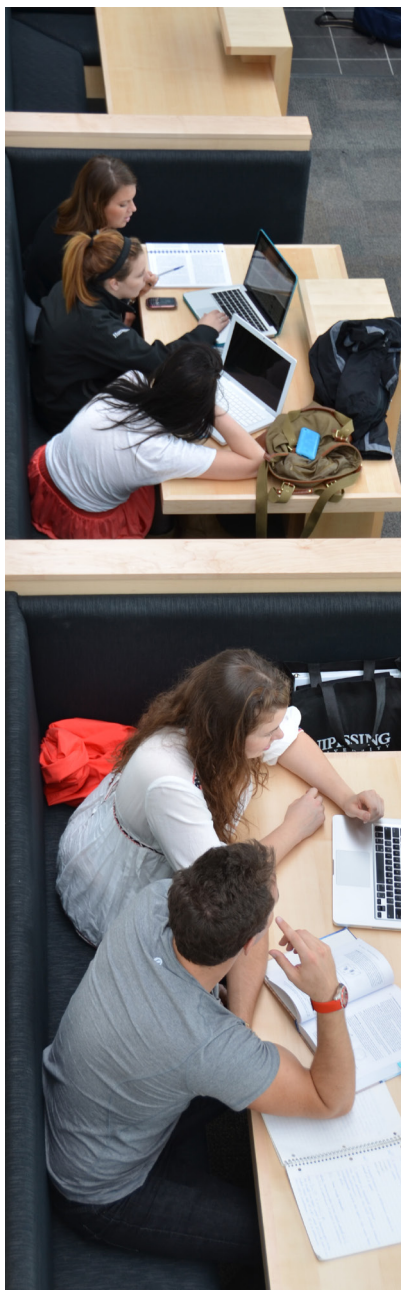
Making Use of Discussion Boards

It is important that you understand what your professors' expectations are when communicating on discussion boards (chat rooms). More information regarding discussion boards can be found in the Course Participation and Grading section

Managing Test and Exam Stress

Managing stress during test and exam periods is best done through proactive behavior. It is important for a student to properly organize their time. Timetables can be utilized to ensure that you study enough. It is also important, however to plan leisure time to avoid burnout.

It is also important to know how to de-stress. De-stressing is different for everyone and it is important to figure out what is best for you. Some common practices are physical activity, sleep, socializing, and meditation or quiet time



UNIVERSITY CORRESPONDENCE

Communication Components

MyNipissing

The MyNipissing Portal allows students to access WebAdvisor and Google Mail accounts, which are discussed further in this section. The Portal also provides the school a medium for important announcements such as course lecture cancellations and on-campus events.

This Portal can be accessed using the username and password provided by Nipissing University and entering them into the login page provided below. Please keep your password confidential.

MyNipissing

<http://my.nipissingu.ca>

WebAdvisor

WebAdvisor is Nipissing University's course registration system. WebAdvisor allows you to manage your course registrations, review your examination details, check your final grades, verify your enrolment, and manage your personal information (addresses, passwords, etc.). WebAdvisor provides an up-to-the minute picture of course registration, as well as providing you links to course-specific details.

Google Mail

Nipissing University issues an email account to all students. This account is accessed through the Nipissing University Portal, which is password protected and requires login to access to provide security to any personal emails. When corresponding with anyone at Nipissing University, you are expected to use your Nipissing email address.

Blackboard

About

Blackboard can be accessed using your MyNipissing login or by going to the address below and using the same username and password as the one described for MyNipissing in the Components section of this handbook.

Blackboard Login

<https://learn.nipissingu.ca/>

Blackboard will likely be the most used medium between yourself and the instructor. You can navigate your way through Blackboard using tabs found along the top of the webpage and links on either side; for more information on blackboard's capabilities and uses please refer to the website below.

Blackboard on Demand Learning Center

<http://ondemand.blackboard.com>

Online Tutorials, Resources and Browser Requirements

For online tutorials and resources as well as computer and browser requirements, please visit the University Technology Services website below:

www.nipissingu.ca/departments/technology-services/lit/resources/blackboard-learn

Computer Requirements

Operating System and Hardware

Student computers should run on a recent Microsoft Windows or Apple OS operating system.

Please note that Nipissing University does not require a student's personal computer to be a laptop or desktop, however, a laptop is recommended so that students can take online quizzes in class without the need for special arrangements.

Students in the Distance Learning Program will also be required to have a webcam compatible with their computer as some final exams are using 'Lockdown Browser' software to proctor online final exams.

Program Software

All assignment submissions must be submitted electronically, and therefore students are expected to have both word processing and spreadsheet software.

Open Office

Students who do not currently have word processing or spreadsheet software installed on their personal computers may wish to consider Open Office's free software available online at the webpage provided below. Please note that Nipissing University does not support any specific word processing or spreadsheet software.

Open Office

<http://www.openoffice.org/>

Adobe Acrobat

Students should consider downloading

and installing Adobe Reader if they do not currently have the software. This is a free plug-in from Adobe and is needed to open and read .pdf (portable document format) files. This is a Format being used at an increasing number of sites containing educational content. The free software can be found on the webpage provided below.

Adobe Reader

<http://www.adobe.com/>

Pop-up Blockers

If you know you have a pop-up blocker installed, a component used by default in most new browser versions, you should temporarily disable it when interacting with your course content to ensure it does not limit the programs being used or limit access to certain content.

For help with the technological aspects of your university program, refer to Technology Services found in the Administrative Services section.



PROGRAM AND COURSE INFORMATION

Program Information

Academic Calendar

It is understood that students by the act of registering, agree to abide by the regulations of the University and the faculty in which they are registered. Students are expected to familiarize themselves with the general information outlined by the Calendar as well as the information pertaining to the faculty in which they are enrolled. An electronic copy of the Calendar can be found at the web address below.

Academic Calendar

<http://academiccalendar.nipissingu.ca>

Distance Learning Program Specific Course Sections

Before starting the registration process, it will be beneficial to review your Academic Summary of transfer credits (found in Webadvisor) as well as your degree requirements listed in the academic calendar. If you are unsure of which courses you should be registering in, please contact our Academic Advising Office at distanceadvising@nipissingu.ca

Course Resources

Textbooks

Course textbooks for synchronous and online courses must be purchased through the Nipissing University online Campus Shop.

<http://www.nipissingu.bkstr.com>

You will also find a link to the Nipissing e-bookstore on the distance program webpage, Program Resources, Textbook listing.

Campus Store (online)

The Campus store is located on the main campus of Nipissing University and offers

students an array of school supplies and merchandise. It also offers textbooks, course booklets, and other course specific material. For students not in the area of the main campus, most of these materials are also available on the Online Campus Store's webpage listed below.

Online Campus Store

<http://www.nipissingu.bkstr.com>

The Online Campus Store is available to students participating in online courses. Students are required to pay all applicable shipping fees.

Online Resources

Online Resources, such as lesson notes and assignments, are made available online through Blackboard at:

<http://learn.nipissingu.ca>

More information on Blackboard can be found in the University Correspondence section of this handbook. Access to course content via Blackboard will be made available approximately three days prior to the course start date.

Syllabus

Every course will include a syllabus that outlines the course description, evaluation breakdown, suggested study schedule, instructor information, and textbook information. The course syllabus will normally be made available through Blackboard for students to review when their course begins.

Learning Modules

All online and blended courses will include course modules (also known as lessons). These Modules provide students with content regarding various aspects of the course and will generally correspond with chapters selected from the course textbook.

Course Participation and Grading

Discussion Boards and Chat Rooms

Many professors will encourage students to take part in online discussions on programs like the one incorporated into the Blackboard Learning portal. These discussions can even have weight towards your final grade if the professor so chooses. It is important to use these discussion boards and chat rooms for academic purposes only, and to use appropriate language and sentence structure when communicating through this channel. If it is used as part of a courses marking scheme, it is important to participate an appropriate amount as outlined by your professor, failure to do so could reflect on your final mark.

Quizzes and Tests

Students are expected to complete all required quizzes or tests by the originally scheduled submission date. Students who are unable to complete their quiz or test on time due to extenuating circumstances beyond their control are required to contact

their instructor prior to the scheduled submission date.

Late Assignment Submission

All assignments and quizzes or tests are mandatory, unless otherwise specified by the instructor, and must be submitted by the dates indicated. If an instructor agrees to accept a late submission, the submission may be subject to a late penalty as determined by the course instructor. Submissions received more than seven calendar days after the originally scheduled due date will normally receive a grade of zero.

Requested Extensions

All requests for extensions must be sent to the instructor of the course, such requests must include the course code and title, length of the requested extension, and reasoning for the extension. Note that supporting documentation may be requested.

Final Exams

The majority of undergraduate business



courses require that students write a three-hour final exam. Details pertaining to the exam will be made available through WebAdvisor approximately four weeks prior to the scheduled examination period.

When taking an online course (801), your exam is scheduled, by default, to be written in North Bay. This is not convenient for most distance students. You may change the location of your exam to an examination centre near you. To do so, you will request a 'distance exam request form', <https://www.nipissingu.ca/departments/office-registrar/application-and-other-forms> and complete it before the deadline date. You are responsible for paying the fee for writing the exam at the alternative exam centre location. Failure to book your exam by the deadline date will require you to write your exam in North Bay, Ontario.

A student who is located within 100km of a Nipissing University campus will write his or her exam(s) at the campus closest to the student's home address, as noted in WebAdvisor. If there is no Nipissing University campus is within 100km of your location, a location will be chosen that is within 100km of your home address in WebAdvisor.

If a student's absenteeism exceeds 20%, the instructor may choose to exclude the student from writing the final examination.

Final Examinations will be scheduled Monday through Saturday and could be written during the day or at night regardless of the scheduled time of your course meetings. No student will be required to write two exams in the same time period, or more than three exams in a 48-hour period. Students are expected to write all exams scheduled by the Registrar's office on that day. Exams will not be rescheduled for reasons other than emergencies, extreme weather events and circumstances beyond control. If on the day of the exam, one such event happens, students can request a deferred exam by logging into WebAdvisor, Student Profile, Deferred Exams. Supporting documentation will be needed to be provided.

Final Grades

Final course grades will be made available through WebAdvisor approximately five weeks after the final examination period. It should be noted that final grades may be withheld from any student who has an outstanding account at the University, and such students will forfeit their rights to appeal grades. Students requiring final grades for appeal or progression purposes must contact the Faculty of Applied and Professional Studies within the first two weeks of their course-end in order to ensure that necessary arrangements can be made.

Official transcripts can be obtained via the Office of the Registrar for a fee; unofficial transcripts however, can be obtained through WebAdvisor

Application for Graduation

Students who wish to graduate must apply in writing through the Office of the Registrar or through WebAdvisor in their final year at Nipissing.

REGISTRATION

Understanding Your Advanced Standing Transfer Credit and Your Program Requirements

Advanced Standing Transfer (TR) Credit is determined by the Registrar’s Office upon accepting an offer of admission. The credits a student receives is based on a number of factors including: prior program of study, intended program of study and grades.

Once your TR credits have been determined (if applicable) an Academic Advisor may assist you if you have questions regarding

how the credits apply to your degree and program requirements. Below and continuing on the next page is an example of how Student X’s TR credits apply to her degree and program requirements. After reviewing this example, you may complete an analysis of your own TR credits for the BComm. You should also record the courses you are planning to take this academic year.

Below is Student X’s Summary of Grades as found on WebAdvisor.

SUMMARY OF GRADES

0123456 Student X

| Course/Section and Title | Grade | Credits | CEUs | Repeat | Term |
|--|-------|---------|------|--------|------|
| ACCT-1107 Principles of Accounting II | TR | 3.00 | | | |
| ORGS-1137 Management of Human Resources | TR | 3.00 | | | |
| MKTG-1126 Marketing Concepts | TR | 3.00 | | | |
| ECON-1006 Intro to Microeconomics | TR | 3.00 | | | |
| ECON-1007 Intro to Macroeconomics | TR | 3.00 | | | |
| ADMN-2307 Commercial Law | TR | 3.00 | | | |
| ECON-2017 Money, Banking & the Cdn Fin S | TR | 3.00 | | | |
| MKTG-2417 Sales Management | TR | 3.00 | | | |
| ENGL-9101 Non. Equiv. ENGL | TR | 3.00 | | | |
| ADMN-9206 Non-Equivalent Administrative | TR | 3.00 | | | |
| ADMN-9106 Non. Equiv. ADMN | TR | 3.00 | | | |
| TRAN-9205 Non-Equivalent Arts & Science | TR | 6.00 | | | |
| TRAN-9101 Non-Equivalent Arts & Science | TR | 3.00 | | | |
| MATH-9101 Non Equiv. Math | TR | 3.00 | | | |
| | | | | | |
| ADMN-1607 SS123 Business Mathematics | | | | | 18SS |
| ADMN-2306 SS123 Business Ethics | | | | | 18SS |
| ORGS-1136 SS123 Intro. to Organizational Behaviour | | | | | 18SS |
| TMGT-1107 SS123 Introduction to Its | | | | | 18SS |
| BIOL-3127 SS123 Human Sexuality | | | | | 18SS |

Students who have completed post-secondary education in addition to the three year college diploma and have received more than 45 credits of TR credit towards their BComm may need to have their program plan modified. If you have

any questions about your TR credits and course selection contact Academic Advising (contact information may be found in the Services section of this guide).

Student X's Student Assessment Form

| BComm (90 credits) | | | |
|-----------------------|-----|-------|------|
| Course | Cr. | Grade | Term |
| ACCT-1107 | 3 | TR | |
| ADMN-1607 | 3 | INP | 18SS |
| ECON-1006 | 3 | TR | |
| ECON-1007 | 3 | TR | |
| MKTG-1126 | 3 | TR | |
| ORGS-1136 | 3 | INP | 18SS |
| ORGS-1137 | 3 | TR | |
| MKTG-2127 | 3 | | |
| ACCT-2146 | 3 | | |
| ADMN-2167 | 3 | | |
| ADMN-2306 | 3 | INP | 18SS |
| ADMN-2606 | 3 | | |
| ADMN-3046 | 3 | | |
| FINC-3116 | 3 | | |
| TMGT-3856 | 3 | | |
| ADMN-4606 | 3 | | |
| Electives: 42 credits | | | |
| ADMN-2307 | 3 | TR | |
| ECON-2017 | 3 | TR | |
| MKTG-2417 | 3 | TR | |
| ENGL-9101 | 3 | TR | |
| ADMN-9206 | 3 | TR | |
| ADMN-9106 | 3 | TR | |
| TRAN-9106 | 3 | TR | |
| TRAN-9205 | 6 | TR | |
| MATH-9101 | 3 | TR | |
| TMGT-1107 | 3 | INP | 18SS |
| BIOL-3127 | 3 | INP | 18SS |
| | | | |
| | | | |
| | | | |
| | | | |

| DEGREE REQUIREMENTS | |
|---|----|
| Program average 60% | |
| Overall average minimum 60% | |
| 1000 level maximum 42 credits | 36 |
| ICB/CSI maximum 39 credits | |
| ICB/CSI/College Bus. Dip. Max 45 credits | |
| Residency Requirement - 30 Nipissing Bus credits | |

Advanced Standing Transfer credits can be equivalent or non-equivalent.

Equivalent courses are those which are deemed to have the same content as Nipissing courses. These courses have therefore been given the corresponding Nipissing course code. For example, Student X received equivalent credit for ACCT 1107.

Non-equivalent courses are those deemed worthy of university credit, but for which Nipissing does not have a matching course. These courses are denoted as 9000 series courses. In this case, Student X received non-equivalent credit for ADMN 9206 The second number in the code denotes the level of the course. ADMN 9206 therefore, is a second year course while ENGL 9101 is a first year course. This information is important since there is a limit on the number of credits a student may have at the first year level. For the BCOMM degree this limit is 42 credits.

Not all courses are three credits, some can be six. Therefore pay close attention to the credit value for the course. In this case, Student X received six credits for TRAN 9205.

Student X has registered in five courses for the Summer Term. She has marked these on her assessment with "INP," which stands for "In Progress."



Your Student Assessment Form

| BComm (90 credits) | | | |
|--|-----|-------|------|
| Course | Cr. | Grade | Term |
| ACCT-1107 | 3 | | |
| ADMN-1607 | 3 | | |
| ECON-1006 | 3 | | |
| ECON-1007 | 3 | | |
| MKTG-1126 | 3 | | |
| ORGS-1136 | 3 | | |
| ORGS-1137 | 3 | | |
| MKTG-2127 | 3 | | |
| ACCT-2146 | 3 | | |
| ADMN-2167 | 3 | | |
| ADMN-2306 | 3 | | |
| ADMN-2606 | 3 | | |
| ADMN-3046 | 3 | | |
| FINC-3116 | 3 | | |
| TMGT-3856 | 3 | | |
| ADMN-4606 | 3 | | |
| Electives: 42 credits | | | |
| | | | |
| DEGREE REQUIREMENTS | | | ✓ |
| Program average 60% | | | |
| Overall average minimum 60% | | | |
| 1000 level maximum 42 credits | | | |
| ICB/CSI maximum 39 credits | | | |
| ICB/CSI/College Bus. Dip. Max 45 credits | | | |
| Residency Requirement - 30 Nipissing Busi. credits | | | |

Use this page (BComm) or the following page to complete a self-assessment using your own TR credits and course registration.

You may view your TR credits and course registrations at any time using the "Summary of Grades" link in WebAdvisor.

- Begin by logging into the MyNipissing portal.
- Select the "WebAdvisor" tab and then click "Launch WebAdvisor."
- Select the "Students" button.
- Finally click, "Summary of Grades."

If you have questions, you are always welcome to contact an Academic Advisor.

Phone: 705.474.3450, ext: 4358

Email: advising@nipissingu.ca

Fax: 705.474.6773

Registration Policies

Course Registration

Registration for the upcoming semester normally begins 12 weeks prior to the course start date. Students are encouraged to register early to ensure that they reserve a place in the course as some courses have limited spots available. Any students wishing to register should do so online via WebAdvisor

Course Cancellation

Nipissing University reserves the right to cancel any courses where enrollment does not exceed ten students. Whenever such a cancellation is required, currently registered students will be notified via their Nipissing Student email.

How to Withdraw

The steps to withdraw from a course are very similar to the steps used to register for a course (shown in the next section). This process can only be completed through WebAdvisor. Discontinuing attendance in classes, failure to submit assignments, failure to write examinations, notification to the instructor, or stopping payment, does not constitute official withdrawal. Prior to withdrawing from any course after the semester has begun, students should ensure that they understand all academic and financial implications of doing so.

How to Register (Step-by-Step)

Login to MyNipissing

- Go to my.nipissingu.ca and enter your username (first letter of your surname followed by your student ID number) and your password
- Click "Sign In"

Access WebAdvisor

- Click on "WebAdvisor", and then click on "Launch WebAdvisor".
- If you have not yet changed your password you will be prompted to do so now, after this, you may be required to

log back in with your new password.

Find Your Courses

- Click on "Students"
- Click on "Search & Register for Classes"
- Select the appropriate term, subject, and location from their respective dropdown menus. (The codes involved in this step are outlined in the next sub-section "Course Identification".
- Click "Submit"

Select Your Courses

- Click on the checkbox beside each course in the list you would like to register in.
- Click on "Submit"

Register Your Courses

- Select the appropriate action (Register, Remove from List, or Waitlist) for each course you have selected.
- Click "submit". Your status should now appear as "Registered for this Section" to indicate that you have registered successfully in the course.
- Click on "OK"

Repeat steps 3 to 5 for each course subject area or discipline

Confirm Your Registrations

- Click on "View My Class Selections" on the main menu.
- Select the appropriate term from the dropdown menu.
- Click on "Submit". The courses listed are the ones you are currently registered in.
- Click on "OK".

Any time a student is registering for an elective, they should carefully review the credits, which have already been awarded. You do not want to register for a course you already have credit for. Any students requiring assistance in selecting an elective course should contact Academic Advising (contact information found in the Academic Services section).

Course Identification

Listing

Nipissing University courses are listed as follows:

- Four letters to indicate the discipline;
- Four numbers to designate the course;
- Five characters to indicate the particular section of a given course and term (FA means a Fall course, WI means a Winter course, and SS means a Summer course).

Level

The first digit indicates the year which the course is normally taken:

- 1000-1999 courses normally taken at first year level
- 2000-3999 courses normally taken at second or third year level
- 4000-4999 courses normally taken at fourth year level, and restricted to honours students
- 5000-5999 courses normally taken at graduate level, and restricted to masters students.
- 9000-9999 courses are those for which non-equivalent advanced standing or transfer credit has been granted

Numbering

Unless otherwise indicated in the course description, the last digit indicates whether the course is a six-credit or a three-credit course, and whether the course may count towards a major for all courses in the Faculty of Arts and Science or the Faculty of Applied and Professional Studies.

- Last digit 5: a six-credit course which may count towards a program;
- Last digit 0: a six-credit course which may not count toward a program;

- Last digit a 6 or 7: a three-credit course which may count towards a program;
- Last digit 1 or 2: a three-credit course which may not count towards a program;
- Last digit 8 or 9: a one and one-half credit course.

Advanced Standing/Transfer Credits

Credits are granted based on the degree program to which you have been admitted. This assessment is done on an individual basis and reflects the level of success that individual students have had in their previous studies. Therefore, this assessment may be re-evaluated should your degree program change. The number of credits could change also.

Non-equivalencies

Courses that begin with a "9" are non-equivalent courses and signify that the course transferred is not equivalent to a specific Nipissing University course, but that the credit is granted.

- 9100: non-equivalent courses at the first-year level;
- 9200: non-equivalent courses at the upper-year level;
- TRAN: courses, which may only be used as an elective.

Location

Blended courses will also have an abbreviated code to identify the location for the course delivery and section number.

- Algonquin College – ALGON 822
- Centennial – CENT 826
- St Clair – STCL 829
- Lambton – LAMBT 823
- Niagara – NIAG 828
- Online courses – DIST 801/881
- Synchronous online courses – DIST 841

Registration Terms

Status

Each course listed will be identified as being either open, closed, or waitlisted.

Meeting Information

Students registered in blended courses are required to meet once per week in facilitated sessions. Complete information regarding appropriate meeting locations, dates, can be located on the CPP website. www.nipissingu.ca/cpp

Credit (Cr.)

This number refers to the academic weight of the course. A three-credit course represents a minimum of 36 hours of academic activity in the course (including lectures, labs, etc.)

Semesters

Fall semesters run from September to December

Winter semesters run from January to April

Summer semesters run from May to August

FINANCES

Tuition Components

There are two components for your student fees. The first component is the fee related to the student's academic program. The number of course credits taken by a student will determine the tuition fee.

The second component is the incidental fee. This fee covers non-academic costs such as facilities and services. The incidental fee is non-refundable. Other fees may be applicable to students for late registration and finance charges such as late fees. International students should ensure to speak to Student Financial Services in order to ensure they are registered for a student health plan in addition to these fees.

Fee Payments

Payment Method

Payments are accepted by on-line banking, cash, certified cheque, bank draft or money order; payable to Nipissing University. Students are strongly encouraged to submit their payment by online banking in order to avoid processing delays. If payment is submitted by mail, please ensure that your Nipissing University student number is recorded on the front of the cheque. Payments sent by mail and postmarked by midnight of the deadline date will be accepted without penalty. Regardless of the

date on the cheque, payments sent by mail and postmarked after the deadline date will be subject to a late payment service charge of \$50.00.

When paying through on-line banking go to your bank website and select bill payments. Add Nipissing University as a payee. Your account number is your student number (without the letter in front). Payments made at the bank or by online banking take a minimum of one to three business days to be posted to your student account. Therefore, if you have a deadline for payment, please ensure that you leave enough time to have the payment posted to your account.

Tax Information

Tuition and Education Credit Certificates (T2202A's) are made available online through WebAdvisor towards the end of February of each year for tax purposes.

Student Financial Services and Financial Aid

Financial Services offer and administer a wide range of financial aid programs in combination with financial counseling to assist with funding student's education. There are scholarships, need-based awards

and bursaries to provide numerous awards to qualified students.

Student Financial Services

www.nipissingu.ca/departments/student-financial-services

Course Refunds

Students who have dropped or withdrawn from a course may be eligible for a credit of a portion of the tuition fees to their account. Any applicable credits will appear on the student account and can be seen online through WebAdvisor. Information regarding the appropriate refund schedule can be found online at the web address listed below.

Refund/Credit Dates and Deadlines

www.nipissingu.ca/departments/student-financial-services/refund-credit-dates

OSAP

Students wishing to access OSAP funding should refer to the OSAP website, listed below.

Ontario Student Assistance Program

www.osap.gov.on.ca

Funding is issued for the fall/winter term initially but students who continue their studies into the spring/summer term may submit a paper application (available on the Student Financial Services website) to extend their funding into the extra term. Funding is typically released in two installments once full-time registration is confirmed (this process is done automatically by the Financial Aid Office); only complete files with a processed Master Student Financial Agreement will qualify for funding. At the time enrolment is confirmed, and if you agreed to pay fees with OSAP, fees owing for the term will be redirected from the OSAP funding installment, with any balance remaining being deposited to the student's bank account.

STUDENT SERVICES DIRECTORY

Academic Services

Academic Advising

Academic Advisors are available to assist students who need advice on any academic matter. They help clarify academic regulations and procedures, selection of courses, and determining course and degree requirements. They also outline options for students who are having academic difficulty.

Academic Advising

Email: distanceadvising@nipissingu.ca

Phone: 705-474-3450 ext. 4358

www.nipissingu.ca/academicadvising

Harris Learning Library

All Nipissing University students have access to resources at the Harris Learning Library. Library staff will help you find materials for your courses and send books at no cost to you. Search the Library's E-Resources online, using your WebAdvisor user ID and password. Further information and instructions on how to use our E-Resources can be found on the library website listed below.

Harris Learning Library

Email: distance@elibrary.ca

Phone: 1-800-655-5154 (choose library)

www.eclibrary.ca/library

School of Business

The School of Business is providing you with a unique approach to learning through online learning, which allows you to take advantage of both in-depth business knowledge and broad personal experiences while preparing for a career and your future. The School of Business can be reached as follows.

School of Business

Email: bcomm@nipissingu.ca

Phone: 1-800-655-5154 and press "7"

<http://www.nipissingu.ca/cpp>

Student Accessibility Services

Learning Strategies are available to assist students with the supports and services that are required because of a disability. Disabilities may include physical/mobility, visual, hearing, learning or other medical and mental health conditions, which present challenges or barriers to a student's academic performance. To arrange for support and academic accommodations, all students must initiate contact with Student Development and Services. It is important to note that appropriate documentation of the disability is required before services can be provided.

Student Accessibility Services

Email: sas@nipissingu.ca

Phone: 705-474-3450 ext. 4362

<http://www.nipissingu.ca/sds>



Administrative Services

Office of the Registrar

The Office of the Registrar is the official record-keeper of the university. Information and applications for admissions to all university programs and registration for courses within those programs are coordinated through this office.

Office of the Registrar

Email: registrar@nipissingu.ca

Phone: 705-474-3450 ext. 4521

<http://www.nipissingu.ca/registrar>

Student Awards

Staff in the Student Awards office can assist you with inquiries and provide applications related to the Ontario Student Assistance Program (OSAP), emergency loans, and other aspects of student financial aid.

Student Awards

Email: finaid@nipissingu.ca

Phone: 705-474-3450 ext. 4311

<http://www.nipissingu.ca/financialaid>

Technology Services

Technology Services provides computing and classroom technology support services for faculty, staff, and students. Email addresses and Blackboard support is handled through this department. This department is trained to assist students and faculty at a distance.

Technology Services

Email: techserv@nipissingu.ca

Phone: 705-474-3450 ext. 4342

Student Involvement

Learning Network

The Learning Network is a series of programs and services dedicated to your further development as a student. All programs work to support your continued participation in undergraduate studies. Founded upon Nipissing University's Mentorship Program, the Network, provides you with the individual support and guidance necessary to ensure that your transition into university life is more exciting than overwhelming.

Learning Network

Email: mentor@nipissingu.ca

Phone: 705-474-3450 ext. 4241

Nipissing University Student Union

NUSU is located in the Student Centre at the North Bay campus. NUSU represents the Nipissing University student body and serves specific and general student interests. NUSU's mandate is academic excellence and social growth for all Nipissing University students.

Nipissing University Student Union

Email: info@nusu.com

Phone: 705-474-3450 ext. 4489

<http://www.nusu.com>



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Nipissing University
School of Business
College Partnership Program
cpp@nipissingu.ca
1-800-655-5154, press 7
www.nipissingu.ca/cpp