

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 Student Services.

Bonnie.Robar@nsc.ca or 584-2100/825-2930

Trish LeBlanc
Campus Librarian



Need help finding information for an assignment? From finding books and articles to showing you how to use our library resources, I'm available to meet with you one-on-one or in groups to meet your information needs.

Trish.LeBlanc@nsc.ca or 584-2102

Theresa Walsh
Library Assistant



I provide assistance in the day to day operation of the AVC library. I can help you find the books and articles you need for your assignments and research.

Theresa.Walsh@nsc.ca or 584-2102

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 or 825-5431

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 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 or 245-7211

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 or 584-2060

Heather Naugler
Bookstore Coordinator



I coordinate bookstore services at AVC. We provide a selection of text books, supplies, novelty and clothing items. You can also purchase postage stamps, print credits, bus passes and use our binding machine to give projects a professional look.

Heather.Naugler@nsc.ca or 825-5233

nsc

Annapolis Valley Campus



Middleton Site

Student Services

Success in college requires thoughtful planning, hard work on your part, and understanding and utilizing the services and supports available to you. The friendly and professional folks at Student Services, in partnership with faculty and staff, will support you in your learning and development during your time at NSCC.

We provide information and learning opportunities for you to be a successful student. We are here to listen to your story, help you discover solutions and celebrate your success.

We can help with:

- 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
- Workshops and Learning
- Student ID
- Print Credits
- Student Accounts
- Housing
- Library Services
- And more...



COGS Lawrencetown Site



Constance Huyer
Manager, Student Services



At NSCC our goal is to help each student reach their full potential and to see all students succeed. We provide a dynamic set of services that you can access from your first contact with NSCC through graduation and beyond. Student Services is a one-stop shop-whether you need answers to questions, guidance from a counsellor or to add or drop a course. Check in with our friendly and professional staff to help you tackle personal and academic challenges on your path to success.

Constance.Huyer@nsc.ca or 825-2950

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 or 584-2116

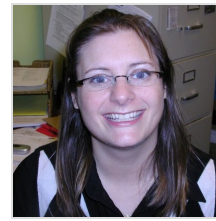
Glenn Rodgers
Disability Resource Facilitator



I provide services to 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 or 825-5251

Cathy Forster
Coordinator, Student Retention & Employment



I focus on providing academic advising and helping students develop study smarts, employability readiness and portfolio building skills. I work closely with students who are funded by various agencies and programs.

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 or 825-3359

Octavia McLennan
Campus Registrar



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

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 or

Barbara Buchanan
Counsellor



I provide personal and academic counselling for students at AVC. I work closely with faculty to support student success and provide workshops to students to support wellness and life management. I can meet with you at any of our three sites; email, call or drop by to arrange a time.

Barbara.Buchanan@nsc.ca or 5 84-3223

Adult Learning Program Counsellor (TBA)



I provide registration and enrolment support and 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.

825-5461

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 Student Services.

Bilynda.Whiting@nsc.ca or 825-2937