SOCIAL

Creating a home with you in mind.

Discover independence and live your best student life! Boardwalk seamlessly blends convenient campus access with a vibrant off-campus lifestyle. Enjoy a walker’s paradise with public transportation, shopping and entertainment right outside your door. Oh, and did we mention that our communities are pet-friendly too?

Please call 587.855.4609 or visit bwalk.life/social to book a viewing today.
The NAIT Students’ Association (NAITSA) focuses on services, representation, connections and growth to support students at NAIT while they develop exceptional academic careers. We are a non-profit organization supervised by four full-time elected student executives, funded through student fees and mandated to exist through Government of Alberta legislation.

The NAIT Students’ Association has provided this student handbook in an effort to provide helpful information to the student body. This student handbook is not intended to be advice of any kind, legal, business, financial or otherwise, and should not be relied on for those purposes. This student handbook should only be used as one source of information. Each student should conduct his or her own due diligence in investigations and inquiries into the topics raised in the student handbook. While NAITSA has used its best efforts to ensure the accuracy of the information in this student handbook at the time of publication, the information is subject to change. As such, NAITSA does not make any assurances regarding the accuracy of the information contained herein. NAITSA will not be responsible for any damages that may incur, including special or consequential damages or lost profits (whether foreseeable or not) by relying in any way on the information given herein.

While every effort has been made to ensure the accuracy of the information contained herein, some inaccuracies in published content may exist due to the ongoing COVID-19 situation at the time of publication. In the event of any discrepancy, information made available online at naitsa.ca and nait.ca should be considered as the most accurate and up-to-date. We apologize for any inconvenience this may cause.
Deep in the woods of Alberta resides a world rich in career options. For tradespeople, power engineers, environmental specialists, business graduates and more.

Get ahead with a career in forestry.
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**IMPORTANT NUMBERS**

**NAIT**
- Main Information Line 780.471.6248
- Toll free 877.335.NAIT

**NAITSA**
- naitsa.ca
- Main Office 780.471.8855
- Please see website for hours of operation.
- The Nest 780.474.0121
- The Nugget 780.471.7615

**SERVICE HUB**
- Emergency Short Term Loans 780.471.7730
- Food Centre 780.491.3966
- Health and Dental Coordinator 780.471.7730
- U-Pass Coordinator 780.491.3966

**CAMPUS CLUBS**
- Main Line 780.471.8871

**NAIT GENERAL SERVICES PHONE DIRECTORY**
- Animal Health Clinic 780.491.3135
- Arena 780.471.8699
- Awards, Scholarships and Bursaries 780.491.3056
- Financial Assistance 780.471.6248
- First Aid/Health Services 780.471.8733
- Information and Technology Services 780.471.6248
- Learning Services 780.378.6135
- Library Services 780.471.8777
- Lost and Found 780.471.7477
- Media and Production 780.471.8766
- Patricia Campus 780.378.7200
- Security 780.471.7477
- Shop at NAIT 780.471.7717
- Souch Campus 780.378.1000
- Sports Equipment Centre 780.471.7729
- Student Counseling 780.378.6133
- Student Employment 780.471.8899
- Swimming Pool 780.471.8711

**HEALTH**
- Alberta Health Services 24/7 1.780.424.2424
- Distress Line 780.482.4357
- Health Link 811
- Kids Help Phone Toll free 1.800.668.6868
- Sexual Assault Centre (24 hrs) 780.423.4121
- Mental Health Help Line 1.877.303.2642

**LOCAL SERVICES**
- Edmonton Police (Non-Emergency) 780.423.4567
- Edmonton Transit (BusLink) 780.496.1600
- Disabled Adult Transport (DATS) 780.496.4567
- Salvation Army 780.424.9222
- Student Funding (AB Government) 780.427.3722
- Landlord and Tenant Advisory Board 780.496.5959

**ADVICE AND LEGAL INFORMATION**
- Legal Aid Edmonton 780.427.7575
- Student Legal Services 780.492.2226

**211**
- Canadian Mental Health Edmonton Region: 24 hour information and referral line that helps people connect to non-emergency social, health and government services in the community. Outside of Edmonton, call 780.482.4636.

**311**
- 24 hour a day access to City of Edmonton information, programs and services. The call centre offers assistance in more than 150 languages.

**911**
- 911 is the emergency telephone number for North America. Like other emergency numbers around the world, this number is intended for use in emergency circumstances only, and using it for any other purpose (such as making false or prank calls) is a crime in certain jurisdictions.

Important Numbers are subject to change; please refer to nait.ca for the most current information.
CAMPUS PLACES

NAITSA
NAIT STUDENTS’ ASSOCIATION (NAITSA)
naitsa.ca
O108, Main Campus
780.471.8855
asknaitsa@nait.ca

CAMPUS CLUBS
O108, Main Campus
780.471.8871
startclubs@nait.ca

PEER SUPPORT
3209B, Main Campus

NAITSA SERVICE HUB
O108, Main Campus

EMERGENCY STUDENT LOANS
O108, Main Campus
estl@nait.ca

THE NAITSA FOOD CENTRE
O108, Main Campus
780.491.3966
foodcentre@nait.ca

HEALTH AND DENTAL COORDINATOR
O108, Main Campus
780.471.7730
studentplans@nait.ca

U-PASS COORDINATOR
O108, Main Campus
780.491.3966
upass@nait.ca

ALUMNI RELATIONS
naitsa.ca/alumni
W205, HP Centre, Main Campus
780.474.0121
thenest@nait.ca

CAMPUS RECREATION SERVICES
O117, Main Campus
780.471.7713
recreation@nait.ca

COMPUTER COMMONS
CAT COMPUTER COMMONS
nait.ca/computercommons
CAT215, Main Campus
See nait.service-now.com/its_public for more info.

LIBRARY SERVICES
U310, Main Campus

NAITSA COMPUTER COMMONS
W203, Main Campus
780.378.5068

TOWER COMPUTER COMMONS
T007, Main Campus

COUNSELLING CENTRE
nait.ca/counselling
W111PB, Main Campus
Phone: 780.378.6133
counselling@nait.ca

FINANCIAL
SCHOLARSHIPS AND BURSARIES
nait.ca/scholarships
780.491.3056
awards@nait.ca

NAIT FINANCIAL AID AND STUDENT FUNDING
nait.ca/financialaid
CAT180, Main Campus
780.471.6248
asknait@nait.ca

FOOD
THE NEST
nestatnait.ca
S110, Main Campus
780.474.0121
thenest@nait.ca

ERNEST’S DINING ROOM
nait.ca/ernests
Building U, Main Campus
780.471.8676
ernests@nait.ca

OTHER FOOD PLACES
The Common Market (O124)
The Fresh Express (U122)
Bytes (NAIT HP Centre)
Embers (Building Y)
Plates (Patricia Campus)
Souch Campus
The Square (CAT building)

Listed alphabetically (after NAITSA). Campus Places are subject to change; please refer to nait.ca for the most current information.
INTERNATIONAL STUDENT CENTRE
W101, Main Campus
780.378.6130

LEARNING SERVICES (DISABILITIES AND LEARNING SUPPORTS)
nait.ca/learningservices
W111PB, Main Campus
780.378.6135
learningservices@nait.ca

LIBRARY SERVICES
nait.ca/library
McNally Library, U310
780.471.8844
780.471.8777
In addition to student library services you will also find 110 computers, collaboration rooms, loanable technology, study lounge, specialized printing and makerspace devices.

NAIT ATHLETICS
S105, Main Campus
780.471.8468

NAIT NEWSWATCH
naitnewswatch.ca
Twitter @naitnewswatch

NAIT RETAIL SERVICES
shop.nait.ca
Shop@NAIT
Main, Patricia, Souch Campuses
780.471.7717
shop@nait.ca

NÎSÔHKAMÂTOTÂN CENTRE
E121, Main Campus
780.491.3917
aboriginalcentre@nait.ca

THE NUGGET (STUDENT NEWS)
thenuggetonline.com
O104, Main Campus
780.471.7615
studenteditor@nait.ca

NR92 RADIO
nr92.com
Shaw Cable 92.3 FM
Twitter @NR92

OFFICE OF DIVERSITY AND INCLUSION
780.491.5482

PARKING SERVICES
mynait.nait.ca/parking.htm
CAT180N, Main Campus
780.378.6989
parking@nait.ca

PROTECTIVE SERVICES
nait.ca/security
D104, Main Campus
780.471.7477
protectiveservices@nait.ca

STUDENT SERVICE CENTRE
CAT180, Main Campus
780.471.6248
1.877.333.6248
asknait@nait.ca

STUDENT EMPLOYMENT
nait.ca/studentemployment
studentemployment@nait.ca

STUDY SPACES
LIBRARY STUDY SPACE
U210, Main Campus
NAITRIUM STUDY LOUNGE
J104, Main Campus
SPACES WITH TECH SUPPORT
nait.ca/help
T307, W203, CAT 215, Main Campus
780.471.6248
techsupport@nait.ca
Tech support remains available for staff and students during building renovations.

Listed alphabetically (after NAITSAN). Campus Places are subject to change; please refer to nait.ca for the most current information.
Here for you.
Since 1964, our mission has been to enhance the NAIT student experience.

MISSION
Our mission is to enhance the NAIT student experience by advocating for their rights, representing their voice, creating a culture of engagement and leadership, and providing student-driven services. We offer a wide variety to choose from including events and activities for your entertainment; academic questions and aid; facilities to study and party; and living and health support.

CONNECTING
NAITSA is proud of the opportunities we provide for students to develop their soft skills, sometimes not available in every classroom. Volunteering, part-time employment opportunities, and clubs are all great places to network, learn leadership skills, and build your resume.

GROWTH
Your NAIT Students’ Association was created in 1964 under mandate by the Government of Alberta. Currently, we hold a number of positions on a local, provincial and national level to promote our students’ interests. We are always striving to find the best opportunities for students to be exceptional during their academic career at NAIT. Those positions include, but are not limited to:
- Executive Council and Senate
- NAIT Board of Governors
- NAIT Academic Council
- Consultation with NAIT Staff Association regarding student/teacher relations
- ASEC (Alberta Students’ Executive Council)

REPRESENTATION
The NAIT Students’ Association works hard to protect the best interests of our students both within NAIT, and at the municipal, provincial and federal government levels. NAIT students are represented by your Executive Council. These student leaders are elected annually by the student body.
SENATE
The Senate is the “governing body” of NAITSA and is elected to fairly represent NAIT students in governance and communication. The Senate is comprised of 10 students elected by the student body, to represent five campus electoral zones, in October. The Senate is responsible for passing bylaws, approving the annual budget and holding the Executive Council accountable. The Senate is a great opportunity for students to participate in their students’ association, and the elected position will appear on your co-curricular transcripts. There are ten Senate meetings throughout the year (held on a Wednesday) with dinner provided. All credit students are eligible to run for Senate. If you are interested, please visit our website at naitsa.ca/elections
Senate nominations open August 24 - September 28, 2020 at 4:00 pm (dates subject to change).
For more information, visit naitsa.ca/elections

EXECUTIVE COUNCIL
NAITSA’s Executive Council includes the President, Vice President Academic, Vice President External and Vice President Internal. Each executive holds a portfolio covering different aspects of student life. They are elected by the student body in February, to represent NAIT students on committees and to all levels of government as well as pursuing important student initiatives.
NAITSA executive roles are full-time salaried positions for one year working within the NAITSA office. This is a great opportunity to lead a multi-million dollar organization and grow your leadership skills while representing NAIT students. As an Executive Council member, you will have the opportunity to network with other student leaders from across Canada and engage with local and provincial governments. See nomination package for candidate eligibility.
Executive Council nominations open January 4 - January 25, 2021 at 4:00 pm.
For more information, visit naitsa.ca/elections

ELECTED REPRESENTATIVES

YOUR VOICE MATTERS. MAKE IT COUNT.
VOTE

FOR MORE INFORMATION, VISIT NAITS.A.CA/ELECTIONS

naitsa.ca
THE PRESIDENT
The President acts as the primary spokesperson for NAITSA, chairs executive council meetings, and supervises the Executive Director on behalf of the Executive Council. They also act as liaison to NAIT administration, NAIT alumni, student members of the NAIT Board of Governors and various campus student groups. The President must show strong leadership skills as they support the other members of the Executive Council and the Executive Director.

VP ACADEMIC
The Vice President Academic is the official representative for students with academic-related grievances, offering confidential non-partisan support. They are an advocate in situations of conflict, directing students to resources in the NAIT community and assisting them in understanding their student rights and responsibilities. The Vice President Academic helps students understand how NAIT’s policies and procedures apply to them. They offer advice and guidance and advocate for policy changes. This role also acts as a liaison to NAIT Academic Council, NAIT’s Academic Staff Association and the office of the Ombudsperson. They are also responsible for appointing students-at-large to NAIT’s Academic Council.

VP EXTERNAL
The Vice President External focuses primarily on external relations and advocacy. They advocate on students’ behalf to various external bodies such as NAIT administration, local municipalities and the Federal and Provincial governments. The Vice President External meets with administrators, MLAs and MPs on issues such as tuition and fees, financial aid, transit service and many others. They sit on various committees and travel to attend conferences within the province and across the country.

VP INTERNAL
The Vice President Internal works to provide services to students and enhance the student experience at NAIT. This position supports the Ooks Life initiative within NAITSA, handles non-academic concerns, and is the liaison with NAIT’s Polytechnic Education and Student Success Department. They work with the Campus Activities Board and the events team to develop the NAITSA events calendar for the year. It is the responsibility of the Vice President Internal to chair Campus Activities Board meetings, to collaborate with department leaders, attend events, and participate in the various retreats.
Hello, I am Alessandra Medeiros, but most of you know me as Alley. First of all, thank you for giving me the opportunity to be your VP Academic for the 2020/2021 year.

I am an international student from Brazil, and I moved to Canada in August 2018 to pursue a Bachelor of Technology in Technology Management (BTech). My journey at NAIT has been amazing! I got really involved in campus activities since day one, which helped me meet lots of students and make great friends.

I know that going to NAIT is a very important milestone in all of your lives; it involves changes in routine, habits, sometimes relocation, and many new responsibilities, which can be exciting and very stressful too. These feelings of not knowing where to turn are not only for new students; they can happen for older students too, like myself. As your VP Academic, I am here to hear your concerns, thoughts, and to help guide you through the resources we have in place for you to learn and excel academically. Moreover, my job is to advocate for your academic needs and advise you about your academic rights and responsibilities.

A little bit more about myself now: I am absolutely crazy for dogs (and cats!); I love to cook and travel; I have a Bachelor’s Degree in Video and Television, I worked in the public sector for eight years; and the next places in my bucket list to visit are India, China, and Morocco.

I am looking forward to meeting all of you! Have a great time in your academic journey at NAIT!
Hello students! My name is Jerilyn Kotelniski and I am beyond excited to be your Vice President External for 2020/2021.

I’m thrilled to welcome you, as new students or returning students, to NAIT!

My top three tips for new students are to:
• Get involved through events, clubs, and volunteering.
• Follow @ookslife on Instagram and Facebook to learn about NAITSA (free) events and contests.
• Follow @naitstudents on Instagram and Facebook to stay up to date on NAITSA student information and services.

Originally, I started my post-secondary journey in Vancouver, taking psychology, where I fell in love with the West Coast and became obsessed with finding the best sushi spot. After moving back to Edmonton, I decided to fulfill my HR diploma and focus on personal development. In 2019, I was blessed to be accepted into the public relations diploma at MacEwan University and had the opportunity to complete my internship at the Alberta Hate Crimes Committee. But honestly, I’m beyond excited to be back at NAIT finishing my business degree!

Since last year, I took on many roles at school such as working as a Promotions Coordinator for NAITSA Campus Activities Board, being the VP Communications of the Ukrainian Students’ Society, and volunteering for the NAIT open house.

In my new role as VP External, I will be advocating for students across all programs at NAIT. My job is to lobby and advocate your concerns to the municipal, provincial, and federal governments in a non-partisan way. On your behalf, I will be attending meetings and conferences, making sure that decision-makers, stakeholders, and the government hear your concerns.

If you see something that you believe needs advocacy for, please pop into my office, send me an email, or stop me in the hallway. I am here for you and I want to hear about your interests and concerns!

When I’m not advocating for you or studying for my finals, you’ll find me reading poetry, sociology, and marketing books, napping, or trying to keep up on runs with my dog, Ralph.

No matter what hat I’m wearing, my goal is simple – to empower organizations and students to connect and make meaningful changes.

Whether it’s your first or last year, come say hi and let’s connect!
Hello, I am Alexis and I am so excited to be your Vice President Internal this year.

Over the last year, as your VP Student Services, I was lucky enough to experience a lot of changes around NAITSA and NAIT. We moved to our beautiful new space in O108, where we can serve you in the best way possible. I got a new title – actually two new titles – VP Internal and Acting-President. We evolved the position of VP Student Services to capture a more meaningful role on campus; VP Internal. As VP Internal I will take on a more purposeful role within NAIT and NAITSA, I will be the liaison for students with NAIT, help students navigate concerns, create new student opportunities and continue to foster campus life.

I will also be your Acting-President until we are able to conduct our by-election. As your Acting-President I will be the spokesperson for the entire student body and support the other Vice Presidents in fulfilling their goals. I am excited to be at NAITSA for another year and continue to enhance the student experience at NAIT.

Our team at NAITSA works to craft experiences and opportunities for you to meet new people and expand your skill set - from social events such as dirty bingo, de-stressing events such as inflatables, and educational classes such as learning calligraphy or other how-to classes. At NAITSA, we provide plenty of fun opportunities through our clubs and events, but also provide many other student supports. We offer the Food Centre, emergency student loans, health and dental plan, peer support, and more.

As a student association, it is important for us to concern ourselves with everything that would be important to you as students. We also do a lot behind the scene to support students through advocacy and representation. This year, with COVID-19, things may look different but know, we are still here for you. It is our goal to ensure we support every student on campus. Nothing makes me happier than to lead the team that creates, executes, and improves the services that are offered by NAITSA.

Outside of my role at NAITSA, I love reading, working out, camping and socializing with friends. I want to remind you not to forget about how important your life off campus is too, and really make sure you’re finding the right balance between school and life. It’s more important than you think!

I look forward to seeing you all around campus and wish you all the best in the coming year.

*Alexis will also be filling the role of Acting President until a by-election can be called.
NAITSA's fees are adjusted for some students to reflect limited enrolment, as explained in the table below. For more information about U-Pass fees, see page 16. For more information about Health and Dental fees, see page 17.

Please note that this structure is specific to the fees collected on behalf of NAITSA. For questions about tuition fees, please contact the NAIT Student Service Centre, located at CAT180, or online at nait.ca/nait/contact/student-service-centre

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<td>Per semester max</td>
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<tr>
<td>Per credit max</td>
<td>$14.55</td>
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<tr>
<td>U-Pass (per fall/winter semester)</td>
<td>$180.00</td>
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<tr>
<td>Health and Dental (per fall/winter semester)</td>
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<th>APPRENTICESHIP PROGRAMS</th>
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<td>5 weeks</td>
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<td>12 weeks</td>
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While every effort has been made to ensure the accuracy of the information contained herein, some inaccuracies in published content may exist due to the ongoing COVID-19 situation at the time of publication. In the event of any discrepancy, information made available online at naitsa.ca and nait.ca should be considered as the most accurate and up-to-date. We apologize for any inconvenience this may cause.
In addition to tuition fees, each full-time and part-time student is charged a fee per term for their NAITSA membership, as mandated by the Post Secondary Learning Act in Alberta. This fee is adjusted for some students to reflect limited enrolment.

NAITSA’s expenses include standard organization expenses, such as employee salaries, training and development; however, we prioritize student-focused services in our spending.

These expenses include the health and dental plan, U-Pass, and events on campus. As a non-profit organization, our goal is to serve the students of NAIT. Below is a breakdown of how student fees are distributed across NAITSA’s departments and student-focused services. These numbers have also been translated into a visual graphic, for better comparison.

<table>
<thead>
<tr>
<th>Category</th>
<th>Anticipated Revenue ($)</th>
<th>Approved Expenses ($)</th>
<th>Net ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General administration</td>
<td>3,684,551*</td>
<td>1,470,184</td>
<td>2,214,367</td>
</tr>
<tr>
<td>Meetings, development, and training</td>
<td>—</td>
<td>74,790</td>
<td>(74,790)</td>
</tr>
<tr>
<td>Communications</td>
<td>—</td>
<td>542,763</td>
<td>(542,763)</td>
</tr>
<tr>
<td>Governance and awards</td>
<td>5,000</td>
<td>73,050</td>
<td>(68,050)</td>
</tr>
<tr>
<td>Conferences and affiliations</td>
<td>—</td>
<td>120,950</td>
<td>(120,950)</td>
</tr>
<tr>
<td>Discretionary funds</td>
<td>—</td>
<td>24,500</td>
<td>(24,500)</td>
</tr>
<tr>
<td>Food and beverage operations</td>
<td>938,454</td>
<td>968,207</td>
<td>(29,753)</td>
</tr>
<tr>
<td>Campus life activities</td>
<td>—</td>
<td>566,560</td>
<td>(566,560)</td>
</tr>
<tr>
<td>Publications</td>
<td>27,000</td>
<td>139,574</td>
<td>(112,574)</td>
</tr>
<tr>
<td>Advocacy</td>
<td>—</td>
<td>96,420</td>
<td>(96,420)</td>
</tr>
<tr>
<td>U-Pass</td>
<td>3,967,200</td>
<td>3,969,360</td>
<td>(2,160)</td>
</tr>
<tr>
<td>Games room</td>
<td>2,400</td>
<td>1,600</td>
<td>800</td>
</tr>
<tr>
<td>Student benefits</td>
<td>2,036,800</td>
<td>1,874,182</td>
<td>162,618</td>
</tr>
<tr>
<td>Campus Clubs</td>
<td>—</td>
<td>441,554</td>
<td>(441,554)</td>
</tr>
</tbody>
</table>

*Includes student fees
NOTICE

At the time of printing, NAITSA did not have enough information to release the U-Pass distribution dates for Fall 2020 and Winter 2021 terms. We will keep you posted and ensure that all up to date information regarding U-Pass will be available on our website. We are here for you and we thank you for your understanding.

Visit naitsa.ca/upass for more information, contact upass@nait.ca or call 780.491.3966
The Universal Transit Pass (U-Pass) is a group discount program that lowers the cost of transit for NAIT students.

NEED A U-PASS STICKER?
1. Check if you are eligible to receive a U-Pass sticker. You must be taking a credit course.
2. Make sure to pay your tuition and fees (including U-Pass fee).
3. Have a valid and current One AT NAIT card.
5. Pick up your U-Pass sticker at CAT, South Lobby or the NAITSA office (O108) on specified dates.
6. Show your one AT NAIT card with a valid U-Pass sticker when using public transit in the service areas.
7. Enjoy your ride.

All eligible credit students are automatically charged a U-Pass fee for the Fall and Winter terms. Once the U-Pass sticker is picked up it is non-refundable. The U-Pass is not valid until the U-Pass sticker is affixed to the proper location on the NAIT student ID card (one AT NAIT card). In case of lost ID, U-Pass must be repurchased. The U-Pass is non-transferable and may only be used by the student to whom the U-Pass is issued. No refund if student drops out after 14 days of classes. It is a chargeable offence to sell or give your U-Pass sticker away. Edmonton Transit, Strathcona Transit, Spruce Grove Transit, Leduc Transit, Fort Saskatchewan Transit and St. Albert Transit: • Reserve the right to verify the validity of any student’s U-Pass.
• Reserve the right to modify their respective transit routes and schedules.

A participating student who fails to comply with the rules, regulations, policies and bylaws of Edmonton Transit, Strathcona Transit, Spruce Grove Transit, Leduc Transit, Fort Saskatchewan Transit or St. Albert Transit may have ridership privilege revoked without refund of the U-pass fee.

WHO IS ELIGIBLE TO APPLY FOR A U-PASS EXEMPTION?
• Transit staff,
• DATS/SCAT/HANDIBUS users with a valid card,
• Double-enrolled students (students that attend NAIT and another U-Pass partner school).
• Practicum students outside the service areas (student on practicum eight weeks or longer between September 1, 2020 to December 31, 2020 and between January 1, 2021 to April 30, 2021 may be eligible).

HOW TO APPLY FOR A U-PASS EXEMPTION
To apply for exemption, complete the U-Pass Exemption Form by the assigned deadline at naitsa.ca/upass-exemption-application
• Fall Term Exemption Deadline: September 25, 2020 at 4:00 pm
• Winter Term Exemption Deadline: January 29, 2021 at 4:00 pm

An exemption application must be completed for each term of eligibility, year to year. Exemption requests do not carry forward.
Please visit the NAITSA Service Hub Coordinators located in O108. We provide health and dental coverage to over 7,500 students each year, and it's our duty to assist you in completing all proper documentation (to opt-out of, opt-in, or add family members to the plan), and answer all your questions.

If you change programs at any time, please alert the NAITSA Service Hub Coordinators immediately to ensure your coverage eligibility has not changed.

**THE STUDENT HEALTH AND DENTAL PLAN**

If you are a student enrolled in a credit class that starts prior to the September 25, 2020 deadline, or a class that starts prior to the January 29, 2021 deadline, you are automatically assessed the fees for the Student Health and Dental plan, and are automatically enrolled in the plan. All credit students are assessed these fees, whether they are part-time or full-time students.

- Health Plan fee: $118.00 per academic year and is charged in two payments of $59.00 per fall and winter semester
- Dental Plan fee: $130.00 per academic year and is charged in two payments of $65.00 per fall and winter semester

This plan excludes non-credit classes, ESL, students 100% online, auditing and apprentice students. Health and Dental fees are not charged to students enrolled in spring or summer classes.

**WHAT DOES THE PLAN COVER?**

The following highlights are provided as general information. For more details, please visit mystudentplan.ca/nait/mybenefits

**AMBULANCE**
Reimbursed at 80% to a maximum of $250 per occurrence.

**PRESCRIPTION DRUGS**
Reimbursed at 80% to a maximum of $3,000 per benefit year. Based on the National Formulary with a generic rider.

**VISION**
Reimbursed at 100% to a maximum of $80 for glasses or contact lenses every 24 months. Limit of 1 eye exam every 24 months based on reasonable and customary charges.

**HEALTH PRACTITIONERS**
The services of paramedical practitioners are reimbursed at 80% to a specified maximum. Practitioners must be registered and licensed in their field of practice.

**MEDICAL EQUIPMENT AND SUPPLIES**
Reimbursed at 80%. A physician’s prescription is required. Pre-authorization is suggested.

**DENTAL COVERAGE**
Exams covered at 100% (Select Dentists) or 70% (Alternate Dentists) once per benefit year. Overall plan maximum of $750 per benefit year.

**DENTAL ACCIDENT**
Reimbursed at 80% to a maximum of $1,000 per accident (services must be performed within 12 months of accident; authorization required).

**TRAVEL INSURANCE**
$5 million of coverage for emergencies and illnesses while travelling.

**ACCIDENTAL DEATH AND DISMEMBERMENT**
$5,000 loss of life benefit.

**TUTORIAL**
After 15 days of confinement due to illness or injury.

Note: Coverage information is correct to the best of our knowledge at the time of publication (June 2020). Please refer to mystudentplan.ca/nait/mybenefits for the most up-to-date information.
SERVICE HUB
HEALTH AND DENTAL

OPT-OUT
If you have comparable coverage through another insurance carrier (Blue Cross, Canada Life, Manulife, etc.) and would like to opt-out of the benefits, you must fill out the online opt-out waiver with proof of comparable coverage before the given deadline date. Please note that Provincial Health Care is not comparable coverage. You may submit your opt out request through mystudentplan.ca/nait/en/forms.

There will be no exceptions if the deadline is missed. You will be required to pay your Health and Dental fees for the academic year.

If you miss the September deadline, your next opportunity to opt-out will be the following September (no changes can be made in January).

If you begin your program in January and miss the January deadline, your next opportunity to opt-out would be the following September. If you previously opted out of the plan, your opt out carries forward indefinitely. You do not have to re-submit an opt-out waiver each year.

OPT-IN
If you opted out previously and need to opt back in, please submit your opt-in request online through mystudentplan.ca/nait prior to the applicable deadline, or within 30 days from the loss of alternate coverage.

FAMILY COVERAGE
Eligible students on the plan can purchase coverage for their spouse and/or dependent(s). The student must complete a Family Add-on form and pay the additional fees prior to the above deadlines. Family add-ons do not carry forward each year.

Submissions and payment must be made prior to the applicable deadline each year.

Please visit mystudentplan.ca/nait to submit your family add-on request, or visit our office in O108 for more information.

OPT-OUT, OPT-IN, FAMILY ADD-ON DEADLINES
- September start students only:
  - Friday, September 25, 2020 no later than 4:00 pm
- January start students only:
  - Friday, January 29, 2021 no later than 4:00 pm

Please note all opt-in, opt-out, and family add-on submissions are to be completed online through mystudentplan.ca/nait

BLACKOUT PERIOD
New eligible students will be added to the plan approximately 6-8 weeks from their program start date. During these blackout periods, please keep all receipts of any eligible expenses incurred for submission to Canada Life. Please check with the NAITS Service Hub to confirm the plan start date, or follow us on Twitter (@naitplan) for the go-live direct billing/claims active announcement.

For more information on what is covered by your student health and dental plan, please visit mystudentplan.ca/nait

naitsa.ca
Student life can be tough. We get it. We’re here to listen.

naitsa PEER SUPPORT

Find us in J209B, Main Campus
naitsa.ca/peer-support

This project was made possible by partial funding from the Government of Alberta.
SERVICE HUB
MENTAL HEALTH SUPPORT

No matter how busy you may be, your mental health needs to be a priority. NAITSA is here for you, with a variety of resources to help students.

MYWELLNESS
MyWellness is the only e-Mental Health program that moves students from awareness to action. The information and tools available through MyWellness have been developed to assist students in increasing and/or sustaining optimal health, so they can maintain a productive and positive lifestyle while completing their studies.

WHAT IS PROVIDED?
1. Mental health toolbox
2. Free and anonymous mental health assessment
3. Campus and community resources
4. Crisis lines
5. Find a doctor search tool
6. Access to online video counselling (InkBlot Therapy)

MyWellness is free to all NAIT students, including online, ESL, and apprentice students as well as their family members, even if they are not registered with the Student Health and Dental Plan.

MENTAL HEALTH ASSESSMENT
The online mental health assessment is designed to identify which problems are most in need of attention. This assessment provides a Personalized Action Plan that can be useful for getting help from providers, such as doctors or counsellors. The assessment is free and anonymous.

VIDEO COUNSELLING THROUGH INKBLOT THERAPY
Through the MyWellness portal, students can access mental health professionals through secure and confidential online video counselling via InkBlot Therapy. This option is affordable and easy to use. Students will be matched with counsellors most suited to their needs. The first online counselling session is always free!

Subsequent sessions:
- 30 minute group education session: $20.00
- 30 minute individual session: $37.50

The Student Health and Dental Plan will cover 80% of each session – students will only have to pay $7.50 out of pocket. If you are not on the Student Health and Dental Plan, your 30 minute session is still available at $37.50.

No matter how busy you may be, your mental health needs to be a priority! For more information, please visit mywellnessplan.ca/nait to take the first step to improving your mental health!
PEER SUPPORT

YOU ARE NOT ALONE
Peer Support is an anonymous and confidential supportive listening service, for students by students. It is available on a walk-in basis and located in J209B on NAIT Main Campus. Even if you don’t want to talk for a whole session, pop by the room to grab some freebies or resources and come see our cozy space.

PEER SUPPORT AIMS
- To provide an environment where students will feel safe and at ease when discussing concerns with their peers.
- To empower students when making decisions regarding their situations.
- To make referrals to appropriate campus departments, community agencies, or organizations if the student requires further support or information.

HOURS
Peer Support operates during the fall and winter terms. Our hours are updated on our website naitsa.ca/peer-support each term. Come find us in J209B on the Main Campus.

Note: Peer Supporters are not psychologists or professional counsellors, and as such, there are some limitations to the kind of service they can provide. Peer Supporters can help students develop an action plan and give referrals to other areas or services more appropriate for long term support, like counselling or professional help.

NAIT STUDENT COUNSELLING
Depressed? Suicidal? So anxious you can’t complete academic tasks or attend class? At risk of dropping out of school? Wishing personal difficulties weren’t interfering in your studies? At your limit?

On all NAIT campuses, free, confidential personal and mental health support is available from registered and experienced psychologists, a social worker, and a well-being nurse. To make an appointment, fill out our web form at nait.ca/counselling or visit our Main Campus location in W111PB between 8:30 am and 4:00 pm, Monday through Friday. Walk-in consults may also be available in urgent situations.

IN CRISIS AFTER HOURS?
Visit mywellnessplan.ca/nait, contact the Kids Help phone (online at kidshelpline.ca, by text at 686868 or by phone at 1-800-668-6868), call or visit AHS Access 24/7 (by phone at 1-780-424-2424 or in-person at the Royal Alexandra Hospital) or call 211 for information and referrals regarding personal concerns, including housing and food insecurity and family supports.

If risk is immediate, call 911 or go to the nearest emergency room.
Hunger should not be a barrier to education. The NAITSA Food Centre is here to support students in need and provide them with the emergency food assistance, if necessary.

Students can request a food hamper twice a month from the NAITSA Food Centre. Each food hamper aims to provide students with three to five days’ worth of non-perishable foods. In addition to a food hamper, students can receive a referral to the Edmonton Food Bank and grab a snack from the “Grab and Go” food cart to receive an immediate emergency food support. The emergency snack stations are located in the NAITSA office (O108), as well as at the NAIT satellite campuses.

If you are in need of a food hamper:
1. Visit naitsa.ca/food-centre
2. Submit the hamper request form.
3. You will be notified within 24 hours to pick up your hamper at the NAITSA office (O108).
4. Pick up a food hamper at the NAITSA office.
5. Please remember to bring a reusable bag / box / crate / suitcase to put your hamper items in.
6. Resubmit a hamper request after the 1st or 15th of each month.

VOLUNTEER WITH THE NAITSA FOOD CENTRE
The NAITSA Food Centre is always looking for volunteers who would like to help out during our annual events and on a weekly basis for a minimum of one term. Your assistance is invaluable in creating a community where all students are properly supported as they continue their education.

To apply, please fill out the volunteer form at naitsa.ca/food-centre

DONATE TO THE NAITSA FOOD CENTRE
In 2019, with the generous donations from the NAIT community, the NAITSA Food Centre gave out 800 hampers to students in need. We are very grateful for the support and kindness we have received.

The NAITSA Food Centre is always accepting non-perishable donations in the NAITSA office (O108). Here are some of the food products that are in demand:
• Canned vegetables (corn, peas, carrots, etc.)
• Canned fruits (peaches, pineapple, etc.)
• Canned meat
• Instant oatmeal
• Peanut butter
• Instant noodles
• Pasta or rice
The NAITSA Food Centre is here to help

Hunger Should Not Be a Barrier to Your Education.

How to Request a Hamper

Step 1
Visit naitsa.ca/food-centre

Step 2
Submit Hamper Request Form

Step 3
You will be notified within 24 hours to pick up your hamper at the NAITSA Office (O108)

Step 4
Resubmit a hamper request after the 1st or 15th of each month

Donations are always welcomed
Visit the NAITSA Food Centre in O108

Twice a month we can provide you with a food hamper that aims to provide 3-5 days’ worth of non-perishable food.

780.491.3966
foodcentre@nait.ca
for more info
ADDITIONAL SERVICES

EMERGENCY SHORT TERM LOANS (ESTLS)
Eligible credit students facing unforeseen financial emergencies may qualify for a short term loan from the NAIT Students’ Association. Our ESTL program is for unforeseen financial emergencies, therefore we cannot lend for planned expenses like rent or utilities. We are also not able to lend towards NAIT tuition, fees, textbooks or other foreseen school related expenses. For more information, please visit the NAITSA Service Hub or email estl@nait.ca

MICROWAVES ON CAMPUS
NAITSA provides, maintains and cleans 102 microwaves for students across NAIT campuses, paid for by your NAITSA student fee.

Find one close to you on our website at naitsa.ca/microwaves-for-students

HEALTH SERVICES
NAIT has a team of Registered Nurses and support staff who provide free care Monday - Friday from 7:30 am to 4:00 pm year round. We provide first aid treatment, over-the-counter medications for symptom relief, blood pressure checks, hearing tests, and support in healthy lifestyle changes and tobacco reduction. We also have a variety of resources and can help connect you with other health care professionals. We can be reached at 780.471.8733

We would love to work with you and help you achieve your wellness goals through support, resources, and the Happy and Healthy Guide to your well-being!

Come into Health Services to learn about the excellent sessions that are part of the program!

LOCATIONS
Main Campus – South Lobby, O119
Patricia Campus, P130
Souch Campus, Z153

EMERGENCY STUDENT LOANS
NAITSA.CA/ESTL
O108 (NAITSA)
780.491.7730
ESTL@NAIT.CA

HEALTH SERVICES
O119 (MAIN CAMPUS)
P130 (PATRICIA CAMPUS)
Z153 (SOUCH CAMPUS)
780.471.8733
Have you ever wondered how NAITSA is able to offer 140+ events each school year? The Campus Activities Board is where the magic happens! We might even go as far as saying that it’s the best gig you can get on campus!

The Campus Activities Board is a group of students hired from an array of different programs and backgrounds to help determine which events to host on campus each year. These all-star students help plan and implement events, create promotions for these events, coordinate volunteer opportunities, and support campus clubs. You may notice our Campus Activities Board team at the Nest during our Thursday socials, in the halls handing out free swag, or even off campus during one of our many events! Our goal is to help encourage students to have fun and foster friendships while at school, and the Campus Activities Board helps make this possible.

GETTING INVOLVED WITH FUN EVENTS ON CAMPUS CAN MAKE YOUR COLLEGE EXPERIENCE MEMORABLE.
We don’t want you to miss out! If you are interested in working on the Campus Activities Board during the 2021-2022 school year, applications open in January.
Find out about the fun stuff on campus! @ookslife is where NAITSA posts about their events, contests, and more. It’s a great place to learn about what’s happening at NAIT. Check us out on Facebook, Instagram, and Twitter for up-to-date event information.

2019/20 STATS
- **121** on-campus events
- **18** online events
- **16,406** student attendees/participants
- **4961** students given free food
- **1925** free 5-minute massages
- **102** puppy yoga participants
- **+3000** pancakes served
- **3003** people entered Nest Fest
- **48** tattoos submitted for Ink Night
- **92** sex toys given away at Dirty Bingo
- **150** cupcakes decorated during Wellness Week
- **65** haircuts through Cuts for Success
- **32** NAIT students went to Mexico for Flee the Freeze
- **19** terrariums built during the How to: Make a Terrarium workshop
- **+340** participants at our Kids Parties
- **973** snacks handed out from the Treat Trolley (in December)
Looking to make the most of your time on campus? Ookslife.ca is a great starting place! NAITSA has partnered with multiple departments across NAIT to create a web platform where students can view all the different events, opportunities, activities, and clubs on campus.

From NAITSA events to Campus Clubs, volunteer opportunities or personal development workshops, Ooks Life is a great resource for students looking to get involved at NAIT. To check out what Ooks Life has to offer:

1. Visit ookslife.ca
2. Sign in using the same login credentials as your myNAIT Portal.
3. Use the toolbar to browse Events and Organizations. Use the filters to narrow down your search results and find what you’re interested in.

Ookslife.ca is your go-to resource to find out what events, activities, and opportunities are happening on campus! Visit ookslife.ca to learn how you can make the most out of your time at NAIT.

EVENTS
NAITSA hosts over 140 events each year! All of these events are posted on ookslife.ca

From free food to puppy yoga, pub nights to rock climbing, there’s sure to be something that piques your interest!

OPPORTUNITIES
Get involved on campus! Learn about the different volunteer opportunities or student experiences available to NAIT students.

ACTIVITIES
There are tons of pop-up activities happening around NAIT every day!

From bake sales to prize wheels, find out what’s happening and how you can get involved.

CLUBS
Each year, NAIT students create dozens of clubs. Last year there were over 80 active clubs! Use ookslife.ca to create your own club, or browse a list of the active clubs on campus.

WANT TO WIN $100?
Earn some extra cash just by learning about Ooks Life! We’ll be giving away $100 gift cards of the winner’s choice to 10 lucky students just for signing in to ookslife.ca

Sign in and check out what ookslife.ca is all about during the first month of school, and you’ll be automatically entered to win one of ten $100 gift cards!

EVENT PASS
Skip the lines and download your Event Pass! Add your Ooks Life Event Pass to your smartphone’s wallet and gain quick access to our events. Having the Event Pass allows you to scan in at events, making check-ins easier and faster.

TO DOWNLOAD YOUR EVENT PASS
1. Login to ookslife.ca
2. Click on your user icon on the top right-hand side of the screen.
3. From the drop-down menu, you will see the ‘Event Pass’ option. Click here, and it will display your unique code.
4. If you’re using your mobile device, you’ll have the option to add the Event Pass to your Apple Wallet or Android Pay. If these options don’t work for you, you can also screenshot the Event Pass. All options will allow for your Event Pass to be scanned.
CAMPUS CLUBS

Make the most out of your time at school! NAITSA’s Campus Clubs exist to expand and enhance your post-secondary experience. Our clubs provide valuable social, cultural, and educational services that encourage you to participate and connect in the NAIT experience.

WHY JOIN A CLUB?
• Immerse yourself in the student experience
• Meet new people and make valuable connections
• Gain leadership skills
• Have fun!

WHAT TYPES OF CLUBS ARE THERE?
Interest Clubs* have a recreational focus. They have a variety of goals and activities, and are often based on a hobby, activity, culture, religion, or other category.

Academic Interest Clubs* may explore activities that are related to an academic area. These clubs do not limit their membership to a single NAIT program, but their members would benefit from being in a program related to the club’s purpose.

Chapter Organizations* are on-campus clubs that are established for their not-for-profit parent organizations.

Student Councils** are clubs with membership based on academic programs. These may be Combined Year (composed of first, second, third, and fourth year students) or Fixed Year (limited to a specific graduating year).

*Interest, Academic Interest, and Chapter Organization clubs all have open membership – any student at NAIT can join them.

**Student Council clubs (both Combined and Fixed Year) have limited memberships – they can only be joined by students in those specific academic programs.

Clubs cannot limit their membership based on age, race, religion, ability, social status, gender, or sexual orientation. A club’s program is not intended to be used for class projects. Campus Clubs does not allow multiple clubs with the same purpose.

HOW TO START A CLUB
Ready to create your own club? It’s pretty simple! Here are instructions on how to do so:

1. Ensure you have three people to fill the executive roles: President, VP Finance, and VP Operations.
2. Login to ookslife.ca
3. Click the “Organizations” tab.
4. On the left-hand side, click on ‘Register an Organization’.
5. There are the following options:
   • If it is a brand-new club, select ‘Register a New Organization’.
   • If you are a returning club, use the ‘Re-Register Existing’.

For more information on starting a club, please visit us in O-108.

HOW TO JOIN A CLUB
Want to join a club? There are many active clubs that are seeking members! To view a full list of up-to-date clubs, follow the instructions below:

1. Login to ookslife.ca
2. Click the “Organizations” tab.
3. On the left-hand side, click “Select Branches”, and then select “Campus Clubs”. From there, you’ll be able to see all the registered clubs and their profiles.
4. Select the club you are interested in, and then click “Join”.

NAITSA.CA/CLUBS
O108 (NAITSA)
780.471.8335
STARTCLUBS@NAIT.CA

naitsa.ca
### New - Midday Munchies - All $5.25
Monday - Friday  2pm - 5pm

<table>
<thead>
<tr>
<th>Dish</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mini Quesadilla</strong></td>
<td>Canadian cheddar, mozzarella, tomatoes and green onions in grilled flour tortillas with fresh salsa and sour cream</td>
<td>Add chicken $1.95</td>
</tr>
<tr>
<td><strong>Tempura Cauliflower Bites</strong></td>
<td>Vodka tempura battered cauliflower florets dusted in Cajun seasoning served with cool tzatziki or spicy buffalo sauce</td>
<td></td>
</tr>
<tr>
<td><strong>Boneless BBQ Chicken Bites</strong></td>
<td>Campus favourite! Bite size, crispy breaded chicken tenders tossed in smoky BBQ sauce</td>
<td></td>
</tr>
<tr>
<td><strong>Cocktail Meatballs</strong></td>
<td>Canadian beef meatballs tossed with choice of smoky BBQ or sweet garlic sesame sauce</td>
<td></td>
</tr>
<tr>
<td><strong>Mini Donair Tacos</strong></td>
<td>Shaved beef, green leaf lettuce, tomatoes with sweet sauce in two flour tortillas</td>
<td></td>
</tr>
<tr>
<td><strong>Twisted Garlic Parmesan Fingers</strong></td>
<td>Golden brown garlic-infused dough twists dusted with parmesan with marinara</td>
<td></td>
</tr>
<tr>
<td><strong>Pizza Pinwheels</strong></td>
<td>Canadian cheddar &amp; mozzarella, pepperoni and classic pizza sauce rolled in garlic-infused dough</td>
<td></td>
</tr>
<tr>
<td><strong>Ursa Minor Slider</strong></td>
<td>Little beef dipper, mozzarella and garlic mayo served with au jus on a fresh baked Canadian cheddar bun</td>
<td></td>
</tr>
<tr>
<td><strong>Meatball Slider</strong></td>
<td>Canadian beef meatballs, mozzarella and marinara on a fresh baked Canadian cheddar bun</td>
<td></td>
</tr>
<tr>
<td><strong>Buffalo Chicken Slider</strong></td>
<td>Crispy breaded chicken tenders tossed in hot sauce, green leaf lettuce and creamy ranch on a fresh baked Canadian cheddar bun</td>
<td></td>
</tr>
<tr>
<td><strong>Loaded Perogies</strong></td>
<td>Crispy fried potato &amp; cheddar cheese perogies topped with smoky bacon, green onions and sour cream drizzle</td>
<td></td>
</tr>
<tr>
<td><strong>Loaded Golden Shoestring Fries</strong></td>
<td>Cajun dusted fries, Canadian cheddar and mozzarella, tomatoes, green onions and sour cream drizzle</td>
<td></td>
</tr>
<tr>
<td><strong>Cup O’ Sides</strong></td>
<td>Choose from: house-made soup of the day, golden shoestring fries, steamed rice, caesar or garden salad</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Dine in only, while quantities last, no substitutions.
- V = Vegetarian  G = Gluten Friendly  S = Spicy
The Nest was opened on NAIT’s main campus in 1988 by three partners: NAIT Students’ Association (NAITSA), NAIT Board of Governors and the Alberta Government. Since then it’s been the best place on campus for students, instructors and staff to meet, hang out, have a burger and beer at lunch, and enjoy some drinks after class.

We offer high-quality personalized service, great food and we are fully licensed. Although we do our best to accommodate allergies/dietary restrictions, we cannot make contamination guarantees. In 2019, we were awarded the title of Best Bar None - Best Campus Bar for the fifth year in a row! Please refer to our website to see our opening date and hours of operation. We cannot wait to welcome you!

OUR COVID-19 RESPONSE
We would like to take this opportunity to send our best wishes to anyone who has been affected by the COVID-19 pandemic, our thoughts are with you. We want to share the measures we are taking to ensure the utmost safety for our employees and customers. We are putting a high emphasis on all of our policies and procedures, surpassing industry standards. We will be working with Alberta Health Services, AGLC, NAITSA and NAIT to ensure our relaunch exceeds all regulations. We will be focused on stringent hand washing practices and disinfecting of all common touched surfaces in our restaurant. We will be practicing social distancing among our employees and among our customers. We take extreme pride in our performance, we believe it is a privilege to be in the hospitality industry and will continue to ensure consumer confidence with the measures we practice.

WEEKLY FOOD SPECIALS
All specials available while quantities last. Dine in only, ask your server for details.

MONDAY
$8 Loaded Golden Shoestring Fries
Cajun dusted fries, Canadian cheddar and mozzarella, tomatoes, green onions and sour cream drizzle. Vegetarian + gluten friendly. Add Cajun chicken $2.95.

TUESDAY
$8 Signature Pizza (8’)

WEDNESDAY
$8 Nest of Wings
Add dipping sauce $150

THURSDAY
$8 Supreme Perogy Poutine
Crispy fried perogies, cheese curd, smoky bacon and savory gravy topped with crispy buttermilk onions.

FRIDAY
$8 Daily soup and ½ Wrap

WEEKLY DRINK SPECIALS
All liquor served is 1 oz. Valid ID required, please enjoy responsibly.

MONDAY
$4.50 Lamb’s Rum Highballs
White/Dark/Spiced

TUESDAY
$2 OFF Hybrids
Belgian Bow / Huck n’ Hops / Strong Goose / Canadian Snakebite

WEDNESDAY
$4.50 JP Wisers Highballs
Deluxe / Apple / Old Fashioned

THURSDAY
$4.50 Flavored Absolut Vodkas

FRIDAY
$5 Domestic bottles
<table>
<thead>
<tr>
<th>Discount Tickets</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cineplex Tickets</td>
<td>$10.00</td>
</tr>
<tr>
<td>West Edmonton Mall Choice Pass</td>
<td>$40.00</td>
</tr>
<tr>
<td>(The WEM Mall Choice Pass is valid at the Waterpark or Galaxyland)</td>
<td></td>
</tr>
<tr>
<td>Marmot Basin Student Lift Pass</td>
<td>TBD</td>
</tr>
<tr>
<td>Marmot Basin Escape Card</td>
<td>TBD</td>
</tr>
<tr>
<td>Sunshine Village Student Lift Pass</td>
<td>TBD</td>
</tr>
<tr>
<td>Edmonton Eskimos Tickets</td>
<td>TBD</td>
</tr>
<tr>
<td>Plush Ooklets</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

For the most current prices, please visit us online at [naitsa.ca/discount-tickets](http://naitsa.ca/discount-tickets)

Please note the following tickets are available seasonally: Edmonton Eskimos, Marmot Basin, and Sunshine Village. Tickets are not available online.

NAITSA Discount Tickets are available at the following locations in 2020/2021:

- **NAIT Main Campus** NAITSA Office (O108)
- **Souch and Patricia Campuses** Bookstore

*Ticket prices include GST. Prices are subject to change.*
TAKE YOUR MARK

The NAIT Nugget is your student news media outlet. We have been covering stories that are important to and written by students since 1964.

If you want to get involved we are always looking for new students to help fill the pages of our bi-weekly publication and online content.

If you enjoy writing, taking photos, creating graphic design, storytelling or have ideas for articles we would love to hear from you. Bonus: we are one of the only post-secondary publications that pay contributors for their work!

For more information, email Nicole Murphy, Media Operations Manager at nmurphy@nait.ca or check out our website thenuggetonline.com

Follow us on social media for the latest scoops on what is going on around campus all year long!

Facebook @thenaitnugget
Instagram @thenaitnugget
Twitter @nuggetonline
STUDENT RESOURCES

STUDENT SERVICE CENTRE
The NAIT Student Service Centre (SSC) is here to help you on your path to academic success. Whether you’re exploring a program, applying online, attending classes, or preparing to graduate, we’re here to help! Many of your needs can be met through self-service options. If you still require assistance, our services are offered in-person, email, phone, and chat.

EXPLORE AND APPLY
- Program information
- Funding options, applications and processes
- Navigating NAIT website and myNAIT portal
- Application status inquiries
- Submission of documents
- Prospective international immigration advising and planning

YOU’RE IN! NOW WHAT?
- Student award and bursary information
- Enrolment support
- Create a financial plan for your time at NAIT (by appointment only)
- Tuition deposit payment
- Funding inquiries

WHILE ATTENDING NAIT
- Student award and bursary information and support
- Enrolment support
- Create a financial plan for your time at NAIT (by appointment only)
- Payment of tuition and fees
- Confirmation of enrolment (in-person or email only)
- Emergency funding (by appointment only)

PREPARE FOR GRADUATION
- Parchment inquiries
- Transcript requests (in-person or via myNAIT portal)
- Information about student loan repayment options (in-person only)

ONE AT NAIT CARD
Your one AT NAIT card serves as your official NAIT identification card, and it also allows you to add funds to use at eat AT NAIT and shop AT NAIT locations and wherever one AT NAIT cards are accepted. The one AT NAIT card gives you access to all of NAIT’s recreation facilities, library, printing on campus and, with an active U-Pass sticker, will give you access to Edmonton Transit Services (ETS).
At NAIT, we know that everyone learns differently. Learning Services offers accessibility plans for students with disabilities and access to learning strategies and resources to support you in your education. Let’s talk about what you need to succeed!

DO YOU HAVE A DISABILITY?
Students who had support services at a previous post-secondary or had an Individualized Program Plan (IPP) at any point during their education can benefit from our services. We work with you to create an accessibility plan to support your learning, including:

- Alternate format course materials
- Assistive and adaptive technology
- Exam accommodations
- Interpreter and captioning
- Learning strategies
- Note-taking
- Reduced course load

NOT SURE WHERE TO START?
Visit nait.ca/learningservices for our up-to-date services. Select the Service Finder tool to identify the best service or resource that will assist you with your learning needs.

LEARNING STRATEGIES
Meet with a learning strategist and brush up on your learning skills! Learn how to study, manage your time better, prepare for tests and exams, and more.

TUTORING
Are you looking for tutoring in your program subjects? Visit the NAIT Tutor Registry at tutorregistry.nait.ca to hire a tutor. Our tutors are students, professionals from the community, and even NAIT Instructors. Search by tutor, program, course or keyword and connect with a tutor today!

www.nait.ca/learningservices
Library Services offers the spaces, resources, and services to support your success at NAIT. With group and individual study spaces, technology and equipment for creating innovative projects, resources for your assignments, and plenty of help available, there is something for everyone. Visit the Library in-person or online and get help by phone, chat, text, at the Help Desk, or book an appointment with your subject librarian.

For more information on the following services, visit nait.ca/library

BOOKABLE SPACES
Book a Collaboration Room to work and study with your peers. Each room contains a whiteboard and the technology required to connect your laptop. Two fully equipped AV Sound Editing Booths are also bookable.

COMPUTER COMMONS
There are four Computer Commons with computers, printers, copiers and scanners: CAT215 (CAT Computer Commons), U210 (Study Lounge), U310 (Library) and W203 (NAITSA Computer Commons). Information and Technology Services (ITS) are on site at CAT215 and W203 to provide technical support.

LOANABLE TECHNOLOGY
Visit the Library for loans on a wide range of technology (laptops, cameras, virtual reality, and more). Contact the Library to reserve in advance.

MAKERSPACE
The Makerspace (located in the Library – U310) provides the NAIT community with the space, tools, and support to experiment with new ideas and technologies. We continually add new items to the Makerspace and currently have 3D printers, vinyl cutters, an electronic work bench, robotic kits, Arduino and Raspberry Pi kits, a Virtual Reality station, a laser engraver and CNC milling machines. Stop by and start creating!

PRINTING AND PROJECT FINISHING
Use your one AT NAIT card to print, copy, scan and plot at multiple self-service locations across campus. For more complex projects, Library Services (U310) provides full-service printing and project finishing options. These include report binding, portfolio printing, large-format scanning, and photo printing.

STUDY SPACES
Visit the Study Lounge (U210) and the Library (U310) for individual and group study spaces. The Study Lounge has collaborative work spaces, 24 computers and a Quiet Zone. The Quiet Zone has individual study spaces.
The International Centre is open to all NAIT students and staff, and specializes in supporting international and newcomer student success at NAIT. Situated in the International Centre (W101), our team provides students a “home away from home”, offering a full suite of programs and services that support community and capacity building and contribute to holistic student success.

The International Centre advising team supports international and newcomer students with social and immigration advising services through a capacity building lens, while our International Engagement Coordinator plans and implements activities and events designed to build community and help our students develop a sense of belonging at NAIT and in Edmonton. Lastly, The International Centre Counsellor provides therapy to support student’s mental health for international specific issues.

We are passionate about supporting international and newcomer students, collaborating with partners across NAIT, and advancing internationalization at NAIT. Please feel free to visit us in the International Centre anytime during office hours (8am to 4:30pm, Monday through Friday) or to contact us to discuss ideas or opportunities.

INTERNATIONAL CENTRE SERVICES

- Host events and activities that foster a safe community for international and new students
- Provide intercultural learning opportunities for all students and staff at NAIT
- Host pre-arrival webinars for incoming international and newcomer students
- Provide transition and settlement supports for international and newcomer students through advising sessions and/or Peer Mentor sessions
- Support international students with success plans and strategies pertaining to immigration matters
- Advise international students on immigration matters (Study Permit extensions, CO-OP Work Permit and Post-Graduation Work Permit applications)
- Offer same-day and pre-booked advising services for international students (please visit W101 to discuss availability)
- Educate employers on immigration regulations pertaining to international students’ eligibility to work in Canada
- Provide volunteer opportunities for NAIT students to get involved
- Provide counselling services for academic or personal issues for international and newcomer students (exam anxiety, homesickness, cultural transition, depression, stress, etc.)
- Provide educational wellness workshops
NAIT is dedicated to supporting the Aboriginal student experience. The NAIT Nîsôhkamâtotân Centre is a community gathering place where Aboriginal and non-Aboriginal students can gather to network, study and share their post-secondary learning experiences. It is a place where culture and tradition are welcome and encouraged.

The centre is an integral part of the overall NAIT community and is committed to ensuring Aboriginal student success both inside and outside of the classroom.

We encourage you to drop by anytime during office hours (8am to 4:30pm, Monday through Friday) and experience the warm, welcoming environment the Nîsôhkamâtotân Centre has to offer!
NAIT is committed to providing a learning environment that supports respect and safety within our community. Anyone who has applied to, been admitted to or has enrolled in a NAIT course or program is accountable to the NAIT Student Rights and Responsibilities policy.

If you are involved in or observe a situation that you feel violates the NAIT Student Rights and Responsibilities Policy, you have the following options available to you.

**STUDENT RESOLUTION OFFICER**
The Student Resolution Office is your primary resource for anything related to your rights and responsibilities as a student. Our office provides members of the NAIT community with guidance and management of conflict and conduct cases.

Contact the Student Resolution Office if you
- Feel your student rights have been violated
- Feel someone has not upheld their responsibilities

**WHAT WE DO**
Our processes are grounded in fairness, learning and student success. We seek collaborative resolutions that ensure students and staff are heard, treated with respect and held accountable for their actions.

The Student Resolution Office provides
- Conflict resolution services
- Coaching and support to help you navigate conflict on your own
- Formal complaint support and guidance
- Educational resources and support programs

**STUDENT RESOLUTION OFFICER**
LAURA LUCIEN-BAY
780.491.5468
RESOLUTIONS@NAIT.CA

**OMBUDSPERSON**
ALEXIA WRIGHT
780.491.1305
OMBUDS@NAIT.CA

**OMBUDSPERSON**
The NAIT Ombudsperson offers confidential, unbiased support if you are dealing with a conflict or situation at NAIT.

Contact the Ombudsperson as soon as possible if you
- Feel you have been treated unfairly
- Are unsure of your options
- Are having difficulty with your program or a staff member at NAIT
- Want help understanding how NAIT’s policies and procedures apply to you

If you are a current NAIT student, please visit the Ombudsperson pages on the myNAIT Portal (login required) for more information. Otherwise, please send us an email.
**TRANSITION SERVICES**

Transition Services is here to support you at every step of your learning journey! From a warm welcome to NAIT for new students, to helping graduates connect with their dream careers, we offer advising and resources specific to your individual needs and situation. We can also refer you to other NAIT services and program areas and offer guidance around how to access community resources.

**NEW STUDENT ORIENTATION**

NAIT’s New Student Orientation is held at the beginning of each semester. It is a chance to get the information and resources you need to start your year off right. If you have missed your orientation, would like more information or want to volunteer, please check out nait.ca/orientation for up-to-date news.

**ACADEMIC AND CAREER ADVISING**

Academic and career advising, delivered within the Student Service Centre (CAT180), provide personalized education and career planning for students, prospective students and alumni. We are here to help you evaluate and realize the educational and career options available to you through NAIT. Visit us in the Student Service Centre to discuss your career plan, education plan, financial considerations or job search strategies or visit nait.ca/advising

**LEARNING ADVISING**

NAIT also offers learning advising. Is there something that stops you from learning how you would like? One of our advisors can help! We will work with you to identify learning barriers and support you in your learning. If you are a student with a disability, connect with a learning advisor to determine the accessibility resource that will work for you. To access NAIT’s learning advising service, visit nait.ca/learningservices or email learningservices@nait.ca

**INTERNATIONAL ADVISING**

Advising specific to international and newcomer students is available in NAIT’s international Centre (W101). Visit nait.ca/internationalcentre or email internationalcentre@nait.ca
CAMPUS SAFETY AND SECURITY

PROTECTIVE SERVICES
Protective Services works together with the NAIT community to maintain a safe and secure learning and work environment. We provide professional service 24 hours per day, seven days a week, working collaboratively with students and staff to protect safety, investigate concerns and maintain a secure campus environment.

OUR SERVICES
• Patrol – Our Community Peace Officers are on duty at all times at Main Campus
• Education and awareness – Community Peace Officers participate in outreach presentations and workshops with campus organizations
• Safe Walk – If you don’t feel comfortable walking alone on or around campus, our Community Peace Officers can accompany you to your destination
• Lost and found – Visit D104 on Main Campus if you’ve lost belongings or to turn in items
• Bike lock program – Sign out a temporary u-lock for your bike with a valid student or staff ID at D104
• Car boosts – Get a jump start on your vehicle if you’re parked on campus

Call our dispatch office at 780.471.7477 to request any of our services.

BE PREPARED
Emergency preparedness is everyone’s responsibility. Take these steps so you know what to do before, during and after an emergency:
• Know how to stay informed
• Familiarize yourself with NAIT’s emergency procedures, posted in every classroom and on NAIT’s emergency website at nait.ca/emergency
• Keep your personal and emergency contacts up-to-date on the myNAIT portal, should we need to verify your safety or reach your contacts in an emergency
• Participate in any drills and exercises
• Follow directions from emergency wardens in an emergency
CAMPUS SAFETY
AND SECURITY

HEALTH AND SAFETY SERVICES
At NAIT, health and safety is everyone’s responsibility. Always follow these safety tips below and remind others to do the same.

WHAT YOU NEED TO REMEMBER
• You have a role to play in health and safety
• You have the right to ask questions, report concerns and refuse unsafe work
• Prevention is the key to avoiding injuries

WHAT YOU NEED TO DO
• Follow NAIT’s emergency procedures (nait.ca/emergency), work procedures in your program and directions from your instructors
• Review the evacuation routes posted in every classroom
• Wear all required personal protective equipment
• Be aware of all hazards
• Focus on the task and eliminate distractions
• Report all unsafe conditions and behaviours to your instructor
• Ask for help if are unsure about how to be safe

HOW TO REPORT INJURIES
If the injury or medical incident is an emergency, call 911 immediately.
If the injury or medical incident is non-life-threatening, report it to your instructor as soon as possible. Get first aid on-site (if available) or at Health Services.

HOW TO REPORT ENVIRONMENTAL CONCERNS
If you notice leaks, spills, material releases or other environmental hazards, take the following steps:
• Call Protective Services at 780.471.7477 if there are immediate risks to health and safety
• Notify your instructor
• Call Health and Safety Services at 780.471.7536

HEALTH SERVICES LOCATIONS
Main Campus – South Lobby, O119
Monday – Friday
7:30 am - 4:00 pm
780.471.8733

Patricia Campus – P130
Monday – Friday
7:00 am – 3:00 pm
780.378.7252

Souch Campus – Z153F
Monday – Friday
7:30 am - 3:30 pm
780.378.1043
IN AN EMERGENCY

1. CALL 911

HAZARDOUS MATERIAL RELEASE
- Immediately vacate the area
- Follow the instructions of First Responders
- Avoid the affected area until First Responders give the ‘All Clear’

MEDICAL EMERGENCY
- Approach the injured person(s) only if it is safe to do so (i.e. no gas leaks, fire, etc.)
- Do not move ill or injured person(s) unless it is essential for their safety
- Provide First Aid
- Remain at the scene to provide information to First Responders

ACTIVE AGGRESSOR
- Run - Exit the building quickly and keep your hands visible to First Responders
- Hide - If you can’t run, hide. Turn off lights and stay quiet
- Fight - If you are in imminent danger, fight to defeat the attacker
- Check-in/Report - Once you are safe, let others know. Report any observations to First Responders

HOLD AND SECURE
- Enter a building and remain indoors
- Ensure doors and windows are closed
- Continue regular working/learning activities unless directed otherwise
- Stay indoors until First Responders give the ‘All Clear’

2. CALL NAIT PROTECTIVE SERVICES, 780.471.7477

SHELTER-IN-PLACE
- Enter and remain indoors
- Close doors and windows
- For severe weather, stay away from outside walls and windows
- For a hazardous material release, close or block any ventilation sources
- Remain sheltered until First Responders give the ‘All Clear’

FIRE OR EVACUATION
- In the case of a fire, sound the fire alarm. Check doors for heat. If they are hot, do NOT open
- Leave the area as directed by emergency wardens
- Close (but do NOT lock) all doors behind you
- If possible, take your belongings
- Do NOT use elevators
- If you need assistance evacuating, advise an emergency warden
- Gather at Emergency Meeting Points
- Do NOT re-enter until First Responders give the ‘All Clear’

CRIMINAL ACTIVITY
- For crimes in progress, call 911. For threats and suspicious packages, notify NAIT Protective Services
- Record as much information as possible about the circumstances and perpetrator
- If the situation becomes violent, and injury to persons or damage to property may occur, leave the area
- Do not touch or handle suspicious packages

LOCKDOWN
- Enter a room and turn off lights
- Do NOT answer the door or activate the fire alarm unless there is a fire
- Stay quiet and remain hidden until First Responders give the ‘All Clear’
- Silence mobile devices

STAY INFORMED
If an emergency is confirmed and ongoing, NAIT Protective Services will send out notifications through the following channels:
- NAIT Alert mobile app
- Social Media: Facebook - NAIT, Twitter - @NAIT
- Desktop notifications on NAIT computers
- MyNAIT Portal - my.nait.ca (login required)
- NAIT’s emergency website - nait.ca/emergency
- Digital signage across NAIT campuses
- NAIT’s announcement system

Emergency Information: nait.ca/emergency

Get NAIT Alert on your iOS or Android device to stay safe and informed. The free mobile app lets you receive notifications from NAIT Protective Services during emergencies. In-app features include:
- Virtual Safe Walk - Protective Services monitors your trip on campus in real-time
- Mobile BlueLight - Send your location to Protective Services or call for help
- Work Alone - Let the app check-in with you if you’re working or studying alone on campus
- Other safety tools
PARKING SERVICES

Parking Services manages and maintains all parking spaces on campus for staff, students and visitors. With high user demand and limited space, students are encouraged to bike, carpool or use public transportation as their first option.

DAYTIME PERMITS
Students who require campus parking must purchase a daytime permit. Permits are available on a first-come, first-serve basis and can be purchased at mynait.nait.ca/parking.htm or at the Parking Services office at CAT180N, Main Campus.

New parking spots can open up during the year. Check mynait.nait.ca/parking.htm for availability.

Payment must be made for the full academic year. If parking is no longer required during the year, a refund is available for the unused months when the permit is returned to Parking Services, subject to a $25 administrative fee.

EVENING / WEEKEND PERMITS
Students can purchase monthly evening and weekend permits at Parking Services from Monday to Friday between 7:30 am and 4:00 pm for $20.00 plus GST.

Evening parking hours: 4:30 pm and 11:00 pm, Monday to Friday.

Weekend parking hours: 6:00 am and 10:00 pm

Monthly evening / weekend permits are:
- Valid for Parkade A/B and designated lots (C, D, E, F, H, HP, J and L)
- Not valid for hourly lots, M Parkade or underground parking in HP, Spartan Centre (Y Building) and CAT

HOURLY OR DAILY PARKING
Short-term parking is available at designated lots on a first-come, first-serve basis. Hourly or daily permits can be purchased at pay-and-display machines at the lot and must be clearly displayed on the dashboard of the vehicle, with the time stamp facing up. For hourly lots at Main Campus, see the map on page 2 of this handbook.

BYLAW ENFORCEMENT IN EFFECT
You must display a valid permit or payment stub on your vehicle when parking on campus. Protective and Parking Services maintains ongoing enforcement across all lots and will issue City of Edmonton bylaw tickets for infractions. Vehicles parked inappropriately may be tagged or towed at the owner’s expense.

Please respect parking bylaws. Do not infringe on parking spaces in nearby residential and business properties.

For more information on parking, visit mynait.nait.ca/parking.htm
OFFICE OF DIVERSITY
EQUITY AND INCLUSION

NAIT is committed to providing a safe and inclusive learning and working environment for all members of our community.

The Office of Diversity, Equity, and Inclusion provides programs, services, and resources that help students:

- Build community
- Experience a sense of belonging
- Learn about different perspectives, identities, and cultures
- Thrive in a diverse community

WESTT+
WESTT+ stands for Women (and other gender minorities) in Engineering, Science, Trades and Technology. We are a community that celebrates and promotes excellence and resiliency in the technical spheres. Our events and programs empower and support woman, trans, and gender-diverse NAIT students to excel in their field of choice. Before you go, make sure to go WESTT+. For more information, email safespaces@nait.ca.

INTERNATIONAL PEER MENTORS
The International Peer Mentors are a team of student leaders who provide friendly transition and integration support to students who are new to Canada through peer mentorship. The International Peer Mentors also help to cultivate intercultural conversation opportunities on campus. For more information or to get connected to an International Peer Mentor, email internationalcentre@nait.ca.

LGBTQ2+ COMMUNITY BUILDING
NAIT aspires to be a safe space for its Two-Spirit, Lesbian, Gay, Bisexual, Pansexual, Transgender, Queer, Questioning, Asexual, Intersex, Genderfluid, Genderqueer, Non-binary and other sexual and gender diverse-identified students. Support for LGBTQ2+ folks is integrated into service delivery. The community of queer people at NAIT is vibrant. Every March, we celebrate Pride Week and many other opportunities for community exist. To get connected, email safespaces@nait.ca.
WELL-BEING SERVICES

At NAIT, learning and growth happens outside of the classroom, too! Well-being Services encompasses a variety of services and programming to help you improve and maintain your mental and physical health.

FACILITY ACCESS FOR NAIT STUDENTS

Full-time NAIT students have a mandatory Recreation and Athletics Fee of $70+GST/semester included in their tuition. Part-time students are not assessed the Recreation and Athletics fee. To use NAIT’s recreational facilities, a monthly student rate pass can be purchased for $17.50+GST/month.

NAIT has many recreation facilities available to support your wellness, including the gymnasium, arena, fitness and weight centre, pool, squash/racquetball court, spin room, indoor running track and boulder climbing wall.

Please be advised that due to the COVID-19 pandemic, access to these areas during the 2020/21 academic year will be dependent upon current legislated restrictions on gatherings, group sizes and other measures taken to help reduce the spread. Should these facilities be unavailable due to COVID-19, NAIT will provide alternative wellness resources for students to engage in recreation activities. Please visit nait.ca/recreation for the latest information on the status of recreation facilities.

CAMPUS RECREATION SERVICES

Did you know that achieving 150 minutes of physical activity each week may help improve your academic performance? Visit nait.ca/recreation to find your next physical activity or intramural adventure!

STUDENT WELL-BEING SERVICES

NAIT cares about your mental health and well-being and we offer many ways to support you. Visit nait.ca/mentalhealth to find a listing of community resources, mental health education and courses, and upcoming events. We are here to educate and support you through your learning journey!

CHAPLAINCY

NAIT chaplains are faith leaders who are available to help guide NAIT students and staff on matters of spirituality or mentorship. Our chaplains represent several faith communities, but they welcome inquiries from people of any or no religious affiliation. For more information and a list of our chaplains, please visit nait.ca/chaplaincy
Our goal is to improve communication with apprentices on all campuses to ensure you have access to all the services we have to offer at NAIT for you to be successful. We offer study skills workshops and services to help guide your learning experience at NAIT. Please contact us at apprentice@nait.ca

WELCOME TO NAIT

Congratulations on your decision to choose NAIT for the technical training portion of your apprenticeship. The following information is presented to assist new and returning apprenticeship students. Please take advantage of all the resources available to you to make your technical training a positive learning experience. Good luck in your apprenticeship training!

For questions and concerns that relate specifically to NAIT, please contact the Student Service Centre in CAT 180 or phone the Student Success Contact Centre at 780.471.NAIT or toll free at 877.333.NAIT. You can also email askNAIT@nait.ca.

For questions and concerns specifically for Alberta Apprenticeship and Industry Training (AIT), please contact them, Monday to Friday from 8:00 am to 4:30 pm.

General information on apprenticeship can be accessed from the Alberta Industry and Training website at tradesecrets.alberta.ca

ORIENTATION

Program staff will provide new and returning apprentices with a comprehensive orientation on the first day of classes. The orientation will include an overview of both the program and the apprenticeship expectations for the upcoming period of technical training. Some topics to be covered are:

- AIT course outline (tradesecrets.alberta.ca)
- Timetable
- List of textbooks, Individual Learning Modules (ILMs) and supplies
- Information regarding shop/lab regulations
- Dress and protective equipment required for shop and lab
- Policies/penalties regarding cheating and plagiarism
- NAIT program contact number
- Fire and emergency evacuation procedures
- Policy for return of library materials
- Apprenticeship awards, scholarships, bursaries
- Campus hours of operation
- Hours of operation and location of cafeteria

APPRENTICESHIP BEHAVIOUR

NAIT prides itself on providing a safe and healthy learning environment for all students. Apprentices are expected to conduct themselves in a responsible manner that does not disrupt the learning process or business activities of NAIT. NAIT’s Student Conduct Guideline (SR1.1) outlines the responsibilities of students and defines inappropriate conduct. To review the complete document, please go to the NAIT home page (nait.ca). Examples of behaviour that constitutes student misconduct are listed in that guideline, and it is the student’s responsibility to familiarize themselves with that document.

Under the NAIT Student Conduct Discipline Process Procedure (SR1.2), and depending on the severity of the misconduct, the apprenticeship liaison officer may be consulted and the apprentice may be subject to discipline up to and including expulsion from the program.
ATTENDANCE
Attendance is mandatory and Alberta Apprenticeship and Industry Training has its own guidelines in place which the programs are obligated to enforce. Apprentices are required to attend technical training each and every day that classes are held.

ABSENCE
Attendance in classes is critical and will be monitored on the basis of the following:
• A maximum of three days of excused absence is permitted due to illness or crisis
• A special report will be submitted by the NAIT program to Apprenticeship and Industry Training (AIT) for every six hours of absence
• At 12 hours of absence, AIT will discuss attendance issues with the apprentice unless the NAIT program advises that the absence is justifiable and that there is no further action to be taken at that time
• At 18 hours (three days) of absence, a special report will be forwarded to AIT and the apprentice will be terminated from the class unless the NAIT program states that the absence was justifiable and that, in his or her opinion, the apprentice should be given the opportunity to continue
• Being late for class is considered absenteeism. Habitual lateness is cause for termination
• Leaving the institute without permission during class hours may result in the apprentice being dismissed from the program
• All labs and shop activities are mandatory. Apprentices who do not participate in lab and shop activities may be given a mark of zero and may not be allowed to proceed in training and a termination from class recommendation may be made

LATENESS
If you are late any part of an hour, you are regarded as absent for one hour. Three lates constitute a half-day (three hours) absence. If you are late four times, a special report form will be submitted and you may be interviewed by the apprenticeship liaison officer and/or the program chair. If you do not adhere to the conditions set forth in the interview, you may be dismissed from the program.

USE OF ELECTRONIC DEVICES
The use of non-sanctioned electronic devices (cell phones, smartphones, cameras, recording devices) in class can be considered as disruptive to the learning environment under the academic regulations (see above) and may be dealt with accordingly.

USE OF CALCULATORS
As AIT provides calculators for apprenticeship exams, NAIT recommends the use of the same calculator in class. At a minimum, only non-programmable calculators are permitted in class. The use of a cellphone calculator function in the classroom is not permitted (see Use of Electronic Devices).
EMPLOYMENT INSURANCE (EI)
Apprentices applying for EI benefits must apply online. You will require a reference code to access the apprentice application form. The reference code is provided with your acceptance letter. To apply online:
- Go to servicecanada.gc.ca
- Language – English or French
- Access Online Services
- Apply for regular Employment Insurance benefits

GRANTS FOR APPRENTICES
Apprentices attending technical training may qualify for a grant through the Government of Alberta’s Skills Investment Program.

To obtain these applications, you can contact the Student Funding Contact Centre at 780.427.3722 or any Canada/Alberta service centre or your regional apprenticeship office (see the AIT website tradesecrets.alberta.ca). These application forms can also be picked up at the Student Service Centre (CAT180) on the NAIT Main Campus and the main office at all other campuses.

ONE AT NAIT CARD
Apprenticeship students are issued a one AT NAIT card, which contains their name and NAIT student ID number.

This card is valid anywhere in the institution and must be provided for proper identification. As well, this card provides access to institute services. It also serves as a means of identification in shop AT NAIT. One at NAIT cards may also be used for:
- Library card (Learning Teaching Commons).
- Taking out athletic or audio visual equipment.
- Admission to all athletic events at NAIT.
- Paying for photocopies/printing after adding money to the card.
- Paying for food services after adding money to the card.

PRE-EXAM INSTRUCTIONS
- Please be at the exam location with your instructor no later than 20 minutes before the scheduled exam start time.
- Bags, cellphones / electronic devices, coats, hats, hoodies, and ball caps are not permitted in the exam room. Anyone bringing these or other materials will not be permitted to enter.
- A cellphone activated during an exam will result in an expulsion.
- Please bring at least two HB pencils and an eraser. Do not bring any other materials. An HB pencil must be used, as this is the only type that a scanner will pick up.
- Food and drink (except for water in a closed container) will not be allowed in exam rooms except for medical reasons.
- You must bring photo ID with you and leave it on your table during the exam.
- Calculators, calculation sheets and other exam materials will be provided.

Calculators provided are the Casio FX-260 or the Sharp EL-520W Advanced D.A.L. Scientific model. If you are not familiar with this model, instructions are available.
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