NCCP Student FAQ

Welcome to the Northern Colleges Collaboration program (NCCP). This program is an innovative collaboration project among the six Northern Colleges, Boréal, Cambrian, Canadore, Confederation, Northern and Sault.

Your classes will include professors and students from partner colleges, brought together in a virtual classroom. You will join classes through web-conferencing software using a computer, laptop or mobile device with a headset or earbuds with a microphone.

The following are a number of questions and answers specific to the NCCP programs delivered at your campus.

What's the difference between a student's home college and teaching college?
How do students log into NCCP courses? (Logging Into D2L Brightspace LMS)
How do students use Saba Centra Web-Conferencing to attend classes?
Why are some courses on a different platform (LMS)?
Who should students speak to if they have questions about their courses?
What are the important academic dates (NCCP Student Academic Calendar)?
How do students know if there is a schedule (or classroom) change for their course?
Where can students write their tests and exams?
Where do students purchase their books?
How do students access support?
Will students be able to be accommodated for disabilities even if the professor is at another college?
Do students have access to library services?
How do students access tutoring services for courses that are taught by a professor at another college?
Can students work on campus if they are taking an NCCP program?
Can students participate in campus activities?
What do students do if they want to appeal their final grade?
Who do students speak to if they need assistance in resolving an issue or concern?
If an employee of a NCCP college believes him or herself to be threatened or harassed by a student from another college in an NCCP program course, whose policies apply?
In the instance of a student issue with academic dishonesty, which college's policy applies: the home college or the teaching college?

What's the difference between a student's home college and teaching college?
- Home College: the college that grants the credential
- Teaching College: the college delivering a particular course(s)

**How do students log into NCCP courses? (Logging Into D2L Brightspace LMS)**

All NCCP courses are available to students via the D2L Brightspace LMS (Learning Management System) online platform.

Depending on the College, students may be provided a link to the NCCP D2L Brightspace LMS site via the student portal at their College.

The NCCP D2L Brightspace LMS can also be accessed directly at:

https://nccp.brightspace.com

From the main Brightspace login page, students will first have to choose their College from the right side of the page.
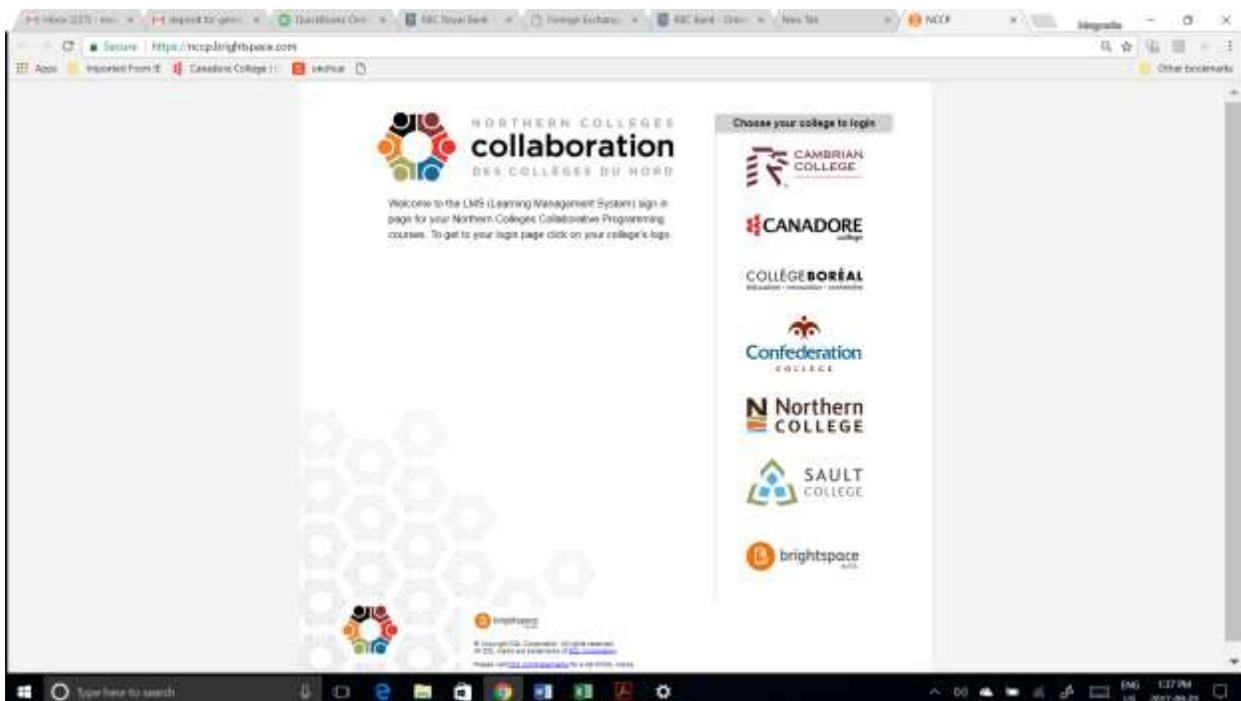
Once the student has chosen their College, the student will be prompted to login using their College student number.

If students experience difficulty logging in, students can contact their College's regular IT Help Desk for assistance.

How do students use Saba Centra Web-Conferencing to attend classes?

All students taking NCCP courses will use **Saba Centra** to 'virtually' attend their classes. Centra is a web-based conferencing/learning solution with highly interactive tools designed to allow instructors to create a virtual/online classroom for students. Centra is designed to be intuitive and easy to use for students. Best of all, students can attend classes from any Internet connected computer - even from home!

To access Saba Centra (e-Classes), students can go to the following site:

http://contactnorth.ca
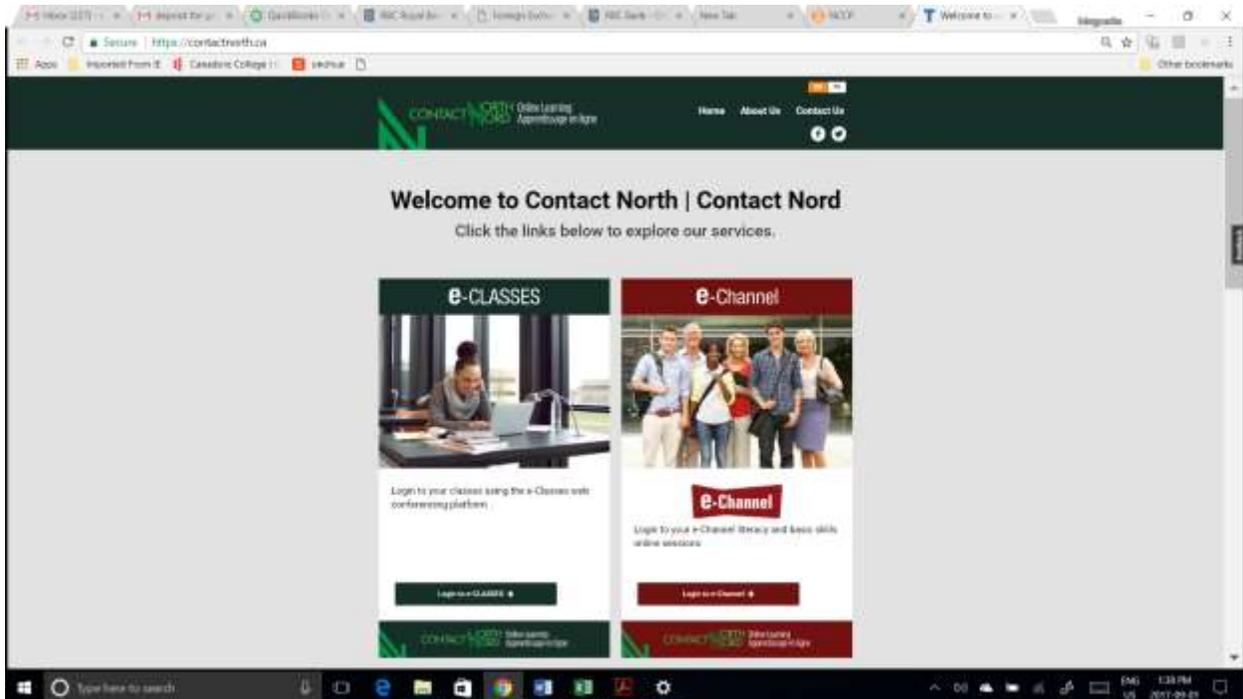
To login into Centra/e-Classes, students click on the 'Login to e-CLASSES' link, and then type in their **Login** and **Password** credentials. **NOTE: The Login and Password for Centra/e-Classes will be a separate account that was provided to the student via their College's e-mail account.**

For more information or help in using the Centra/e-Classes platform, visit http://studyonline.ca/it-helpdesk/student-resources.

Why are some courses on a different platform (LMS)?
Depending on the college, students may need to access a different platform (LMS - Learning Management System) for their NCCP courses. All NCCP courses are offered through D2L Brightspace LMS. This allows students from all colleges to connect to their courses and ensures that information is shared with both the home and teaching college.

Who should students speak to if they have questions about their courses?
Students should contact their professor for all questions about their course, including their

homework, assignments and exams. Their professor's contact information is available in their course documentation (course outline, syllabus, course section information).

For program information or any other questions, students should contact the program coordinator at their home campus. Students should click on their home college's logo for additional information.

What are the important NCCP Student Academic Calendar dates?

NCCP 5 Year Academic Calendar- 2 years Confirmed

	TERM	2017-2018 (*see new dates in table below)	2018-2019	2019-2020 (Tentative)
Fall Semester				
Orientation		05-Sep-17	04-Sep-18	03-Sep-19
First day of classes	F	06-Sep-17	05-Sep-18	04-Sep-19
10th day of Classes (refund) date	F	19-Sep-17	18-Sep-18	17-Sep-19
Fall Semester Break	F	None	None	None
Academic Penalty withdrawal date	F	*	15-Nov-18	15-Nov-19
Fall Semester end date	F	*	14-Dec-18	13-Dec-19
Winter Semester				
Winter Semester start date	W	*	07-Jan-19	06-Jan-20
10th day of Classes (refund) date	W	*	18-Jan-19	17-Jan-20
Winter Semester Break	W	*	11-15-Mar-19	9-13 -Mar-20
Academic Penalty Withdrawal Date	W	*	22-Mar-19	20-Mar-20
Winter Semester end date	W	*	26-Apr-19	24-Apr-20
Spring/Summer Semester				
Spring/Summer Semester start date	S	07-May-18	06-May-19	04-May-20

10th day of Classes (refund) date	**S**	**18-May-18**	**17-May-19**	**15-May-20**
Spring /Summer Semester Break	**S**	**None**	**None**	**None**
Academic Penalty withdrawal date	**S**	**13-Jul-18**	**12-Jul-19**	**10-Jul-20**
Spring/Summer Semester end date	**S**	**17-Aug-18**	**16-Aug-19**	**14-Aug-20**

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	TERM	Business Fundamentals	General Business	Marketing	Human Resources	Business Fundamentals Sem 1
Fall Semester						
First day of return to classes	F	21-Nov-17	21-Nov-17	21-Nov-17	21-Nov-17	
10-day of Classes (refund) date	F					
Last day of classes before Christmas	F	22-Dec-17	22-Dec-17	22-Dec-17	22-Dec-17	
First day of classes after Christmas	F	03-Jan-18	03-Jan-18	03-Jan-18	03-Jan-18	
Academic Penalty withdrawal date	F					
Fall Semester end date	F	19-Jan-18	23-Jan-18	23-Jan-18	23-Jan-18	
Fall grade submsission		23-Jan-18	25-Jan-18	25-Jan-18	25-Jan-18	
Winter Semester						
Winter Semester start date	W	25-Jan-18	29-Jan-18	29-Jan-18	29-Jan-18	25-Jan-18
10-day of Classes (refund) date	W	07-Feb-18	09-Feb-18	09-Feb-18	09-Feb-18	07-Feb-18
Winter Semester Break	W	cancelled	Mar 12-16	Mar 12-16	Mar 12-16	cancelled
Academic Penalty Withdrawal Date	W	05-Apr-18	09-Apr-18	09-Apr-18	09-Apr-18	05-Apr-18
Winter Semester end date	W	27-Apr-18	11-May-18	11-May-18	11-May-18	27-Apr-18
Winter grade submission	W	01-May-18	16-May-18	16-May-18	16-May-18	01-May-18
Spring/Summer semester						
Spring/Summer Semester start date	S					07-May-18

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10-day of Classes (refund)	S					18-May-18
Spring /Summer Semester Break	S					None
Academic Penalty withdrawal date	S					13-Jul-18
Spring/Summer Semester end date	S					17-Aug-18

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How do students know if there is a schedule (or classroom) change for their course?
Students will receive an email and a message on their course D2L Brightspace LMS if a classroom or schedule change occurs.

Where can students write their tests and exams?
NCCP students who are attending classes on campus will have their tests and exams held on campus and facilitated by the NCCP testing representative. Students attending classes at Contact North sites will write tests at the Contact North site. Students who are attending classes from home or other location, will have their home college NCCP testing representative assist in identifying community based locations/persons which can be authorized to securely receive, invigilate and return their test.

Where do students purchase their books?
All required textbooks and materials are listed in the course outline. Students can purchase all the materials needed for success in their courses at their campus bookstore or online through the campus bookstore. Each bookstore is focused on driving student savings and access to a variety of affordable course related materials, including program specific books, new, used, digital and rental.

How do students access support?
Students have access to a number of student services to help them succeed! To get more information about student services, students should click on their home college's logo.

Will students be able to be accommodated for disabilities even if the professor is at another college?
Yes. Students should visit their college's accessibility services for more information and support.

Do students have access to library services?
NCCP students can access library material available in the collections and online at the college campus they are attending. NCCP students studying remotely will have full access to material at the college they are registered with, online via remote authentication and can contact library staff through online chat or by phone to ask questions or receive support.

How do students access tutoring services for courses that are taught by a professor at another college?

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Tutoring services are available to students at their home college. Students should click on their home college logo for additional information.

Can students work on campus if they are taking an NCCP program?
Students can access campus employment programs through their home college if they meet the criteria. Students should click on their home college's logo for additional information.

Can students participate in campus activities?
Yes, students can participate through their home college by clicking on their home college's logo for additional information.

What do students do if they want to appeal their final grade?
The academic appeal process is detailed in the student's home college's policy and procedures. To make an appeal about a final grade, the student should follow the instructions carefully and be aware of timelines as detailed in this document. The student should contact their program coordinator for more information.

Who do students speak to if they need assistance in resolving an issue or concern?
All colleges have policies and procedures to address issues and concerns. Students should click on their home college's logo for additional information.

If an employee of a NCCP college believes him or herself to be threatened or harassed by a student from another college in an NCCP program course, whose policies apply?
The employee should inform his/her direct supervisor, who will enforce and apply the employee's college's code of conduct, workplace violence prevention policy, sexual violence and sexual assault policies etc.

In the instance of a student issue with academic dishonesty, which college's policy applies: the home college or the teaching college?
The employee's home college's privacy policies and practices apply when employee interests are at play. It is technically possible for both colleges' policies or practices to be engaged in a situation, but where those conflict, the student's home college policy and likely practices are paramount for the area of conflict. Each situation may require analysis to determine "jurisdiction", including which college is responsible under the legislative framework.

Additional resources used for this collaboration include the registering college's policies and procedures, student appeal process, individual department/program documentation, college website, and the college's student handbook.