

Things to Know | Around Campus

Student ID Cards

Get your student ID card from your campus library. You will use your ID card to sign library items out, access the Health and Wellness Centre (Terrace), and, if you live in housing on our Terrace campus, as your room key in Wii Gyemsiga Siwilaawksat.

Broken, lost, or stolen cards can be replaced for a cost of \$15 + taxes payable at the registration desk.



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TECHNOLOGY
GUIDE

Student Network ID

Use your Student Network ID to access our network services. Your ID is created from your legal name and student number with the following format:

- ↳ first initial of first name + first four letters of last name + last three digits of your student number
- ↳ your initial password is set using an uppercase "l", lower case "m", @ symbol, and your birth date yymmdd.

For example, Jane Smith's student ID is 9915869 and her birth date is January 15, 1999. Her login would be:

Username: jsmit869

Password: lm@990115

Wifi on Campus

CMTN is now a part of the eduroam network. You can sign-on to the eduroam network using your usual campus credentials on CMTN campuses (and at any other institution around the world that is a member of the eduroam network). You can also download the geteduroam app on any App Store.

Guests on campus can access the COLLEGE - Guest network using the password: **Access!!**

Printing

As a new student, you will automatically get a \$5 printing and copying credit (approximately 50 black and white pages) loaded on your ID card. You can add more funds at any time at the registration desk.

To log in to any campus printer, you place your ID card on the WaveID sign for a second or two. If you are prompted to sign-in, use the same credentials you use to access other campus network services.

Brightspace

Brightspace is our online learning platform for distributed learning courses. Your credentials will be the same as your campus network login. Ask your instructor if you will be required to use Brightspace.



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myCMTN

- ↳ register for classes
- ↳ pay tuition
- ↳ view timetables and schedules
- ↳ see tax information
- ↳ view your full academic record and print unofficial transcripts
- ↳ contact instructors
- ↳ request transcripts and apply for credentials
- ↳ and more.

To access myCMTN, scan the QR code, and follow the prompts.

Kaltura

Kaltura is a video conferencing platform you may use to access some online classes. You will access Kaltura through Brightspace for classes that use this. If you experience issues accessing Kaltura, please contact your instructor or send an email to info@coastmountaincollege.ca.



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Textbooks

Purchase your textbooks early to avoid lineups in the first week. Visit the website to see updated campus store hours.

Students in Hazelton and Smithers need to purchase their textbooks online through the Terrace campus store.

IT and Technology Support

If you have any issues accessing campus online services, please visit the registration desk on your campus for help.

Accommodation

The CMTN Terrace Campus offers on-campus student housing in Wii Gyemsiga Siwilaawksat (*where learners are content or comfortable*). Students who are enrolled in a college program and fully registered may apply for housing. If you are an international student, you will also need to provide a copy of your study permit with your application.

Things to Know | In the Community



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Bus Passes

Bus passes for Terrace and Prince Rupert students are available for purchase at your campus registration desk during business hours or via the BC Transit UMO app on your phone at anytime. With the UMO app you can update your bus pass whenever you need to.

Terrace

\$33 monthly pass

\$105 semester pass (September to December or January to April)

Prince Rupert

\$40 monthly pass

\$136 semester pass (September to December or January to April)

Smithers

\$50 monthly pass (you can purchase your pass from the bus driver.)

SIN Numbers

Social Insurance Numbers (SIN) are nine-digit number you need to work in Canada and access government programs and benefits. Learn more at [canada.ca](https://www.canada.ca).

Be sure to add your SIN number to your student profile on your myCMTN account once you receive it to ensure accurate reporting to the government.

Employment

If you are an international student, you are eligible to work off-campus if you fulfill ALL requirements below:

- ↳ hold a valid study permit in Canada, **and**
- ↳ your program of study has started and you are registered full-time (3-5 courses), **and**
- ↳ your valid study permit states you are authorized to work on or off-campus, **and**
- ↳ you meet ALL other eligibility requirements stated on the IRCC website (such as being enrolled in a program that is at least 6 months long, etc.).

As of November 8, 2024, you are allowed to work off campus for up to 24 hours per week during the academic term and unlimited hours during scheduled breaks.

Things to Know | Academic Success

Academic Integrity

Learning in a new environment can have a number of challenges, including adjusting to new academic policies and educational systems. Understanding academic integrity and plagiarism is essential to your success at CMTN.

Learn about CMTN's academic policies by reaching out to one of our Learning Assistance Specialists (LAS)—see the **Who's Who in Student Services** brochure—or your campus librarian.



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Plagiarism

Plagiarism is the act of taking someone else's ideas, information, expressions, or entire work and passing them off as your own.

Plagiarism is a serious offence. CMTN reserves the right to place any student on academic probation for plagiarism. **Academic probation for plagiarism and cheating lasts for the entire duration of your attendance at CMTN.**

Library staff are here to help you! Visit your campus library for assistance to avoid committing plagiarism.

