



WELCOME TO NAIT!

NAITfye (first year experience)

Hello and welcome to the NAITfye Student Services Handbook. This handbook will be a great reference throughout your first year, providing information on all of the services available to you as a NAIT student. Our office has also produced a video available on our website that provides additional information on the services represented in this handbook.

NAITfye is an initiative developed to help students transition to NAIT. Our goals are for first-year students to:

- become confident in their abilities
- make connections to NAIT through groups, peers and staff
- feel supported personally and academically, and feel comfortable asking for help
- be able to balance academic and social life, and remain motivated to complete their program
- and most importantly, enjoy school here at NAIT!

NAITfye offers a series of free workshops throughout the first year along with welcome and orientation events. Developed to help you be successful in your program, these workshops focus on a variety of study skills topics. Refer to the NAITfye website or contact us for information on upcoming sessions that may interest you.

If you have any questions about NAIT services or student life, please contact us. We will answer any questions you have or direct you to the area best able to assist you.

Email: askfye@nait.ca | www.nait.ca/fye

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ACADEMIC REGULATIONS AND PROCEDURES

The following questions and others like them can be answered by visiting www.nait.ca/docs/academic regulations(1).pdf

- · How can I transfer between programs?
- How do I withdraw from my program?
- What are my responsibilities and rights as a NAIT student?
- What is the NAIT grading system?
- What are NAIT's student discipline and unsatisfactory standing procedures?
- What are my certification and program completion requirements?

Office: O115 (For Registrar's Office hours, please refer to our website.)

Phone: 780.471.6248 Email: asknait@nait.ca www.nait.ca/admissions.htm

Academic Success Centre

The Academic Success Centre provides advice, guidance and support services to all students to enhance their academic success and help maximize their potential at NAIT. Below is information on the services we offer.

SERVICES FOR STUDENTS WITH DISABILITIES (SSD)

SSD's role is to support NAIT students who have documented disabilities. Disabilities may include learning disabilities, ADHD, physical disabilities, medical disabilities, mental health disabilities, as well as others. Depending upon the particular disability, accommodations may include services such as exam support, tutoring, assistance with note taking, academic strategies sessions, alternate format materials, assistive technology or others.

If you have a disability, please make an appointment with an SSD Advisor as early as possible in order to discuss SSD services that will help you succeed in your NAIT program. We look forward to contributing to your successful transition to student life at NAIT.

Office: W111PB Phone: 780.378.6133 Email: ssd@nait.ca www.nait.ca/ssd

STUDENT COUNSELLING

If you need assistance with academic or personal matters, remember that the counsellors at NAIT Student Counselling are here to help you. Counselling is for anyone who feels they may benefit from it, so if something is interfering with your learning, please don't hesitate to make an appointment.

Office: W111PB Phone: 780.378.6133 Email: counselling@nait.ca www.nait.ca/counselling

TUTORIAL CENTRE

If you need assistance with learning course content in areas such as math, science or other core subjects, come to one of NAIT's three Tutorial Centers. Simply drop in with your ID card to receive free tutoring. Individual peer tutoring may also be arranged through the Tutor Coordinator for a low fee.

Tutorial Centre locations: Main Campus: Room A133 Patricia Campus: Room P150/P152 Souch Campus: Room Z139A Main Campus Peer Tutoring: Room A172B Phone: 780.491.3046 www.nait.ca/Tutorial Main Campus Hours: 8am-4:30pm Monday-Friday



Athletics and Recreation

NAIT ATHLETICS

As a NAIT student you have the opportunity to enrich your educational experience in many ways. Supporting your NAIT OOKS represents one such opportunity! Intercollegiate teams participate in badminton, basketball, curling, cross country running, golf, hockey, soccer and volleyball. They compete in the ACAC (Alberta Colleges Athletic Conference) and the competitive level provides for some exciting entertainment throughout the year. As a student you receive access to all NAIT home games free of charge! If you are interested in trying out for any of the teams listed, watch for information posters when you start school, check our website or give us a call.

There are also a number of opportunities to work part-time for athletics. As you can see there are many ways to get involved and join in the action!

Office: E134 Phone: 780.471.7713 www.naitooks.com

NAIT RECREATION

A wide variety of no-cost and low-cost recreation options are available for fitness and fun. You're sure to find a way to stay active, meet new friends and get the most out of NAIT's campus facilities.

Office: E134 Phone: 780.471.7713 www.nait.ca/recreation









DID YOU KNOW?

Over 164,000 NAIT alumni work across Alberta and around the globe.

ALUMNI RELATIONS

Students for a short time - Alumni for a lifetime

NAIT student who has graduated from a certificate, diploma, applied degree, bachelor the ee or apprenticeship program is automatically considered a life-long member of the T Alumni association.

When you graduate from NAIT you will have access to an array of benefits. These include such things as a free subscription to *techlife* magazine, discounts on home and auto insurance through TD Insurance Meloche Monnex, a BMO NAIT MasterCard, privilege card access to the library and athletics facilities and invitations to alumni social events. Children of NAIT alumni or returning alumni are eligible for a variety of scholarships. Each year, NAIT celebrates outstanding accomplishments of alumni with our Alumni Recognition Awards. There are also opportunities to provide volunteer support by becoming a mentor and sharing your experiences with prospective and current NAIT students.

When you graduate from NAIT, be sure to maintain a connection with us and your former classmates by signing up for the Alumni Connection at www.nait.ca/alumniconnection. Keep your contact information up to date so that we can let you know of upcoming events, volunteer opportunities and great offers.

Office: RKP214 (214-10611 Kingsway Ave NW)

Phone: 780.471.8539 Email: alumni@nait.ca www.nait.ca/alumni

BOOKSTORE

Owned and operated by NAIT, the Bookstore's mandate is to provide timely and efficient delivery of course materials and required supplies to the NAIT community. The Bookstore also sells NAIT insignia giftware and clothing, convenience items, stationery and general giftware. The Bookstore is authorized to sell lottery tickets and ETS transit passes.

The Bookstore is located at the south entrance of the South Learning Centre.

Office: X114 Phone: 780.471.7717 Email: bookstore@nait.ca www.nait.ca/bookstore

TECH STORE

Owned and operated by NAIT, the Tech Store offers a variety of technical products including laptops, computer systems and accessories. NAIT students will find exceptional deals on Apple products and academically-priced software (purchaser must be a currently-attending student and present ID). Shop also for laptop cases, Gelaskins, iPod and iPhone accessories, external hard drives, headphones, USB flash drives, keyboards, and much more. If you don't see what you are looking for on our shelves, we may be able to special order it for you.

Our friendly, knowledgeable, non-commissioned staff are ready to answer any questions you might have. We also have a technician for hardware repairs and assistance with software installation, virus removal and system upgrades.

The Tech Store is located on the ground floor of the NAIT HP Centre for Information and Communications Technology. Main Campus.

Office: W101 Phone: 780.471.8390 Email: techstore@nait.ca www.nait.ca/techstore

FOOD SERVICES

NAIT Food Services is all about top quality food, great service and terrific value. Proudly self-operated and owned by NAIT, we have seven food service outlets on main campus as well as cafeterias at the Patricia and Souch campuses. We operate popular franchises including Starbucks, Tim Hortons, Pita Pit and Panago and our customers can also enjoy a variety of delicious meal options from our own in-house operations.

To maintain a high speed of service, we only accept cash or the NAIT Food Services Express Card as payment at all Food Services outlets. The Food Services Express Card is a quick, convenient way to enjoy breakfast, lunch or a coffee break without carrying cash or paying ATM fees. Express Cards can be purchased and reloaded at any Food Services outlet or at the NAIT Cash Office, Bookstore or Techstore.

Catering

Our catering services support the dynamic events of the NAIT community, offering a variety of options from coffee service and cold lunches to multi-faceted receptions, plated dinners and upscale selections. Our team is eager to assist in all aspects of your special event, from planning to the presentation of a truly memorable affair. Our menu can be viewed at www.nait.ca/cateringmenu.



ONLINE SHOPPING

The NAIT Bookstore and Tech Store offer the convenience of online shopping for a variety of items, from books to clothing to computers.

http://onlinestore.nait.ca



SAVE ON COFFEE

The price of beverages at NAIT cafeterias is discounted if you bring your own reusable mug.



SAVE ON BOOKS

The bookstore often has a supply of used texts – shop early!

FINANCIAL AID

The process of applying for financial aid can be confusing, but we have made it simpler by providing you with a "one-stop shop" for information and applications. Financial Aid specialists are available to meet with you to discuss your funding options in their Main Campus office in the South Lobby:

Monday-Friday, 9:00am-3:30pm

Financial aid consists of government student loans, grants, bursaries and scholarships. Student loans, grants, and bursaries are based on financial need. The NAIT Financial Aid Office handles all government-funded, needs-based funding. (For information on scholarships and awards, please see Student Awards, page 12).

At NAIT, needs-based funding is categorized into two different types:

1. Post-secondary funding through Alberta Advanced Education and out-of-province post-secondary funding agencies. This type of funding is available for students in designated one-year certificate, two-year diploma, and degree programs. You may apply for funding for the upcoming academic year in June. You need not be formally accepted into a post-secondary program. However, you will receive money only after you are enrolled in the program.

Alberta students whose funding applications are approved before the tuition deadline do not have to honour the tuition deadline. NAIT will request tuition fees for the upcoming term from their student loans. They will have to follow the instructions provided with their student loan certificate. Upon requesting tuition and mandatory fees, NAIT will flag student accounts with a positive indicator which allows students to perform the "Confirmation of Attendance" online via the NAIT Student Portal. Out-of-province students who are using their student loans to pay tuition and mandatory fees will have to provide a proof of funding approval to the financial aid office, before they can perform the "Confirmation of Attendance".

2. Alberta Works Skills Investment funding through Alberta Employment and Immigration. This type of grant funding is available for Upgrading, English as Second Language, and designated one-year certificate programs only. Once you are accepted into a NAIT program, come to our office where our staff will screen you for eligibility and give you more information on the application process. We recommend that students start the grant funding process three or four months before the start date of their program.

Office: O111 Phone: 780.471.NAIT Email: financialaid@nait.ca www.nait.ca/financialaid



Learning Resources

NAIT LIBRARY

Looking for information for an assignment, or maybe a place to study or work with your classmates? Come into the McNally Library (U310). The library is open seven days a week and has quality information resources, computers for you to use, and comfortable areas where you can study or do group work. Don't forget to bring your NAIT ID card to borrow books and access electronic resources.

Our friendly Help Desk staff will assist you with your research and help you find the best resources from our databases, catalogues, and library web to complete assignments and make your projects outstanding. We even offer a variety of classes on information research. Bring your questions to the Help Desk or reach us by phone, email or chat (look for "Ask Us" on every page of our website).

Visit the virtual library via the website at www.nait.ca/library to access many library services and information resources anytime from anywhere. We will even deliver to several pick-up locations.

Office: U310 Phone: 780.471.8844 www.nait.ca/library

NAITSA COMPUTER COMMONS

The NAITSA Computer Commons is open 24 hours a day, seven days a week. This self-serve lab, equipped with 111 computer workstations (Office and Autodesk included), is located on the second floor of the NAIT HP Centre in W203. NAIT students can drop in at any time to work on their assignments or print out their reports on our colour or B&W laser printers. The NAITSA Computer Commons is also a wireless access point and has one wheelchair access computer available for those who require a table with height adjustment capability.

Office: W203 Phone: 780.378.5068

Email: Ircomputercommons@nait.ca www.nait.ca/computercommons

PROJECT FACTORY

The Project Factory offers a number of resources that students can utilize to make their experience at NAIT more successful. Our area is equipped with 40 computer workstations loaded with a wide variety of specialty software. Our friendly, knowledgeable staff is available to provide assistance when you need to print colour documents, make transparencies, laminate, fax, or bind your documents. We have photocopiers, scanners, DVD burners, and large format inkjets which are excellent for printing banners. The Project Factory also offers equipment loans on items you might need to prepare your class assignments, such as digital cameras, graphing calculators or digital camcorders.

Students pay for self-serve printing and photocopying at NAIT with the Equitrac system. You will find information about how to add money to your Equitrac print and copy account and how to run your job on our website under Services – Printing – Print and Copy Accounts.

If you have a big project to do, but don't know where to start, stop by U210 and we'll do our best to help you!

Office: U210 Phone: 780.471.8705 Fax: 780.471.7402

Email: Irprojectfactory@nait.ca www.nait.ca/projectfactory



MCNALLY LIBRARY

The McNally Library is open seven days a week and can deliver materials to other campus locations.



HOW DO I....?

Get help preparing materials for presentations or projects at the Project Factory. From workstations loaded with specialty software, to laminating and large format printing, we've got what you need.



DID YOU KNOW?

NAITSA was established in 1964 with a vision to make every student feel welcome within the NAIT community and connected to student life.

Make some memories with NAITSA events, including Shinerama, ski trips, concerts, and movie and comedy nights.

Students' Association - NAITSA

NAITSA is a student-led organization governed by elected representatives. We advocate for your student rights, produce events and offer services to help round out your student experience. You are always welcome to come down to our Main Campus office in E131 (by the Gym) with questions or to hang out in our living room. Visit our website to learn more about us and see what's happening.

SERVICES

We offer a variety of services that cater to NAIT's diverse student population. From free online registries and listings to campus microwaves, you can depend on NAITSA. Be sure to see our website for the most comprehensive information.

The Nest

Your campus restaurant and bar – good food, great prices and friendly staff! Make The Nest part of your well-rounded campus experience, with budget-friendly lunch specials, afterclass theme nights, and food and drink specials. Wi-fi is also available.

The Nugget

The Nugget, your official student newspaper created by submissions from students, is circulated every Thursday from September to April. Become a Nugget editor or submit your stories and comments online at www.thenuggetonline.com.

Other NAITSA Services

- Student Handbook
- Information Services
- Health & Dental Plan
- Universal Transit Pass
- Campus events
- Online discussion forum & textbook sales (www.naitsa.ca/forum)
- Part-time job and volunteer opportunities

Registries - housing, carpool and jobs

- Fax service
- Microwaves
- Bank machines located in The Nest
- Bulletin & poster boards

Office: E131 Phone: 780.471.8855

www.naitsa.ca | Facebook Page: NAITSA | Twitter: NAITSA

NAITSA CLUB CENTRE

Connect with like-minded people on campus and make your post-secondary experience a memorable one. Student clubs offer an opportunity to experience campus culture and to get connected to student life. The NAITSA Club Centre helps student leaders start up clubs and supports their activities. It is the one-stop-shop for club leaders on campus. The centre offers start-up support for clubs, booking space, training for club leaders, club banking, event equipment loans and event approvals.

So if you have an idea, special interest group or grad-fundraising group, plan to stop by Room E133 and meet your Campus Clubs Manager, Rose Martin Baumgartner.

Office: E133 Phone: 780.471.8871 Email: campusclubs@nait.ca

www.naitsa.ca | Facebook Group: NAIT Students' Association

OCCUPATIONAL HEALTH AND SAFETY

Occupational Health and Safety offers a variety of services to NAIT students at main campus as well as Souch and Patricia campuses. A team of nurses and occupational health consultants/advisors are available to help you stay healthy and perform schoolwork safely. We provide first aid and emergency treatment for all injuries and illnesses, as well as nursing assessment, nursing treatment and health counselling. If further assessment or medical treatment is necessary, transportation will be arranged.

All injuries related to class work or occurring on campus must be reported to and handled by our office. Injury investigations are done on serious injuries to prevent reoccurrence.

Please drop by with any health questions or concerns.

Main Campus Office: O119

Hours: 7:30am-4:00pm Monday-Friday

Phone: 780.471.8733 www.nait.ca/healthservices

Souch Campus Office: Z153F

Hours: 7:30am-3:30 pm Monday-Friday

Phone: 780-378-1043

Patricia Campus Office: P130 Hours: 7:00am-3:00pm Monday-Friday

Phone: 780-378-7252



STUDENT HOUSING

There is no student housing available on campus. However, listings of rental room and board, house and apartments are available from student services at www.nait.ca/housing.



In support of a clean air environment, smoking is prohibited across all NAIT property. The smoking ban applies to students, staff and visitors in all NAIT buildings, vehicles and grounds at all campuses.



ONE CALL DOES IT ALL

Got a question about parking, student loans, where to find something on campus, or another query? Our Student Success Contact Centre is your one-stop info shop!

Phone: 780.471.NAIT Email: asknait@nait.ca

PARKING SERVICES

NAIT Parking Services maintains the Institute's parking facilities and endeavors to provide as many parking spaces and services for staff, student, and visitor use as possible. The number of students requiring parking far exceeds the parking capacity at NAIT. Staff and students are encouraged to use carpools and public transportation.

Daytime permit parking

If alternate transportation cannot be arranged, we advise students to purchase a permit for parking. Permit parking is available on a first-come, first-served basis by application only. There is no deadline for placing your application for student parking; however, it is recommended to apply as early as possible. Registration dates vary each year; therefore, it is best to contact Parking Services for the most recent information to guarantee a permit. Parking applications may be obtained from Parking Services (Room O112) or online. The application must be faxed or delivered in person for approval. Payment is due for the full academic year upon approval of the parking application.

Daily parking

Limited daily parking is available for those who require parking on a short-term basis. These lots are available on a first-come, first-served basis. Payment for these lots is made at the available pay-and-display machines. Tickets must be visible date side up on the dash of the vehicle. For locations, see main campus map (daily parking) and check website for current rates.

Bylaw enforcement

Due to the demand for parking space on campus, it is necessary to have a significant level of parking enforcement in order to protect the interests of paying permit holders. Vehicles illegally parked on NAIT property may be tagged and/or towed at the owner's expense.

Please visit our website for more information.

Office: O112

Phone: 780.471.NAIT www.nait.ca/security

PROTECTIVE SERVICES

NAIT Protective Services employs full-time Community Peace Officers to assist with security needs and aid in any emergency situation. Our service assists over 80,000 students and staff over four major sites and various leased spaces within the metro Edmonton area. NAIT Protective Services adheres to a philosophy of community-based policing. We value our ability to connect with the community we serve by practising this philosophy each and every day.

Available 24 hours per day, our officers are eager, enthusiastic, and place a high priority on integrity, service and professionalism. The dedicated men and women of this department focus on building partnerships with our community so together we can develop long-term solutions to problems. The members of the NAIT community have a big role to play in helping our Peace Officers to be as efficient as possible and to provide timely and equitable service.

To receive assistance from one of our officers, inquire about lost and found, arrange a Safe Walk, report an incident, or for an emergency, please visit one of our locations or call 780.471.7477. On Main Campus, our office is located in D104. We also have offices located at the Souch and Patricia campuses.

Office: D104 Phone: 780.471.7477 www.nait.ca/security



HERE FOR YOU 24/7

NAIT Peace Officers are here around the clock to ensure your safety.

IN AN EMERGENCY

Evacuation Procedure

On hearing the alarm, immediate action must be taken. Evacuation will be by the nearest available exit – NOT ELEVATORS. Fire Wardens wearing orange vests will be directing all persons to the nearest unobstructed exit. Evacuation maps are posted in every room on campus, identifying evacuation routes and emergency meeting points. Emergency Meeting Point signs are posted around campus. All persons are asked to assemble at the designated meeting point and not re-enter the building until instructed to do so by the Chief Fire Warden, NAIT Protective Services or the Fire Department.

Stay Informed

During a campus emergency, updates will be posted on the Protectice Services website: www.nait.ca/security. NAIT will also use the NAIT Protective Services group on Facebook and the NAIT account on Twitter to communicate with students and staff. Sign up for the NAIT Protective Services group on Facebook at www.nait.ca/security/facebook. Follow NAIT on Twitter at www.twitter.com/nait.

SCHOLARSHIPS AND BURSARIES

The purpose of the Scholarships and Bursaries Program is to encourage academic achievement and provide financial assistance to students in need.

Scholarships - A scholarship is awarded primarily on the basis of academic performance. Students are eligible to apply for scholarships if they are enrolled in 80% or more of a full course load.

Bursaries - A bursary is given on the basis of satisfactory academic performance and financial need. Students are eligible to apply for bursaries if they are enrolled in 60% of a full course load.

Both scholarships and bursaries require the completion of an application form, and are selected on a competitive basis. A selection committee will review applications and select winners in November and March of each year. Application forms are available online at www.nait.ca/scholarships.

Application dates:

Entrance Awards

Application Start Date: December 13, 2010 Deadline: August 30, 2011

Fall Awards

Application Start Date: September 1, 2011 Deadline: September 30, 2011

Winter Awards

Application Start Date: January 1, 2012

Deadline: January 31, 2012

Office: O101

Phone: 780.491.3056 Email: awards@nait.ca www.nait.ca/scholarships



STAY INFORMED

In case of a campus emergency, updates will be posted to www.nait.ca/security



EMPLOYERS LOOK FOR NAIT GRADS

- Last year 91 per cent of NAIT graduates were working within months of graduation.
- Don't miss the annual Career Fair, held in January on Main Campus.

Student Community Centre

A COMFORTABLE PLACE TO BE

The Encana Aboriginal Student Centre is a comfortable spot where Aboriginal and non-Aboriginal students can gather and work.



WE WELCOME THE WORLD

International students from dozens of countries around the world attend NAIT. They enrich the value of education for the entire NAIT community.

ENCANA ABORIGINAL STUDENT CENTRE

NAIT is dedicated to supporting the Aboriginal student experience. The Encana Aboriginal Student Center is a community gathering place where Aboriginal and non-Aboriginal students can gather to network, study and share their post-secondary learning experiences. It is a place where culture and tradition are welcome and encouraged.

Students can access a number of services at the centre, including:

- student advisors available for prospective and current students
- elder services available as an invaluable spiritual resource for students and staff
- computer lab access
- · courtesy phone, microwave and fridge
- fax and copier services
- scholarship and bursary information
- information about the Aboriginal Student Club
- · various culturally focused events

The Encana Aboriginal Student Centre is an integral part of the overall NAIT community and is committed to ensuring Aboriginal student success both inside and outside of the classroom. We encourage you to drop by anytime during office hours and experience the warm, welcoming environment the centre has to offer.

Office: E121

Hours: 8:00am-4:30pm Monday-Friday

Phone: 780.491.3917 www.nait.ca/encana

INTERNATIONAL STUDENT CENTRE

The International Student Centre provides a welcoming environment where international students can make new friends, attend information sessions, receive assistance on immigration, personal and career issues, seek help in volunteer and work opportunities, and get information on wellness and health care services. Students also have access to a photocopier, microwave, computers, fax machine and much more.

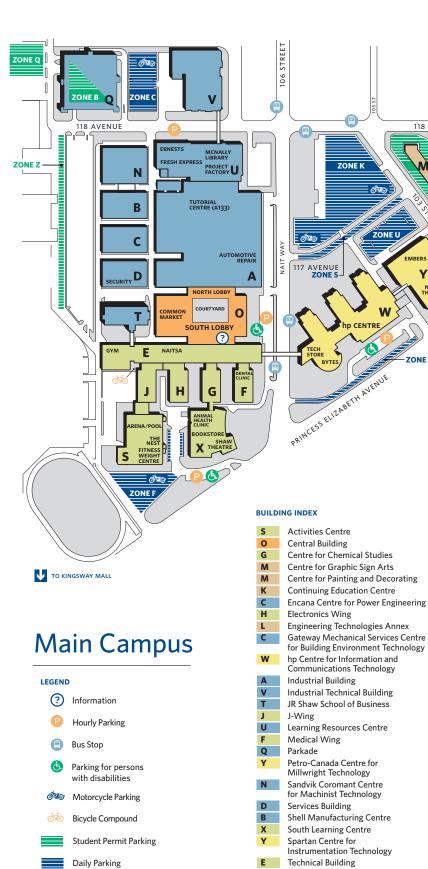
Think of the staff as your "Canadian family". Lorraine Nordstrom, the International Student Coordinator, is here to help make the transition into NAIT/Edmonton an outstanding experience. Join the NAIT International Club - "NIC" - and enjoy the activities planned for you.

Office: E124

Hours: 8:00am-4:30pm Monday-Friday

Phone: 780.378.6130 www.nait.ca/international





OFFICES AND SERVICES Athletics and Recreation, S-105, E-134 Apprenticeship Offices, O-115 (South Lobby) Bookstore, X-114 Cash Office, O-114 (South Lobby) Computer Training Centre, W-111 Continuing Education, W-111 EnCana Aboriginal Student Centre, E-121 Financial Aid Office, **O**-111 (South Lobby) Health Services, **O**-119 (South Lobby) International Student Centre, E-124 McNally Library, U-310 NAITSA Computer Commons, W-203 NAITSA (NAIT Student's Association) E-131 Office of the Registrar, **O**-115 (South Lobby) Project Factory, **U**-210 Parking Office, **O**-112 (South Lobby) Security, **D**-109 Services for Students with Disabilities, W-111PB Student Awards, **0**-101 (South Lobby) Student Counselling Centre, W-111 Student Recruitment Office, O-117 (South Lobby) Tech Store W-101 Tutorial Centre, A-133 OTHER LOCATIONS Edmonton Main Campus, 11762 - 106 Street NW NAIT Calgary, 816 - 55 Avenue NE

NORTH

118 AVENUE

Patricia Campus, 12204 - 149 Street Souch Campus, 7110 Gateway Boulevard St. Albert, 506B, St. Albert Road NAIT Distribution Centre, 11311 - 120 Street



AN INSTITUTE OF TECHNOLOGY

Contact Information

NAITfye (first year experience)

If you have any questions about NAIT services or student life, please email us or visit our website. We will answer any questions you have or direct you to the area best able to assist you.

Email: askfye@nait.ca www.nait.ca/fye

