

FALL 2023 INTERNATIONAL REGISTRATION GUIDE





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Please review the list below carefully. You must review and complete each item in order to continue with your registration. All Niagara College programs open to international students will have on-campus learning in the Fall 2023 term. This means that all international students are **required to be in Canada** and able to attend Niagara College's campuses in the Niagara Region for their classes.

REGISTRATION CHECKLIST



- 1. [Click here](#) to setup your MyNC account.
- 2. If you have not received a receipt for your payment, [click here](#).
- 3. If you have not submitted all of your outstanding academic documents as outlined in your Acceptance Package, scan and email all remaining documents to international@niagaracollege.ca.
- 4. [Click here](#) to view the NC Discovery Pass Portal and [register](#) for an upcoming pre-departure session for all new students.
- 5. [Click here](#) to submit your Student ID photo.
- 6. [Click here](#) to check the technology requirements for your program.
- 7. [Click here](#) to view the Orientation Agenda and register for Orientation Daze for all new students – August 21-September 1.
- 8. [Click here](#) to complete the Be NC Ready modules.
- 9. Download our Be NC Ready App available by searching the App Store or Google Play for “iCent” and searching for “Niagara College - Be NC Ready” within the app. [Click here](#) for instructions.
- 10. [Click here](#) to view the ‘Fall 2023 Timetable Selection Dates’ announcement posted near the start of term on the MyNC portal home page to learn when timetable selection begins for your program.
- 11. Begin your program – classes begin on September 6, 2023. [Click here](#) to check out other important dates this term.



KEY DATES

By This Date You Need To	
Now	Submit all documents to Niagara College
Now	Submit study permit or if you have not arrived in Canada, proof of approval of your study permit
Tuition due date	Make sure all payments have been made <ul style="list-style-type: none">• <i>New students (all Level 1) – as per Final Invoice</i>• <i>Returning students – July 21, 2023</i>
July 24	Pre-orientation activities begin international.niagaracollege.ca/events
August 3	Full-time online timetable selection begins (fees must be paid and visa proof must be provided first) mync.niagaracollege.ca
August 9	Study permit approval is required. Failure to provide an approved study permit by the due date may result in your offer being rescinded
August 21 -September 1	Orientation Daze – College Wide international.niagaracollege.ca/orientation
September 4	Labour Day (College Closed)
September 6	Classes begin niagaracollege.ca/dates
September 12	Last day to register or change sections niagaracollege.ca/dates
September 12	Update your address (if required) niagaracollege.ca/mync/help/change-contact-information
September 19	Last day to withdraw with a refund (“Tenth Day”) niagaracollege.ca/dates
October 9	Thanksgiving Day (College Closed)
October 23-27	Mid-Term break
December 15	Classes end niagaracollege.ca/dates
December 22	Final grades are available online mync.niagaracollege.ca
December 25-January 1	College Closed

Please Note:

- Find your textbooks by visiting: niagaracollege.ca/launchguide/introduction/textbooks.
- If you do not pay your fees by the due date stated in your acceptance package and most recent invoice, your admission will be revoked and your seat will be offered to someone else.
- Key dates may vary for specific courses due to program requirements. Please consult the Niagara College website for date exceptions.

niagaracollege.ca/dates

SIGN UP FOR MYNC

1. Create your account 2-3 days after fee payment.
2. Go to mync.niagaracollege.ca.
3. Click “Set Password”.
4. Complete the steps to receive your User ID, Password and Niagara College (NC) email address.
5. Record and keep this information safe.
6. Check your new email often to receive important NC information.
7. Congratulations! You now also have access to Blackboard which is a virtual learning environment and is the Learning Management Systems (LMS) that we use at Niagara College. Almost every NC course that you take will have a course site on Blackboard where your professors may share class announcements, post resources, ask you to submit assignments and more.



ENROL ONLINE WITH “NICOLE”

WHAT IS NICOLE?

NICOLE allows you to activate your computer account, select and print your timetable, pick your electives and swap or drop classes.

CHOOSE YOUR TIMETABLE AND ENROL IN YOUR CLASSES

As a reminder, students need to have the following to select their timetables:

- Notify Niagara College of study permit approval.
Note: study permit approval is required no later than August 9th. Failure to provide an approved study permit by the due date may result in your offer being rescinded.
- Pay your tuition fees by the payment deadline indicated on your most recent invoice. If you have not already paid at least your first semester fees (full-year fees are recommended) please pay by the due date listed on your most recent invoice.
Note: fee payment is required to confirm your seat and to select your timetable. Failure to pay by the due date may result in your offer being rescinded.

Not sure how to make a payment? [Click here](#) for Payment Portal

Using NICOLE, you can select your timetable and enroll in your classes. Space is limited, so select your timetable and electives early.

Visit: mync.niagaracollege.ca

IMPORTANT: You must pay your fees, fulfill all conditions and have a visa before you can select a timetable. Provide your most current study permit status to avoid delays in registration. Email your study permit and Canadian visa status to international@niagaracollege.ca



SELECTING YOUR TIMETABLE



**Starting: August 3 at 7:00am
Eastern Standard Time (EST)**

1. Log into mync.niagaracollege.ca.
2. Go to "Dashboard".
3. Under "My student records", click on "Manage Registration". then click "Select/Manage Timetable".
4. Read the important notice and click "I Accept".
5. Click on "Select Your Timetable Block".
6. Click the drop down window beside "Timetable Block" when you have one selected.
7. Click the "Enroll in this Timetable Block" link next to the block of your choice.
8. Click "View Timetable" for a printable version.

To view the How to: Select a Timetable Block webpage, click here.

IMPORTANT: Some programs will only have one timetable to choose from.

If any time or room changes have occurred, print a new copy of your timetable on the first day of class.

CHOOSING ELECTIVES

If your program requires an elective, you will be asked to choose it when you enroll in your Timetable Block. Do not choose your elective using the ADD Courses link. Space is limited, so choose your electives as soon as possible. If you wait, you can choose an elective by clicking on "Customize your Timetable Block". For more information, click on the help button on the NICOLE homepage and read the document "Choosing your Elective". niagaracollege.ca/mync/help/choose-electives

Note: If you do not choose your elective this term, you will have to add it to a future term and pay for it again.

Important: If you change your timetable block, you must reselect your elective.

TIMETABLE CHANGES

The last day to customize your timetable or add additional courses is **September 12**.

To do so, visit: niagaracollege.ca/mync/help/add-change-courses

Note: If you add extra courses to your timetable, there will be additional charges to your fees.

DROPPING A COURSE

If you want to drop a course, please speak to your International Student Advisor before doing so as this may affect your ability to graduate from your program, immigration status, ability to work on/off-campus and PGWP (Post-Graduation Work Permit) eligibility.

STUDENT ADVISORS

For more information about International Student Advisors including helpful resources from their team, please visit: international.niagaracollege.ca/isa.

HOW DO I KNOW THAT I'M SUCCESSFULLY ENROLLED IN MY CLASSES?

When logged into **NICOLE**, the status line will show you how many courses and credits you are enrolled in. Clicking on "Credit Requirements" will show you the total credits required for your program as well as the minimum allowed to be a full-time student.

You must speak with your International Student Advisor before swapping or dropping a class. It is your responsibility to ensure you are enrolled in all your classes. To find out the contact information of your International Student Advisor, [click here](#).

Documents to help you are available online at mync.niagaracollege.ca

If you can't find the answer to your question, send an email stating your name, student number, program and question to registrar@niagaracollege.ca.

WITHDRAWAL AND REFUND PROCESS

For more information on Niagara College's deferral, withdrawal or refund policies, please visit:

international.niagaracollege.ca/withdrawal-refund-process.

We are always here to help you on your Niagara College journey. Contact us:



Email our Inquiry Response Team at international@niagaracollege.ca.



international.niagaracollege.ca