



2026–27 Student Handbook



Northern Lights
College

The information contained in this handbook is subject to change and revision. While we make every effort to ensure that the content remains valid for the academic year, we recognize that changes may occur.

The information in this handbook is current as of September 1, 2026.

Please contact Student Services at talktous@nlc.bc.ca if you have any questions about the Student Handbook. For further information, please visit our website at nlc.bc.ca, call toll free at 1-866-463-6652, or contact your nearest campus.

Northern Lights College acknowledges that our campuses are situated on the ancestral and traditional land of many nations, including the Dunne-Za, Cree, Tsáá? Ché Ne Dane, Saulteau, Tse'Khene, Kaska Dena, Tahltan, and Tlingit. We also recognize Métis Nation members who share a deep history with this land.

We, at Northern Lights College, commit to restoring and honouring the Truth and Reconciliation calls to action; we strongly believe that truth must be acknowledged to move forward to reconciliation.

We are grateful for the Traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We acknowledge our hosts and honor their gracious welcome to those seeking knowledge.

Welcome to Northern Lights College!

On behalf of the Board of Governors, our faculty, and staff, I'm excited to welcome you to Northern Lights College (NLC) for the 2026/27 academic year.

We're so glad you're here.

We at NLC are ready to support you, whether it's the first step or the final push on your educational journey. Wherever that path takes you, know that you've got a diverse and enthusiastic community behind you, cheering you on every step of the way.

Because that's the important part; moving forward, no matter what journey you're on. Our strategic plan, aptly titled Moving Forward Together, is all about how we can help not only you, our students, but our communities and country to be a better place. It's our way of making sure we stay focused on what matters most: giving you a meaningful, practical, and inspiring learning experience.

It's no secret that education can open doors, spark ideas, and shape the future, but what might be a secret to some is this: You can do anything you set your mind to, and we will do whatever we can to help you get there. It takes a lot of hard work and dedication, but we know you can do it.

It's going to be a lot of fun.

Sincerely,

Todd Bondaroff, M.Sc.

President and CEO, Northern Lights College

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Student life

Beginning college is an exciting step, and at Northern Lights College your journey is about more than earning a credential. It is an opportunity to discover your strengths, develop new skills, and prepare for the future you envision. We are committed to creating a welcoming and inclusive environment where you feel supported, challenged, and empowered to succeed from your first day through graduation.

Student life is an important part of your college experience. Beyond your classes, you'll find opportunities to participate in campus events, join the Northern Lights College Students' Association, volunteer, serve in student leadership or governance, and connect with classmates across our campuses. Whether you choose to get involved in one activity or many, each experience can help you build confidence, broaden your perspectives, and strengthen your sense of belonging.

Your time at NLC is your opportunity to learn, grow, and create an experience that reflects your interests and goals. The experiences you gain, the relationships you build, and the memories you create will complement your education and help prepare you for life beyond college. The following pages highlight the many ways you can get involved, stay connected, and make the most of your student journey.

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Students' Association - (NLCSA)

- › Do you want to get involved in improving student life at NLC?
- › Do you have ideas for new student events?
- › Are you interested in developing your leadership abilities and shaping the student experience at NLC?

If you answered 'yes' to any of these questions - please consider participation in your local campus Student Council, and their governing body the Northern Lights College Students' Association (NLCSA). The NLCSA manages the money received through student fees to enhance the student experience at NLC, by funding social, cultural, and recreational events and awards.

The Association's goal is to represent NLC students from all campuses through local student councils. They provide you with a voice, and an avenue for shaping your student life. If you are interested in getting involved with student life on campus, this is a great place to start. Elections are held annually within the first six weeks of the Fall semester and may be held in Winter and Spring semesters as well if positions become vacant. For more information, visit nlc.bc.ca/student-governance, call 250-784-7536, or email nlcsa@nlc.bc.ca.

The NLCSA maintains the following social media pages:

Facebook

Dawson Creek

[/nlcdcstudentcouncil](https://www.facebook.com/nlcdcstudentcouncil)

Fort St. John

[/nlcsjstudentcouncil](https://www.facebook.com/nlcsjstudentcouncil)

Instagram

Dawson Creek

[/nlc_dcstudentcouncil](https://www.instagram.com/nlc_dcstudentcouncil)

Fort St. John

[/nlcsjstudentcouncil](https://www.instagram.com/nlcsjstudentcouncil)

Education Council and Board of Governors

Each year, we invite students to get involved by running for representative positions on NLC's Education Council and Board of Governors. Your participation as a student representative is essential — it's how we hear your feedback on our programs and services, and it helps us improve the college experience for everyone.

Serving as a student representative is more than just giving input. It's a chance to gain valuable volunteer experience, learn how policies are

developed, discover how meetings are run, and build leadership skills that will benefit you beyond college. These positions are elected by your fellow students, so if you're passionate about making a difference on campus, consider putting your name forward!

The 2026-27 nomination period opens on Sept 09, 2026, and the election day is October 3, 2026. If you or someone you know would like to run for one of the elected positions visit the nlc.bc.ca/student-governance page for more information. If there is more than one nominee for any position an election will be called after the nomination period closes on September 23 at 12pm.

Education Council

NLC's Education Council plays an important role in shaping your academic experience. The *College and Institute Act* requires that every college has an education council, and that students are represented on it. At NLC, the Education Council is responsible for setting educational policies and curriculum. The Council also advises the Board of Governors on important issues, like the criteria for awarding certificates, diplomas, and degrees.

By being involved with the Education Council, students have a direct voice in decisions that impact their education. This is a great opportunity to learn how college policies are made and to help shape the future of NLC.

Board of Governors

The Board of Governors is empowered by the *College and Institute Act* to manage, administer, and direct the affairs of the institution. Under the Act, the Board makes bylaws for the orderly conduct of its affairs. It also requires student representation.

Athletics

NLC has a Varsity Rodeo Team and a Varsity Speed Skating Team. NLC's varsity rodeo and speed skating teams bring energy, pride, and a sense of community to our campuses and the communities we serve. They give students, employees, alumni, families, and community members an opportunity to come together, celebrate student achievement, and take pride in being part of the NLC community.

Athletes on the Rodeo team compete within the Canadian College Rodeo Association (CCRA) while they study at NLC. The NLC Rodeo Team hosts an annual Rodeo in Dawson Creek where Varsity rodeo teams from across

western Canada come to compete. For more information about joining the Rodeo Team check out our website at nlc.bc.ca/athletics and to follow what the team is up to we encourage you to join the Northern Lights College Rodeo Team Facebook page at facebook.com/nrnlightsrodeo

Northern Lights College is proud to be home to the only collegiate speed skating team in Canada! Our inaugural year built upon the strong tradition of speed skating in the Fort St. John community and we are proud of our accomplishments. The speed skating team practices out of the Pomeroy Sports Centre throughout the season. Stay tuned as we continue to make history! For more information about joining the Speed Skating team check out our website at nlc.bc.ca/speed-skating/

Recreation

Recreational activities are essential for a balanced student life in post-secondary education. They help manage stress, improve mental and physical well-being, and boost academic performance. Whether through sports, arts or nature, recreation provides a break from study, enhancing creativity and concentration.

All students at NLC can access FREE virtual fitness plans and videos on-demand by LIFT. To get started download the FREE GuardMe Student Support Program app powered by Telus Health.



At NLC we believe recreation fosters social connections and community, and that participating in community activities helps students build friendships and a support network. Having a strong support network is crucial for adjusting to college life. By making time for recreation, students can achieve a more fulfilling and successful education experience.

NLC has also partnered with Engage Sport North to offer recreation opportunities through drop-in sport activities at our Dawson Creek and Fort St. John campuses. For details on what is being offered visit and subscribe to the NLC events calendar at nlc.bc.ca/events/.

On-campus services

This is where you will find information on services you may need while studying here.

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Northern Lights College provides a variety of services and supports designed to ensure your success.

Bookstore

Dawson Creek and Fort St. John each have a bookstore where you can purchase textbooks, school supplies, and promotional clothing and gifts. Hours vary according to location. In Dawson Creek and Fort St. John, the bookstores are located in the main campus buildings. If you are a student on the Chetwynd, Fort Nelson, or Tumbler Ridge campus, you can purchase books and supplies through Enrolment Services.

Daycare

There are private daycare centres on the Chetwynd and Dawson Creek campuses. Full-time students' children have first priority.

For specific information regarding daycare services, please contact the daycare directly:

Little Lights Daycare, Chetwynd

250-788-2248

Campus Kids Daycare, Dawson Creek

250-784-7523

Internet access, computer labs, and charging stations

We provide computers with internet access on all campuses, through the libraries or in separate labs. You can charge mobile devices in the libraries, cafeterias and most common areas on campus. All campuses offer wireless internet, and you can get the password to access the internet from Enrolment Services or the libraries.

Invigilation

NLC offers exam supervision for online and paper exams at all of our campuses. This service is available for external institutions and professional organizations, NLC staff, and for NLC students registered with access services. To request this service visit nlc.bc.ca/student-services-hub/#invigilation-services and complete the appropriate form.

Lockers

You can rent a locker at the bookstore. Some programs and departments have assigned locker locations, all others are available for general use.

All you need to do is locate an available locker (in your program's designated area, if applicable) and sign up for and pay the rental fee at the bookstore.

Public transit

Public transit is delivered by BC Transit on the Dawson Creek and Fort St. John campuses. You can purchase monthly bus passes or load/reload your UMO card at Campus Services. You can also download the UMO mobility app and load your UMO wallet in preparation for using your cash balance to pay for your fare. For more information about UMO visit bctransit.com/umo/.

New to northern BC is a community to community bus service called BC Bus North. For more information about the routes offered, along with schedules and pricing visit tnst.ca/online-booking.

Recycling

We are committed to energy conservation and recycling, and we encourage you to participate. Each campus has its own recycling procedures.

Student housing

We offer student housing on the Dawson Creek and Fort St. John campuses. Living in student housing is a great way to meet fellow students and get involved with activities outside of class time. You can find the application forms at nlc.bc.ca/prospective-students-housing/.

If you live in student housing, we expect you to follow the guidelines published in the *Student Housing Handbook* at nlc.bc.ca/prospective-students-housing/.

For more information, contact one of the student housing managers.

Dawson Creek

250-784-7524

dc-housing@nlc.bc.ca

Fort St. John

250-787-6239

fsj-housing@nlc.bc.ca

Online services

Much of the information you need as a student is found online, including our specific apps.

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Early Alert Retention System (EARS)*	10
GuardMe Student Support Program*	10
Office 365*	11
PayMyTuition	11
TouchNet*	11

MyApps

MyApps is your online resource hub with links to all your applications. Visit myapps.nlc.bc.ca to login.

Your username is your student id followed by '@students.nlc.bc.ca,' for example 0012345@students.nlc.bc.ca. Your student id is a seven-digit number. If necessary, add leading zeros. When logging on the first time, you will need to initiate a password reset.

ASTRA*

The NLC Foundation's online award application platform. NLC students can access ASTRA via MyApps to apply for over 200 awards. Log in today to start your application and be auto-matched with the awards that fit you!

Borealis*

This online student information account will show you:

- › your class schedule,
- › your course grades,
- › your personal information, and
- › tuition charges and payments.

You can also use this account to:

- › get an unofficial transcript and
- › print off your T2202 tax forms.

Convera

Northern Lights College has partnered with Convera for international payments. More information can be found on [page 37](#).

Desire2Learn*

Desire2Learn (D2L) is NLC's Learning Management System (LMS). Faculty use D2L to teach online courses and enhance classroom instruction with around-the-clock access to course-related materials, electronic drop boxes for assignments, online quizzes, and grades.

Devant Career Services

Devant Career Services is a **FREE**, online career centre portal where you can:

- › Create a professional quality resume (CV)
- › Access career search support
- › Scan in your resume to receive analysis and immediate feedback
- › Obtain tools to lead to a successful career search
- › Participate in live workshops and events to enhance your job search skills

Get started today, and create your free account through northernlights.devant.ca

Early Alert Retention System (EARS)*

The EARS program allows you and your instructors to get help for yourself or someone you are worried about, whether with academic success, maintaining good mental health, or coping with life's challenges.

You can self-refer or refer a peer through this EARS App.

Need help? Alert us if you need support.

- › go to myapps.nlc.bc.ca and log in with your username and password (for example 0012345@students.nlc.bc.ca)
- › Select the app called "EARS"
- › Click on the icon "Ask for Help" if you need support, or click on "Refer a Student" if you are referring a peer
- › Complete the form
- › Click the Submit button

Once your referral is accepted you will receive a confirmation email from a member of the Student Services team.

GuardMe Student Support Program*

Connect with a counselor who speaks your language, understands your culture and keeps your information confidential. Access support by mobile and web chat, over the phone (1-844-451-9700), or through video.

GuardMe Student Support Program is powered by TELUS Health.

Download the free TELUS Health Student Support App today at gmssp.org/en/program-app.html

GuardMe Student Support Team can help you anytime with;

- › School - homework, teamwork,
- › Health - loneliness, stress, pressure, sadness,
- › Relationships - family, friends & teachers, communication, feelings, and
- › Adapting to a new Culture - people, weather, language.

Office 365*

This is your portal to access Microsoft Office apps and your OneDrive documents from anywhere you have internet access.

PayMyTuition

Northern Lights College has partnered with PayMyTuition for international payments. More information can be found on [page 38](#).

TouchNet*

This is the college bill payment app to pay your tuition and fees. You can sign up your parent or sponsor so they can pay the bills here as well.

*Visit myapps.nlc.bc.ca to access these applications.

Student supports

We're here to help you reach your full potential while you're a student. In this section, find out about assistance information, learning support, accommodations for those with diverse abilities, library services, and emergency funding. Your wellbeing during your time at NLC is a top priority for us.

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Services for adult learners

The Career and College Preparation (CCP) programs at most campuses host adult learning centres. They assist you with individualized instruction in scheduled study blocks to help you succeed in your academic, technical, or vocational program. Student fees apply. Textbook or supply costs may also apply.

For detailed information, contact a CCP Chair at upgrading@nlc.bc.ca or Enrolment Services at your local campus, call 1-866-463-6652, or email studenthelp@nlc.bc.ca

Services for Indigenous students

If you are an Indigenous student, the Indigenous Education department can provide support and services.

The Indigenous Education staff can:

- › advise on and provide support for admissions, programs, and services,
- › advocate for Indigenous student issues,
- › refer to community agencies for additional personal support,
- › aid with financial tasks, for example applying for band funding or student loans, information about bursaries and scholarships, and assisting with the application processes, and
- › help with band applications and connect with education coordinators.

There are places to gather on the Chetwynd, Dawson Creek, Fort Nelson, and Fort St. John campuses that are dedicated to the sharing of Indigenous cultures, traditions, and ceremonies. These First Nation, Métis and Inuit Gathering Places provide a supportive environment for all to come and learn, to build community, and share knowledge. Cultural events held in these gathering places are often open to all, and the Indigenous Education team is here to support learning of indigenous ways of knowing and being for all students.

For more information or to set up an appointment to talk, email indigenous@nlc.bc.ca

Services for international students

If you are an international student, International Education supports you and your family's transition to NLC and your community.

Available assistance includes:

- › advice about admissions, programs, and services,
- › information about study permit and work permit applications,
- › off-campus accommodations information and referrals,
- › school registration information for your dependent children,
- › child-care information,
- › information on maintaining the conditions of your study permit and off-campus work permit,
- › information on NLC policies about international students,
- › assistance with and information about finances and medical insurance, and
- › referrals to NLC-based services and community services.

For information about study permit application, please refer to the Immigration, Refugees and Citizenship Canada website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>

For information about work permit applications, please refer to the Immigration, Refugees and Citizenship Canada website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-off-campus.html>

For information on maintaining the conditions of your study permit, please refer to Immigration, Refugees and Citizenship website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/while-you-study/study-permit-conditions.html>

For more information related to Services and Supports from the International Education team, email students@international.nlc.bc.ca

Services for students with disabilities

Students may choose to declare a disability or not – either option is okay. We promote equitable access to NLC programs for students with disabilities by arranging accommodations and supports throughout their learning journey. We can also connect students to other resources so they

can obtain assessment documentation, and we encourage students to register with Access Services when needed.

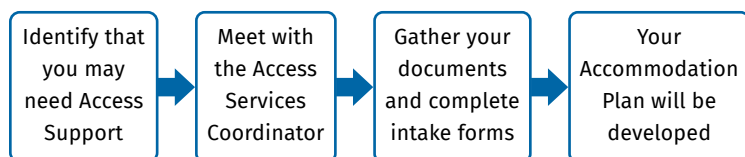
Reasonable accommodations may include:

- › exam accommodation, including readers or scribes, extended time, and access to quiet rooms,
- › books and materials in alternate formats, such as e-text, large print, or Braille,
- › note-taking,
- › peer tutoring,
- › access to interpreting services,
- › access to adaptive equipment,
- › assistance with disability-related financial aid, if eligible,
- › referral to community resources, and
- › liaison with community-based disability service agencies.

The functional impacts of your disability determine reasonable accommodations. We determine what services to provide in accordance with our policies and based on the documentation provided by the student. Some support services may take more than three months to arrange, so please be proactive in requesting to register.

For more information, contact the Access Services Coordinator by calling 1-866-463-6652 or email accessservices@nlc.bc.ca

To Register with Access Services



Support for students in distress

Everyone experiences challenges that can affect their mental health and well-being. Personal circumstances, family concerns, academic pressures, relationship difficulties, financial stress, or other life events can sometimes become overwhelming. The Students in Distress Plan is designed to help students who may be experiencing emotional or mental health distress by connecting them with appropriate supports before a situation becomes

a crisis. If an instructor or staff member is concerned about your well-being, they may reach out to check in with you and help connect you with available resources. These conversations come from a place of care and concern, with the goal of supporting your health, safety, and success. Reaching out for help — or accepting support when it is offered — is a sign of strength, and no one is expected to face difficult times alone. A complete guide to supporting students in distress is available on the NLC website at nlc.bc.ca/student-support/

If you feel that you need support and would like to refer yourself, go to myapps.nlc.bc.ca, click on the EARS widget, and select “Send Alert.”

Alternatively, you can email Learning Support at:
learningsupport@nlc.bc.ca

Copyright assistance

You must comply with the Canadian *Copyright Act* and other Canadian intellectual property legislation. If you use copyrighted materials in print or online, we will work with you to ensure that you adhere to all legal obligations.

Follow these guidelines to minimize legal and other risks.

- › Comply with the *Colleges and Institutes of Canada* guidelines as set out in instructions posted by every photocopier.
- › Comply with our [Copyright Policy A-5.16](#).
- › Comply with copyright requirements posted on websites and other digital and non-print format works.
- › Credit any copyrighted work you copy from any source.

Copyright violation is a crime and a breach of policy. Violations of copyright will be dealt with as per the [Student Non-Academic Code of Conduct NLC Policy A-5.04](#). We review violations on a case-by-case basis.

If you have any questions about copyright rules and regulations or need help to properly attribute an author for materials you wish to use, please consult the library's copyright guide at libguides.nlc.bc.ca, contact 250-784-7533, or email copyright@nlc.bc.ca

Emergency funding

If you find yourself in unexpected financial difficulty, you may be eligible for emergency funding through the Northern Lights College Foundation. Have a confidential conversation with a financial aid officer to explore your options as soon as you can. We can help before you run into academic difficulties due to financial strain. For assistance, please email finaid@nlc.bc.ca or call 1-866-463-6652.

Well-being

Staying well while studying is key to succeeding in school and life. Keep the following tips in mind as you go through your academic year:

- › Keep a schedule whenever possible — to sleep, eat, study, work and exercise. It will help you cope better with stress.
- › Make a friend. Studies show that interaction with others, even only one other person, helps increase your mood and quality of life. Reach out and get to know someone.
- › Take a walk. Even walking around the block for a few minutes can greatly improve your mood and clear your thoughts. It doesn't have to be strenuous. Ten minutes will do.
- › Get some sun. Exposure to sunlight for a few minutes every day boosts your mood. Step outside and catch some rays daily.
- › Speak kindly. If you say negative things to yourself, it can bring you down. Instead, stay positive and keep telling yourself that everything will be okay. It usually will be.
- › Talk to someone. If you are not feeling like yourself or are experiencing culture shock, let somebody know who can help you. Get the help you need to be your best self. Don't be afraid to reach out and let someone know what's going on. A staff or faculty member are best. They usually know how to help, or can guide you to supports.
- › Celebrate. Give yourself breaks after you have worked hard. You deserve good things, and allowing a time of relaxation and reward will help you to give, be, and do more.
- › Practice gratitude. Even during challenging times, noticing small moments of comfort, beauty, or support can contribute to your mental well-being. Gratitude isn't about ignoring what's difficult — it's about recognizing that difficult moments and positive moments can exist at the same time.

- › Show up. Try to attend every class and lab. Missing lectures tends to increase anxiety or fear of falling behind. Work may be a tempting option when you are trying to support yourself or your family, but remember why you are here. Make it to every class so you can stay on top of things and succeed academically.

In addition to these tips, we have created a web page with a number of resources to support your health and well-being. Remember that your health and wellness includes your sexual and mental health too. Be sure you take care of yourself and know that it's okay to talk about what you are going through. For more information, visit nlc.bc.ca/wp-content/uploads/2024/10/Student-Health-Wellness-2.pdf

Physical well-being

During your time at NLC there may be times you need to visit a medical professional, and at times it may be difficult to secure a family doctor in some of our campus locations. Please review the following information so that you know of reputable and legitimate virtual medical clinics and how to access them. Unfortunately, we have become aware that some students have become victims of unverifiable virtual clinics which is why we feel it is important to share with students a few of the reputable ones we are aware of.

Northern Health Virtual Clinic

Speak with a registered nurse or physician from 10am–10:00pm, including statutory holidays. Call 1-844-645-7811 or visit their website at www.northernhealth.ca/services/digital-health/virtual-clinic

First Nations Virtual Doctor of the Day

Available to First Nations students and their families from 8:30am–4:30pm, daily. Services are culturally safe and include doctors of Indigenous ancestry. Call 1-855-344-3800 or visit their website at fnha.ca/services-and-support/access-and-support/health-and-virtual-services/virtual-doctor-of-the-day/

HealthLink BC

Connect with a nurse, dietitian, exercise professional, or pharmacist. Nurses are available 24/7. Call 811 or visit their website at www.healthlinkbc.ca/

Telus Health

Virtually connect with a healthcare provider for support from emotional to physical to lifestyle health needs. Get started by downloading the TELUS Health MyCare App and begin your wellness journey at your pace. Available on the Apple App Store and the Google Play Store. **Free in BC with a valid health card for applicable services.** To get started, visit telus.com/en/health/my-care?linkname=Virtual_healthcare&linktype=gemeganav

Tia Health

Virtually connect with a doctor at a time that suits you. **Free in BC with a valid health card for applicable services.**

If you are experiencing a medical emergency, please dial **911** for an ambulance. To get started, visit tiahealth.com/online-medical-services/online-walk-in-clinic/

Learning support

Learning support specialists are here to support your learning and success as a student.

Available assistance includes:

- › workshops and one-on-one help with topics such as study skills, time management, exam writing, taking notes, and budgeting,
- › access to resume writing support and interview preparation through Devant (please see [page 10](#) for more information on Devant)
- › workshops on topics such as mental health and general well-being,
- › connection to tutoring, some available free of charge to students,
- › referrals to other NLC services and community agencies, including counselling services, food banks, and literacy societies, and
- › support for students who find themselves struggling to maintain Good Academic Standing.

For more information, email learningsupport@nlc.bc.ca

Libraries

Our Libraries support teaching and research activities by providing easy access to our resource collections and services, whether you are attending classes on campus or via distance learning.

The libraries offer:

- › in-person library support,
- › electronic services and resources at nlc.bc.ca/library,
- › help with research, citations, avoiding plagiarism, and more,
- › books, DVDs, and online resources, including database articles, e-books, and streaming films,
- › free interlibrary loans and document delivery,
- › subject guides and how-to guides,
- › guided tours and library orientations,
- › free wireless internet access,
- › access to computer workstations, course software, and charging stations for your cellphones, computers, and other electronic devices,
- › group study spaces and quiet workspaces, and
- › printing, scanning, and photocopying.

Dawson Creek, Chetwynd, and Tumbler Ridge

The library is located in Campus Centre on the Dawson Creek campus, up from the lobby. If you attend the Chetwynd or Tumbler Ridge campus, contact the Dawson Creek library by phone or email for assistance.

Phone

250-784-7533

Email

dc-lib@nlc.bc.ca

Fort St. John, Atlin, Dease Lake, and Fort Nelson

The library is located in Campus Centre on the Fort St. John campus, and is centrally located across from the Atrium. If you attend the Atlin, Dease Lake, or Fort Nelson campus, contact the Fort St. John library by phone or email for assistance.

Phone

250-787-6213

Email

fsj-lib@nlc.bc.ca

Distance and online learning

If you are a distance learning or online student and live near campus, contact the appropriate library listed above. Otherwise, contact the Fort St. John Library for personal assistance. When emailing the library, please include your name, program, mailing address, and contact phone number. We will email you journal articles at no cost to you.

Depending on where you live, you may be able to borrow books. If eligible, we mail books to you for free. There is no cost for postage and handling. Visit nlc.bc.ca/library/ for more information.

Personal counselling

Attending college can be stressful, and things may come up during the school year that you want to talk about with someone. GuardMe Student Support Program, available on iOS and Android, is a student support program offering free personal counselling via phone, online chat, or in person. Counsellors are available around the clock and speak multiple languages.

If you are feeling low during the school year, consider downloading the free app by searching for 'Telus Health Student Support' on Google Play or Apple App Store. Additionally, the app features many great articles and videos on topics to help you cope with life's challenges and has an expansive selection of virtual fitness programs.

For more information, contact learningsupport@nlc.bc.ca or connect with a counsellor at <https://gmssp.org/en/support-students.html>



*Remember when you call in you can ask to speak to a counselor who speaks your first language. English, French, Mandarin, Cantonese, and Spanish are the core languages offered but you can request over 140 other languages and they will do their best to support you with that request.

Program advising

NLC program advisors work one-on-one with current academic students in the University Arts and Sciences, Business Management, and Social Work programs.

Available assistance includes:

- › advice on course selection, program planning, credential requirements, and graduation requirements,
- › transfer credit guidance,
- › pre-requisite waiver requests,

- › waitlist questions and support,
- › program change comparisons, and
- › referrals to other NLC services.

For more information, email: advising@nlc.bc.ca

Overdose Prevention and Response

Overdose Awareness and Prevention

Overdose can happen to anyone — including someone using an illegal drug for the first time. Canada's toxic and unpredictable drug supply means that a person may not know what a substance contains or how strong it is.

It is important to understand that you may not know that you are taking fentanyl. Fentanyl is a very powerful opioid and is commonly found in Canada's illegal drug supply. It can be mixed into or sold as other substances, including cocaine, methamphetamine, heroin, and counterfeit pills made to look like prescription medications. Fentanyl cannot be reliably identified by sight, smell or taste.

A person does not have to use opioids, use drugs regularly, or have a substance use disorder to be at risk. If you choose to use an illegal or unregulated substance, assume that its contents may be unknown and take steps to reduce the risk of overdose. No unregulated drug is safe, and prescription medications or unfamiliar medications should also be treated with caution. If you or someone you know uses substances, there are ways to reduce the risk of overdose:

- › Don't use alone. If possible, use with someone you trust who can respond in an emergency.
- › Start low and go slow. A person's tolerance can change after a break from substance use, illness, treatment or detoxification.
- › Avoid mixing substances, including alcohol, as combinations can increase the risk of overdose.
- › Carry naloxone and know how to use it. Naloxone can temporarily reverse an opioid overdose and can be given even when you are unsure whether opioids are involved. FREE kits are available at most pharmacies and health units.
- › Consider drug checking where services are available. Check this BC

site at drugcheckingbc.ca/find-drug-checking/ to find locations close to you.

- › Stay informed about the local toxic drug supply and current health alerts through a free, real-time text messaging service. Receive toxic drug alerts through this anonymous service. Provided in partnership with the BC Health Authorities and community partners. Text the word JOIN to 253787 to get drug alerts in your region.
- › If using alone, consider a virtual overdose prevention service such as the Lifeguard App, which can connect a person with emergency responders if they become unresponsive.

If you or someone you know needs help finding supports in your community to help you reduce or stop drug use, please reach out to Learning Support Specialists at NLC and the team can help. Further information can be found on the NLC website at the [Overdose Prevention and Response](#) page (coming in Sept 2026) or by checking out provincial resources:

- › HelpStartsHere (helpstartshere.gov.bc.ca/)
- › Opioid Treatment Access Line (**toll-free at 1 833 804-8111**)
- › RespondToOverdose (respondtooverdose.gov.bc.ca/)

Overdose Response

If someone has overdosed and is unresponsive, it is critical to act quickly. Know the signs, call **9-1-1** and give naloxone following the SAVEME steps below.

S Stimulate	Check if they are responsive: 1. Speak to them. 2. Squeeze their fingertips or the muscle between the neck and shoulder. If they are not responsive call 9-1-1.
A Airway	1. Check if they are breathing normally. 2. Check for a pulse (heartbeat). 3. Remove anything in their mouth. 4. Insert airway (if trained and permitted).
V Ventilate	1. Lift chin and tilt head back. 2. Give 1 breath every 5 seconds. 3. Keep giving breaths until breathing normally.

E Evaluate	1. Check breathing again. 2. Check responsiveness. 3. Check for a pulse.
M Medicate	If they are not breathing normally, give 1 dose of naloxone: • Inject 1 ampoule (0.4 mg) into arm or thigh muscle OR give 1 intranasal spray (4 mg) in one nostril
E Evaluate and Support	1. Keep giving breaths. 2. Check breathing again. 3. Give another dose of naloxone every minutes until breathing normally.

Responsiveness means: • Awake and alert OR Easy to wake up	Breathing normally means: • Taking 12 or more breaths per minute AND no unusual breathing sounds (e.g. gurgling)
If at any time:	
There is NO PULSE: • Start CPR with rescue breathing and compressions	They start breathing normally: • Place them on their side • Do not leave them alone • Keep monitoring them • Repeat SAVE ME if their breathing changes • STOP giving naloxone when they are breathing normally — even if they are still unresponsive

Naloxone Kits can be found by first aid kits located in the main lobby of all NLC campuses, as well as the lobby of each Student Housing Building. Learn more at respondtooverdose.gov.bc.ca

Safety and emergency notifications

We are committed to providing a healthy, safe, and secure learning and working environment for all students, employees, and visitors. For more information about health and safety at Northern Lights College, please visit nlc.bc.ca/health-safety/

Fire alarms and building evacuation

When the firm alarm sounds:

- Step 1** Leave the building immediately using the nearest safe exit.
- Step 2** Do not use elevators.

- Step 3** Report to the nearest muster area and remain there.
- Step 4** Stay out of the building until the all-clear is given by College officials.
- Step 5** Stay on premises until College officials say it's safe to leave.

Fire drills are conducted regularly to help ensure everyone is familiar with evacuation procedures.

Alertus Mass Notification System

To support campus safety, NLC has implemented the Alertus Mass Notification System at the Chetwynd, Dawson Creek, Fort Nelson and Fort St. John campuses. The Alertus Mass Notification System is used to communicate emergency situations requiring immediate action, including lockdowns, intruder alerts, gas leaks, hazardous material incidents, and other critical emergencies.

When the Alertus Mass Notification System is activated, yellow beacon devices located throughout the campus will issues an audible alarm and display emergency instructions. Notifications may also appear on campus computers and mobile devices. During an actual emergency, beacon lights will flash red, and clear instructions will be displayed on digital screens. Students and employees must immediately read and follow all directions provided.

Most Alertus emergencies will require evacuation unless it is unsafe to do so. Always follow the instructions communicated through the system and by emergency responders or College officials.

Intruder or active threat response

In the event of a violent intruder or active threat, follow the **Run, Hide, Fight** principles:

- › **Run** – If it is safe to do so, leave the area immediately and move to a secure location away from campus until an official All Clear is issued.
- › **Hide** – If evacuation is unsafe, move to a secure room, lock or barricade doors, cover windows, if possible, remain out of sight, silence your phone, and stay quiet.
- › **Fight** – As a last resort, if your life is in immediate danger and no other options exist, take action to defend yourself using available objects and by working together with others if necessary.

Emergency response plans

Emergency Response Plans (ERPs) are posted beside the door of each classroom and work area. These plans contain important information on responding to fires, medical emergencies, gas leaks, hazardous material incidents, and other emergencies. Students are encouraged to familiarize themselves with these procedures, emergency exits, and designated muster areas. Digital copies of the ERPs are also available through the Northern Lights College website (www.nlc.bc.ca/health-safety/) and can be downloaded to a phone or other mobile device for quick access during an emergency.

Emergency response drills

The College conducts regular emergency response drills throughout the academic year. During an **Active Threat Response Drill**, the Alertus Mass Notification System's yellow beacon alarms will sound and the beacon lights will flash green. The purpose of an **Active Threat Response Drill** is to practice lockdown procedures.

Instructions will be displayed through the Alertus Mass Notification System, and occupants will be expected to follow lockdown procedures, including moving to a secure room, securing or barricading doors where appropriate, remaining out of sight, silencing mobile devices, and remaining there until an All Clear is issued by an instructor or College official.

In any emergency or emergency drill, always follow the directions of college officials, instructors, emergency responders, and messages communicated through the Alertus Mass Notification System.

Enrolment services

This section includes important information you may need regarding attendance, grades, dropping or changing classes, financial arrangements, practicum, and more.

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Attending your first class

Attending your first day of class is important, whether your course is on campus or online. If something comes up and you can't make it to your first week, be sure to contact your instructor before classes begin. Let them know your situation — they're there to help! If your course is in a trades or vocational program, you must attend by the second class meeting. If you don't attend or contact your instructor, you might be removed from the course, so please reach out as soon as possible if you need help or can't be there.

Auditing a course

Students interested in taking a credit course for general interest only, and who have no intention of completing course work or writing exams may audit the course. An Audit student attends class but is not evaluated; credit is not granted and a final grade of AUD is assigned. The deadline to switch from credit to audit status in a course is the course withdrawal deadline. Once designated as audit status in a course, students may not switch to credit status.

An audit student:

- › will pay 100% of the tuition and fees for the audit course,
- › will be expected to attend classes regularly. No assignments are expected, no examinations are written,
- › cannot use audited courses as credits for student loan purposes,
- › is assigned a grade "AUD", which is not calculated in GPA, and
- › cannot use an "AUD", grade as a prerequisite for other courses.

Contact Enrolment Services for more information.

Convocation

NLC holds convocation ceremonies each year on the Dawson Creek, Fort Nelson, and Fort St. John campuses. Convocation is a celebratory event where you walk across the stage in an NLC gown and cap and the President confers the credentials you have earned.

To participate in convocation, you must:

- a) complete and submit a request to graduate form, available at nlc.bc.ca/graduation, and complete both the *Request to Graduate* section and *Attend Convocation* section, and

- b) meet or expect to successfully meet your program outcomes between July 1, 2026 and June 30, 2027

See [page 30](#) for details on Applying for Graduation.

Course and program changes

You can complete most course changes by logging into Borealis. Course changes include adding a course, dropping a course, withdrawing from a course, or accepting a wait-list offer. Changing your program requires several steps. If you want to pursue a different program at NLC, please contact Enrolment Services for information and instructions.

Course feedback

We provide feedback in a timely manner to minimize financial or academic penalties associated with withdrawing from a program or course. We recognize that a variety of evaluation methods better assesses your abilities and that evaluation should not be based on a single instance.

Your instructor, following the syllabus and generally expected standards, determines the number and complexity of assignments and examinations. We typically ask instructors to use at least four separate evaluative items as the basis for final grades, and to make the final exam worth no more than 50 per cent of a final course grade. In certain instances, outside agencies may impose restrictions that may limit the methods used in, and the frequency of, evaluation.

In each class, you will be provided with feedback on at least one substantial assignment or examination prior to course withdrawal deadline. This will give you a reasonable opportunity to assess your ability to succeed in the course and choose whether to withdraw.

Examinations

Final exams are usually held at the end of each semester, during a set exam period. If you miss a scheduled final exam, you won't automatically get another chance to write it. You must show a good reason — like illness or an emergency — and provide proof (such as a doctor's note) for your absence. If your instructor says you can't make up the exam but you feel this is unfair, you can ask the dean to review your case.

You'll get your graded assignments back, but final exams are kept by NLC for one year (12 months).

Grades

Most programs use letter grades, except where provincial or external agency sources require percentage grades. Grade points assigned to letter grades determine your grade point average. Marking is to an institutional standard and not on a curve. Your instructors calculate final grades and submit them to the registrar's office within five working days of course completion as defined in the course syllabi. Some courses or programs may require a 70 per cent passing grade or higher. Refer to [Evaluating Students Policy E-1.07](#) for further information.

Grade definitions

For the list and explanation of all grades and percentages, see [Evaluating Students Policy E-1.07](#) at nlc.bc.ca/policies/

Grade point average

Your grade point average is calculated by dividing the total grade points earned by the total number of credit hours attained. The total grade points earned are equal to the number of course credits multiplied by the grade point value assigned to that grade. The calculation only applies to courses with credit hours in their course description. For example, soci 101 is a first year course with three credit hours.

Graduation

When you're close to finishing your program, you need to apply to graduate. This is a required step — even if you don't want to attend the convocation ceremony, you must still apply and pay the graduation fee. Here's what to do:

- › You can apply for graduation once you start your final semester in your program. Fill out the graduation application form. You can get this form from nlc.bc.ca/graduation/
- › Pay the \$120 graduation fee. This fee is mandatory for everyone who is graduating, whether or not you go to the ceremony.
- › Submit your completed form and your proof of payment to the Registrar's Office.

If you want to attend the convocation ceremony, usually held in the Spring, you must complete all your course credits by June 30. If you need help, don't hesitate to ask staff at the Registrar's Office — they're there to assist you!

Please note, you will not receive your credential if you have a hold on your account when your program ends. Please ensure that your account is up to date, you have returned all tools, and paid any library fines.

Honours list

Each August, we establish an honours list to recognize achievements by full-time students in the completed academic year. Inclusion on the list shows that you have achieved a high standard of learning excellence:

- › for academic programs, a grade point average of 3.67 or better, and
- › for vocational programs, 90 per cent or better.

If you make the list, you will receive a letter from the Vice President, Academic and Research, and your achievement will be noted on your official transcript.

Income tax receipts for tuition

In February, we issue T2202 tuition and enrolment certificates to eligible students for income tax purposes. Tuition credits help reduce your taxes.

You can also transfer them to another Canadian taxpayer. Consult the Canada Revenue Agency to determine if your tuition fees and supplies are acceptable for a tax credit. You must access your T2202 through Borealis.

If you cannot find your T2202, or believe it is incorrect, please email records@nlc.bc.ca

There is data the Canada Revenue Agency (CRA) requires NLC to collect in order to issue T2202's. The Registrar's office will send reminders to those students whose Social Insurance Numbers (SIN) are not on file as part of this collection process.

Paying for college

Our financial aid officers can assist you in creating a plan to pay for college. They can help with awards, scholarships, government student loans and grants, and other government funded programs. They can also help you make a realistic, reasonable budget. Visit nlc.bc.ca/finaid for more information.

Student awards

The Northern Lights College Foundation administers awards available to students and community members. Most awards have deadlines and specific criteria for eligibility. They may include financial need, academic standing, community involvement, and the completion of a written submission. All awards provided through the Northern Lights College Foundation are made possible by the generous support of industry partners, individuals, businesses, and community organizations.

There are a wide range of student award categories:

- › Entrance awards are scholarships and bursaries given to you when you are thinking about or planning to attend NLC.
- › New student awards are scholarships and bursaries available when you are just starting.
- › General awards are scholarships, bursaries, and awards available to you when you are already a student.
- › Graduate awards are bursaries and awards for when you are almost finished your program and ready to graduate.
- › Emergency assistance are grants for you while studying here and get into a financial bind.
- › Indigenous awards are awards that are available if you are a First Nations Canadian.
- › External awards are scholarships and bursaries awarded from outside of NLC, but available to students.

To apply for awards and to find information on eligibility and deadlines, log onto the ASTRA app. For more information see [page 9](#). You can also email finaid@nlc.bc.ca to contact a financial aid officer.

Financial assistance

There are many sources of government-sponsored financial assistance to attend college. The government continuously revises these programs, and we advise you to check with Financial Aid for current information. A financial aid officer can help you determine which programs best fit your financial needs. Apply for financial assistance as early as possible as sponsorship and loans can take time to arrange.

Sponsorship

Sponsorship can cover some or all of your tuition and other fees through federal or provincial training programs, such as Northeast Native

Advancing Society, Métis Nation BC, First Nations, Employment Insurance, or Job Search. These agencies provide information on funding and any prerequisites. Please note that agency requirements may differ from or exceed those set by us.

For more information, please email studenthelp@nlc.bc.ca

If you are being sponsored, you need to work with your sponsoring agency to ensure we receive payment on time.

Assistance programs for Indigenous students

If you are an Indigenous student looking for financial aid, see the “Services for Indigenous students” section on [page 13](#) for information on how to connect with an Indigenous Education staff member.

Assistance programs for former youth in care

If you're living — or have lived — as a youth in care in BC, you could qualify for financial support to cover the full costs of your education at Northern Lights College. Visit nlc.bc.ca/former-youth-in-care/ or contact a financial aid officer at finaid@nlc.bc.ca to explore your options.

Adult upgrading grants

If you want to earn your Adult Dogwood Diploma through NLC's Career and College Preparation program, pursue English as a Second Language, or adult special education, there are specific grants available to help you out. Funding may cover direct educational costs such as instruction related fees, books, and, in some cases, transportation and childcare. To get started, apply for an adult upgrading grant or find more information by visiting nlc.bc.ca/student-loans-grants/

Assistance programs for students with disabilities

If you are a student with disability, you may have access to tailored funding. See the “Services for students with disabilities” section on [page 14](#).

Practicum and work experience placements

Many Northern Lights College programs include a practicum, work experience, clinical placement, or community-based learning component that provides students with valuable off-campus learning opportunities. A practicum placement refers to any supervised placement, work experience, or community agency visit that is a required component

of a program and must be successfully completed to meet graduation requirements.

Before beginning a placement, students, instructors, and host organizations may be required to complete placement documentation outlining the responsibilities, expectations, and learning outcomes associated with the experience. All required agreements and approvals must be in place before a student begins a placement.

For eligible unpaid practicums and work experience placements, students may be considered **Workers of the Crown** and be covered by **WorkSafeBC** for work-related injuries or illnesses that occur during the placement. Coverage is subject to provincial eligibility requirements and applies only while students are participating in approved placement activities.

Most practicum and work experience placements are unpaid. Students, host organizations, and instructors are expected to report workplace injuries and illnesses in accordance with **WorkSafeBC** and College reporting requirements.

Some programs may include paid work experience components. Students who are paid by a host employer while completing a practicum or work experience placement are generally covered by that employer's **WorkSafeBC** coverage rather than through the **Workers of the Crown** program.

Refunds

To get a refund for your courses, you must officially drop or withdraw from your class or program. This means you need to submit the correct forms to let the college know you are leaving the course. Admission deposits are non-refundable and can't be transferred to another person or program. If you withdraw from a credit course, you may get some of your tuition and mandatory fees back. The amount you get depends on when you submit your withdrawal. The earlier you withdraw, the more you may be refunded. Refunds are based on the date you officially de-register from your class or program.

ONE OR MORE DAYS PRIOR TO START OF CLASSES

100% of tuition, plus all student and instruction-related fees minus the non-refundable deposit

FIRST WEEK (1ST–7TH DAY OF CLASSES) DURING THE ADD/DROP PERIOD

60% of tuition

SECOND WEEK (8TH–14TH DAY OF CLASSES) DURING ADD/DROP PERIOD

40% of tuition

AFTER THE ADD/DROP PERIOD

No refund

We issue all refunds to you unless we have a sponsorship authorization on file. You can find the add/drop periods for semester-based courses in the academic schedule beginning on [page 45](#). You can find the add/drop periods for non-semester based courses at nlc.bc.ca/applying-dates-deadlines/

Please note that tuition fees are not transferable to other institutions.

Student ID cards

We rely on you to use your student ID card as your primary form of identification at Campus Services, in the library, or during examinations. Visit nlc.bc.ca/student-records/ for detailed instructions on how to get your student card.

Supplemental examinations

Unlike a make-up exam, a supplemental exam is an additional exam opportunity for a student to retake a comparable exam. You don't automatically have the right to a supplemental examination. Supplemental exams are a privilege determined by your instructor and the dean that oversees your program.

In some instances, a supplemental exam will be prohibited or otherwise regulated by an external governing body. If you are given the chance to take a supplemental exam, there will be a fee charged for each exam (as per NLC fee schedule) that will include any invigilation fee. Unless previously sanctioned by program policy, a supplemental examination may not be repeated for an individual course.

The following guidelines apply:

- › Your class mark must have been within five per cent of passing in the course prior to the exam being replaced/retaken.

- › You must have written the original exam and completed all course requirements.
- › Recommendations from your instructors should reflect evidence of your good efforts in the class, such as attendance, previous tests, academic integrity, etc.
- › In no case will your recalculated (by supplemental exam grade) final grade be greater than the minimum passing grade of the course.

For more information please contact studenthelp@nlc.bc.ca

Transcripts, certificates, and diplomas

Official transcripts are documents that show your academic record and include the registrar's signature and seal. You can request that we send official transcripts to you, or directly to employers, schools, or government agencies. To order an official transcript, follow the instructions at nlc.bc.ca/student-records/

If you are applying to another college or university, your official transcript can be sent directly from NLC to the new school. You can also choose to have the transcript sent to you, as long as you keep it sealed in the envelope provided — this will still count as official if you give it to the new institution unopened. Unofficial transcripts are free, but they do not have the registrar's signature or seal. You can view and download your unofficial transcript from Borealis.

We do our best to make sure all transcripts and graduation certificates (parchments) are accurate. If we make a mistake, we will fix and reissue your document for free. Please note, there are fees for ordering official transcripts or getting a replacement certificate or diploma. For details on how to order a duplicate or replacement, visit nlc.bc.ca/graduation

Tuition and other fees

Deposits

Before you can register for your classes or program, you need to pay a deposit or show a sponsorship authorization to Enrolment Services. This deposit is a way to tell the college you are coming, so we can reserve your seat in the program. The deposit is non-refundable and cannot be transferred to someone else. The amount you pay as a deposit will be applied toward your tuition fees.

Tuition fees

Your tuition and fees cover the cost of your courses, student services, and materials needed for instruction. The total amount you need to pay depends on your program, how many courses you take, the type of course, and whether you are a domestic or international student. You must pay all tuition and fees by the first day of class

How to pay

CONVERA

NLC has partnered with Convera for international tuition payments. With Convera, you can pay your tuition through this platform from a variety of countries, with a variety of currencies, and with a variety of payment methods. Additionally, you can track your payment status by sms and email. Make your payment now at students.convera.com/geo-buyer/nlc#!/

IN PERSON

Payment may be made at Campus Services during regular business hours. We accept cash, cheque, *Interac* Debit, Visa, and MasterCard. You may also present sponsorship letters. We cannot accept cash payments over \$3,000.

ONLINE BANKING

Most banks and credit unions allow payment directly from your bank. To pay with online banking, select Northern Lights College as the payee, and use your student number as the account number.

Please allow a minimum of two business days to receive and process your payment. If you completed your online banking payment less than 48 hours prior to your deadline, you must email your payment confirmation number to studenthelp@nlc.bc.ca. We strongly encourage you to pay within the timelines to accommodate this delay.

ONLINE PAYMENT

You can make payments online using the TouchNet web application. Payments are applied directly to your account, so you can immediately see your account balance. For more information about TouchNet see [page 11](#). TouchNet supports Visa, MasterCard, and *Interac* Debit for selected Canadian banks and credit unions. You can also give others permission to pay without giving them your username and password.

PAYMYTUITION

NLC has partnered with PayMyTuition for international tuition payments. With PayMyTuition, you can pay your tuition payments from any bank, in any country, in any currency, at better than bank exchange rates. PayMyTuition is fast, simple, and cost effective. Make your payment now at payment.paymytuition.com/paynow/nlc

PHONE, EMAIL, FAX, OR MAIL

Payment via credit card can be taken over the phone. We do not accept credit card payments by email, fax, or mail.

WIRE TRANSFER

We no longer accept wire transfers.

Tuition fee deferral

Sometimes, paying your deposit or tuition fees is not something you can do right away, especially if you are waiting for sponsorship or financial aid. If this happens, you can ask for a deposit waiver or a tuition fee deferral (a delay in payment). The Financial Aid office is your main contact for help with this process. A financial aid officer can explain your funding options and help you apply for a waiver or deferral if you qualify. If you have questions about paying for college, reach out to Financial Aid as soon as possible — they are here to support you.

If you do not pay your fees

If you have not paid your tuition fees by the first day of classes, whether you are attending NLC or not, we will contact you regarding payment. If fees remain unpaid, we may drop you from your classes without notice, and you will not receive diplomas, certificates, transcripts, enrolment verifications, or any other documents until you have paid all fees owed in full. You may not enrol or register for additional courses until you have paid. We send unpaid debts to a collections agency, which may negatively affect your credit rating.

Other fees

There are other required fees that are specific to individual courses and programs. These fees may include, but are not limited to, application, assessment, textbooks and other instructional materials, field trips, lab, technology, facility, and library fees. There is also a students' association fee paid by all students, except those taking certain continuing education or other short-term courses. In addition, there may be optional fees for

items such as locker rental or parking. For current fee schedules, or to see the cost of your program, please see [Other Fees and Charges](#) for guides.

What to do if you cannot attend

Sometimes things come up, and your plans to attend or pay for college change. If this happens, inform Enrolment Services by emailing studenthelp@nlc.bc.ca or calling **1-866-463-6652**.

If you do not inform us of your change of plans, we expect you to pay for your classes and programs. If you cannot pay for college but would still like to study with us, please call a financial aid officer at **1-866-463-6652** or email finaid@nlc.bc.ca

If something really bad happens to you or your family, for example a serious health issue or death, which is called an 'extenuating circumstance,' you can appeal with a written letter and official documentation to the registrar and request a refund. For more information, please email studenthelp@nlc.bc.ca

Withdrawal

To withdraw from a course, you must officially withdraw within the dates specified in the academic calendar at calendar.nlc.bc.ca/. You can complete your withdrawal using the registration system in Borealis or visit Enrolment Services for assistance.

Updating your contact information

When you move at any point in your NLC journey update your mailing address with us. Download the student record update form at nlc.bc.ca/student-records/ and email the completed form to studenthelp@nlc.bc.ca

If you've moved to attend NLC, also be sure to:

- › update your driver's license at icbc.com,
- › update your vehicle registration with your new address,
- › let your insurance, bank, and credit companies know about your change of address,
- › update your renter's insurance or homeowner's insurance if needed, and
- › find new doctors, dentists, and other specialists depending on your needs and insurance.

Regulatory information

Here you will find the fine print — written plainly for your knowledge — of policies, rules, and your rights while attending college.

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We are committed to protect the individual rights of all students. We promote a culture founded on academic integrity, mutual respect, and a clear and fair application of policies and regulations. We are outlining policies pertaining to students in this section. Please note that policies may change.

You can access the full policies at nlc.bc.ca/policies

Academic appeal

Policy E-1.01

You have the right to appeal a course grade if you believe the grade is inaccurate. You can appeal a grade earned while a course is in progress as well as a final grade. The procedures are similar. If an informal review is not satisfactory, you can lodge a formal appeal with a *Final Grade Appeal Form*, available at nlc.bc.ca/policies/ under Education section of Student Policies.

Academic integrity

Policy E-1.08

Academic integrity involves relying on your own work when instructed to do so. Where appropriate, you also need to provide full documentation to indicate where you used the work of others. Not following these practices means you are being academically dishonest.

There are three related but distinct forms of academic dishonesty: fraud, cheating, and plagiarism. Disciplinary action may vary according to particular circumstances. Some forms of academic dishonesty may call for more severe treatment than others. Disciplinary actions are based on infractions against the policy, not individual incidents, and can be as severe as withdrawal from the College. You have the right to appeal disciplinary decisions.

Academic standing

Policy E-1.02

We believe it is important to intervene early when you begin to struggle academically. This policy explains how Academic Standing is calculated and what is required to maintain Good Academic Standing. Academic standing is reported on your transcript.

Should your GPA drop below a 2.0 in any given term you will be placed on either Academic Alert, Academic Probation, or Required to Withdraw Status. Details about how to return to Good Standing are found within the policy, as are details about what registration restrictions apply to each Academic Standing status

Alcohol use on college property

Policy A-1.01

Consumption of alcoholic beverages during special occasion functions held on NLC property is legal only in those places licensed for this purpose by the Liquor Control and Licensing Branch (LCRB) and is authorized only at times and on conditions approved by the NLC administration and LCRB. This does not apply to student housing areas if you consume alcohol in the private area you are paying to stay in and are of legal drinking age.

We encourage groups that organize social events on NLC property at which alcohol may be available to promote "Designated Drivers" and "Do Not Drink and Drive" campaigns as appropriate in the circumstances. Groups should also make individuals aware that nonalcoholic beverages will be available.

Confidentiality and freedom of information

The *Freedom of Information and Protection of Privacy Act* regulates how we collect, record, maintain, and access information about you. We collect only that information which is necessary for administrative purposes. Similarly, we share that information only with persons who have a legitimate reason for accessing it or when complying with a court order.

You can grant access to your records to others, for example a parent or partner, by completing a release of information form available by emailing studenthelp@nlc.bc.ca

You can request access to your file by emailing records@nlc.bc.ca

Publicity and photography

We regularly organize events or projects. If you participate in them, we or other agents may take photographs or recordings of you for use by NLC, our programs, or partnerships. You can request that we do not use your name and image. If you do, we will stop using your likeness, poses, acts

and appearances, or sound recording wherever possible. Please note that completely removing your name, image, and audio and video clips from media already in existence may not be possible.

For more information, email marcom@nlc.bc.ca

Student non-academic code of conduct

Policy A-5.04

We expect you to act with integrity, dignity, honesty, and respect. We do not condone disruptive or dangerous behaviour and other actions that disrupt instructional activities and services or otherwise undermine an environment conducive to learning — both on and off campus. There are disciplinary measures for behaviour that is not acceptable.

Sexual violence and misconduct

Policy A-5.18

We are committed to providing a learning environment which is free from sexual violence and misconduct. Sexual misconduct is a broad term that encompasses unwelcome conduct of a sexual nature or targeting sexuality. The policy applies to behaviour on and off campus, online conduct, and text messaging. It does not replace a criminal process. If you are a survivor of or a witness to criminal behaviour, we encourage you to report that behaviour to the RCMP.

Email complaints to the confidential email at studentconduct@nlc.bc.ca

At NLC we understand that sometimes a survivor is not ready to disclose or report an event of sexual violence. NLC offers anonymous reporting through a confidential submission form on the NLC website which can be found at nlc.bc.ca/student-support/sexual-violence-support-and-education/anonymous-report-form/. While anonymous reporting is an option it is important to understand the limitations of choosing this option. When an anonymous report is received by the NLC Student Conduct office NLC will be unable to follow up with you for further information and will not pursue an investigation. What it does offer the college is an opportunity to monitor if there are patterns or areas of concern on campus, and address them through education, information campaigns or improvements to the college environment.

Both the complainant, the survivor (if different than the complainant) and the respondent will be offered support during the investigation process to ensure procedural fairness.

Student appeals

Policy E-2.10

You have the right to appeal decisions that impact your ability to register in a program or course, to continue attending a course or program, or to use services available to registered students. Unless there are health and safety issues, you can attend classes until we make a decision.

Student discrimination, bullying, and harassment prevention

Policy A-5.15

We are committed to providing a learning environment that supports academic excellence and protects the dignity, self-esteem, and fair treatment of all members of our community. We do not tolerate any form of discrimination, bullying, and harassment in any educational, business, or other dealing. You must lodge a complaint within six months of the last alleged incident.

Student rights and responsibilities

Policy E-4.05

As an NLC student, you have rights related to your learning experience and access to College processes and services, along with responsibilities to contribute to a respectful, safe, and supportive learning environment and to follow College policies and expectations. Understanding your rights and responsibilities can help you navigate your student experience with confidence, know what to expect from the College, and understand what the College expects from you.

If you have questions about these rights and responsibilities please email talktous@nlc.bc.ca

Academic calendar

This is the place where you will find the important dates of your school year.

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September 2026

- 01 Labour Day*
- 08 Fall semester starts (orientation)
- 09 First day of Fall classes and tuition fees due
- 09 First day of classes (20-week term)
- 22 End of add/drop period (20-week term)
- 22 End of add/drop period (Fall)
- 30 National Day for Truth and Reconciliation*

October 2026

- 12 Thanksgiving Day*

November 2026

- 04 Last day to withdraw (Fall)
- 11 Remembrance Day*
- 17 Last day to withdraw (20-week term)

December 2026

- 04 Last day of classes (Fall)
- 06 Final exams start (Fall)
- 16 Final exams end (Fall)
- 24 Christmas Eve (non-instructional)
- 25 Christmas Day*
- 26 Boxing Day*
- 27 Start of Holiday closure*

* Campuses closed

January 2027

- 01 New Year's Day*
- 04 Winter semester starts (orientation)
- 05 First day of Winter classes and tuition and fees due
- 18 End of add/drop period (Winter)
- 29 Last day of classes (20-week term)

February 2027

- 08 First day of classes (20-week term), and tuition and fees due
- 15 Family Day*
- 22 Start of Reading Break
- 23 End of add/drop period (20-week term)
- 27 End of the Reading Break

March 2027

- 02 Last day to withdraw (Winter)
- 26 Good Friday*
- 27 Easter* (non-instructional)
- 28 Easter*
- 29 Easter Monday*

April 2027

- 08 Last day of classes (Winter)
- 13 Final exams start (Winter)
- 19 Last day to withdraw (20-week term)
- 23 Final exams end (Winter)

* Campuses closed

May 2027

- 03 First day of Spring and Intercession classes (orientation), and tuition and fees due
- 10 End of add/drop period (Intercession)
- 17 End of add/drop period (Spring)
- 24 Victoria Day*
- 31 Last day to withdraw Intercession

June 2027

- 01 Last day to withdraw (Intercession)
- 19 Last day of classes (Intercession)
- 21 Final exams start (Intercession)
- 23 Final exams end (Intercession)
- 28 Last day to withdraw (Spring)
- 28 Last day of classes (20-week term)

July 2027

- 01 Canada Day*
- 05 First day of classes (Summer), and tuition and fees due
- 11 End of add/drop period (Summer)
- 29 Last day of classes (Spring)
- 31 Final exams start (Spring)

August 2027

- 02 British Columbia Day*
- 03 Last day to withdraw (Summer)
- 12 Final exams end (Spring)
- 20 Last day of classes (Summer)
- 22 Final exams start (Summer)
- 27 Final exams end (Summer)

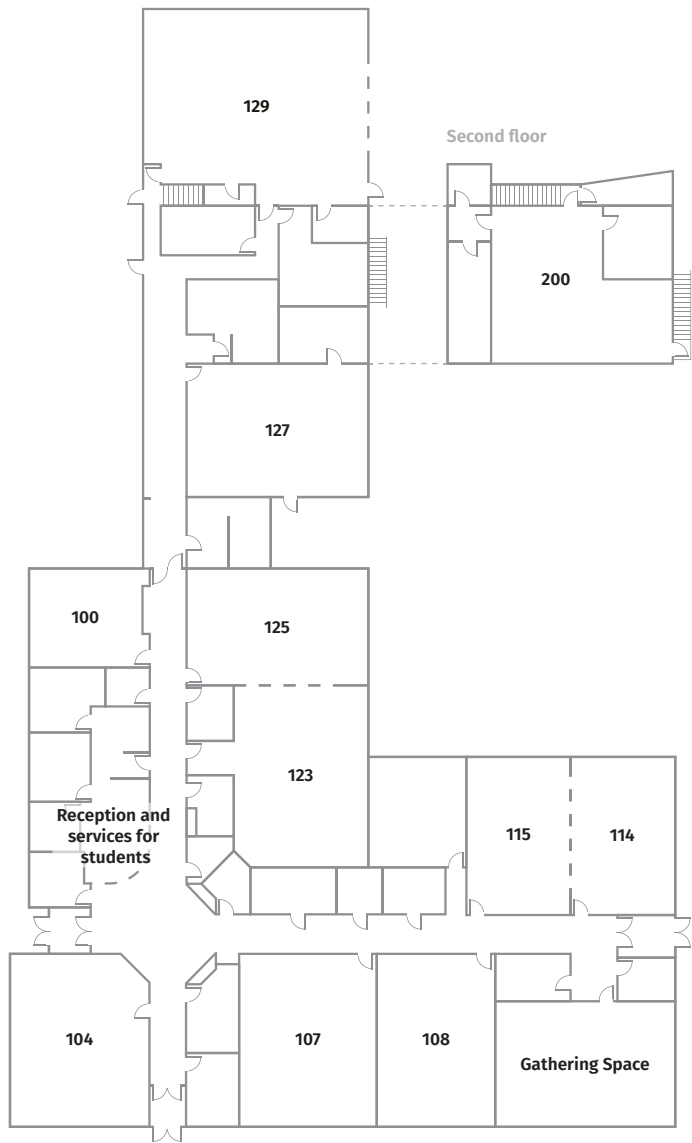
* Campuses closed

Campus maps

We don't want to lose you, or for you to feel lost. Here you'll find maps to all our campuses and major buildings.

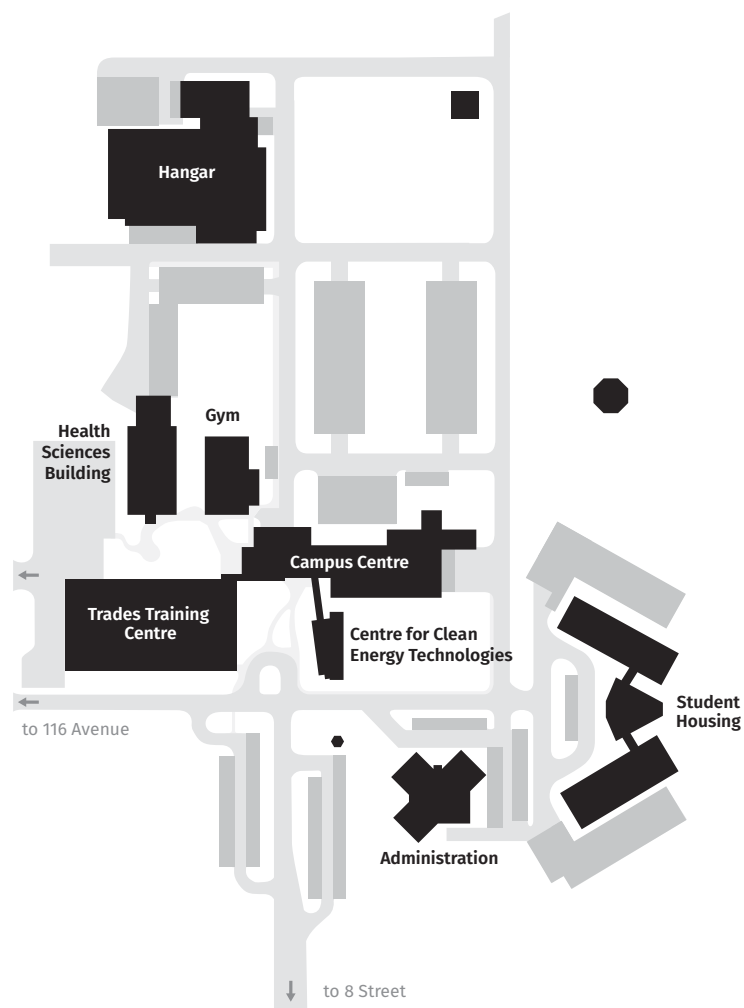
Chetwynd campus	50
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Campus Centre (Basement)	52
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Chetwynd campus



Find more campus information at
nlc.bc.ca/campus/chetwynd/

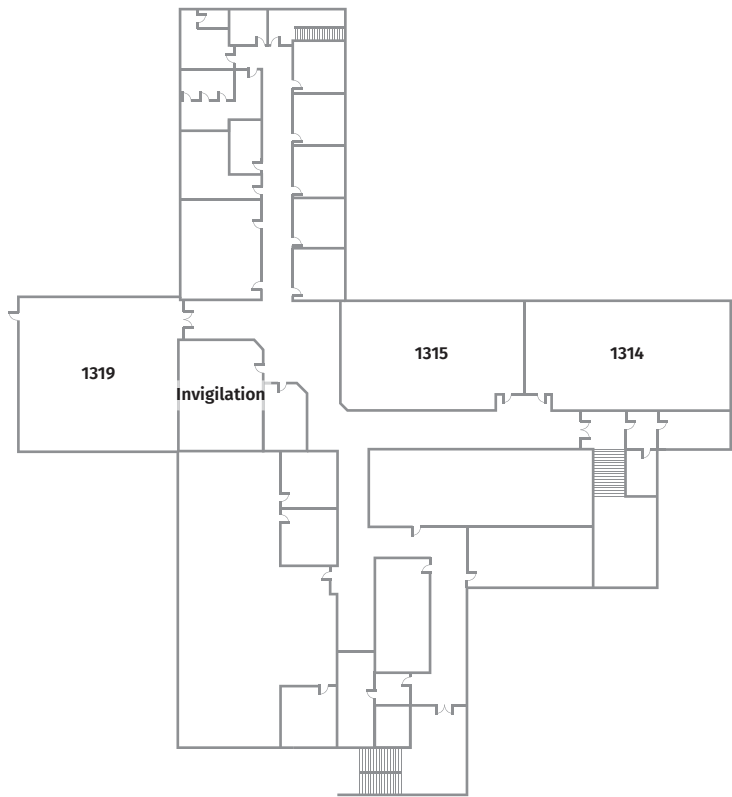
Dawson Creek campus



Find more campus information at
nlc.bc.ca/campus/dawson-creek/

Campus Centre

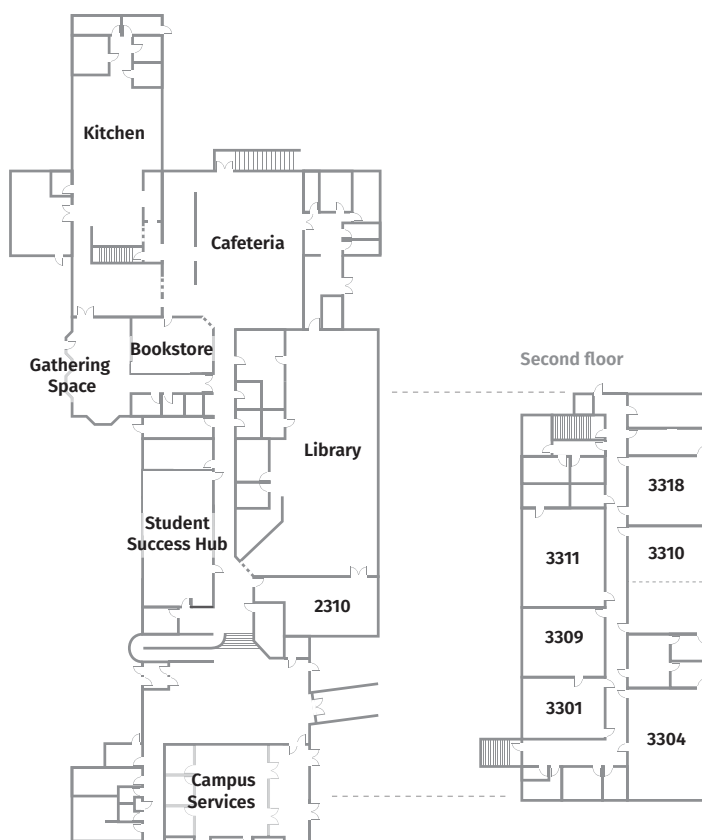
BASEMENT



Find more campus information at nlc.bc.ca/campus/dawson-creek/

Campus Centre

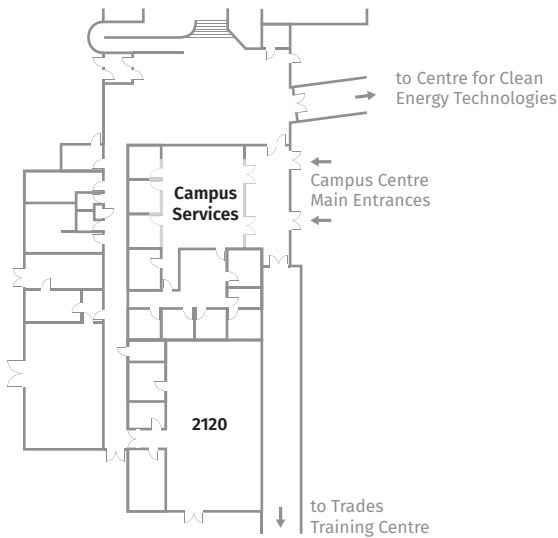
NORTH SECTION



Find more campus information at
nlc.bc.ca/campus/dawson-creek/

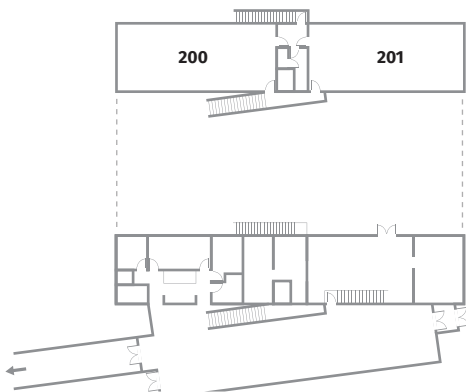
Campus Centre

SOUTH SECTION



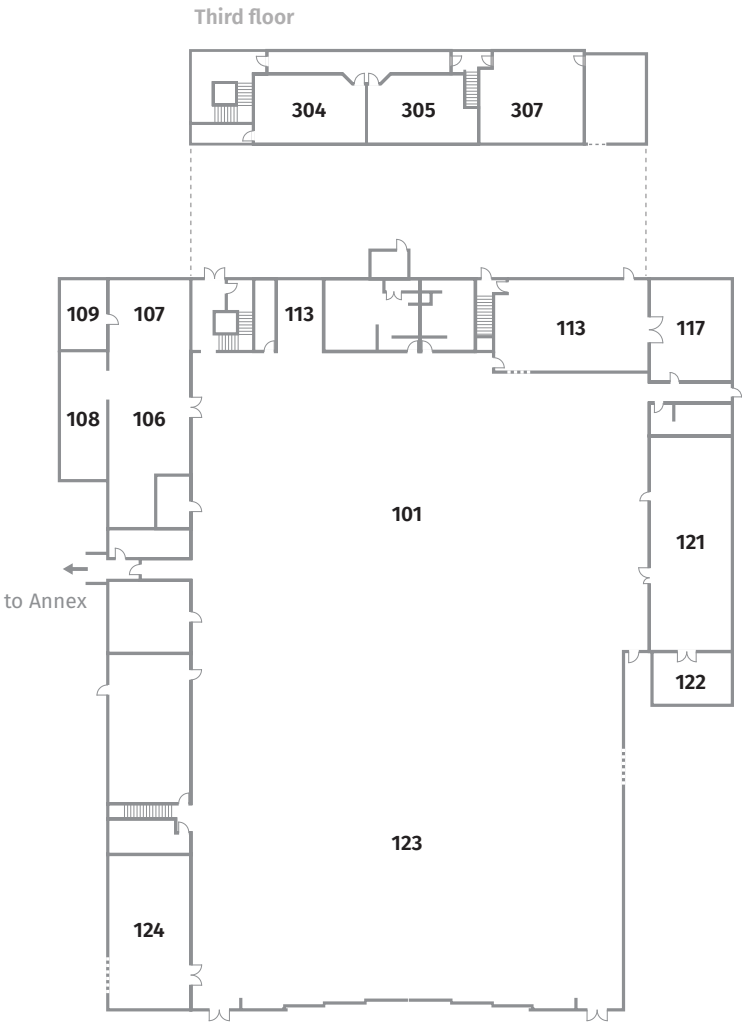
Centre for Clean Energy Technologies

Second floor



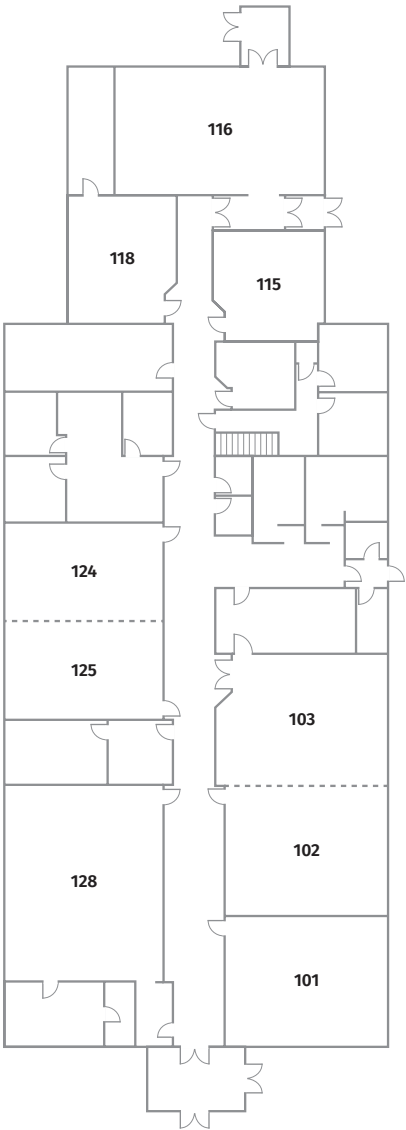
Find more campus information at
nlc.bc.ca/campus/dawson-creek/

Hangar



Find more campus information at nlc.bc.ca/campus/dawson-creek/

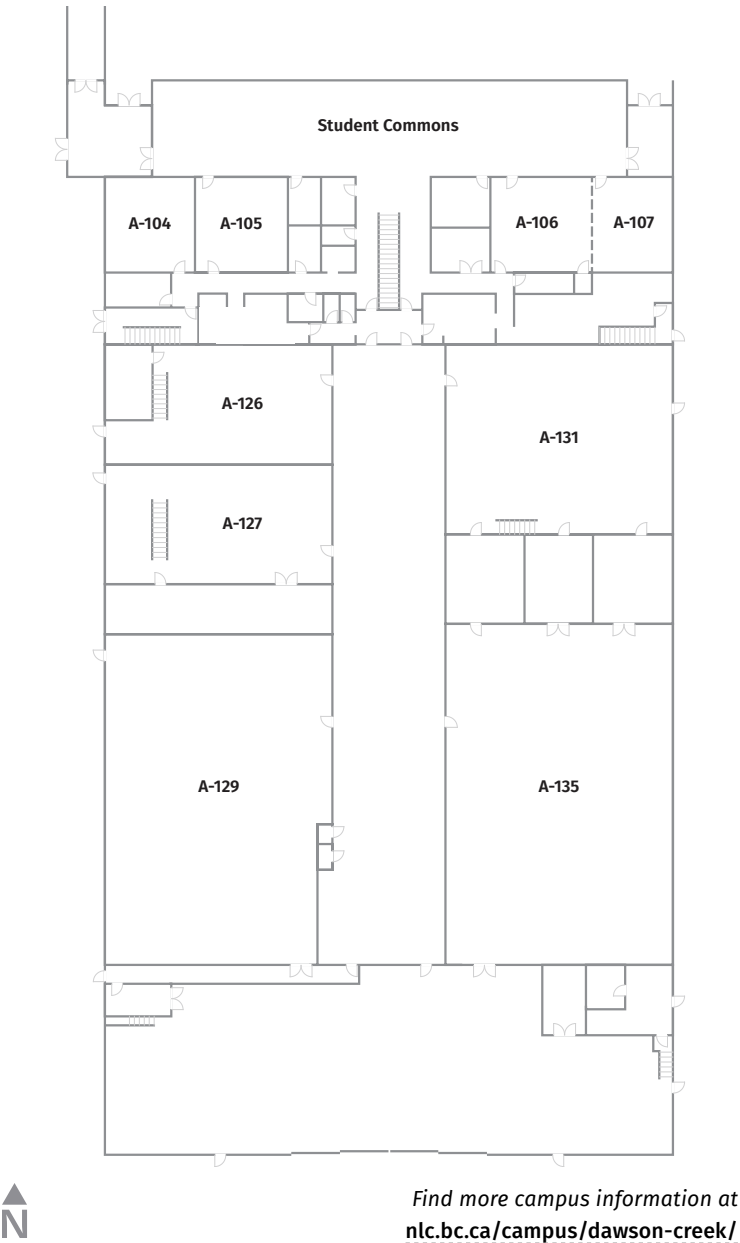
Health Sciences Building



Find more campus information at nlc.bc.ca/campus/dawson-creek/

Trades Training Centre

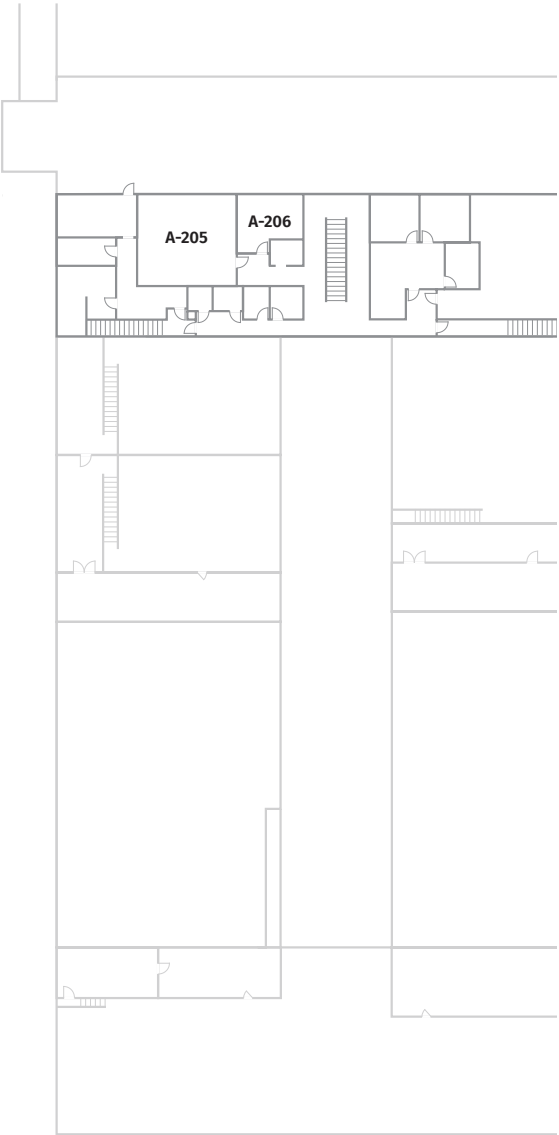
FIRST FLOOR



Find more campus information at
nlc.bc.ca/campus/dawson-creek/

Trades Training Centre

SECOND FLOOR



Find more campus information at
nlc.bc.ca/campus/dawson-creek/

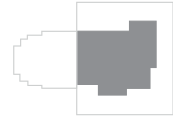
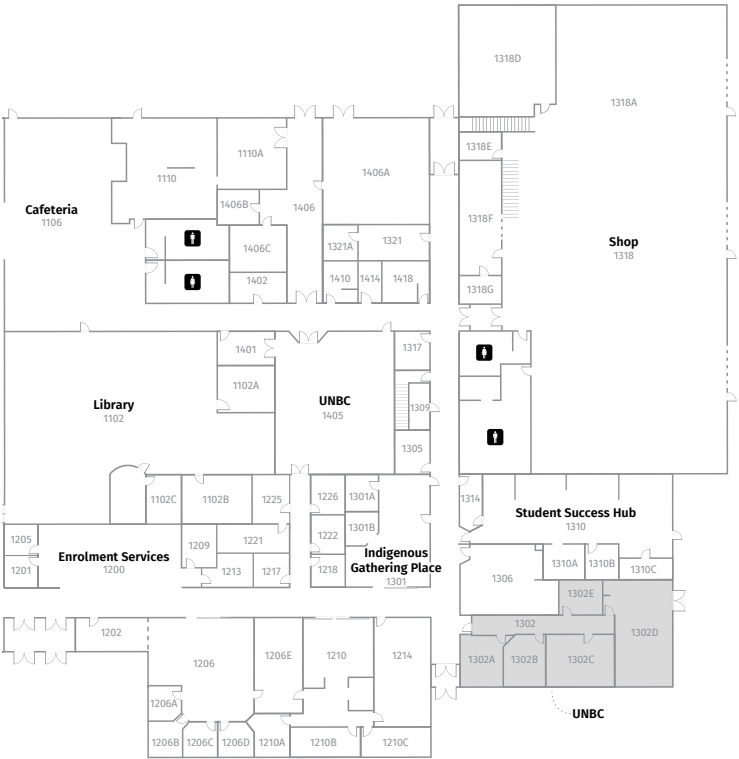
Fort Nelson campus



Find more campus information at
nlc.bc.ca/campus/fort-nelson/

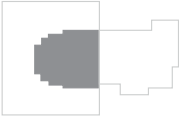
Fort St. John Campus Centre

SOUTHEAST SECTION



Find more campus information at
nlc.bc.ca/campus/fort-st-john/

Campus Centre
NORTHWEST SECTION



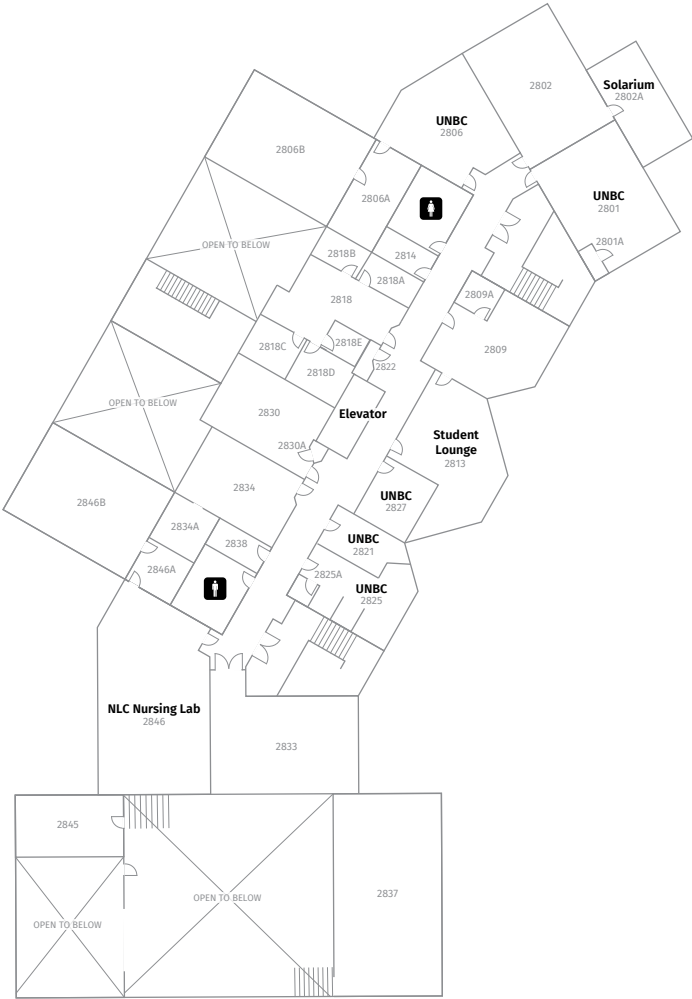
Find more campus information at
nlc.bc.ca/campus/fort-st-john/

FIRST FLOOR



Find more campus information at
nlc.bc.ca/campus/fort-st-john/

Jim Kassen Industry Training Centre
SECOND FLOOR



Find more campus information at
nlc.bc.ca/campus/fort-st-john/

Contact information

This is where you will find contact details for our campuses, administrators, and deans.

Campus addresses and phone numbers	65
Administrators	65
Deans	66
Security	66

Campus addresses and phone numbers

Toll-free number for all locations

1-866-463-6652

Atlin

Box 29
Atlin, BC VOW 1A0
250-651-7762

Chetwynd

Box 1180
5132-50 Street
Chetwynd, BC VOJ 1J0
250-788-2248

Dawson Creek

11401-8 Street
Dawson Creek, BC V1G 4G2
250-782-5251

Dease Lake

Box 220
Dease Lake, BC VOC 1L0
250-771-5500

Fort Nelson

Box 860
5201 Simpson Trail
Fort Nelson, BC VOC 1R0
250-774-2741

Fort St. John

9820-120 Avenue
Fort St. John, BC V1J 8C3
250-785-6981

Tumbler Ridge

Box 180
#106-235 Front Street
Tumbler Ridge, BC VOC 2W0
250-242-8892

Administrators

These staff members can respond to questions or concerns that are non-academic in nature.

Floyd Bertrand

Campus Administrator,
Atlin, Dease Lake and Fort Nelson
250-774-2741, ext. 4601
fbertrand@nlc.bc.ca

Linda Mueller

Campus Administrator,
Dawson Creek
250-784-7540
lmueller@nlc.bc.ca

Karen Mason-Bennet

Campus Administrator,
Fort St. John
250-787-6240
kmasonbennett@nlc.bc.ca

Steve Dowling

Campus Administrator,
Chetwynd and Tumbler Ridge
250-788-2248
sdowling@nlc.bc.ca

Karen Bravo

Registrar
250-784-7518
registrar@nlc.bc.ca

Lorelee Mathias

Director of Student Services
250-784-7555
lmathias@nlc.bc.ca

Coline Casey

Director of Indigenous Education
250-782-5251, ext. 1203
ccasey@nlc.bc.ca

Director of International Education

250-782-5251

Deans

If you have questions or concerns related to your studies, these people will be able to help you.

Dean, Workforce Training and Continuing Education

250-782-5251

Rod Cork

Dean, Trades and Apprenticeships
250-784-7503
rcork@nlc.bc.ca

Cary Di Pietro

Dean, Academic
250-784-7605
cdipietro@nlc.bc.ca

Nicole Dahlen

Dean, Health Sciences and Human Services
250-784-7537
ndahlen@nlc.bc.ca

Kathleen Lewis

Associate Dean, Academic and Vocational Programs
250-785-6981, ext. 6209
klewis@nlc.bc.ca

Dennis Stavaro

Associate Dean, Health Sciences, Human Services and Quality Assurance
250-782-5251, ext. 1216
dstavrou@nlc.bc.ca

Security

Dawson Creek Campus Security

250-784-8202

Fort St. John Campus Security

250-261-4119

