

# Quick Reference Student Handbook 2025-2026

1. **Academic Integrity** - the expectation that teachers, students, researchers and all members of the academic community act with honesty, trust, fairness, respect and responsibility. ' Breaching academic integrity is also known as 'academic misconduct' or 'academic dishonesty'.

- **Honesty:** be truthful, give credit, and provide facts.
- **Trust:** provide transparency, trust others, give credence.
- **Fairness:** apply rules consistently, engage with others equitably, and take responsibility for our own actions.

Cheating in academics has serious consequences on an individual's life, affecting their grades, integrity, and relationships with teachers, peers, and mentors. For more info on academic integrity & helpful tips to do your own work see attachment below.

- **Academic Integrity**

2. **Appointments:** you can book a Student Services appointment at the front desk in-person or by phone between 8:00 a.m. and 4:00 p.m. North Battleford call 306-937-5100. Meadow Lake call 306-234-5100. Please notify us if you cannot attend your appointment.
3. **Attendance:** has an impact on how well a student does at college. Please stay in contact with your instructors and notify the Student Service Associate (SSA) assigned to your program of any absences. See below important info regarding attendance.
  - Adult Basic Education (ABE) and Skills Programs: If your attendance drops below 80% a Student Services Associate will attempt to contact to see if you need any help regarding coming to classes. You may receive a letter of concern and be required to meet with your SSA. Additionally, you may be placed on attendance probation by the coordinator in charge of your program.
  - 2-day absence no contact: When student misses' class for 2 consecutive days without contact; a Student Services Associate will follow up.
  - 4-day absence affecting loans and grants: the registrar will be notified when a student misses 4 days. Absences will be reported to funders. Missing classes can lead to funding being withdrawn and grant repayment.
  - 5-day absence no contact: safety is our first concern. When a student is away 5 days without contact a Student Services Associate will attempt reach the student by email, and phone. If there is no response, they will call an emergency contact. If the student cannot be reached by these methods and there is reason for concern a wellness

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check by the RCMP will be conducted. NOTE: a 5-day absence without contact puts a student at risk of being discontinued.

- Attendance International Students: the college is obligated to report attendance to the government of Canada. A Student Services Associate will follow-up to see if there are barriers to coming to classes and assist if possible. Caution, the Ministry can check attendance records without notice.
  - Warnings and Contracts Regarding Absences: if you have multiple absences, you could be given a verbal warning and later an attendance contract outlining outcomes if you continue to be late or miss classes.
  - NOTE: students in nursing/health programs: attendance is crucial to the success of your programs. They are very fast paced and demanding. 100% class attendance is strongly advised. A Student Services Associate will follow-up you if your attendance drops below 90%. Clinical placements require 100% attendance.
4. **Beverage Breaks**: Battlefords and Meadow Lake Campuses offer free beverage breaks throughout the week, including, coffee, teas and sometimes hot chocolate. Please check the Student Services Event Calendar for dates and times.
  5. **Calendar of Events**: The Student Service Program provides a monthly calendar listing several activities and events including social gatherings, contests, giveaways, crafting, beverage breaks, lunch and learn presentations and more. The calendar is sent by email and can be found on the NWC Facebook page, the large white bulletin boards near the upper floor staircase and the lower floor staircase at NB campus, as well as the Google classroom Student Services page. At ML Campus, the calendar can also be found on the large bulletin board called Student Events near the front entrance.
  6. **Career Counselling**: if you do not know what you want to do for a career and could benefit from talking to someone about the possibilities, consider booking an appointment with the Student Services Coordinator in North Battleford or in Meadow Lake. They will interview you to learn about your interests, skills and abilities and they can provide career aptitude testing to help you focus-in on your best options. To book an appointment please speak with reception staff at the front desk at your campus or call North Battleford Campus at (306)-937-5100. In Meadow Lake, call (306)-234-5100.
  7. **Childcare**: having reliable childcare has an impact on attendance and can affect a student's ability to do well in college. If you have children that need daycare – the Student Service Associate assigned to your program can provide a list of daycares. See attachment for a list of daycares in the Battlefords.
    - Child Care Services in the Battlefords: Quality Care for Children and Families

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8. **Canteen:** North Battleford Campus – food and beverages are available for purchase at the canteen Mon to Fri from 10:00 a.m. – 2:00p.m.
9. **Chromebook training:** adult Basic Education students will use Chromebook throughout their program as part of their studies. Brief training is provided during orientation. If students need further training on Chromebook, please contact the student Services Associate assigned to your class to sign-up for lunch & learn training sessions. NOTE: Chromebooks will be provided during class time. If students would like to rent one for the duration of their program, they can speak with Crimpson Slater in North Battleford and Rebecca Matheson in Meadow Lake.
10. **Clinical Placements - Additional Fees:** there are extra fees regarding requirements, that is essential for you to be aware of. Ask Your Instructor or Student Services Associate if you have questions. See attachment for helpful info.
  - [Clinical Placements Additional Fees](#)
11. **Community Resources:** sexual health, new Canadians, food, housing, sexual abuse, parenting supports, mental health, addictions. See attachments for lists of community resources:
  - [Sexual Assault Supports in Saskatchewan](#)
  - [Parent Resource List North Battleford](#)
  - [Mental Health Supports](#)
12. **Computers:** students in all skills programs are responsible to supply their own laptops additionally there is a requirement to sign a computer use agreement during orientation.
13. **Computers in Lounge Area NB Campus:**
  - students have free access to the computers and the printer.
  - individual Windows login information is required.
  - students will be given Windows (computer) login information from their instructors.
  - we strongly advise that student keep their login information in their wallets or close at hand.
  - please know that reception staff may assist if issues arise, but it is not required that they stop what they are doing to attend to student computer needs.
  - students are not permitted to make demands or speak to reception staff disrespectfully.
  - students are strongly encouraged to plan for when they will need documents as there is one printer and other people may be using it.

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14. **Confidentiality and Consent Forms:** student records and conversations with Student Services Staff are kept confidential unless a student is at risk for self-harm or a danger is posed to others. At times it may be beneficial for a student to have Student Services collaborate with another professional on a student's behalf. In such instances a consent form would be signed by the student. See QR Code or attachment below for Local Authority Freedom of Information and Protection of Privacy Act.

- [Local Authority Freedom of Information and Protection of Privacy Act](#)



15. **Disability Support Services** are available to persons with special learning needs (learning, physical, vision, or hearing). Students with recent documentation of their disability are encouraged to provide this information and the type of service required upon registering. Other students may be identified during the Program Readiness Assessment (PRA) or by an instructor once they are in their courses. To access the services listed below, **a referral to the Education Resource Counselor is required** from an instructor, program coordinator, or student services associate. See attachment for more details.

- [Disability Support Services](#)

16. **Education & Training Incentive (ETI):** is a benefit for students enrolled in college that are currently on social assistance (SIS or SAID). In the Battlefords Crimpson Slater [crimpson.slater@northwestcollege.ca](mailto:crimpson.slater@northwestcollege.ca) can submit paperwork for Adult Basic Education Student ETI applications. In Meadow Lake Rebecca Matheson can assist ABE students with necessary paperwork [rebecca.matheson@northwestcollege.ca](mailto:rebecca.matheson@northwestcollege.ca) Skills students, please contact the Student Services Associate (SSA) assigned to your program.

17. **Emotional and/or Crisis Support on Evenings or Holidays:** needing support – see attachment for list of 24/7 free help

- [Traumatic Response 24/7 Supports](#)

18. **Google Classroom:** Adult Basic Education students are expected to use Google Classroom as a part of their studies, as all ABE programs are delivered through this platform. You will receive Google Classroom training during orientation, and a college email address will be assigned to you. All students will be invited to the Student Services Google Classroom during orientation. Each student receives Google Classroom sign-in information at the beginning of class from their instructor.

19. **Graduation:** there is a graduation ceremony at both campuses for students that complete adult 12 and post-secondary programs in the spring and the fall. Students get to keep their tasseled caps! See attachment for grad preparation sheet.

- [Graduation Prep](#)

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20. **Harvest Food Table: North Battleford Campus:** we offer dry goods and some fresh fruits and vegetables at the Battlefords Campus on Wednesdays between 2 – 4 p.m. The food is available to us through the generosity of the Battlefords District Food & Resource Centre (306) 937-5505. Student are asked to bring their own bags and check off a sheet to track data.
21. **I.M. Well Mental Health & Wellness Program:** accessible to everyone at NWC Clinicians are available 24/7 for in the moment support. There are options to book appointments with in-person providers, and availability will vary from counsellor to counsellor. I.M. Well can be accessed anywhere within Canada, so it is not limited to just in North Battleford or Meadow Lake. **Interpreter services are available** not just for counselling, but also for translation in the event of a language barrier in general conversation between staff, students, etc. If you have questions, please contact your Student Services Associate. **For free 24-hour counselling call 1-888-918-5056 ext. 139**
22. **Interview Clothes Program:** North West College (NWC) students may be able to access donated interview clothes depending on availability. Please contact Donna Heselwood [donna.heselwood@northwestcollege.ca](mailto:donna.heselwood@northwestcollege.ca) at NB campus or your Student Services Associate at ML campus.
23. **Indigenization Charter Mission Vision & Values:** as part of our commitment to truth & reconciliation this charter was developed to strengthen relationships with Indigenous people. See attachment below to view our charter.
  - **Indigenization Charter**
24. **Job Blitz:** both Meadow Lake and North Battleford campuses host 2 job fairs for students and community between September and April. This is a great opportunity for students to acquire employment. Watch for notification regarding dates on our social media, bulletin boards and the Student Services Events calendars.
25. **Job Board:** current employment opportunities are posted at both campuses. In Meadow Lake by the front reception area and in North Battleford at the Frontier Mall Education Centre and on the main campus. Contact your assigned Student Services Associate or the Job Coach at North Battleford campus for more information
26. **Job Coach North Battleford Campus:** can assist to find part or full-time employment, help with cover letter writing, resume writing, mock interviews and job postings. These services are available for NWC students and the community in the Battlefords. To book an appointment with the Job Coach please speak with reception staff at the front desk

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of Battlefords Campus or call (306)-937-5100. Meadow Lake students also call 306-234-5100.

27. **Learning and Wellness Services (LWS):** provides supports for individuals pertaining to a wide variety of learning needs. To access the LWS department book an appointment with the front desk to see the Learning Counselor and discuss your specific learning needs. Battlefords Campus call (306)-937-5100. In Meadow Lake, call 306-234-5100. See attachment below for more details
  - **Learning and Wellness (LWS) Services**
28. **Lockers:** are available at both campuses upon request. Speak with reception to arrange locker assignment.
29. **Notices:** please check your assigned North West College (NWC) email to get updates on activities, events, important communications and other opportunities.
  - [ABE @nwclearning.ca](mailto:ABE@nwclearning.ca)
  - [Skills @northwest college.ca](mailto:Skills@northwestcollege.ca)
30. **Orientation:** all students will do orientation at the beginning of their programs. Important information will be shared regarding services, supports and program expectations. This is also an opportunity to meet college staff, get acquainted with other students and become familiar with local resources.
31. **Parking:** student parking is in the large parking lot in front of the building. The back parking lot is reserved for college staff. The small side parking lot is reserved for visitors. In Meadow Lake, student parking is in the parking lot in the front of the building.
32. **Practicum Placements:** depending on your program, you will participate in either a work placement practicum or clinical experience. North West College (NWC) staff will coordinate your placement, handle evaluations, and conduct regular check-ins. You will also be required to sign Worker's Compensation paperwork to ensure proper insurance coverage during your placement. **NOTE: International Students** must provide work permits/coop work permits to the International Coordinator at the beginning of their programs for the college to place students in practicums.
33. **Resource Fairs:** both campuses host resource fairs where several community agencies have tables set up to provide information and answer questions about the free services they provide to students and the community. Watch for notification regarding dates on our social media, on bulleting boards and in the Student Services Events calendars.



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### 34. **Safety Concerns Re. Campus – Who Does Student Go To?**

**Emergency Response Plan:** Consult your instructor, a staff person at the front desk or a student services staff for help. See attachment below for Standard Emergency Alerts

- **Emergency Response Standard Emergency Alerts**

35. **Selecting or Applying to a University:** if you need some help picking a university or applying for a program Student Services Associate, Donna Heselwood can help. To book an appointment with Donna please speak with reception staff at the front desk of Battlefords Campus or call (306)-937-5100. In Meadow Lake schedule an appointment with a Student Services Associate at (306)-234-5100.

36. **Sexual Violence Support:** Battlefords and Area Sexual Assault Centre (BASAC). BASAC Counsellor, Cathy will come to Battlefords Campus. She is a caring, experienced, and qualified individual who is dedicated to supporting survivors through their healing journey. BASAC counselling methods are based on current scientific research and on the experience of their counsellors. Furthermore, their counselling staff compliment client goals with practical tools and coping mechanisms empowering the client to make strides in their healing. To make an appointment with Cathy or to find out more about the counselling process, please feel free to contact **BASAC at 306-445-0055**. All conversations with BASAC are confidential. **National 24/7 number to call The Sexual Violence Helpline** is a support and referral service for anyone affected by sexual violence. Services are confidential, free of charge, and offered **in French and English. 1-888 933-9007 (514-933-9007)**.

37. **Sicknesses:** if you are ill, we request that you do not come to classes while contagious. Let your instructor know and ask about working from home. You may be required to provide a note from a physician for extended absences.

38. **Smoking:** smoking and vaping is permitted outside, 30 feet away from the college campus. At Meadow Lake Campus there is a designated smoking area across from the parking lot.

39. **Social Media:** North West College (NWC) is on Facebook, Instagram and X

40. **Student Aid: Student Loans and Repayment Plans:** student Aid can greatly impact your future. Student Services encourages you to investigate your options re. financing post-secondary programs and making your repayment plan. The North West College (NWC) Registrar, Olu Awosile does student aid applications and can address your questions. You can contact him by email at [olukayode.awosile@northwestcollege.ca](mailto:olukayode.awosile@northwestcollege.ca) or schedule an appointment through the front desk at your campus. NOTE: throughout the year your Student Service Associate will touch base re. loan repayment plan. Did you know if you are in good standing there may be loan forgiveness or different options

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regarding payments. Also, if payments can be altered and help is available if you are having financial difficulties. See attachment below for more information.

- [Student Aid](#)

41. **Student Engagement Activities:** throughout the school year Student Services offers fun and informative activities, including lunch & learn seminars, treats, draws, meals, crafting and more. Check the big white bulletin boards upstairs at Battlefords campus. In Meadow Lake, you will find them by the vending machines. Check the North West College (NWC) website, our social media, email notifications or NWC Google Classroom Student Services for a monthly calendar of events and notifications. NOTE: evening engagement occurs weekly, except during the winter months.

42. **Student Expectations:** during orientation, students will be required to carefully review and sign an agreement regarding behaviors and practices that are required to attend the college. See attachment below to review the document.

- [Student Expectations](#)

43. **Student ID Cards** – we encourage students to ask at all business and restaurants if they give discounts for North West College (NWC) students

- North West College will provide digital I.D. cards.
- Students will complete a simple online form and submit a selfie
- The digital I.D. card will be issued immediately after the form is submitted.
- NOTE: students must use their legal names and take appropriate photos.
- Digital I.D. can be revoked by North West College

44. **Student Residence Manual:** for students in Meadow Lake. It offers much more than a place to live. In residence you'll have the opportunity to meet students with a wide variety of interests, personalities and cultures. Sharing living quarters with others will expand your social experience and help you develop skills in dealing with other people. Students who move into residence receive a manual when Student Services reviews the move-in package with them.

45. **Student Surveys:** throughout the school year students will be asked to complete a variety of surveys to help improve personal & academic success, as well as overall college student experience. Student participation in survey evaluations make a real difference in programming and service delivery. Thank you. : )



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46. **Transportation:** reliable transportation can affect attendance and grades at college. (If walking, we suggest checking the weather, and making plans to get children to and from childcare/school).

### **NORTH BATTLEFORD TRANSIT**

- Adult monthly bus passes: can be purchased for \$60 at the following locations:
  - o City Hall: [1291 101st Street](#)
  - o The InnovationPlex: The [Battlefords CO-OP Aquatic Centre](#) or the [NationsWEST Field House](#)
  - o [Discovery CO-OP Pharmacy](#)
  - o Battlefords Transit office: [762 109th Street](#)
- Bus tickets: can be purchased at the front desk of the Battlefords campus or city Hall.
- Subsidized Bus Passes: are available for people on social assistance benefits - \$35.00 per month. S.S. I.D. required. Purchase at Battlefords Transit office - [762 109th Street](#)

**BATC Shuttle Service:** available to indigenous students, living in N.B. as well as band members of Red Pheasant, Saulteaux or Sweetgrass Reserves. Students must register with BATC. Ph.: [306-446-1400](tel:306-446-1400)

### **MEADOW LAKE**

- Meadow city Cab – 306-240-6667
  - Mr. Taxi - 306-240-7677
47. **Traumatic Response Support:** if an event causes you to experience unusually strong emotional reactions that might get in the way of your ability to return to daily activities you can get support from the North West College Traumatic Response Associate. Both Meadow Lake and Battleford students contact North West College Battlefords Campus Phone: [\(306\)-937-5100](tel:306-937-5100). See attachment below for more information.
- **Traumatic Response Referral Form**
48. **Try a Trade:** every October, students from across our region participate in Try A Trade in North Battleford. This event is an opportunity to explore various trades and engage hands-on with different employers and activities. Watch for notification regarding dates on our social media, in the Student Services Events calendars as well as flyers posted on campus.
49. **T-shirts:** each year North West College provides a t-shirt with an inspirational message. T-shirts are distributed in September and February.

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50. **Visitors:** all visitors are requested to sign-in at the front reception area.
51. **Volunteer Opportunities:** If you are interested in any of the following volunteer opportunities, please contact the Student Services Associate assigned to your program
- College events
  - College mascot at events (honarium for this service)
  - Committee work
  - Community events
  - Focus groups
  - Food program
  - IT and marketing
  - Recruitment
  - Student advisory council
52. **Winter Climate:** this region of Saskatchewan can be extremely cold and windy in the later part of December, throughout January and early February, temperatures can reach as low as -50 Celsius. Skin can freeze within minutes. We encourage you to acquire warm clothing and check the weather forecast in advance. Allow extra time for travel as vehicles will need more time to warm up. NOTE: if you plan to drive distances on cold days make sure you tell someone where you are going, your route and when you plan to return, this could be lifesaving.
53. **30-60-90 calls:** you will be contacted by Student Services within 1 to 3 months after completion of your program. We will ask if you are employed the field you were trained for or if you would like help looking for employment. Also, we inquire about your student loan and can provide information if you are having challenges making payments. Please ensure your contact information is updated with the college.
54. **Violence Protocol:** North West College is committed to providing a safe and respectful learning environment free from violence, threats, and harassment. Violence of any kind—verbal, physical, emotional, or psychological—will not be tolerated. This protocol outlines expectations, preventive measures, response procedures, and consequences related to student violence. See attachment below for full details.
- **Violence Procedures**