

May 2024

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.

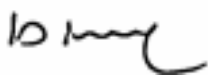
At the heart of the Nipissing experience is our commitment to personalized learning; this is one of our defining strengths and is at the root of our consistently high rankings in the Globe and Mail University Report. Your course instructors are highly regarded teachers, researchers and professionals, 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.

If you did not take grade 12U math courses calculus and vectors, advanced functions and data management, or you may have taken those courses a while ago; we are offering a free math prep course. ADMN 0010-Math Prep runs for 6 weeks beginning Tuesday, July 16, 2024. Register for this free course in WebAdvisor, course code: ADMN 0010-SU841. The textbook for the free math prep course will also be used in your business math course. Delivered live-online (SYNC) from 6:30pm-9pm one evening each week. You log into your computer using Blackboard and watch the live lectures. Developed to assist college graduates who did not take all the grade 12U math courses to learn the concepts needed throughout your business degree. There is no attendance requirement (participate in some or all lectures), no testing, (except self-testing), no exams and no cost to you. This is not a credit course towards your degree.

Your School of Business Registration package is found on the School of Business, Bachelor of Commerce Distance page. Scroll down to the menu bar and choose Current Students, Registration Packages. Please review the Registration Package and Student Guides for important and useful information to being a Nipissing BComm student. Please plan to attend your New Student Orientation (NSO) Q&A online; the link is found on the BComm Distance webpage, [Bachelor of Commerce-Distance Learning](#) | Nipissing University. You will learn strategies to help you plan your courses each semester, how to access resources and be successful as a business degree student. There is also a university online orientation that you can attend and the link is found on MyNipissing.

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

Business Math Prep Course

You will be taking Business Math (ADMN 1607) and Business Statistics (ADMN 2606) during your program. If you did not take all grade 12U math including functions & vectors, calculus and data management or have not taken them for a number of years, you will want to register to take this free course.

This is a 6 week long SYNC (live online course), non-credit course. This means that you will not receive credit for it. It is free of charge and will give you the freedom to watch the lectures live from the comfort of your home Wednesday evenings. This course will be using the same textbook that you will be using in your Business Math course. We highly recommend you participate in this 6 week course as it is a good warm up to our Business Math course you will be taking in the Fall term.

This course is running as a SYNC course, which means you will log in from your computer on Tuesday evenings from 6:30 - 8:50pm to attend the class.

SCHEDULE	DATE	TIME
Week 1	Tuesday, July 16, 2024	6:30 pm - 8:50 pm
Week 2	Tuesday, July 23, 2024	6:30 pm - 8:50 pm
Week 3	Tuesday, July 30, 2024	6:30 pm - 8:50 pm
Week 4	Tuesday, August 6, 2024	6:30 pm - 8:50 pm
Week 5	Tuesday, August 13, 2024	6:30 pm - 8:50 pm
Week 6	Tuesday, August 20, 2024	6:30 pm - 8:50 pm

To register in this course, follow the instructions listed on the '[Registering for Courses](#)' form included in this package. The full course section name and title listed in WebAdvisor is 'ADMN-0010-SU841 Math Prep; College Partnership.'

TEXTBOOK INFORMATION:

Title: **Applied Mathematics for the Managerial, Life and Social Sciences**

Edition: 7th

Author: Tan

Publisher: Nelson

ISBN: 9780357670828

This textbook will be used for another core business course, ADMN 1607-Business Math.

Please contact the School of Business if you have any questions:

Email: bcomm@nipissingu.ca



Student Accessibility Services

Nipissing University strives to provide an accessible, barrier-free learning environment. Our staff is pleased to discuss academic accommodations and supports available to make your university education a productive and rewarding experience.

Student Accessibility Services assists students with permanent and temporary disabilities. Disabilities supported include, but not limited to:

- Learning Disabilities
- Mental Health
- Attention Deficit/Hyperactivity Disorder
- Vision Impairments
- Medical Disabilities
- Physical Disabilities
- Acquired Brain Injury
- Hearing Impairments

Academic Accommodations

Academic Accommodations for students with disabilities are individualized and are based on identified functional limitations. Examples of academic accommodations available through SAS include:

- Test and Exam Accommodation
- Distraction Reduced Working and Testing Area
- Note Taking Support
- Adaptive Technology and Assistive Software
- Alternate Format Reading Materials

Registration with SAS

It is your responsibility to contact SAS to identify disability-related education needs. While early identification is encouraged, students can register at any point during their studies by completing the Self-Identification Form.

The Self-Identification Form can be found online: www.nipissingu.ca/SAS or by visiting the Student Development and Services office, located at the North Bay Campus, B210.

Upon receiving your completed Self-Identification Form SAS will contact you to arrange your first appointment with an Accessibility Consultant to discuss academic accommodations and supports that meet your individual needs.

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Contact

Contact Student Accessibility Services to inquire about services and supports for students with disabilities:

SAS@nipissingu.ca

705-474-3450 ext. 4362, Room B210

www.nipissingu.ca/SAS

Documentation Requirements

Students requesting academic accommodation are required to provide Student Accessibility Services with current documentation from a regulated health care professional who is licensed to diagnose your disability or health condition.

Specific documentation requirements will depend on the nature of a student's disability. The following outlines specific documentation requirements:

Mental Health: Completion of the SAS Medical Documentation Form for Mental Health and ADHD is required. This form will be provided by your assigned Accessibility Consultant upon request.

Medical or Physical Condition*: Completion of the SAS Medical Documentation Form for Physical, Sensory, and Medical Disabilities is strongly encouraged. This form will be provided by your assigned Accessibility Consultant if necessary.

*If you have a comprehensive assessment report completed by a regulated health care professional who is licensed to diagnose your disability or health condition that confirms your disability and details the functional limitations of your disability, it can be used in place of the SAS Medical Documentation Form.

Learning Disabilities**: A psycho-educational assessment completed by a registered psychologist or psychological associate is required. The assessment must have been completed when the student was at least 18 years or within the last 4 years and must contain a clear and conclusive diagnostic statement of a learning disability.

ADHD**: A psycho-educational assessment completed by a registered psychologist OR the completion of the SAS Medical Documentation form for Mental Health and ADHD by a **qualified healthcare professional with experience in the diagnosis and treatment of ADHD** is required.

**If you have an Individualized Education Plan (IEP) but not a psycho-educational assessment, please ensure that your IEP is provided to Student Accessibility Services, and an Accessibility Consultant will meet with you to discuss your documentation.

Temporary Accommodations: SAS recognizes that appropriate documentation from a health care professional occasionally takes time to obtain; therefore, in some cases, SAS can arrange interim accommodations while an assessment is pending or when waiting for documentation. Students who require interim accommodations are asked to complete the Self-Identification Form and an Accessibility Consultant will be happy to meet with you to begin the accommodation planning process.

Frequent Contacts List

Department/person	Assistance With ...	Contact
Academic Advising	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 epsdean@nipissingu.ca
Dr. Prasad Ravi Director, School of Business	Assists with academic issues	prasadr@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@edibrary.ca www.edibrary.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
	Transfer Credits	transfercredits@nipissingu.ca
	Distance Exams (e.g. location, date, time)	705-474-3450 ext. 4513 distance_exams@nipissingu.ca



Frequent Contacts List (continued)

Department/person	Assistance With ...	Contact
School of Business	Business Program Information (e.g. general information, course offerings, program concerns, etc.)	bcomm@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
	Ticketing system	helpdesk@nipissingu.ca
The Campus Shop	Course Materials (e.g. textbooks, software, pricing, order status, etc.)	705-474-3450 ext. 5347 www.nipissingu.bkstr.com

Frequently Asked Questions about Online/Blended Learning

Faculty of Education and Professional Studies

1) When does registration open?

Fall and winter registration opens in June. Registration for the Spring/Summer semester opens mid-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 the Academic Calendar, 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".
- You can view courses by Subject area and location.
- You can see what courses are offered on the BComm webpage, scroll to menu bar, Degree Options, "How do I know when courses are offered" tab.

If you are unsure of which courses to register in, please contact Academic Advising by emailing advising@nipissingu.ca or speak with an advisor in a live 'chat' session. 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 801-809 are online courses. For Distance courses students are not required to meet or attend lectures in person. Students are required to attend a proctored examination.
- Section numbers 822 to 829 are in-class courses. Students are required to meet in person once per week for a lecture at the local college partnership campus.
- Section numbers 841-849 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

or through [MyNipissing](#). 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 helpdesk by submitting a ticket <https://helpdesk.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 or directly with the Publisher. You will find the required textbooks and course materials listed on the Campus Shop website. Click on "TEXTBOOKS" 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 log into your Web Advisor, under the Registration tab at the bottom there is a direct link to the Campus Shop. 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. Your professor may choose to schedule an online exam. You will be required to have a camera or webcam for your computer for these types of exams.

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/academiccalendar



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 submitting a tickets at <https://helpdesk.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.



Registering For Courses

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., 24SS for a Spring/Summer course in 2024, 24FW for a Fall or Winter course in 2022-2025, 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

