

**June 2019**

**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.

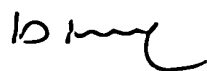
At the heart of the Nipissing experience is our commitment to personalized learning; this is one of our defining strengths and is at the root of our consistently high rankings in the Globe and Mail University Report. Your course instructors are highly regarded teachers, researchers and professionals, 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 on July 17, 2019. Delivered **live-online** (SYNC) from 6pm-9pm on Wednesday evenings; you log into your computer using Blackboard and watch the live lectures. Developed to assist people who did not take all the grade 12U math courses to learn the concepts needed throughout your business degree courses. There is no attendance requirement (watch 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.

Please plan to attend your Distance New Student Orientation (NSO) session August 26, 2019 at 7:00pm delivered online. You will learn strategies to help you plan your courses each semester, how to access resources and be successful as an online student.

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 Applied and Professional Studies



## 1) WHEN DOES REGISTRATION OPEN?

Registration for Fall/Winter courses opens in June 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](http://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:

- 1) Go to [webadvisor.nipissingu.ca](http://webadvisor.nipissingu.ca)
- 2) Click on the 'Student Menu' at the right of the screen.
- 3) Then click on "Search for Classes".
- 4) 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.

To see possible course offerings, go to [www.nipissingu.ca/distance](http://www.nipissingu.ca/distance). Scroll down to Program Resources, Online Courses.

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](mailto: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](mailto: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.

## 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:** <http://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](#)

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](mailto: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](http://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 4 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:

**Academic Calendar**

## 8) WHERE CAN I FIND INFORMATION ABOUT ACADEMIC POLICIES & 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](http://www.nipissingu.ca/calendar)

## 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](http://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](mailto: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**

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](mailto: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:

**Awards and Financial Aid**

Contact Student Financial Services by calling (705) 474-3450 ext. 4311 or email [finaid@nipissingu.ca](mailto: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](mailto:techserv@nipissingu.ca) or by calling 705-474-3450 ext. 4342.

Be sure to check out the Student Resources area of the Faculty of Applied and Professional Studies website at **APS Student Resources**. 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: [cpp@nipissingu.ca](mailto:cpp@nipissingu.ca) or

Phone: 705-474-3450 ext. 4601 or 1-800-655-5154 ext. 7

# Registering For Courses

Faculty of Applied and Professional Studies

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



## 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., 19SS for a Spring/Summer course in 2019, 19FW for a Fall or Winter course in 2019-2020, 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.



# New Student Orientation (NSO)

Faculty of Applied and Professional Studies

Welcome to the Nipissing University College Partnership Program! Please plan to attend your New Student Orientation (NSO) workshop, which provides an important introduction to the Nipissing program.

You are strongly recommended to attend this orientation, as it will make your transition into University and this program much easier. Refreshments will be provided. *If you have a laptop, you are also requested to bring this to the orientation.*



| COLLEGE LOCATION  | DATE                       | TIME              |
|---|----------------------------|-------------------|
| Centennial College Campus   | Tuesday, August 13, 2019   | 5:00 pm - 7:00 pm |
| St. Clair College Campus  | Wednesday, August 14, 2019 | 5:00 pm - 7:00 pm |
| Lambton College Campus  | Thursday, August 15, 2019  | 5:00 pm - 7:00 pm |
| Niagara College Campus  | Monday, August 19, 2019    | 5:00 pm - 7:00 pm |
| Algonquin College Campus  | Thursday, August 22, 2019  | 5:00 pm - 7:00 pm |
| Online Distance NSO<br>*Link to join the session will be provided | Monday, August 26, 2019    | 7:00 pm - 8:00 pm |

## SOME KEY BENEFITS OF ATTENDING YOUR NSO ARE:

- Meet your fellow students, instructors and course facilitators
- Get to know the support staff that you will be interacting with throughout the year
- Receive valuable advice on how to be successful in the program
- Have your questions answered about transfer credits, financial aid, registration, class expectations etc.
- Receive assistance in registering for courses

# Business Math Prep Course

Faculty of Applied and Professional Studies

You will be taking Business Math (ADMN 1607) during your first term in the 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.

| SCHEDULE | DATE                       | TIME              |
|----------|----------------------------|-------------------|
| Week 1   | Wednesday, July 18, 2019   | 6:00 pm - 8:50 pm |
| Week 2   | Wednesday, July 24, 2019   | 6:00 pm - 8:50 pm |
| Week 3   | Wednesday, July 31, 2019   | 6:00 pm - 8:50 pm |
| Week 4   | Wednesday, August 7, 2019  | 6:00 pm - 8:50 pm |
| Week 5   | Wednesday, August 14, 2019 | 6:00 pm - 8:50 pm |
| Week 6   | Wednesday, August 21, 2019 | 6:00 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: 9781305107908

This course is running as a SYNC course, which means you will log in from your computer on Wednesday evenings from 7:00 - 9:00 pm to attend the class.

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

Email: [cpp@nipissingu.ca](mailto:cpp@nipissingu.ca)

Phone: 1-800-655-5154 ext.7

# Frequent Contacts List

## Faculty of Applied and Professional Studies

Knowing who to contact can be challenging for first-time university students, especially those studying away from campus. The following is meant to assist you in identifying appropriate departments and contacts.



| 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<br><a href="mailto:advising@nipissingu.ca">advising@nipissingu.ca</a>   |
| 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 Applied 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<br><a href="mailto:apsaltdelivery@nipissingu.ca">apsaltdelivery@nipissingu.ca</a>  |
| Harris Learning Library                     | Library Resources (e.g. online articles, borrowing books, etc.)  | 800-655-5154 opt 2<br>705-474-3450 ext. 4221<br><a href="mailto:info@eclibrary.ca">info@eclibrary.ca</a><br><a href="http://www.eclibrary.ca">www.eclibrary.ca</a> |
| Nipissing University Student Union (NUSU)   | Non-Academic Student Life (e.g. benefits, insurance, clubs, etc.)  | 705-474-3461 ext. 4801<br><a href="mailto:info@nusu.com">info@nusu.com</a>   |
| Office of the Registrar                     | General Information  | 800-655-5154 opt 1<br>705-474-3450 ext. 4600<br><a href="mailto:registrar@nipissingu.ca">registrar@nipissingu.ca</a>   |
|   | Admissions   | 705-474-3450 ext. 4600<br><a href="mailto:admiss@nipissingu.ca">admiss@nipissingu.ca</a>   |
|   | Course Registration (e.g. registering, withdrawing, appeals)   | 705-474-3450 ext. 4600<br><a href="mailto:registration@nipissingu.ca">registration@nipissingu.ca</a>   |
|   | Transcripts  | 705-474-3450 ext. 4514<br><a href="mailto:transcripts@nipissingu.ca">transcripts@nipissingu.ca</a>   |
|   | Distance Exams (e.g. location, date, time)   | 705-474-3450 ext. 4513<br><a href="mailto:distance_exams@nipissingu.ca">distance_exams@nipissingu.ca</a>   |
| School of Nursing                           | Program Questions (e.g. general information, course offerings, program concerns, practicum related questions, etc.)          | 800-655-5154 opt 9<br>705-474-3450 ext. 4567<br><a href="mailto:nursing@nipissingu.ca">nursing@nipissingu.ca</a>   |
| School of Business                          | Business Program Information (e.g. general information, course offerings, program concerns, etc.)                            | 705-474-3450 ext. 4601<br><a href="mailto:cpp@nipissingu.ca">cpp@nipissingu.ca</a>   |
| Student Awards and Financial Aid Office     | Financial Aid (e.g. bursaries, scholarships, loans, OSAP, etc.)  | 705-474-3450 ext. 4311<br><a href="mailto:finaid@nipissingu.ca">finaid@nipissingu.ca</a>   |

| DEPARTMENT/PERSON                | ASSISTANCE WITH ...  | CONTACT   |
|----------------------------------|--|---|
| Student Financial Services       | Course Fees (e.g. tuition, ancillary fees, payments, credits, etc.)      | 800-655-5154 opt 9<br>705-474-3450 ext. 4419<br><a href="mailto:finance@nipissingu.ca">finance@nipissingu.ca</a>    |
| Student Development and Services | Student Learning Transitions   | 705-474-3450 ext. 4459<br><a href="mailto:slt@nipissingu.ca">slt@nipissingu.ca</a>                                  |
|                                  | Student Counselling  | 705-474-3450 ext. 4507<br><a href="mailto:counselling@nipissingu.ca">counselling@nipissingu.ca</a>                  |
|                                  | Student Accessibility Services   | 705-474-3450 ext. 4362<br>Hard of Hearing: 877-688-5507<br><a href="mailto:sas@nipissingu.ca">sas@nipissingu.ca</a> |
|                                  | First Generation   | 705-474-3450 ext. 4241<br><a href="mailto:firstgen@nipissingu.ca">firstgen@nipissingu.ca</a>                        |
|                                  | 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<br><a href="mailto:techsrv@nipissingu.ca">techsrv@nipissingu.ca</a>                          |
| The Campus Shop                  | Course Materials (e.g. textbooks, software, pricing, order status, etc.) | 705-474-3450 ext. 5347<br><a href="http://www.nipissingu.bkstr.com">www.nipissingu.bkstr.com</a>                    |