MI BIG WORLD
YOUR GUIDE TO STUDENT SUCCESS
201718
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I am delighted to welcome you to the Marine Institute. We are very proud of our institute and we hope you too will be proud of your future alma mater.

The Marine Institute has a broad range of programs in the marine transportation, food, and fisheries sectors and we continue to develop new innovative programs for careers in the ever-growing oceans industries. Our staff, faculty and researchers are dedicated and well recognized for their excellent teaching, research and support to our students and industry clients. We are home to some of the unique teaching and research facilities including the world’s largest flume tank and only one of two full motion bridge simulators on the planet.

From our programs to our applied research and development, the Marine Institute is committed to unlocking our ocean of opportunity for our students. With so much to offer, the Institute has a worldwide reputation for shaping its graduates to be the best in their field in academic achievement, student and graduate employment, volunteerism and community outreach.

Be sure to get involved in a club or student politics, volunteer on or off-campus, or play intramural sports. As a closely-knit community, it’s easy to connect with your classmates and take advantage of our many student services. From academic to career advising to recreation and student events, we have the people and support services to help you achieve personal and professional success while you attend the Marine Institute.

I think you’ll find that our vibrant student community, top-notch programs and leading-edge resources make our institute, quite simply, where you want to be.

I wish you every success with your studies and look forward to getting to know you.

GLENN BLACKWOOD, vice-president
Memorial University (Marine Institute)
Congratulations! You’re about to start down the path to becoming a MI graduate. To make sure you get there on time and on track, this guide will help you with every step to ensure your first year is as successful as possible. Get to know your support services for students and along the way, let us get to know you so we can help you get the most out of your Marine Institute experience.

You are now at the center of the MI World.
While the majority of our students are located on our Ridge Road campus where most of our instructional, research facilities and general administrative offices are housed, here are some locations you may visit during your studies.

At our Offshore Safety and Survival Centre in Foxtrap, NL, our diploma, certificate and industrial clients take part in safety and emergency response training courses customized for the offshore petroleum, marine transportation, fishing and land based industries.

The Safety and Emergency Response Training (SERT) Centre in Stephenville, NL is the modern training facility for MI’s Fire Rescue program, as well as for courses in specialized safety and emergency response, aviation firefighting and rescue and industrial safety and emergency response training.

Located in Holyrood, NL, the Holyrood Marine Base supports at-sea research and training priorities of the Marine Institute and the broader Memorial University community. These priorities are primarily related to ocean science, ocean technology and ocean safety.
THINGS THAT MAY IMPRESS YOU ABOUT THE MI WORLD

In the MI world, there are facilities and experiences that you won’t find anywhere else in the country or around the world.

• MI houses the world’s largest and most up-to-date full-mission simulator complex including a full motion ship’s bridge simulator.

• Our Offshore Safety and Survival Centre is equipped with a Helicopter Underwater Escape Trainer and Environmental Theatre that can simulate wind, waves and rain.

• MI is home to the world’s largest flume tank where our experts perform tests on newly developed or existing fishing equipment in simulated underwater and near surface conditions.

• We house a food pilot plant used to develop new food products and processing methods and an aquaculture facility with fresh and salt tank systems.
STUDYING
Students Affairs

Room W3013, Third Floor
www.mi.mun.ca/studentaffairs
www.mi.mun.ca/currentstudents

MI’s campus is not just a place where you attend class. It’s a community where we believe in providing a well-balanced experience for each and every one of our students.

From academic to career support to recreation and student events, we have the people and support services to help you achieve personal and professional success while you attend the Marine Institute.

Whether you have questions about your courses, work terms, housing, books, things to do after class, money, or health, you can get the answers here.

The Student Affairs Department provides various services for new, existing and prospective students, staff and faculty including:

- academic, vocational and personal support;
- career, student aid, and scholarship information;
- advising and assisting student council and other student groups on campus;
- advising individuals who may be interested in attending the Institute, and
- transition and engagement programming.
INFO SERVICES
Room C2210, Main Floor

Information Services is a valuable resource for visitors, students, faculty and staff. Students can pick up forms for confirmation of registration, request for transcript of marks, credits, deferred examinations, re-reads and supplementary examinations. It also offers assistance with room numbers and telephone numbers.

LEARNING RESOURCE CENTRE
Dr. C.R. Barrett Library
Main Floor

The Help Centre offers assistance to students on an individual and small group basis. Instructors in the areas of study skills and academic courses are available to provide tutorials at scheduled times throughout the semester. Schedules are posted on a weekly basis during the academic year.

STAY IN THE LOOP
facebook.com/MIStudents
twitter: @MarineInstitute
instagram: marine.institute
youtube.com/marineinstitutepr

Join us on social media to stay in touch and be the first to know about events taking place on campus, class cancellations or closures that may occur. (Video monitors are also located in the main lobby and in corridors throughout the main building for important messages.)

CAFETERIA
Room C1204, First Floor
www.mi.mun.ca/cafeteria

Looking for a bite to eat while you are on campus? Need to grab a coffee? MI’s cafeteria offers all the snacks, hot meals and java you need Monday to Friday throughout the academic year. Want to save money and enjoy a great meal? Take advantage of our meal card and coffee cards. And if you need a place to inspire some studying, it offers one of the most spectacular views overlooking St. John’s.
**MUN SAFE APP**

Google Play
App Store
www.mi.mun.ca/emergencymanagement

MUN Safe is the best way to stay informed of breaking campus emergency news. Users receive instant notifications, alerts and instructions from campus safety and security when on-campus emergencies occur. The app also includes a variety of tools and resources for students. To download, go to Google Play or the App store to find the MUN Safe App. Be sure to select the Marine Institute campus in your preference settings and enable notifications.

**EMAIL & TECH HELP**

Help Desk, W2051, Main Floor

Monday to Friday  
Regular Hours: 8:30 a.m. - 4:30 p.m.  
Summer Hours: 8:30 a.m. - 4:00 p.m.  
T: 709 778 0628  
E: ict.helpdesk@mi.mun.ca

Need help with your email, network account or just can’t get that app to work? Drop in or call the Help Desk for assistance with your computer, software, email accounts or network connection. You can use [webmail.mi.mun.ca](http://webmail.mi.mun.ca) through the MI website to access your calendars, email, contacts, tasks, browse public folders and receive important messages from MI.

**CAMPUS CARDS**

www.mun.ca/student/answers/campuscard

Say cheese! A student identification campus card with your picture is issued when you attend orientation. Your campus card is your student ID, and library card.

You can get your campus card at the Office of the Registrar.

**WRITING HELP**

Dr. C.R. Barrett Library, Main Floor  
www.mi.mun.ca/departments/writingcentre

Facilitators at the Marine Institute Writing Centre will help you recognize where your writing needs improvement and suggest writing and editing strategies. Facilitators will also address your writing questions and concerns or provide brief tutorials on writing concepts.
**LOCKERS**

MI Campus Store, Room C2200
Main Floor

Student lockers can be rented through the MI Campus Store for $20/year. Students are eligible for a refund of $10 by removing the lock from the locker and returning it to the Campus Store at the end of the school year.

**PHOTO COPYING**

Room C2202, Dr. C.R. Barrett Library
Main Floor
Outside Room W2060, Main Floor

Photocopy machines are located in the library and next to the main elevator. The machines operate by coin or by your campus card. Credit may be placed on the card by using the machine in the main lobby.

**PARKING**

Students will have to apply for parking online. Parking permit applications will open on Thursday during the first week of class in September. To apply for a permit:

- Visit the following website: www.mi.mun.ca/currentstudents/parking
- Select the link “get a student permit”
- Complete the form with your information. Only a certain number of permits are available each semester. You may be placed on a waiting list if there are no permits available.
- If you are successful in getting a permit, go to the Cashier’s Office (C2110) and bring ID, proof of car registration and have your payment ready.
- Affix your permit to your vehicle windshield in a visible location

**STUDENT LOANS**

Student Affairs Office, Room W3013
Third Floor
www.gov.nl.ca/studentaid
www.canlearn.ca

Student Loan information is available from the Student Affairs Office. Newfoundland and Labrador student loans are now processed online. Students may track the progress of their application through the automated system by visiting www.gov.nl.ca/studentaid.

Out-of-province students will come under the agency for their home province or territory. Contact information for each agency is available from www.canlearn.ca. Students experiencing difficulty contacting the appropriate provincial agency or are experiencing processing problems should contact the Student Affairs Office.
**STUDENT POLICIES**

**Academic Council**

The Academic Council is the decision-making body on academic affairs. Students may have matters brought to the attention of the Academic Council by the student representatives who have been elected to the council. Initial contact should be made through the Students’ Union Office, Room W2042.

**Academic Integrity**

An academic institution must safeguard its academic standards. Students who are found guilty of academic misconduct such as cheating on exams, plagiarism, etc., will be subject to penalties ranging from grade reduction to expulsion. Details of the policy may be found in the Institute’s Calendar - [www.mi.mun.ca/calendar2017](http://www.mi.mun.ca/calendar2017)

**Attendance**

Attendance is mandatory for all classes. Absences must be explained verbally or in writing, depending upon the duration. Students who have more than 10 per cent unexcused absence, may be asked to withdraw from the institute.

**Harassment**

[www.mun.ca/sexualharassment](http://www.mun.ca/sexualharassment)

All students have the right to pursue their academic activities in a safe environment. MI has a zero tolerance policy for harassment of any kind. Students should report such acts to the Student Affairs Office or to the University’s sexual harassment officer at 864-2015. Support services are available for victims, and violators will be dealt with in accordance with the appropriate university harassment policy.

**Student Code of Conduct**

[www.mi.mun.ca/studentaffairs](http://www.mi.mun.ca/studentaffairs)
[www.mun.ca/student/conduct](http://www.mun.ca/student/conduct)

Memorial University’s Student Code of Conduct reflects the expectation that students will conduct themselves in compliance with university regulations and policies, departmental policies, and federal, provincial and municipal laws, as well as codes of ethics that govern students who are members of regulated professions.

**No Smoking on Campus**

Smoking is not permitted anywhere on the campus.

**SAVE THE DATE**

[www.mi.mun.ca/calendar2017](http://www.mi.mun.ca/calendar2017)

There are dates and deadlines that you have to remember during your studies, like holidays and exam dates! Keep these in mind and plan your calendar by checking this year’s academic diary.
We assist students by facilitating access to information, services, and campus facilities in accordance with Memorial University’s Accommodations for Students With Disabilities. In collaboration with faculty, staff, and students at Marine Institute and off-campus agencies, we assist prospective and current students on campus whose disabilities involve mobility, vision, hearing, learning, chronic illnesses, or mental health.

Support is also provided to students with documented temporary illnesses and injuries.

All Marine Institute students are members of the Marine Institute Students’ Union (MISU) and are eligible to sit on student committees. Elections for the Students’ Union Council are held during the year and all students are encouraged to run and vote in the elections. Many social and recreational activities are planned and sponsored by the MISU. An annual highlight is winter carnival, a week of fun held during the winter semester.

The students’ union is represented on the Institute’s Academic Council, the Industry Advisory Committee, the Senate and various other standing and ad hoc committees.

Within the Student Affairs department at Marine Institute, the mission of Disability Services is to maximize academic development for students. We aim to provide and coordinate the highest quality services and assist students in reaching their fullest potential. In addition, we aim to promote inclusion among the members of the Marine Institute community.

The department of Disability Services coordinates programs and services to students with disabilities with this mission at the forefront.

The Marine Institute Students’ Union (MISU) is your student’s union at the Marine Institute. By pooling resources of students at the Marine Institute, the Students’ Union is able to represent the needs and concerns of students as well as provide members with a variety of services.

Students at the Marine Institute work together with more than half a million students across Canada, including all post-secondary education students in Newfoundland and Labrador through the Canadian Federation of Students. As a member, the Students’ Union works collectively with nearly 80 student unions across the country to ensure that student issues and concerns are represented to the provincial and federal governments.
INTERNATIONAL STUDENTS

Student Affairs Room W3013, Third Floor
MI International, Room C3218, Third Floor
www.mi.mun.ca/futurestudents/internationalstudents
T: 709 778 0631  E: internationalstu@mi.mun.ca

MI International and Student Affairs are your connection for international student services at the Marine Institute. We work closely with Memorial University’s International Student Advising Office (ISA) to provide student support, transition programs, language support programs, housing and employment assistance – from application to graduation!
LIVING
Memorial University offers students on campus and off campus housing services. Within just a 20 minute walk of MI campus, students can live in residence on the St. John’s campus, avail of meal plans and take part in the unique learning and living opportunities offered by residence.

The Off-Campus Housing Office (OCH) also serves students who commute to school, including students in rental properties, or living at home. Students can search through rental listings, gather information about the City of St. John’s or chat with the Off-Campus Housing Coordinators.

If you want to take care of your spiritual well-being, a multi-faith room is available on campus, in room E2315. It is open to be used by any student or group for a spiritual gathering or quiet prayer. Memorial has a number of university chaplains of different faiths and denominations on the main campus. St. John’s also has a number of different faith communities. A complete listing of churches and places of worship can be found at www.yellowpages.ca for the St. John’s area.
Canadian Students
The Marine Institute Students’ Union (MISU) provides the students of the Marine Institute with an extended health and dental insurance plan. The students covered under this insurance plan must be completing a Diploma, Advanced Diploma, Bridge Watch, Fire Rescue, Marine Diesel Mechanics, or various Transport Canada courses at the Marine Institute (MI) for a period of 12 weeks or more.

As a student of MI, you are automatically enrolled in the health and dental plan. If you have alternative extended coverage with another organization you may choose to opt-out of the MISU Health and Dental Plan. You can opt-out online at [www.misuonline.ca](http://www.misuonline.ca) or by visiting the MISU office. This service will be available during the first two weeks of classes in September, January and May. You may also choose to opt-in members(s) of your family (spouse, common-law, dependents) and these forms may be obtained at the MISU office.

International Students
International students are covered by a separate health plan and should contact the Student Affairs Office, Room W3013, or MI International, Room C3210, for additional information. As an international student studying in Canada or an international student who has just graduated and has a post graduate work permit, you may be eligible for provincial medical care coverage called MCP (medical care plan). If you are eligible for MCP, you must apply; otherwise you may be left with very expensive medical bills.
COUNSELLING, HEALTH & WELLNESS

Student Affairs Office, Room W 3013, Third Floor
Student Health Centre, University Centre
T: 709 864 7597

The Counselling Centre, Student Health Services, Wellness Program, which are available to all students, are all located in the University Centre on the St. John’s campus.

Various medical services are also available throughout the city. Most areas have a medical or dental clinic. Remember, your MCP or health care card is required when visiting a doctor. If you need help in finding a doctor or obtaining medical attention, contact the Student Affairs Office.

FOOD BANK

Corte Real, Burton’s Pond Apartments
www.mun.ca/campusfoodbank
T: 709 864 3467  E: foodbank@mun.ca

If you need long term assistance or help with a few meals from time to time, the university provides a food bank on the St. John’s campus. The Campus Food Bank is open Monday and Thursday from 3:30-5:30 p.m. and 7-8 p.m., as well as Sunday from 4-5 p.m.

GETTING AROUND TOWN

www.metrobus.com
M-mobile App: reloadable M-Card

Metrobus offers scheduled public transportation to most parts of St. John’s.

The Marine Institute bus stop is located under the skywalk between the Institute and the Engineering Technology Centre (ETC) next door. Ten-ride bus passes and monthly bus passes can be purchased at the MI Campus Store or online with the M-Card.
RECREATION & FITNESS

Room W2057, Main Floor
www.mi.mun.ca/currentstudents/recreation
T: 709 778 0455

Varsity and intramural athletic programs are available at the Marine Institute, as are fitness assessments, 12-week classes and individual programs. The gymnasium, complete with workout studio and change and shower rooms, is the focal point of physical and recreational activities for students, faculty and staff. Students are encouraged to take part in organized sports and to make use of the facility for personal recreation.

Seahawks Varsity Sports
www.goseahawks.ca

MI Students are eligible to try out for SeaHawks varsity teams. As well first year students get free admission to all Varsity games by showing their Orientation lanyards at the gate.

The Works, St. John’s campus
www.theworksonline.ca
T: 709 864 3000

MI students are also eligible to use The Works facility on the University’s St. John’s campus.

Student Societies
There are several program-based student societies on campus. Students may contact them through either senior students or the Students’ Union Office. The MISU also encourages the formation of new societies.

Student Lounge
Room C1206, First Floor

The student lounge offers another location for students to enjoy the magnificent view of St. John’s while enjoying lunch or coffee or getting together with classmates. The lounge also hosts a number of events held by the Marine Institute Students’ Union and the Marine Institute for students and guests.
LEARNING
The Marine Institute awards scholarships twice a year to new and returning full-time students. Specific criteria for different scholarships may vary. Students may contact the Student Affairs Office for additional information on the various scholarships and awards for which they wish to apply. Application deadlines are posted on notice boards, on the MI website, and on social media channels. Students who are considering taking less than a full course load should consult with the Student Affairs Office to determine their eligibility for scholarships. External scholarships are awarded throughout the year by various agencies and must be applied for separately.

The Dr. C.R. Barrett Library is a unique resource, housing one of Canada’s largest marine related collections, and is one of five libraries that make up the Memorial University Libraries system. The specialized collection supports study and research in fisheries and aquaculture, marine technologies, nautical science and the ocean environment. The Library offers resource support, library instruction and document delivery services. The Dr. C.R. Barrett Library provides a group study facility as well as a quiet reference/reading room. Computers for academic use are available in the Information Commons. Library hours vary throughout the year so be sure to check the website for the latest hours of operations.
REGISTRAR’S OFFICE

Room C2210, Main Floor
www.mi.mun.ca/departments/officeoftheregistrar

From your first day to graduation day, the Registrar’s Office works hand in hand with you to help manage your academic career. From coordinating class schedules and exams, issuing marks and maintaining student records, the Registrar’s Office is your partner in your education and is available to answer your questions.

EXAMINATIONS & RESULTS

www.mi.mun.ca/calendar/2017

Final marks are based on evaluation of a student’s performance in class and on tests, assignments and examinations. Under extenuating circumstances students may be permitted to defer an examination, write a supplementary examination or request that a final examination be re-evaluated. Consult the current Calendar for specific regulations.

CAMPUS STORE

Room C2200, Main Floor
www.mi.mun.ca/micampusstore
Hours: 8:30 a.m. to 4 p.m. Monday to Friday, or as posted.

Start your semester off right and get all of your courses materials and supplies in our MI Campus Store. Visit online to find textbooks and reading resources or come in store to select from our wide range of books, stationary and supplies, gifts and clothing to show off your Marine Institute pride.
When it comes time to get ready for your work term, your first visit will be with our placement officers in the Office of Career Integrated Learning. They will work with you to prepare you for your job search, help you find work term placements, summer jobs and graduate employment.

The Office of Career Integrated Learning holds many resources for students including industry directories, employer files, job search information and job listings.