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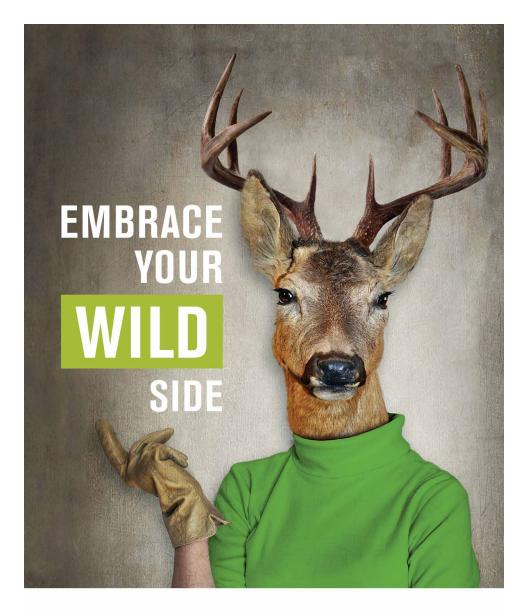


PROPERTY OF		
ADDRESS		
PHONE		
E-MAIL		

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 their 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.





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Student Resolution Office

Get social.

NAIT STUDENTS' ASSOCIATION (NAITSA)



naitsa.ca



@naitstudent



NAIT Students' Association



@naitsa



NAIT Students' Association (NAITSA)

OOKS LIFE (NAITSA EVENTS)



ookslife.ca



@ookslife



Ooks Life



@ookslife



@ookslife

CAMPUS CLUBS



naitsa.ca/clubs



@naitsaclubs

NEST EATERY



nestatnait.ca



@nestatnai



Nest at NAIT



@nestatnait

THE NAIT NUGGET



thenuggetonline.com



@thenaitnugget



The NAIT Nugget



@thenaitnugget

NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY (NAIT)



nait.ca



@nait



NAIT



@nait



NAIT (Northern Alberta Institute of Technology)

CAMPUS





LOCATIONS

EDMONTON

Main Campus 11762 - 106 Street nw

Patricia Campus 12204 - 149 Street nw

Souch Campus 7110 Gateway Boule NAIT Distribution Centre 11311 - 120 Street nw

BUILDINGS

Α Industrial Building В B-Building

Gateway Mechanical Services Centre

Centre for Applied Technology

Services Building Ε Technical Building

F Medical Wing Heavy Equipment Technology Building HET

J-Wing L

Continuing Education and Industry Training Centre Х Sandvik Coromant Centre

Central Building PE Human Resources Building

Princess Elizabeth Building Productivity and Innovation Centre

Activities Centre Т Administration Building

Learning Resources Centre ٧ Industrial Technical Building

W hp Centre WHE Western Hog Exchange South Learning Centre Spartan Centre

OFFICES AND SERVICES

S-105 Athletics Campus Recreation Services 0-117 CAT Computer CAT-215 W-111

Computer Training Centre L-217 Corporate and International Training Counselling Centre

W-111PB 0-119 W-101 International Centre U-310 Library Services 1-142 NAIT Assessment

NAIT International NAITSA Computer

F-134

0-117

W-203 Commons F-131 NAITSA (NAIT Students' E-121 T-409

Nisohkamåtotan Centre Office of the Registrar 0-112 one AT NAIT CAT-180N Parking Office D-104 Protective Services W-111PB Learning Services X-114 Shop at NAIT CAT-180 Student Awards

Student Engagement

CAT-180 Student Service Centre Advising and Career Development Service Services

Funding and Financial Aid Services Pre-Admission Immigration Advising

Student Payments Student Study Lounge U-210 0-117 Student Well-being and Community L-159 The Welcome Centre U-210A Tutorial Services

Map locations are subject to change. Visit nait.ca for most current information.

IMPORTANT NUMBERS

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

Visit nait.ca/nait/contact/student-service-centre for live online assistance.

NAITSA

naitsa.ca

780.471.8855
780.474.0121
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
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
Protective Services	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

HEALTH

Alberta Health Services 24/7	780.424.2424
Distress Line	780.482.4357
Health Link	811
Kids Help Phone	Toll free 1.800.668.6868
	Text 686868
Sexual Assault Centre (24 hrs)	780.423.4121
Mental Health Help Line	1.877.303.2642

LEGAL ADVICE AND INFORMATION

Legal Aid Edmonton	780.427.7575
Student Legal Services	780.492.2226

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

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.

CAMPUSPLACES

Campus Places are subject to change; please refer to nait.ca for the most current information.

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

EMERGENCY STUDENT LOANS

O108, Main Campus estl@nait.ca

FOOD CENTRE

O108, Main Campus

780.491.3966

foodcentre@nait.ca

HEALTH AND DENTAL COORDINATOR

O108, Main Campus

780.471.7730

studentplans@nait.ca

PEER SUPPORT

J209B, Main Campus

SERVICE HUB

O108, Main Campus

U-PASS COORDINATOR

O108, Main Campus

780.491.3966

upass@nait.ca

-

ALUMNI RELATIONS

nait.ca/alumni

W205, HP Centre, Main Campus

780.471.8539

CAMPUS WELL-BEING SERVICES

O117, Main Campus

780.471.7713

wellbeing@nait.ca

COMPUTER COMMONS

See nait.service-now.com/its_public for more info.

CAT COMPUTER COMMONS

nait.ca/computercommons

CAT215, Main Campus

LIBRARY SERVICES

U310, Main Campus

NAITSA COMPUTER COMMONS

W203, Main Campus

_

COUNSELLING CENTRE

nait.ca/counselling

W111PB, Main Campus

counselling@nait.ca

FINANCIAL

SCHOLARSHIPS AND BURSARIES

nait.ca/scholarships

780.491.3056

awards@nait.ca

NAIT FINANCIAL AID AND STUDENT FUNDING

nait.ca/nait/life-at-nait/financial-aid

FOOD

NEST EATERY

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)

Bytes (NAIT FIF Certifi

Embers (Building Y)

Plates (Patricia Campus)

Souch Campus

The Square (CAT building)

CAMPUSPLACES

Campus Places are subject to change; please refer to nait.ca for the most current information.

INTERNATIONAL STUDENT CENTRE

W101, Main Campus

intercultural@nait.ca

LEARNING SERVICES (DISABILITIES AND

LEARNING SUPPORTS)

learningservices.nait.ca

780.378.6135

learningservices@nait.ca

LIBRARY SERVICES

library.nait.ca

Library Room U310

780.471.8777

library@nait.ca

In addition to student library services, you will find 110 computers, collaboration rooms, loanable technology, study lounge, specialized printing and

makerspace devices.

NAIT ATHLETICS naitooks.com

naitooks.com

E131, Main Campus

NAIT NEWSWATCH

naitnewswatch.ca

Twitter @naitnewswatch

NAIT RETAIL SERVICES

shop.nait.ca

Shop@NAIT

Main, Patricia, Souch campuses

780.491.3101

shop@nait.ca

NÎSÔHKAMÂTOTÂN CENTRE

E121, Main Campus

780.491.3917

aboriginalcentre@nait.ca

THE NUGGET (STUDENT NEWS)

thenuggetonline.com

O105, Main Campus

780.471.7615

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

asknait@nait.ca

STUDENT EMPLOYMENT

nait.ca/studentemployment

STUDY SPACES

CAT STUDY LOUNGE

CAT 2nd Floor, Main Campus

LIBRARY STUDY SPACE

U210, Main Campus

NAITRIUM STUDY LOUNGE

J104, Main Campus



WHAT IS NAITSA?

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, which may not be available in every classroom. Volunteering, 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.



ELECTED REPRESENTATIVES

SENATE

The Senate is the "governing body" of NAITSA and is elected elected annually to make decisions in the best interests of students. The Senate is comprised of 12 students, elected annually in October, to represent five campus electoral zones. 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 cocurricular transcripts. There are two evenings of training followed by ten Senate meetings throughout the year (held on Wednesdays). See the nomination package for candidate eligibility. If you are interested, please visit our website below or contact Leeanne Mills at leeannem@nait.ca

Senate nominations open August 23 - September 26, 2022 at 4:00pm (dates subject to change).

For more information, visit naitsa.ca/elections

EXECUTIVE COUNCIL

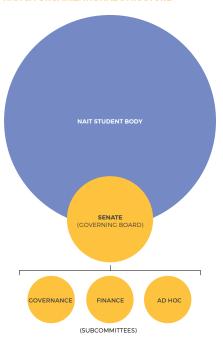
NAITSA's Executive Council includes the President, Vice President Academic, Vice President External and Vice President Internal. Each executive holds a portfolio covering different aspects of student life. They are elected by the student body annually in February to represent NAIT students on committees and at all levels of government, and to pursue 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 the nomination package for candidate eligibility. If you are interested, please visit our website below or contact Leeanne Mills at leeannem@nait.ca

Executive Council nominations open January 3 – January 30, 2023 at 4:00 pm (dates subject to change).

For more information, visit naitsa.ca/elections

NAITSA ORGANIZATIONAL STRUCTURE



PRESIDENT VP EXTERNAL VP ACADEMIC VP INTERNAL

(REPRESENTATION)



EXECUTIVECOUNCII

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 the 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. Your elected NAITSA student President can be reached at: sapresident@nait.ca

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, Your elected NAITSA student VP Academic can be reached at: savpacademic@nait.ca

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. Your elected NAITSA student VP External can be reached at: savpexternal@nait.ca

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. Your elected NAITSA student VP Internal can be reached at: saypinternal@nait.ca



NAITSAPRESIDENT

Hello everyone, I'm Kaedee Fythe (she/her), this year's NAITSA President, and I am beyond excited and honored to serve NAIT Students during the 2022-2023 Academic Year!

Spokesperson. Strategist. Student Executive.
I'll be representing the NAIT student body in these
key roles in the upcoming year; my ambition is to
motivate and support their overall success.

For NAIT Students, I encourage three main things:

- Get involved. Connect with your peers and have fun at NAITSA Events.
- 2. Be courageous and ask questions.
- Maximize student resources for student success.

I am currently enrolled in my fourth-year of a bachelor's degree in Business Administration (BBA) in Finance and Human Resource Management. I've also served as a Nimbus Academic Tutor since 2020, offering tutelage in Accounting, Finance and Economics, and since 2019, I've loved learning at the NAIT Mawji Centre for New Venture and Student Entrepreneurship events! Here are some highlights about me and the experience I bring to this role:

NAITSA Senate Board: I served as a NAITSA Senator during the 2020/21 academic year and received the Becky Kallal Golden Gavel Award for Excellence in Student Governance.

NAIT Board of Governors: I served on the NAIT Board of Governors, as the Student-at-Large Representative in the Industry Partnership and External Relations during the 2020/21 academic year. In this role, and as a NAITSA Senator, I gained valuable experience in overseeing the strategic decisions for NAITSA as a non-profit organization.

As President this year, I will be getting involved with student consultations about NAIT tuition, MNIF proposals and more. I'm looking forward to the work I'll be doing with the NAIT Policy Committee, Office of the Ombudsperson, Academic Council, and others.

If there's any area of student life where
I can be of assistance, please email me at
sapresident@nait.ca, and say hi when you see me.
I'd be delighted to chat and connect! I'm open to
meeting virtually or at the NAITSA office to talk about
your values and experiences as a NAIT student, and
to share my insights about how NAITSA can support
your personal and professional growth.

Cheers!

Kaedee Fythe PRESIDENT NAITSA.CA/EXECUTIVE-COUNCIL
O108 (NAITSA OFFICE)
780.471.7608
SAPRESIDENT@NAIT.CA



NAITSAVP ACADEMIC

Hello, fellow students!

My name is Renata S. Medeiros, and I am thrilled to come back as your Vice President Academic for 2022/2023!

I am an international student from Brazil. I graduated from NAIT's Photographic Technology program in 2021 and am now pursuing my bachelor's degree in the BTech program. During my three years at NAIT, I had the chance to volunteer in multiple events and was able to create meaningful connections with peers that I am sure will last for years! And this is a tip for you – if you are looking to engage with campus life and make the most out of your time at NAIT, make sure to participate in our NAITSA events and get some volunteer hours! The time you will spend studying here will pass by fast, so take the opportunity to make memories that will last a lifetime.

During these past years, we've had some ups and (many) downs, and being able to serve as your VP Academic allowed me to connect with hundreds of students and listen to what they had to say and what you need to be successful. It opened my eyes to what services could be improved to make your experience better at NAIT, and that is why I decided to come back for a second term. There is still a lot to be done, and I believe we can work together to improve your experience while at the institution.

As your VP Academic, I can support you with any academic grievances you may be facing. For example, if you've been having an issue with an instructor or a peer, got a grade you believe doesn't reflect your work, or anything related to your studies that you would like me to know about and advocate for it, feel free to contact me to talk about it. I can provide you with the resources available to you as a student, guide you through them, and be your moral/emotional support person during meetings with NAIT staff if you don't feel comfortable being by yourself.

Feel free to stop me in the hallway, come to the NAITSA office, or email me at savpacademic@nait.ca if you would like to chat! I am excited to connect with you all, and I hope you have a fantastic year!

Renata Medeiros

VP ACADEMIC

NAITSA.CA/EXECUTIVE-COUNCIL
O108 (NAITSA OFFICE)
780.471.7607
SAVPACADEMIC@NAIT.CA



NAITSA VP EXTERNAL

Hello Students!

My name is Jody Gylander and I am incredibly excited to be your VP External for the 2022/2023 school year!

I am a mature student and I am currently enrolled in the Business Management program. I am also a past graduate of NAIT's electrical apprenticeship program. Prior to attending NAIT, I had spent nearly twenty years working in the electrical construction industry. Like many people, the last few years have served as a time of reflection, reevaluation, and even seeking new oppourtunities. For myself, I choose to pursue an education at a school which had already brought me so much success in my career.

I am looking forward to the coming school year and working with NAITSA staff and the rest of your new executive council. I am especially delighted to have the oppourtunity to engage with our student body, listen to your stories and experiences and be a resource to enhance your time at NAIT.

Jody Gylander
VP EXTERNAL

NAITSA.CA/EXECUTIVE-COUNCIL O108 (NAITSA OFFICE) 780.471.7609 SAVPAEXTERNAL@NAIT.CA



NAITSA VP INTERNAL

Hello!

My name is Tyleen Saison and I am honoured to be your VP Internal this academic year.

I am currently studying in the Visual Communications stream of the DMIT program. Outside of my studies and my role at NAITSA, you'll find me playing video games, drawing, or working on my next cosplay. I genuinely believe that a work/school/life balance is so important, and I encourage you to prioritize this throughout your studies!

Over my time at NAIT I have been involved in many roles on campus. I have had the pleasure of working at NAITSA on the Campus Activities Board for the past 3 years. First as a Clubs Coordinator before moving into the Digital Media Coordinator position. I continued to be involved within NAITSA, as VP Finance of the DMIT DIVE Club, formerly known as Womxn of DMIT. All this led me to my role today. Through my experiences at NAIT and with NAITSA I have become so invested in the community that is NAIT. For me, being able to take part in events, volunteer and join clubs really helped me create a deeper connection to this community. That connection to the community is a part of the student experience. I believe that every student should have options and opportunities to have that fulfilling student experience.

I am absolutely thrilled to be representing you this year as your VP Internal. In this role, I will be helping students navigate concerns, create new student opportunities, and continue to foster campus life. Your experience at NAIT goes beyond the classroom, and we will work together this year to make it one to remember.

Feel free to reach out, I would love to hear from you about any questions or concerns. You can send an email to savpinternal@nait.ca, or stop by my office. My door is always open, and I can't wait to get to know you all throughout this next year and help you get the most out of your student experience.

Tyleen Saison

NAITSA.CA/EXECUTIVE-COUNCIL
O108 (NAITSA OFFICE)
780.471.8883
SAVPINTERNAL@NAIT.CA



NAITSA FEE STRUCTURE

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 17. For more information about Health and Dental fees, see page 18.

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

NAITSA MEMBERSHIP FEE	2022-2023	NOTATIONS
Full-time study & per semester cap	135.00	D
Part-time study (per credit)	15.00	D
Online/home study (per credit)	6.75	E F
Auditing (per credit)	-	G
STUDENT BENEFIT FEES	2022 - 2023	NOTATIONS
Medical (per semester)	64.00	BCD
Dental (per semester)	65.00	BCD
U-Pass (per semester)	180.00	ABD
APPRENTICESHIP PROGRAMS	2022 - 2023	NOTATIONS
4 weeks	35.88	н
5 weeks	44.88	н
6 weeks	53.88	н
7 weeks	62.88	Н
8 weeks	71.88	н
10 weeks	89.88	Н
12 weeks	107.88	н

NAITSA Fees for Apprentice students are pro-rated to the per semester cap based on a 15-week term.

NOTATIONS

- A Eligible to opt-out at NAITSA Office = CNIB, ETS & NAIT full time employees, practicum students over eight weeks outside service area
- B The Summer & Spring term fees align with Fall and Winter respectively, but have no U-Pass or Student Benefits
- C Students eligible for Medical & Dental may opt-out if they submit proof of existing coverage
- D NAIT Staff, Athletes & International exchange students pay same fees & receive same services as all others
- E Exclusively online or distance delivery students pay approximately 45% of the full NAITSA fee
- F Students who are exclusively online/distance delivery are NOT eligible for U-Pass
- G Auditing students do NOT pay any fees, and are NOT eligible for U-Pass or Medical & Dental
- H Apprentice students are NOT eligible for U-Pass or Medical & Dental due to their condensed schedule

NAITSA STUDENT APPROVED BUDGET

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.

Student-focused services 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.

	ANTICIPATED REVENUE (\$)	APPROVED EXPENSES (\$)	NET (\$)
General administration	3,619,434*	1,548,116	2,071,318
Meetings, development, and training	_	77,116	(77,116)
Communications	_	546,294	(546,294)
Governance and awards	5,000	63,694	(58,694)
Conferences and affiliations	_	132,415	(132,415)
Discretionary funds	_	32,000	(32,000)
Food and beverage operations	823,721	890,827	(67,106)
Campus life activities	_	661,260	(661,260)
Publications	9,000	112,888	(103,888)
Advocacy	_	121,150	(121,150)
U-Pass	3,240,000	3,242,160	(2,160)
Games room	1,000	600	400
Student benefits	2,233,000	2,195,113	37,887
Campus Clubs	_	424,279	(424,279)

*Includes student fees





To activate your U-Pass, eligible students should follow these steps:

- 1. Confirm you are enrolled in a credit course on-campus.
- 2. Confirm you have paid your U-Pass fee.
- 3. Update your one AT NAIT card to a Smart Fare-compatible one for free. For the one AT NAIT issuing locations and hours of operations, please visit nait.ca/one
- 4. Go on your MyNAIT Student Portal to register your card and activate your U-Pass. It can take up to 2 hours to activate your U-Pass before you can use it on transit. You will get an email once it is activated and ready for use.
- 5. To use your U-Pass, simply tap your one AT NAIT card on a card reader when using public transit in the service areas. You will either tap your card in the "Proof of Payment Area" on the LRT platforms, or upon boarding the bus.



Scan the QR code for a step-by-step video on how to activate your U-Pass.

All credit students at NAIT are assessed a U-Pass, except for 100% online & apprentice students. For more detailed information about eligibility and exemption criteria, please check naitsa.ca/upass













SERVICE HUB

The Universal Transit Pass (U-Pass) is a group discount program that lowers the cost of transit for NAIT students.

SmartFare is here! No more U-Pass stickers – just tap and ride! NAITSA and NAIT are proud to be the first post-secondary institution in Canada that has integrated SmartFare transit technology with the one AT NAIT student identification card!

Find out more about Edmonton's transition to SmartFare at edmonton.ca/projects_plans/transit/ smart-fare.aspx or visit naitsa.ca/upass

NEED YOUR U-PASS ACTIVATED?

- Check if you are eligible to receive a U-Pass. You
 must be taking a credit course in the Fall or Winter
 terms. If eligible, this fee will appear on your
 student financial statement on your MyNAIT Portal.
- Pay your tuition and fees, including the U-Pass fee. in full.
- Have a valid and current one AT NAIT Card (OneCard student ID Card).
- Go on your MyNAIT Student Portal to activate your U-Pass digitally.
- Visit naitsa.ca/upass for additional U-Pass information or inquiries.
- Tap your one AT NAIT card 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 (exclusively online & apprentice students are not eligible). It is \$180 for each semester. U-Pass is not available in the spring or summer terms.

In the case of lost or stolen one AT NAIT cards, students can deactivate their one AT NAIT Cards online via the MyNAIT Student Portal. If a new one AT NAIT Card is required to be reprinted and repurchased, the U-Pass fee is not charged again. The U-Pass is non-transferable and may only be used by the student to whom the U-Pass is issued.

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.

NAITSA.CA/UPASS O108 (NAITSA) 780.491.3966 UPASS@NAIT.CA

A participating student who fails to comply with the rules, regulations, policies and bylaws of Edmonton Transit, Strathcona Transit, Spruce Crove 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 FOR A U-PASS EXEMPTION?

- Transit staff
- Seniors (aged 65+)
- · DATS/SCAT/HANDIBUS users with a valid card
- · Those receiving financial assistance from AISH
- Students who live greater than a 100km radius away from the NAIT campus where their in-person classes are delivered
- Double-enrolled students (students that attend NAIT and another U-Pass partner school)
- Practicum students outside the service areas (students on practicum eight weeks or longer and their applicable course begins before the respective deadline of that term, may be eligible)

HOW TO APPLY FOR A U-PASS EXEMPTION

To apply for an exemption, complete the U-Pass Exemption Form with the supporting documentation by the assigned deadline at naitsa.ca/upass-exemption-application

FALL TERM EXEMPTION DEADLINE: September 30, 2022 at 4:00 pm

WINTER TERM EXEMPTION DEADLINE:

January 27, 2023 at 4:00 pm

An exemption application form must be completed for each term of eligibility. year to year. Exemption requests do not carry forward.

SERVICE HUB HEALTH AND DENTAL

NAITSA provides health and dental coverage to over 8,500 students each year, and it is our duty to assist you in completing all proper documentation (to opt out, opt in, or add dependents to the plan), and answer any questions you may have. If you change programs at any time, please notify us as soon as possible to verify your coverage status.

THE STUDENT HEALTH & DENTAL BENEFITS PLAN

If you are enrolled in a Fall-term credit course that starts prior to September 30, 2022, or a Winter-term credit course that starts prior to January 27, 2023, you are automatically assessed the corresponding fees for that respective term, and are automatically enrolled in the plan. All credit students are assessed these fees, including Upgrading and Open Studies, part-time and full-time students, in an online or face-to-face delivery format.

- Health fee: \$128.00 per academic year, charged in two payments of 64.00 per Fall and Winter term.
- Dental fee: \$130.00 per academic year, charged in two payments of \$65.00 per Fall and Winter term.

This plan is NOT available for students enrolled exclusively in non-credit, ESL, auditing, or apprenticeship courses. The health and dental fees are not assessed to students enrolled in the Spring/ Summer terms.

WHAT DOES THE PLAN COVER?

The following highlights are provided as a summary of benefits. For further details, please visit mystudentplan.ca/nait

PRESCRIPTION DRUGS

Reimbursed at 80%, to a maximum of \$3,000 per benefit year. Based on the National Formulary with a generic rider. Includes some vaccines.

VISION

Reimbursed at 100%, to a maximum of \$80 for eyeglasses or contact lenses, once every 24 months, and limited to one eye exam every 24 months, based on reasonable and customary charges.

PARAMEDICAL PRACTITIONERS

Reimbursed at 80%, to a maximum of \$20 per visit and an overall plan maximum of \$300 per practitioner per benefit year. Practitioners must be registered and licensed in their field of practice. Includes registered massage therapist*, physiotherapist*, osteopath, naturopath, chiropractor, podiatrist, chiropodist, and speech language pathologist*.

*Physician prescription is required.

NAITSA.CA/HEALTH
O108 (NAITSA)
780.471.7730
STUDENTPLANS@NAIT.CA

PSYCHOLOGIST OR SOCIAL WORKER

Reimbursed at 80%, to a maximum of \$500 per benefit year. Practitioners must be registered and licensed in their field of practice.

DENTAL COVERAGE

Diagnostic and preventative procedures reimbursed at 100% (Select Dentists) or 70% (Alternate Dentists), once per benefit year. Fillings reimbursed at 80%. Extractions reimbursed at 50%, limited to 2 wisdom teeth 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; pre-determination required).

AMBULANCE

Reimbursed at 80%, to a maximum of \$250 per occurrence

MEDICAL EQUIPMENT & SUPPLIES

Reimbursed at 80%. A physician's prescription is required; pre-determination is recommended.

Custom-made orthopedic shoes limited to \$150 per foot, per benefit year.

EMERGENCY TRAVEL INSURANCE

Maximum \$5 million coverage for emergencies and illnesses while travelling.

ACCIDENTAL DEATH & DISMEMBERMENT

\$5.000 loss of life benefit.

TUTORIAL

Reimbursed at 80%, up to \$15 per hour, to a maximum of \$2,000 per benefit year for private tutorial service if the student is confined to home or hospital for a minimum of 15 consecutive school days.

NOTE: Coverage information is correct to the best of our knowledge at the time of publication. Please refer to mystudentplan.ca/nait for the most up-to-date information.

SERVICE HUB HEALTH AND DENTAL

OPT-OUT

If you already have comparable coverage through another insurance carrier (Blue Cross, Canada Life, Manulife, Green Shield Canada, etc.) or as a dependent on your parent's or spouse's plan, and you would like to opt out of the student benefits, you must submit the online opt-out form with proof of comparable coverage prior to the given deadline. Please note that provincial health care is not comparable coverage.

There will be **no exceptions** if the deadline is missed, and you will be required to pay the health and dental fees for the academic year.

- If you are enrolled in the Fall term, and 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 are enrolled in the Winter term and were not assessed the fees in the Fall term, but you miss the January deadline, your next opportunity to opt out will be the following September.

ATTENTION SPONSORED STUDENTS

Please double check the fees that will be covered by your sponsor, as many will not cover the health & dental fees. If you have comparable coverage, it is your responsibility to submit the online opt-out form before the applicable deadline.

Failure to opt out and withholding payment will result in your account being placed on financial hold, which may prevent you from enrolling in future courses, receiving your parchment after graduation, and accessing various NAIT services.

Once you have successfully opted out of the plan, it will carry forward indefinitely. You do not have to resubmit an opt-out form each year.

OPT-IN

If you previously opted out, and would like to opt back in, you must submit the online opt-in form prior to the given deadline, or within 30 days of your loss of alternate coverage.

FAMILY ADD-ON

If you are eligible for the plan and wish to purchase coverage for your dependent(s), you must submit the online family add-on form and pay the additional fees prior to the given deadline. Family add-ons do not carry forward each year. Submissions and payment must be made prior to the deadline each year.

- · Health fee: \$170.00 per year (1+ dependents)
- Dental fee: \$190.00 per year (1 dependent), OR \$315.00 per year (2+ dependents)

OPT-OUT, OPT-IN, AND FAMILY ADD-ON DEADLINES

September-start students only:

Friday, September 30, 2022 no later than 4:00 pm.

January-start students only:

Friday, January 27, 2023 no later than 4:00 pm.

The opt-in, opt-out, and family add-on forms can only be submitted online: mystudentplan.ca/nait

BLACKOUT PERIOD

New eligible students will be added to the plan approximately 6-8 weeks after the start of the term. During this blackout period, please keep all receipts for any eligible expenses incurred to submit claims to Canada Life after the plan is activated for reimbursement.

Please check the myNAIT portal, naitsa.ca, NAITSA's email newsletter, and NAITSA's various social media channels to find out when the plan is activated

- Twitter: @naitsa
- Facebook: @naitstudents
- Instagram: @naitstudents

Coverage for the Fall term lasts from September 1 -December 31. Coverage for the Winter term lasts from January 1 - August 31.

For more information on what your Student Health & Dental Plan can do for you, visit mystudentplan.ca/nait





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. Even more resources can be found at naitsa.ca/student-resources

MYWELLNESS

MyWellness is a central resource providing students access to mental health and wellness information and supports. 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. Free and anonymous mental health assessment
- 2. Mental health toolbox
- 3. Campus and community resources
- 4. Crisis lines information
- 5. Find a doctor search tool
- 6. Access to online video counselling (InkBlot Therapy)

MyWellness is free for 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. MyWellness was specifically developed with the Canadian post-secondary student in mind and focuses on the full cycle of support including awareness, education, and care.

Awareness: Information events and on-campus marketing campaigns.

Education: Toolbox, Online Mental Health Assessment.

Personal Action Plan Care: Online counselling and referrals to resources both on campus and in the community.

MENTAL HEALTH ASSESSMENT

Developed by leading Mental Health Professionals, the Assessment is based on the latest Diagnostics and Statistical Manual of Mental Disorders, 5th Edition and gold standards of evidence-based practice in mental health. The Personalized Action Plan that comes with the Assessment is developed based on the Canadian Network for Mood and Anxiety Treatment (CANMAT) Guidelines. The Assessment systematically asks questions to determine an area of risk as well as the level of risk related to the responses provided by the user. The Assessment does not aim to diagnose and does not replace the diagnosis of a professional mental health care provider, but it offers a starting point to lead you in the right direction. Take the assessment today (5-10 minutes), and immediately access tools for stress reduction and for managing your symptoms.

VIDEO COUNSELLING THROUGH INKBLOT THERAPY

Through the myWellness portal, or directly through inkblottherapy.com/naitsa, students can access Canadian mental health professionals through secure and confidential online video counselling via Inkblot Therapy. For individual counselling, students will answer a brief survey and will then have a choice of counsellors to pick from that are most suited to their needs. The Inkblot platform is easy to use and affordable.

Sessions can be 30, 60 or 90 minutes. The first online counselling session is free, and subsequent individual sessions are \$45.00 per half hour. The Student Health and Dental Benefits Plan will cover 80% of each session - that means students will only have to pay \$9.00 out of pocket. If you are not on the plan, your 30-minute session is still available at \$45.00.

For more information, visit mywellnessplan.ca/nait to take the first step to improving your mental health!



SERVICE HUB MENTAL HEALTH SUPPORT

PEER SUPPORT

YOU ARE NOT ALONE

Peer Support is a free, anonymous and confidential supportive listening service, for students by students. It is available online via LiveChat or 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. To start a chat online, visit naitsa.ca/peer-support during our operating hours.

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* or use our LiveChat service.

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.

*Provided that public health guidelines allow campus places to be open.

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 my.nait.ca/counselling or visit our Main Campus location in W111PB.* Walk-in consults may also be available in urgent situations In the event of public health restrictions and/or closures, we offer video and phone appointments. If your concern is urgent, we offer same- or next-day appointments.

NAITSA.CA/PEER-SUPPORT

J209B



IN CRISIS AFTER HOURS?

- mywellnessplan.ca/nait
- · wellnesstogether.ca
- kidshelphone.ca text 686868, phone 1-800-668-6868

AHS Access 24/7 - phone 780-424-2424, or visit inperson at the Royal Alexandra Hospital located at 10959 102 Street, Edmonton.

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.

*Provided that public health guidelines allow campus places to be open.



SERVICE HUB FOOD CENTRE

Hunger should not be a barrier to education.
The NAITSA Food Centre is here to support students in need and provide them with emergency food assistance.

Eligible students can request a food hamper twice a month from the NAITSA Food Centre. Each food hamper aims to provide students with three days' worth of non-perishable foods. In addition to a food hamper, students residing in Edmonton can receive a one-time referral to the Edmonton Food Bank.

IF YOU REQUIRE A FOOD HAMPER

- 1. Visit naitsa.ca/food-centre
- Click on the "Request a Hamper" button and submit the form.
- Eligible students will be notified to pick up their hampers at the NAITSA office located in O108.
- 4. Please remember to bring a reusable bag/box to transport your hamper items.
- 5. Remember to show your one AT NAIT card upon hamper pickup.
- Resubmit a hamper request after the 1st or 16th of each month as a returning client.

VOLUNTEER WITH THE NAITSA FOOD CENTRE

The NAITSA Food Centre is always looking for volunteers who would like to help during our annual events, or with The Gud Box delivery shifts, etc. Your assistance is invaluable in creating a community where all students are supported as they continue their education.

To apply, please visit naitsa.ca/food-centre and click the "Sign up to Volunteer" button to submit the form.

DONATE TO THE NAITSA FOOD CENTRE

In the 2021-2022 academic year, thanks to the NAIT community's generous donations, the NAITSA Food Centre gave out 334 hampers to students in need, plus 24 Holiday Hampers. If you wish to contribute to the NAITSA Food Centre, you can make a donation through our website: naitsa.ca/food-centre.

NAITSA.CA/FOOD-CENTRE 0108 (NAITSA) 780.491.3966 FOODCENTRE@NAIT.CA

Psst! Are you part of a club and want to earn GIV'ER points for your club, while helping other students? Ask NAITSA Campus Clubs how to hold a food drive through your club!!!

You can also purchase a Gud Box and \$5 of your purchase goes directly to our food centre. Or you can donate a Gud Box to a NAIT student in need at naitsa.ca/thegudbox

The NAITSA Food Centre will also gladly accept non-perishable and not expired donations. If you wish to donate in person, please email us at foodcentre@nait.ca

Here are some of the food products that are in demand:

- · Canned vegetables
- Canned fruits
- · Canned meat
- Instant oatmeal
- Peanut butter
- Instant noodles
- Pasta or rice

Since we launched The NAITSA Food Centre in 2014, we have handed out over 2935 hampers to NAITSA members in need. We have grown exponentially in the last few years. This year, to keep things fresh, we wanted to share with our Food Centre clients some additional food for thought. Please visit our website naitsa.ca/food-centre for meal planning resources and recipes!



THE NAITSA FOOD CENTRE IS HERE TO HELP

Hunger Should Not Be a Barrier to Your Education.

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

ноw то REQUEST A HAMPER

STEP 2

STEP 4

DONATIONS ARE ALWAYS WELCOMED

VISIT THE NAITSA FOOD CENTRE IN 0108

780.491.3966 foodcentre@nait.ca

for more info

ADDITIONAL SERVICES

EMERGENCY SHORT TERM LOANS (ESTL)

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 over 100 microwaves for students across NAIT campuses, paid for by your NAITSA student fee.

Find one close to you:
naitsa.ca/microwaves-for-students

TUTORING WITH NIMBUS LEARNING

NAITSA and NAIT Student Learning and Development have partnered with Nimbus Learning, a mobile learning platform provider, to ensure that we can easily provide support for as many courses as possible at NAIT while making the booking, communication and scheduling process as easy as possible.

NAITSA.CA/ESTL O108 (NAITSA) 780.491.7730 ESTL@NAIT.CA

Through the Nimbus Learning app, students can search for the course they need tutoring in, see available tutors, and then filter by price, rating, or language. Students wishing to tutor can also apply on our website naitsa.ca/tutor. Our tutors are vetted by Nimbus Learning and must receive at least 75% in the subject they wish to tutor. As a tutor, you can gain valuable tutoring experience, choose your hourly pay rate, and choose your own availability.

Nimbus has a new feature that allows students to have group study sessions. To set it up, at least one of the students must be registered to host the session.

Learn more at naitsa.ca/tutor

If you need technical support help, please email support@nimbuslearning.com

LIVECHAT

NAITSA operates a LiveChat feature during office hours at naitsa.ca. There are real people answering your questions (no bots here!). When you view our website, you will see our LiveChat bubble pop up. Simply start a chat and we will be happy to help!





The Ooks Life brand and platform began as a centralized hub for NAIT students to learn about the different involvement opportunities and events happening across campus.

At NAITSA, we work to create an engaging campus life experience for all students. Whether you want to get involved with your campus community, learn something new, or socialize with your fellow students – we have various unique opportunities to ensure you make the most of your time at NAIT!

WHERE CAN I LEARN MORE?

Ookslife.ca will be your go-to resource throughout your entire NAIT experience for events, clubs, and various other activities outside of the classroom! Here you'll learn about & RSVP for events, access your Involvement Record, and get involved with NAITSA Campus Clubs. Make sure you sign in to ookslife.ca—we wouldn't want you to miss out on all the unique opportunities that NAITSA and NAIT offer.

If you are looking for fun on campus – look no further than @ookslife on social media. Here you'll learn about NAITSA events, contests, and more! It's a great place to find out about what's happening across NAIT. Follow us on Facebook, Twitter, Instagram, and TikTok!

HOW DO WE MAKE THIS EPIC CAMPUS LIFE EXPERIENCE A REALITY?

The Campus Activities Board plays a vital role in making NAITSA's campus life the best experience possible each year! We might be biased, but it might be the best gig on campus!

OOKSLIFE.CA
O108 (NAITSA)
OOKSLIFE@NAIT.CA
@OOKSLIFE

CAMPUS ACTIVITIES BOARD

The Campus Activities Board is a group of students hired from diverse programs and backgrounds to help determine which events, initiatives, and supports to provide each year. These all-star students help plan, promote, and execute events, coordinate volunteer opportunities, and support campus clubs. 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!

Don't miss out on the opportunity to get involved on campus and make your college experience a memorable one! If you are interested in working on the Campus Activities Board during the 2023-2024 school year, applications open in January 2023.

ARE YOU LOOKING TO MAKE THE MOST OF YOUR TIME ON CAMPUS?

Ookslife.ca is a great starting place to learn about the events, involvement opportunities, and other activities facilitated by NAITSA. You'll also find everything you need to know about Campus Clubs and events hosted by various NAIT departments.





HOW DO I SIGN IN?

To check out what ookslife.ca has to offer:

- 1. Visit ookslife.ca
- Sign in using the same login credentials as your myNAIT Portal.
- Use the toolbar to browse Events, Organizations, and News. The filters can help you narrow down search results and find what you're interested in!

EVENTS

Each year you'll find over 2000 unique events posted to ookslife.ca for you to attend! Make sure you've RSVP'd and downloaded your event pass to participate in any event that catches your eye. NAITSA Events alone hosts around 180 events each year! You'll find all these events and details on ookslife.ca. From meditation to dirty bingo, karaoke to calligraphy, there's sure to be something that piques your interest! NAITSA's Campus Clubs use the platform to organize events and engage with their members.

Along with all the fun on ookslife.ca, you'll also notice that NAIT departments, including The Mawji Centre for New Venture and Student Entrepreneurship, the International and Intercultural Community Centre (IICC), and NAIT Career Services, use Ookslife.ca as the central hub for their event information.

EVENT PASS

Skip the lines and download your Event Pass! This unique QR code records your event attendance and helps you seamlessly check-in to any NAITSA events. Add your Ooks Life Event Pass to your smartphone's wallet and gain quick entry to our events – it makes it easier for you and our Campus Activities Board team!

TO DOWNLOAD YOUR EVENT PASS

- · Login to ookslife.ca on your mobile device
- Click on your user icon on the top right of the screen.
- From the drop-down menu, you will see the "Event Pass" option. Click here, and it will display your unique code.
- 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 or print the Event Pass.

CAMPUS CLUBS

Each year, NAIT students create a variety of clubs to showcase their hobbies and passions, or represent their academic program. Check out the organizations on ookslife.ca, as there are typically more than 80 active clubs each year!

Use ookslife.ca to browse the active clubs on campus to find one that interests you! If you can't find one that is the right fit, you can use ookslife.ca to create a new campus club. The NAITSA Campus Clubs team is here to support you in developing your club. Reach out to them at startclubs@nait.ca to answer any of your questions!

INVOLVEMENT RECORD

Get involved on campus! Learn about the different volunteer opportunities or student experiences available to NAIT students. Your Involvement Record within ookslife.ca will showcase your participation throughout your time at NAIT. This record can include your organization memberships, select event history, service hours, and more!

PATHS

Paths in ookslife.ca will guide you through different campus experiences towards achievements. Receiving credit for each path will be slightly different; joining organizations, attending events, and submitting self-reported experiences can all contribute to completing your path. You can explore the New Student Experience or the Volunteer Experience paths to win prizes, earn swag, and bolster your Involvement Record. Visit ookslife.ca to learn more, and stay tuned for more paths in the future!

MILESTONE

Through NAITSA, you'll have access to the Milestone platform. It helps students prepare for their desired careers by guiding them through identifying critical skills, building an e-portfolio, and earning badges to recognize their involvement and learning. Milestone can help you stand out from other applicants in a crowded job market! Complete the form on ookslife.ca to receive access to Milestone.

JOIN MILESTONE

Identify skills. Build your e-portfolio. Earn badges. Stand out.

The Milestone platform can help students prepare for their desired career. With the help of the employment website Indeed, Milestone identifies professional and career-specific skills you need for future career goals and industry expectations.

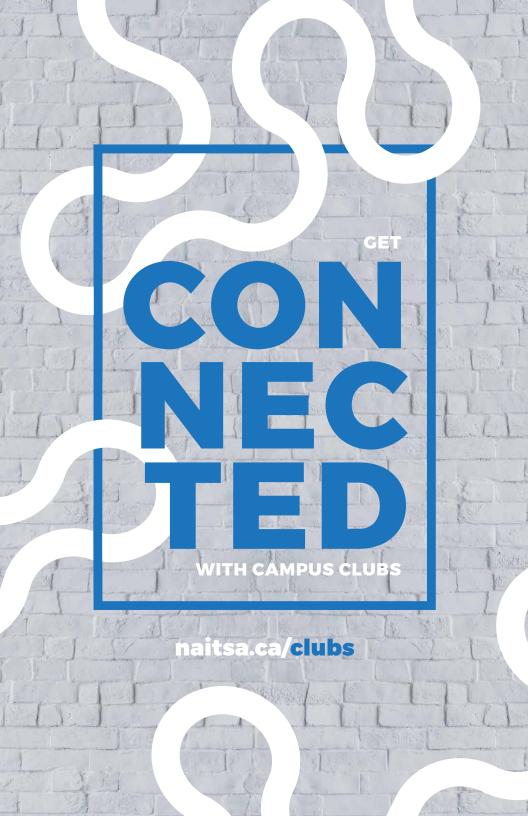
Impress others with your e-portfolio! Milestone allows you to create an e-portfolio to showcase work and specific skills from your classes or projects and share it with potential employers. Building your e-portfolio can help you stand out from other applicants.

The final piece of the puzzle comes from earning badges throughout your time at NAIT. These digital badges recognize your involvement and learning, and you'll see them in your e-portfolio. You can earn badges through NAITSA's New Student Experience, Campus Clubs training, and NAITSA event participation. Stay tuned for more ways to earn badges!

Complete the form below to receive access to Milestone







CAMPUSCLUBS

Be sure to visit us in person to make the most out of your time at school! NAITSA's Campus Clubs exists 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
- Funding available for club activities!

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

HOW TO START A CLUB

Ready to create your own club? It's pretty simple! Here are instructions on how to do so:

- Ensure you have three people to fill the executive roles: VP Operations, VP Finance and President.
- 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" and select "NAITSA Campus Clubs".
 - If you are a returning club, use the "Re-Register Existing".

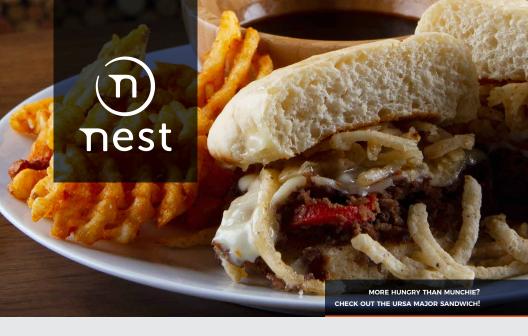
For more information on starting a club, please visit us in O108.

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.
- On the left-hand side, click "Select Branches", and then select "NAITSA Campus Clubs".
 From there, you'll be able to see all the registered clubs and their profiles.
- Select the club you are interested in, and then click "Join".





NEW - MIDDAY MUNCHIES - ALL \$5.75

Monday - Friday 1pm - 3pm

MINI QUESADILLA 0

Canadian cheddar, mozzarella, tomatoes and green onions in grilled flour tortillas with fresh salsa and sour cream

Add chicken \$1.95

TEMPURA CAULIFLOWER BITES **000**

Vodka tempura battered cauliflower florets dusted in Cajun seasoning served with creamy ranch or spicy buffalo sauce

URSA MINOR SLIDERS

Little beef dipper, mozzarella and garlic mayo served with au jus

BUFFALO CHICKEN SLIDERS ©

Crispy breaded chicken tossed in hot sauce, green leaf lettuce and creamy ranch

MINI BUTTER CHICKEN @

Tender braised chicken in creamy masala sauce on a bed of steamed rice

LOADED PEROGIES

Crispy fried potato & cheddar cheese perogies topped with smoky bacon, green onions and sour cream drizzle

LOADED GOLDEN SHOESTRING FRIES VO

Cajun dusted fries, Canadian cheddar and mozzarella, tomatoes, green onions and sour cream drizzle

CUP O' SIDES

Choose from: house-made soup of the day, golden shoestring fries, garden or caesar salad

NEST FATERY

The gathering place where good food, good friends, good company = great memories.

Nest Eatery was opened on the NAIT main campus in 1988 by three partners: the NAIT Students' Association (NAITSA), the NAIT Board of Governors and the Alberta Government. Since then, it's become the best place on campus for students, faculty, and staff to meet, network, socialize, have a succulent burger and ice-cold beer at lunch or enjoy some drinks and festivities after class.

Nest Eatery takes tremendous pride in offering warm, inclusive, personalized service, high-quality house made foods, a fully licensed bar, and the most fun you can have on campus. For five years straight, Nest Eatery was recognized with the title of Best Bar None – Best Campus Bar and the People's Choice Award, recognizing excellence and responsibility in our industry and community. We are the fi-NEST Eatery on campus, surpassing industry standards!

Please refer to our website, nestatnait.ca, to see our opening date and hours of operation. Check out the Nest daily specials and NEW Midday Munchies menu. We cannot wait to welcome you back!

OUR COVID-19 RESPONSE

Please be assured that your health and safety are our highest priority. Conditions regarding our internal workplace safety measures related to COVID-19 continue to evolve and change. As a business, we continue to monitor and make necessary adjustments based on various factors. Our primary concern is to provide a safe and healthy work environment.

- We have made investments to reduce air pollutants, including carbon monoxide, ozone, and carbon dioxide levels. We will be monitoring the air quality at our venue to provide the freshest most healthy air on campus.
- We maintain and enforce a policy that requires all Nest employees and business-critical suppliers to be screened for symptoms daily. No employee or supplier enters The Nest if feeling unwell.
- We maintain and enforce a policy that requires our employees to practice respiratory etiquette and use personal infection prevention measures to limit the spread of infectious respiratory pathogens.
- We maintain stringent cleanliness measures in all Nest areas. All high-touch areas are regularly cleaned and disinfected.
- We maintain and enforce a policy at the Nest which requires our employees to regularly wash and sanitize their hands according to best hand hygiene practices.

NESTATNAIT.CA S110, MAIN CAMPUS THENEST@NAIT.CA @NESTATNAIT

We see our customers as guests at a party, and we are the hosts. Our job every day is to make every important aspect of the customer experience better than anticipated. We take extreme pride in our performance; it is a privilege to be in the hospitality industry and ensure consumer confidence in our practiced measures.

WEEKLY FOOD SPECIALS

All specials are available while quantities last.

Ask your server for details.

MONDAY

Chipotle Chicken Tacos

Chipotle spiced chicken breast, Canadian cheddar & mozzarella, green leaf lettuce, fresh salsa in two grilled flour tortillas

TUESDAY

Signature Naan-za's

WEDNESDAY

Nest of Wings

THURSDAY

Perogy Poutine

Crispy fried potato & cheddar perogies topped with Canadian curds and savory gravy

FRIDAY

Daily soup and ½ Wrap

WEEKLY DRINK SPECIALS \$4.25

All liquor served is 1 oz. Valid ID required. Please enjoy responsibly.

MONDAY

Lamb's Rum Highballs White/Dark/Spiced Burt Reynolds Shooters

TUESDAY

½ Pints (10oz.) Ask server for details Rock Star Shooters

WEDNESDAY

JP Wisers Highballs Deluxe / Apple / Old Fashioned Superman Shooters

THURSDAY

Flavored Absolut Vodkas Highballs Strawberry/Lime/Vanilla/Peach/Mandarin/Citrus/Cherry Apple Pie Shooters

FRIDAY

Domestic bottles Pornstar Shooters

STUDENT PERKS

STUDENT PERKS & DEALS

Your NAIT Students' Association is pleased to offer you deals and perks on a variety of services, products, activities and events. Our purposes is to offer student great deals while also helping to support our local businesses. While also offering any perks that NAITSA is offering such as contests and freebies!

Visit naitsa.ca/what-we-do/perks-and-deals to see what deals we're currently offering!

If Alberta Health restrictions allow us to be open, the NAITSA Service Hub sells discount tickets in-person to students (in the NAITSA office, O108)! Get a great student deal on Cineplex tickets, Marmot Basin Ski Passes, Sunshine Ski passes, Edmonton Elks tickets and more! Our website will have the most up to date information.







NAITSA.CA/PERKS 0108, MAIN CAMPUS 780.471.8855 ASKNAITSA@NAIT.CA

NAITSA INSIDER NEWSLETTER

Don't you hate being the last one to know what's going around campus and miss out on great opportunities?

We got your back! Become a NAITSA insider and always be the first one to know what's happening and how to create an outstanding experience at NAIT.

We email monthly newsletters packed with news, updates and promos to students and staff who want to be on the ball, get involved and make the most of their time at NAIT.

Sign up for the newsletter at naitsa.ca!









NEWS THE NUGGET

The NAIT Nugget is your student news media outlet. Our stories are written by students, for students. Want to learn about what's happening on campus? Pick up a copy or read our online issues to stay inthe-know about topics like:

- · Tuition information
- Career advice, profiles on successful alumni/ industry experts
- Coverage of NAIT sports & athletes
- NAIT exclusive deals and giveaways
- Local artists and musicians
- Events and programs that are available to NAIT students
- · Opinions from NAIT students

The Nugget is always looking for student contributors — no experience required. Our editors will help you every step of the way. Write articles, take photos, interview experts, meet new people, and get paid while doing it. That's right: we pay students for every contribution!

THENUGGETONLINE.COM
O105, MAIN CAMPUS
780.471.7615
INFO@THENUGGETONLINE.COM

You could:

- · write about local issues that impact you
- · share your opinion on changes happening at NAIT
- interview industry professionals on their career journeys
- · film events, sports games, or openings
- · record a podcast with NAIT students and staff
- · and so much more!

Want to get involved or learn more? Follow us on social media @thenaitnugget, visit our website thenuggetonline.com, or email Amy St. Amand, Editor-in-Chief at astamand@nait.ca



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 online chat.

Find out more at nait.ca/nait/contact/studentservice-centre

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 U-Pass access to Edmonton Transit Services (ETS).

Find out more at nait.ca/nait/life-at-nait/on-campus/ one-at-nait-card

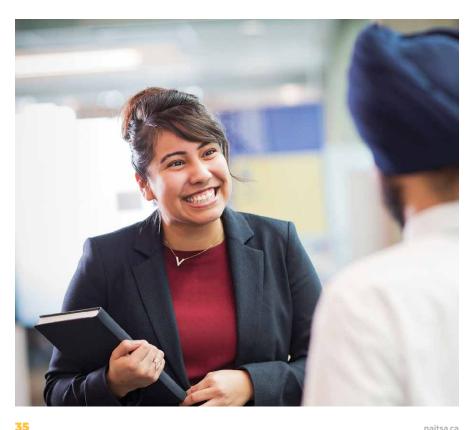
STUDENT SERVICE CENTRE MAIN FLOOR, CAT BUILDING (CAT180) 780.471.6248 1.877.333.6248

ONE AT NAIT CARD SERVICES CAT180N

ONE@NAIT.CA

MYNAIT PORTAL

Manage your NAIT accounts, academics and services online with the MyNAIT Portal. Get access to courses and payments, personalized news and the latest updates from across campus. Access it with your NAIT student credentials at my.nait.ca



FAIRNESS AND CONFLICT RESOLUTION

KNOW YOUR RIGHTS AND RESPONSIBILITIES

NAIT is committed to providing a learning environment that supports respect and safety within our community. Every student has the right to an inclusive learning environment that respects NAIT's values and is free from discrimination and the right to a learning environment that is safe, free from violence and harassment.

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 as well as the academic regulations and procedures. When considering fairness and conflict resolution, NAIT's policies will be a helpful starting point.

NAIT OMBUDSPERSON

WHAT DOES THE OMBUDSPERSON DO?

To Ombudsperson can serves as an independent and impartial party when students:

- · believe they have been treated unfairly;
- · are unsure of their options;
- are having difficulty with their program or a staff member at NAIT; and
- need help understanding how NAIT's policies and procedures apply to them

WHAT CAN'T THE OMBUDSPERSON DO?

- Act as an advocate;
- offer legal advice;
- order a decision to be changed;
- resolve issues by working outside of existing policies, procedures or rules; and
- · work with individuals or groups outside of NAIT.

HOW IS CONFIDENTIALITY DEALT WITH BY THE OMBUDSPERSON?

Information regarding student cases, including whether a student has reached out to the Ombudsperson, will not be shared unless written permission has been received from the student, or as required by law. The Ombudsperson is the only individual who has access to records that have been created in the Ombudsperson office.

WHEN SHOULD YOU CONTACT THE OMBUDSPERSON?

As soon as students have reached an impasse and prior to any institutional deadlines. This will help prevent matters from escalating and may provide students with more alternatives in resolving their situation.

OMBUDSPERSON 780.491.1305 OMBUDS@NAIT.CA

STUDENT RESOLUTION OFFICE 780.491.5468 RESOLUTIONS@NAIT.CA

STUDENT RESOLUTION OFFICE

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 as soon as possible if you:

- · feel your student rights have been violated
- · feel someone has not upheld their responsibilities
- would like to make a formal complaint

 Please email the office directly to request as

Please email the office directly to request an appointment.



LEARNINGSERVICES

At NAIT, we know that everyone learns differently. Learning Services offers service 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!

DISABILITY SERVICES

Students with a diagnosed disability or a suspected learning disability or barrier can benefit from our services. We work with you to create a Service Plan to support your learning which may include:

- · Alternate format course materials
- Assistive and adaptive technology
- · Exam accommodations
- Sign language interpreters and captioning services
- · Learning strategies appointments
- Note-taking services and/or
- · Reduced course load

Visit nait.ca/learningservices to book an appointment with a Learning Advisor to discuss your options.

LEARNING SUPPORTS

Learning Services offers a variety of free online resources and services to support your learning.

LEARNING MODULES

Access our self-paced online learning modules for math, writing and study skills.

LEARNING STRATEGIES

Learning Strategies provides resources and support to help you develop and maintain effective study skills and habits. We provide strategies to improve:

- · memory and learning,
- focus and concentration.
- · time management and organization, and
- exam preparation and writing.

NAIT.CA/LEARNINGSERVICES 780 378 6135

LEARNINGSERVICES@NAIT.CA



TUTORING

Students can access self-pay tutoring through NAITSA's Nimbus Learning app. This registry has tutors who are students, community professionals, and NAIT instructors. Search by course or keyword and connect with a tutor today! Visit naitsa.ca/tutor for more information on how to access a tutor or to inquire about becoming a tutor.

GRAMMARLY PREMIUM

This digital writing assistant can help with grammar, spelling, style, tone and more. Crammarly can also help ensure you cite your sources properly by checking for plagiarism. Visit naitsa.ca/grammarly for more details.

STUDENT STUDY GROUP PROGRAM

Peer study groups are a powerful learning tool. This program will help you create and run a peer study group along with providing on-going access to resources and support. Visit nait.ca/studygroups for more information and to join today!

CONNECT WITH LEARNING SERVICES ON MICROSOFT TEAMS

Access additional resources, stay up to date with workshop and event offerings and chat with our support staff over on our Connect with Learning Services Teams site. Scan the QR code in our contact information above to go directly to the site.



LIBRARYSERVICES

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 library.nait.ca

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 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.

NAIT.CA/LIBRARY U310, MAIN CAMPUS 780.471.8777 LIBRARY@NAIT.CA

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.



ADVISING AND ORIENTATION

NAIT's advising and orientation experts are 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 on accessing community resources.

ORIENTATION

NAIT STUDENT ORIENTATION (NSO)

NAIT Student Orientation welcomes students to NAIT and provides information, resources, and tools to help you successfully transition to student life at NAIT. This Orientation is an online presentation that you can complete at your own pace and time but should be completed before classes begin. This orientation is accessible to all students and is a resource to refer back to at any time during your education journey at NAIT. For further information on NAIT Student Orientation, or to access it, check out NAIT Student Orientation on MyNAIT in your Student Portal.

PROGRAM ORIENTATION

As part of your welcome to NAIT and in addition to the NAIT Student Orientation, your program will offer a Program Orientation. The Program Orientation provides you with detailed information specific to your program and the opportunity to meet instructors, staff, and other students in your program.



NAIT.CA/ADVISING NAIT.CA/ORIENTATION NAIT.CA/LEARNINGSERVICES

ADVISING

Book an appointment with any of our advisors at nait.ca/advising

CAREER ADVISING AND SERVICES

NAIT career-focused academic advisors help students navigate their education, identify resources, and connect their learning to their overarching employment and career goals. Book an appointment at the link above and we'll be happy to speak with you about your education or career plan, academic concerns, job search, resume or LinkedIn review, or mock interview. You can also explore resources and NAIT's exclusive student job board at nait.ca/careerconnect

LEARNING ADVISING

NAIT also offers learning advising. Is there something that stops you from learning or showing what you have learned? One of our advisors can help! We will work with you to identify learning barriers and find resources to support your learning. If you are a student with a disability, connect with a Learning Advisor to determine the accessibility resources that will work for you. You can explore more learning resources at nait.ca/learningservices

INTERNATIONAL ADVISING

Our specially trained immigration professionals can help with study and work permit questions, getting settled, and bringing family to Canada. If you have a quick question for an International Advisor, feel free to submit your Immigration inquiry at nait.ca/help. If your question is complex or requires further exploration, you may book an appointment with us to discuss

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. We are committed to providing professional, responsive and helpful service.

OUR SERVICES

- Patrol & Response Services Our Community
 Peace Officers and Security Agents are on duty
 24/7 providing a visible campus patrol presence,
 incident response and investigative services.
- Dispatch & Front Counter Services The Protective Services Communications-Dispatch office is situated in D104 where our Security Communications Officers evaluate and dispatch information/complaints from both callers or walkin clients
- Monitoring Services Our Protective Services team provides monitoring and oversight of NAIT's fire safety system, CCTV system, access control and alarm systems, NAIT's "Blue" Phones and the NAIT Alert system.
- Safe Walk Program If you don't feel comfortable
 walking alone on or around campus, our
 Community Peace Officers and Security Agents
 can accompany you to your destination.
 Call Protective Services anytime to request a
 "Safe Walk".
- Public Education & Awareness Community
 Peace Officers participate in outreach
 presentations to campus organizations/groups.
- Enforcement Services Our Community
 Peace Officers have specific authorities to enforce certain provincial statutes/regulations and municipal bylaws.
- Other Services Security Assessments, Special Event Security Duties, Lost & Found Property, Bike Lock Program, Bike Index Program, Vehicle Assistance (courtesy boosts for staff or students

Call our Communications-Dispatch office 24/7 at 780.471.7477 to request any of our services.

NAIT.CA/SECURITY
D104, MAIN CAMPUS
780.471.7477
PROTECTIVESERVICES@NAIT.CA

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 upto-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



HEALTH, SAFETY AND ENVIRONMENT

COVID-19 SAFETY

Are you coming to campus? Visit nait.ca/covid19 to learn what you need to do before you come and while you're on campus, and everything NAIT is doing to keep campus safe.

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), COVID-19 guidelines (nait.ca/covid19), 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 vour 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-lifethreatening, report it to your instructor as soon as possible. Get first aid on-site (if available) or at Health Services. You should also report the incident through myCority at nait.ca/incident 780.471.7536 HSE@NAIT.CA

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
- · Report through myCority at nait.ca/incident

HEALTH SERVICES LOCATIONS

Main Campus - S105 Monday - Friday 7:30 am - 3:30 pm (closed from 11:30 am to 12 pm)

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

780.471.8733

Souch Campus - Z153F Monday - Friday 7:00 am - 3:00 pm 780.378.1043



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

NAIT Parking permits are sold on a first-come, first-served basis. Availability varies throughout the year. New parking permits can become available throughout the year due to cancellations. Once the permits sell out for the duration of your class dates, it is up to you to check regularly if permits are available by checking online at your MyNAIT student Portal or calling 780.378.6989.

EVENING & WEEKEND HOURS

Evening parking hours are Monday to Friday between 4:30 p.m. and 11:30 p.m.

Weekend parking hours are between 6 a.m. and 11:30 p.m.

MONTHLY EVENING & WEEKEND PERMITS

Students can purchase monthly evening and weekend permits online at the MyNAIT Student Portal. The monthly rate is \$20.00 plus GST.

Monthly permits are valid in Parkade A/B & M and Lots C, D, E, HP, J & L.

MYNAIT.NAIT.CA/PARKING.HTM CAT180N, MAIN CAMPUS 780.378.6989 PARKING@NAIT.CA

ENFORCEMENT IN EFFECT

You must have a parking permit and registered vehicle when parking on campus. Parking Services maintains ongoing enforcement across all lots and will issue citations 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, please visit: nait.ca/nait/ about/our-campuses/parking-transportation/ tickets-violations



OFFICE OF EQUITY,DIVERSITY AND INCLUSION

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

The Office of Equity, Diversity and Inclusion (OEDI) 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

WORKSHOPS

Learning about different cultures, identities and perspectives supports students to thrive in a diverse community. We offer workshops on a variety of equity, diversity and inclusion topics for staff and students. Visit ookslife.ca/organization/odel to learn about upcoming events.

NAIT.CA/INCLUSION W101, HP CENTRE 780.491.5482

2SLGBTOIA+ 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 2SLGBTQIA+ 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 or visit nait.ca/safespaces



WELL-BEINGSERVICES

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

FACILITY ACCESS FOR NAIT STUDENTS

NAIT has many recreation facilities available to support your well-being, including the gymnasium, arena, fitness and weight centre, squash and racquetball courts, indoor running track and boulder climbing wall.

NAIT students who have been assessed the Recreation and Athletics Fee of \$114+GST for the fall/winter semester as part of their tuition will have access to NAIT's recreation facilities. Students who have not been assessed the fee can pay a monthly rate of \$28.50+GST/month.

FITNESS AND RECREATION PROGRAMS

We know that each person's journey is unique and NAIT Well-being offers a variety of structured and self-directed programs and services designed to meet you where you're at.

E125, MAIN CAMPUS WELLBEING@NAIT.CA 780.471.7713

Whether you are attending in-person classes on campus or studying remotely, we want to help you take care of your own well-being. Some of our programs and services include:

- Mind+Body Connect (group fitness training and yoga)
- Esports
- · Fitness Classes (available in-person and virtually)
- Fitness Equipment Loan Program
- Access to MacEwan Swimming Pool with valid student ID (Sept-April only)
- · Fitness and Well-being Challenges
- · Active Study Spaces

Please visit MyNAIT Student Portal (Health and Wellbeing) for the latest information on the status of recreation facilities. Programming updates will also be posted to NAITSA's ookslife.ca platform.



INTERNATIONAL & INTERCULTURAL COMMUNITY CENTRE (IICC)

NAIT's International and Intercultural Community Centre (IICC) is open to all students and staff and is the hub for international and intercultural community-building, capacity development, outreach, and connection. The IICC serves as a "home away from home" for international students and a safe space on campus where all students can find community. The Centre hosts events, activities, and programs, including international peer groups and workshops on equity, diversity, inclusion, and intercultural competence.

COMMUNITY BUILDING

We offer programs and activities to foster connection amongst people and create a sense of belonging across diverse groups.

- Community Space
- · International Peer Groups
- · English Conversation Circles
- · International engagement social events
- · Global Café events
- · Pride Week
- · Bookable space

NAIT.CA/INTERCULTURAL
WI01, HP CENTRE
780.378.6130
INTERCULTURAL@NAIT.CA

CAPACITY DEVELOPMENT

Through training and educational programs, resource development and customized consultation, the IICC creates a shared understanding and common language for safe and productive conversations about equity, diversity, and inclusion, and equips individuals to become interculturally competent change agents.

- · Intercultural workshops
- · EDI workshops

OUTREACH AND CONNECTION

The IICC connects students to NAIT services to support their success based on their unique needs. We also support international students in their cultural and social transition to Canada and to NAIT. This is a safe space where students can find support and be connected to the resources and services they need. We also invite service areas into the Centre for relationship building with the community.

- · Culture and Transition program
- · IICC Newsletter
- · Collaborative workshops
- Service referrals



NÎSÔHKAMÂTOTÂN CENTRE

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.

When COVID restrictions permit, 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.CA/NISOHKAMATOTAN E121, MAIN CAMPUS 780.491.3917 ABORIGINALCENTRE@NAIT.CA

The Nîsôhkamâtotân Centre staff are here to support Aboriginal students throughout their time at NAIT. We also provide programming to the NAIT community that educates around Aboriginal history and experiences and celebrates the richness of Aboriginal culture. Keep your eye on Ooks Life (ookslife.ca/organization/nisohkamatotan) and the MyNAIT Student Portal (Clubs, Groups and Community) for the latest updates. We look forward to connecting this year at the centre, by phone or email and through our (physical or virtual) programming!



NAIT APPRENTICES

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 CAT180 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

TRADESECRETS.ALBERTA.CA
CAT 430, MAIN CAMPUS
1.800.248.4823
APPRENTICE@NAIT.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



NAIT APPRENTICES

APPRENTICESHIP BEHAVIOUR

NAIT prides itself on providing a safe and healthy learning environment for all students. Apprentices are expected to conduct themselves in alignment with NAIT's Student Conduct Guideline (SR1.1). To review the complete document, please go to the NAIT home page (nait.ca).

ATTENDANCE

Classroom instruction and shop/lab based technical training at NAIT will be fast paced and intensive. Apprentices will engage in very specific concepts, skills and issues during the training period that will be required to be fully engaged in safe work practices and technical training at all times.

As apprenticeship technical training hours related to the apprentice's trade is mandated by Apprenticeship and Industry Training, it is critical that apprentices attend all components of their prescribed training to achieve industry required outcomes.

RECOMMENDED TECHNOLOGY REQUIREMENTS

Please refer to your program page on **nait.ca** for recommended technology requirements.

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
- · Select 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 (CATI80) 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
- · Parking Services





Follow us on social media!



NAIT OOKS HOME OPENERS

SOCCER

September 11th -

W: 2:00 PM M: 4:00 PM

VOLLEYBALL

October 14th -

W: 6:00 PM M: 8:00 PM

BASKETBALL

October 21st-

W: 6:00 PM M: 8:00 PM

HOCKEY

October 21st - M - 7:00 PM November 4th - W - 7:00 PM





FREE ADMISSION FOR NAIT STUDENTS!
VISIT WWW.NAITOOKS.COM FOR MORE INFORMATION
AND A DETAILED SEASON SCHEDULE

YEAR AT A GLANCE

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