

## Janice Bennett

### Office Manager

I ensure accuracy of students' financial accounts, sign student loans, and may be able to assist you with your loan application or other financial issues. Because I rotate my schedule between our three locations, please feel free to contact me by email.

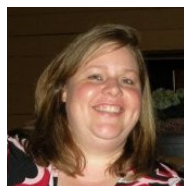


[Janice.Bennett@nsc.ca](mailto:Janice.Bennett@nsc.ca) or 825-5431

## Jackie Bigelow

### Administrative Assistant/ Accounts Receivable

I look after accounts receivable and the bookstore for the COGS site. Please visit me to pay student fees, have your student loans processed, purchase items from the Campus store and buy print credits.



[Jacqueline.Bigelow@nsc.ca](mailto:Jacqueline.Bigelow@nsc.ca) or 584-2060

## Jaime Dennison

### Administrative Assistant/ Accounts Receivable

Located in Middleton, I am often the first point of contact for students seeking various supports and services at our campus. I also help with processing tuition payments and student loan documents.



[Jaime.Dennison@nsc.ca](mailto:Jaime.Dennison@nsc.ca) or 825-3491

## Rose Taylor

### Administrative Assistant/ Accounts Receivable

I am happy to assist you with bookstore purchases, processing tuition payments and purchasing additional print credits at our Digby site. If you have any questions, please come see me.



[Rose.Taylor@nsc.ca](mailto:Rose.Taylor@nsc.ca) or 245-7211

## Additional Resources

**NSCC - Annapolis Valley Campus**  
<http://www.annapolis.nsc.ca/>

**The NSCC Student Association**  
[http://www.nsc.ca/Services/student\\_Association.asp](http://www.nsc.ca/Services/student_Association.asp)

**Student Support Program  
(Confidential Counselling 24 Hours a day)**  
1-800-268-5211

**Health & Dental Coverage**  
<http://www.gallivan.ca>

**Nova Scotia Student Loan**  
<http://studentloans.ednet.ns.ca>

**Financial, Scholarship & Bursary**  
<http://www.awards.nsc.ca>

**Off Campus Housing Information**  
<http://www.places4students.com>

**Library Services**  
<http://www.library.nsc.ca>

**Graduate Employment Services**  
[http://www.nsc.ca/Services/Graduate\\_Employment\\_Services](http://www.nsc.ca/Services/Graduate_Employment_Services)

**nsc.ca**  
**Annapolis Valley Campus**

# nsc.ca

## Annapolis Valley Campus



Middleton Site

### Centre for Student Success (CSS) Who We Are

Success in college requires thoughtful planning, hard work on your part, and understanding the services and supports available to you. The friendly and professional staff at the CSS, in partnership with faculty and staff, will support you in your learning and development during your time at NSCC. We provide services, information and learning opportunities for you to be a successful student and we are always here to listen to your story, help you find a solution and celebrate your success.

### Some of the services that we provide are:

Study Skills  
Tuition Payment  
Transcripts  
Academic Advising  
Test Proctoring  
Disability Services  
Student Association  
Financial Advising  
Portfolio Building  
Student Food Bank  
Career Counselling  
Peer Tutoring  
Counselling  
Awards and Bursaries  
Employment Services  
Bookstore Services  
Student Email Accounts  
Housing  
Workshops and Learning  
Student ID  
Print Credits  
Student Accounts  
Success Celebrations



Lawrencetown Site (COGS)



Centre of Geographic Sciences  
COGS | nsc.ca

**Glenn Rodgers**  
**Disability Resource Facilitator**



I provide an array of services to College students with disabilities. Approved students have access to tutoring, note taking, specialized equipment and assistive technology. I can assist you with accessing supports and resources for your College program. Drop in to see me to explore a wide range of supports and accommodations. I work closely with faculty to assist you in your learning.

[Glenn.Rodgers@nsc.ca](mailto:Glenn.Rodgers@nsc.ca) or 825-5251

**Michael Ciarrocco**  
**Special Needs Associate**



I work with all students who may need support or academic assistance, and can do that one on one or in groups. I also oversee the peer tutoring program at the Annapolis Valley Campus. Please drop in and ask about our services.

[Michael.Ciarrocco@nsc.ca](mailto:Michael.Ciarrocco@nsc.ca) or 584-2116

**Constance Huyer**  
**Team Lead**



The team at the Centre for Student Success provides support and services to the students at the Annapolis Valley Campus at all three of our sites ~ Middleton, COGS and Digby. Please feel free to drop in, ask for help, share your story or offer suggestions as to how we can help make your time at NSCC a great learning experience.

[Constance.Huyer@nsc.ca](mailto:Constance.Huyer@nsc.ca) or 825-2950

**Bilynda Whiting**  
**Career Development Specialist**



I provide career counselling and exploration for students. I assist prospective students and current students in determining program and career choice options. I visit classrooms and provide seminars on career related topics. If you are not sure about your career/work options please visit me at the CSS office.

[Bilynda.Whiting@nsc.ca](mailto:Bilynda.Whiting@nsc.ca) or 825-2937

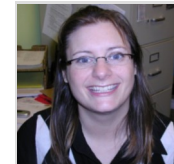
**Bonnie Robar**  
**Administrative Assistant**  
**Student Records**



I am responsible for maintaining student records, posting grades and running transcripts. If you have any questions about your academic records, please visit me at the CSS.

[Bonnie.Robar@nsc.ca](mailto:Bonnie.Robar@nsc.ca) or 584-2100/825-2930

**Cathy Forster**  
**Coordinator Retention & Employment**



I focus on assisting with academic advising, study smarts, employability readiness and portfolio building. I work closely with students who are funded by various agencies and programs. Please do not hesitate to contact me if you have any questions about our services or would like to meet with me to discuss student success strategies.

[Cathy.Forster@nsc.ca](mailto:Cathy.Forster@nsc.ca) or 825-3359

**Octavia McLennan**  
**Campus Registrar**



I can provide you with academic advising and educational planning services. I also manage the maintenance of student records (grades, transcripts, credentials, etc.) and I work with faculty and Academic Chairs to support your learning plan.

[Octavia.Mclennan@nsc.ca](mailto:Octavia.Mclennan@nsc.ca) or 825-5450

**Carmelita Cromwell**  
**Coordinator African Canadian**  
**Student Services**



I work with students and prospective students of African descent throughout the Valley and Western Shore regions. I help students identify educational options, navigate the challenges of College life and be successful learners. I also engage with faculty, staff and community partners in relation to issues of cultural inclusion and enhancement within the College.

[Carmelita.Cromwell@nsc.ca](mailto:Carmelita.Cromwell@nsc.ca) or  
742-0632 or 740-2080

**Karen Bruce**  
**Student Success Counsellor**



As Counsellor at AVC, I provide personal, professional, and academic counselling. I work closely with faculty to support student success and I provide workshops to students and faculty to support individual and group well-being. If you would like to chat, please drop by my office to visit.

[Karen.Bruce@nsc.ca](mailto:Karen.Bruce@nsc.ca) or 584-3845

**Andria Hill-Lehr**  
**Adult Learning Program Counsellor**



I provide registration and enrolment support, personal and academic counselling to students in the Adult Learning Program (ALP). I work closely with the ALP faculty to support your learning plan. If you are experiencing personal and/or academic difficulties please drop by the office for a visit.

[Andria.Lehr@nsc.ca](mailto:Andria.Lehr@nsc.ca) or 825-5461