

November 2020

Welcome to Nipissing University

Congratulations! I am grateful that you have accepted our Offer of Admission to pursue a Nipissing University Business degree through 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 plan to attend your **New Student Orientation (NSO) session December 8, 2020 from 7:00pm-8:00pm**. Instructions on how to link into the online session are provided on the Bachelor of Commerce, distance web page, <https://www.nipissingu.ca/bcomm-distance>. (Scroll down to menu bar: *Current Students*). You will learn strategies to help you plan your courses each semester, how to access resources and be successful as a business degree student. Also, you can access your **Registration Package** and **Student Guide** here.

Again, thank you for making this important life 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

Frequently Asked Questions about Online/Blended Learning

Faculty of Education and Professional Studies

1) When does registration open?

Winter registration opens **November 27th 2019** while registration for Spring/Summer courses opens in late February. The Registrar's office mails out a registration reminder to inform all students when they can begin to register for courses.

For a list of registration dates and other important dates please refer to www.nipissingu.ca/academicdates

2) Where can I find a list of courses being offered via distance delivery?

You can view course listings in WebAdvisor:

- Go to webadvisor.nipissingu.ca
- Click on the 'Student Menu' at the right of the screen.
- Then click on "Search for Classes".
- To view Online / Blended / Synchronous course offerings, select the appropriate term and then choose 'Distance Learning' or 'Synchronous Learning' from the Location drop down menu. You can drill down even further by entering a discipline in the Subject area if you wish.

If you are unsure of which courses to register in, please contact Academic Advising by calling (705) 474-3450 ext. 4358 or by emailing distanceadvising@nipissingu.ca. Be sure to include your student ID number and contact information.

For instructions on how to register in courses, please refer to the "Registering for Courses" document found in this registration package. If you need assistance registering in courses, please contact the Registrar's office by calling (705) 474-3450 ext. 4760 or by emailing registrar@nipissingu.ca.

3) What do the letters and numbers in the course code mean (e.g. ADMN-3116-FA801)?

Each course is identified by a four-letter code, referring to the subject, followed by a four number code, referring to the course.

The next two digits refer to the semester:

- FA refers to Fall, which runs from September through to December.
- WI refers to Winter, which runs from January through to April.
- FW refers to Fall/Winter, which runs from September through to April.
- SS refers to Spring/Summer, which runs from May through to August.

The next three digits refer to the section:

- Section numbers 801/802 and 881/882 are online courses. Students are not required to meet or attend lectures in person. Students are required to attend a proctored examination.
- Section numbers 821 to 829 are blended courses. Students are required to meet in person once per week for a facilitated session. Complete information regarding meeting locations, dates, and times can be obtained from the academic department offering the course.
- Section numbers 841 to 849 are online synchronous courses. Students are required to meet once per week online, using Blackboard Collaborate, for a facilitated session. Blackboard Collaborate is embedded in Blackboard. The online instructor and students interact in a real time and interactive mode. Students are required to log onto their computer (in a quiet space with a good Internet connection) during a specific set time every week just as if they had to be in a physical classroom setting. A headset or speakers are needed to hear the professor speak, and it is beneficial to have a microphone, to ask questions and interact. Please note that attendance is required. Complete information regarding meeting dates and times are scheduled and can be viewed in WebAdvisor.



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Frequently Asked Questions about Online/Blended Learning (continued)

4) What is the duration of an online course?

All online courses follow the academic semester, which is twelve weeks of course time plus a study break week. Exams are written in a two-week block after the end of the course. The total time commitment spans approximately 15 weeks.

5) After I have registered, how do I access my online courses?

To access your online course, you will need to login to Blackboard using the same username and password that you used to register for your course(s). Please note that you will have access to your courses in Blackboard two (2) days prior to the start of the term. You can access Blackboard through the following link:

Blackboard Login: learn.nipissingu.ca

To access Blackboard training and tutorials, please visit the University Technology Services, Learning Integrations and Training website below:

Blackboard Training and Tutorials: Blackboard Learn Resources
www.nipissingu.ca/departments/technology-services/lit/resources/blackboard-learn

If you require assistance with Blackboard or any other technical matter. Including login/password retrieval, please contact University Technology Services by emailing techserv@nipissingu.ca or by calling 705-474-3450 ext. 4342.

6) How and when do I find out what textbooks and course materials I need?

Textbooks and course packs can be purchased through the Nipissing University Campus Shop or an Independent retailer. You will find the required textbooks and course materials listed on the Campus Shop website. Click on "BOOKS" and complete the search parameters for finding the materials required for your course(s). Textbooks will be listed on this site prior to the start of courses.

Nipissing University Campus Shop: www.bkstr.com/nipissingstore/home

You will also find the required textbooks and course materials listed in your course syllabus in Blackboard. If you have any questions about your textbooks, please contact your instructor.

7) Are there final exams for CPP and distance courses? How are they administered and where will they take place?

The majority of CPP and distance courses include a three-hour invigilated final examination. Exam details (date, time, location) are scheduled by the Office of the Registrar.

By default, all distance exams are scheduled in North Bay.

As a distance student, you can book your exams to in an exam centre in your geographic area convenient for you. You will need to book the room and hire a proctor by the deadline date or you will have to write your exams in North Bay. CPP students who choose the course codes for CPP students will write their exams at their college campus.

You are encouraged to check WebAdvisor to review your exam schedule four weeks before the exam period. The exam dates will be scheduled and shown in WebAdvisor four weeks prior to exams.

To view the exam period dates and other important dates please refer to the Academic Calendar at academiccalendar.nipissingu.ca.

8) Where can I find information about academic policies and regulations?

The Academic Calendar is a comprehensive guide to all programs, courses, services, and academic policies at Nipissing University. Students are expected to familiarize themselves with the general information outlined in the Academic Calendar as well as the information provided by their instructors. The Academic Calendar can be found in its entirety at the web address below.

Academic Calendar: www.nipissingu.ca/calendar



Frequently Asked Questions about Online/Blended Learning (continued)

9) How do I receive disability-related accommodations for my studies?

If you require disability-related accommodations for a course as a result of temporary disability (e.g. broken bone, surgery recovery, serious illness) or permanent disability (learning disability, ADHD, acquired brain injury, medical, physical, psychological, hearing, low vision/blind), contact Student Accessibility Services (SAS) as soon as possible to discuss your specific needs, documentation requirements, and to arrange appropriate accommodations. The sooner SAS are made aware of your needs the sooner they will be able to support you.

If you are a student currently registered with SAS, please note that it is your responsibility, within the first two weeks of the commencement of your course, to complete the Returning Student Form found on the SAS website.

Student Accessibility Services: www.nipissingu.ca/sas

For more information, including specific documentation requirements, please contact SAS by telephone at (705) 474-3450 ext. 4362 or by email sas@nipissingu.ca.

10) Where can I find information about tuition and ancillary fees?

Tuition fees are related to the academic program and are determined by the number of course credits taken by the student. Ancillary fees cover non-academic fees and are non-refundable. Other fees may be applicable to students for late registration, late payment and special requests. Check your account summary on WebAdvisor to confirm any balance owing and visit the Fees and Payments section of the Student Financial Services website.

Fees and Payments: Distance Tuition and Fees
www.nipissingu.ca/finance

For more information about Fees and Payments please contact Student Financial Services by calling (705) 474-3450 ext. 4419 or by emailing finance@nipissingu.ca.

11) How do I seek financial services and financial assistance?

Nipissing University offers financial counseling in support of your educational goals. For information visit the **Student Awards and Financial Aid** website: www.nipissingu.ca/financialaid.

Contact Student Financial Services by calling (705) 474-3450 ext. 4311 or email finaid@nipissingu.ca.

12) Who should I contact if I have other questions?

We've included in this package a list of Frequent Contacts that will help to point you in the right direction.

If you require immediate assistance with Blackboard or any other technical matter, including login/password retrieval, contact University Technology Services by emailing techserv@nipissingu.ca or by calling 705-474-3450 ext. 4342.

Be sure to check out the Student Resources area of the Faculty of Education and Professional Studies website at www.nipissingu.ca/academics/faculty-education-and-professional-studies. You will find additional information including a comprehensive FAQ, Academic Resources, Forms and other helpful information.

If you have further questions about the content of this package or need clarification on issues related to online/blended learning, feel free to contact:

Email: bcomm@nipissingu.ca or
Phone: 705-474-3450 ext. 4601 or 1-800-655-5154 ext. 7



Registering For Courses

Please note that you will be able to register for classes once you pay the registration deposit.

1. Access Nipissing University's Home Page and click on **My Nipissing**.
2. Enter your username (the first letter of your surname in lower case followed by your seven digit student ID number), and password and click on **Sign In**.
3. Click on **Go to WebAdvisor**.
4. Click on **Students**.
5. Click on **Search & Register for Classes** in order to register for a course.
6. Choose the appropriate "**Term**" (i.e., 20SS for a Spring/Summer course in 2020, 20FW for a Fall or Winter course in 2020-2021, etc.), a course "**Subject**" (i.e., MKTG for Marketing, etc.) and a "**Location**" (i.e. Distance Learning for an online course, a city name for an on-campus course, etc.). **Click submit**.
7. Click on the box beside the course(s) you wish to register in. **Click submit**.
8. Under **Preferred Sections** you will now be required to select an '**Action**' for each course you have selected. In the '**Action**' box you have three options: *Register*, *Remove from List*, or *Waitlist*. If the course is open, select *Register* to register. If the course is waitlisted and allows a waiting list, select *Waitlist* to be added to the waiting list. If you neither want to register nor go on the waiting list, you should choose *Remove from List* to remove that course selection from your Preferred Sections. **Click submit**.
9. You will then receive a message indicating your status in the chosen course(s). Your status should appear as "**Registered for this section**" to indicate that you have registered successfully in the course.
10. Return to **Students Menu**, click on **Search & Register for Classes** and repeat steps six through nine.
11. To verify your course selection, click on **View My Class Selections** or **View My Timetable** on the menu. This should be done after adding or dropping courses. You may want to print the screen for your records.
12. Be certain that your mailing address is up to date. To update it, select **Mailing/Home Address Change** on the students menu.

Advanced Standing/Transfer Credit

Nipissing will process your advanced standing credit once you have accepted your offer of admission and have paid your deposit. You will be able to see your advanced standing credit on WebAdvisor under Summary of Transfer Credits. A course recorded with 'TR' in the grade column has been given to you as transfer credit.

Note: Advanced standing is only processed once we receive your final transcript showing that your diploma has been conferred. If you cannot see your advanced standing on WebAdvisor, please check under 'Outstanding Documents' to ensure that your final transcript has been received. If WebAdvisor indicates 'must resubmit' under 'Final Transcript', this means that your transcript was submitted before you graduated and you must resubmit a final transcript.

Manage My Waitlist

For courses that allow a waiting list, Manage My Waitlist will show you what position you are on the waiting list. You will also be able to register yourself in the course once a space is available. If a space is available in a section, you will be sent an email to your Nipissing student email account notifying you of the available space and how much time you have to register in the course.

1. At any time you may select **Manage My Waitlist** to see what position you are on a list.
2. If a space is available in a course, **Manage My Waitlist** will show the status as "**Permission to Register**". An email will also be sent to your Nipissing student email account to notify you that a space is available.
3. To register in the course you would select the action '**Register**'.

If you no longer wish to remain on a waiting list, go to **Manage My Waitlist** and select the action '**Remove**' to remove your name from the waiting list.

Courses required for the BComm program

Please refer to the Academic Calendar to check out course and program requirements: www.nipissingu.ca/bcommrequirements



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Frequent Contacts List

Department/person	Assistance With ...	Contact
Academic Advising	Program and Course Selection (e.g. course offerings, program requirements, prerequisites, anti-requisites, scheduling, etc.)	705-474-3450 ext. 4358 advising@nipissingu.ca
Course Instructor	Online Course Content (e.g. course syllabus, module notes, tests, assignments, etc.)	Contact your instructor using the contact information found within the course syllabus on Blackboard.
Faculty of Education and Professional Studies	Ongoing Student Support for Distance/Blended Learning Students (e.g. student resources, forms, grade appeals, etc.)	705-474-3450 ext. 4643/4278 apsaltdelivery@nipissingu.ca
Lynn Sveinbjornson Program Manager, Online and College Partnership Program	Program Contact	lynnsv@nipissingu.ca
Harris Learning Library	Library Resources (e.g. online articles, borrowing books, etc.)	800-655-5154 opt 2 705-474-3450 ext. 4221 info@eclibrary.ca www.eclibrary.ca
Nipissing University Student Union (NUSU)	Non-Academic Student Life (e.g. benefits, insurance, clubs, etc.)	705-474-3461 ext. 4801 info@nusu.com
Office of the Registrar	General Information	800-655-5154 opt 1 705-474-3450 ext. 4600 registrar@nipissingu.ca
	Admissions	705-474-3450 ext. 4600 admissions@nipissingu.ca
	Course Registration (e.g. registering, withdrawing, appeals)	705-474-3450 ext. 4600 registration@nipissingu.ca
	Transcripts	705-474-3450 ext. 4514 transcripts@nipissingu.ca
	Distance Exams (e.g. location, date, time)	705-474-3450 ext. 4513 distance_exams@nipissingu.ca



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Frequent Contacts List (continued)

Department/person	Assistance With ...	Contact
School of Nursing	Program Questions (e.g. general information, course offerings, program concerns, practicum related questions, etc.)	800-655-5154 opt 9 705-474-3450 ext. 4567 nursing@nipissingu.ca
School of Business	Business Program Information (e.g. general information, course offerings, program concerns, etc.)	705-474-3450 ext. 4601 cpp@nipissingu.ca
Student Awards and Financial Aid Office	Financial Aid (e.g. bursaries, scholarships, loans, OSAP, etc.)	705-474-3450 ext. 4311 finaid@nipissingu.ca
Student Financial Services	Course Fees (e.g. tuition, ancillary fees, payments, credits, etc.)	800-655-5154 opt 9 705-474-3450 ext. 4419 finance@nipissingu.ca
Student Development and Services	Student Learning Transitions	705-474-3450 ext. 4459 slt@nipissingu.ca
	Student Counselling	705-474-3450 ext. 4507 counselling@nipissingu.ca
	Student Accessibility Services	705-474-3450 ext. 4362 Hard of Hearing: 877-688-5507 sas@nipissingu.ca
	First Generation	705-474-3450 ext. 4241 firstgen@nipissingu.ca
	Academic Skills (e.g. course syllabus, notes, tests, assignments, etc.)	705-474-3450 ext. 4936
Technology Services	Technology Support (e.g. Blackboard, MyNipissing, passwords, etc.)	705-474-3450 ext. 4342 techsrv@nipissingu.ca
The Campus Shop	Course Materials (e.g. textbooks, software, pricing, order status, etc.)	705-474-3450 ext. 5347 www.nipissingu.bkstr.com