



coast
mountain
college

International Student Handbook

**Adventurous
pathways.**



A photograph of two women walking barefoot on a sandy beach at low tide. The woman on the left is wearing a bright pink jacket and dark pants, carrying a black jacket and a brown bag. The woman on the right is wearing a black jacket and a striped dress. The background shows a wide beach, a low dune with sparse vegetation, and a clear blue sky with some light clouds. The text "Your adventure is waiting." is overlaid in yellow on the right side of the image.

**Your adventure
is waiting.**



Congratulations on your acceptance to Coast Mountain College!

This student handbook includes useful tips, information and resources to help you settle into student life in Canada.

We are here to support you every step of the way.

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Connect

Travelling to a new country and studying abroad is an exciting adventure. Connect with us for support and learn about the resources and services available to you at Coast Mountain College.



Myrna MacConnachie
International Student Advisor, RISIA
mordona@coastmountaincollege.ca

Support services:

- Admission and program inquiries
- Study permit related inquiries
- Pre-arrival inquiries
- Student support & engagements
- General international advising

Study permit & student visa

After you have received your official Letter of Acceptance to Coast Mountain College, you can apply for a study permit and visa. A study permit allows you to study in Canada and a visa allows you to enter Canada.

Getting a study permit and a visa can take a long time. Apply early!

Coast Mountain College staff will not give you legal advice. We can help you use the Citizenship and Immigration Canada [website](#).

As a Canadian study permit holder, there are many rules you must meet. If you do not follow those rules, you could lose your student status and study permit. You may also have to leave Canada. Learn more at the Government of Canada [website](#). Only an Immigration Consultant or a lawyer can help with your immigration application. Read the [Immigration and Refugee Protection Act](#).

More information:

[Study permit](#) information
[Apply](#) for your study permit
Do you need a [visa](#)?
Do you need [biometrics](#)?
[Application times](#)
[Extend](#) your study permit

TIP! Do you live in China, India, the Philippines or Vietnam? You may get your study permit faster by using the Student Direct Stream. Learn more by visiting our [website](#) or the Government of Canada [website](#).

Register for courses

Register for your courses before you arrive in Canada.

Study Permit Approval

You must have your Visa application approved before registering for your courses. Please send a copy of both your Temporary Resident Visa (TRV) or Electronic Travel Authorization (eTA) and your official Letter of Introduction from IRCC to international@coastmountaincollege.ca

Course Planning and Registration

New International students will receive a course planning email from the International Student Advisor once immigration documents are received. Students are expected to respond to the email as soon as possible. Registration is completed through the International Student Advisor and Enrollment Services. New International students do not need to self-register in their first term.

Current International students are recommended to work with an Education Advisor for each term to determine their course plan. Current students can register with Enrollment Services on campus, or online through myCMTN.

Registration into course sections is done on a first come, first served basis. If course sections are full, you may be placed on a waitlist.

When to arrive

Come to campus at least five days before your classes start. Make sure the campus is open so someone is here to help you. See our [hours of operation](#).

Home away from home

Wii Gyemsiiga Siwilaawksat (*Where learners are content and comfortable*)

Terrace Campus housing

Complete an [Application Form](#). Space is limited. Dorms are not guaranteed. Your application will be reviewed in the same order it was received. Apply early!

Once approved

You will receive an Acceptance Letter and will be asked to pay a \$50 processing fee and \$300 refundable damage deposit. A room will be assigned to you once we receive the payment.

The damage deposit may be refunded after check-out has been completed through the formal process; providing all College property has been returned and no damage has been incurred to the assigned room, or other College property. Please email your move-in date to residence@coastmountaincollege.ca.

If you arrive earlier, contact the Student Housing Office for pro-rated rates, or you will need to find accommodations outside campus at your own cost.

- [Housing rates](#)
- [Apply for housing](#)
- [Housing handbook](#)



Online rental listings

Be aware of fake rental listings. Try to see the house you will be renting in person before you pay a deposit. [Rental Tips](#).

Consider the following:

- Can I walk to my campus or bus stop?
- Is there furniture (bed, table, sofa)? What supplies are provided (cooking appliances, utensils)?
- Are utilities included (cable television, internet, etc.) or are these added costs to my budget?
- What is the damage deposit fee?
- Where will I live short-term if my move-in date does not match my arrival date in Canada?

Online sources:

Terrace

- [Local Newspaper](#)
- [Local Rental Website](#)
- [Local Kijiji Rental Page](#)
- [Airbnb Rental Page](#)

Local Facebook Groups:

- [Terrace Rentals](#)
- [Terrace and Area Rentals](#)
- [Terrace Area Real Estate and Rentals](#)

Smithers

- [Local Newspaper](#)
- [Local Facebook Groups](#)
- [Local Kijiji Rental Page](#)
- [Local Veragesale Page](#)

Local Facebook Groups:

- [Smithers Accommodations](#)
- [Smithers and Area Accommodations](#)
- [Smithers Real Estate and Rentals](#)

Prince Rupert

- [Local Newspaper](#)
- [Prince Rupert Rental Locator](#)
- [Local Property Management](#)
- [Local Kijiji Rental Page](#)

Local Facebook Groups:

- [Prince Rupert Rentals](#)
- [Rental Units or Houses Available](#)

Pack for your trip

Seasons in British Columbia:

- ☀️ **Fall** (September – November)
- ❄️ **Winter** (December – February)
- 🌸 **Spring** (March – May)
- ☀️ **Summer** (June – August)

Our campuses are part of or near the Great Bear Rainforest. From April to September we enjoy long, warm days, but be ready for a Canadian winter. There will be rain and snow so bring the right clothing. If you do not have winter clothing you may need to buy it. See page 15.

TIP! Local second-hand stores are a great source of affordable clothing.

Weather Information

Visit [Environment Canada](#) or the [Weather Network](#) for weather information in your community.

Health insurance

You must have health insurance coverage while studying in British Columbia.

Medical services can be a lot of money. Without health insurance, medical services will cost more. Apply for a Medical Service Plan (MSP) when you arrive in Canada. It can take three months to mail to you.

Medical insurance requirements

Medical Services Plan (MSP)

MSP is the provincial health insurance plan. If you live in BC for six months or longer you must, by law, enroll in MSP. There is no charge for MSP.

Guard.me

You must have medical coverage for at least 120 days in BC with **Guard.me** international insurance while your MSP is processed. The Guard.me fee is included when you register for your first term. Coverage begins up to seven days before the start of your program.

If you arrive more than seven days before your program starts, apply for additional health insurance coverage. **Attend orientation for help with your MSP application** or email international@coastmountaincollege.ca.

Make sure you bring your MSP card to Enrolment Services so that you do not get further charges from Guard.me

Students' Union Health & Dental Plan

The Coast Mountain College Students' Union health and dental plan contains a range of benefits that helps students with medical and other issues.

The plan costs less than \$25 per month and provides access to thousands of dollars in benefits. Be sure to understand what is included before you decide to opt out. Once opted out, you cannot opt back into the plan unless you lose your current coverage.

Visit cmsu.studenthealthbc.ca to learn more

Coming to Canada

Before you leave home, get your documents organized and plan for your trip.

Documents

You must have all the right documents needed for Canadian customs. This includes:

- Valid passport
- Letter of introduction sent by the visa office on your approved study permit (this has your permit reference number)
- A copy of your letter of acceptance from Coast Mountain College
- Proof that you have enough money to support yourself during your stay in Canada
- Letters of reference or any other documents the visa office told you to bring
- A valid Temporary Resident Visa approval (TRV) or **Electronic Travel Authorization** (eTA)

Declaration process

You can make a declaration in the Vancouver International Airport (YVR). You can use a Primary Inspection Kiosk.

You can ask a border services officer for help when you arrive or visit the Canada Border Services Agency [website](#).

Canada border clearance

Be ready to declare your travel items and currency when you arrive. Review the **Government of Canada customs clearance process** prior to arriving. This is to avoid any problems entering Canada.

Arriving in Canada

Flying to Canada

IMPORTANT you must select the community of your campus location as your final destination. Your campus location is in your acceptance letter. Terrace, Smithers and Prince Rupert are one and a half to two hours drive between each other. There are limited travel options in winter months. Vancouver is a 16-hour drive by car from Terrace. Vancouver is not your final destination. Check the baggage policy; you might need to pay extra fees for checked baggage.

Choose the right airport for your transfer:

Airport	Code
Terrace	YXT
Prince Rupert	YPR
Smithers	YYD

Vancouver International Airport (YVR)

Buy Canadian money before you arrive. Find a money exchange at the Vancouver Airport (YVR).

Visit [Vancouver International Airport](#) for details.

Plan your travel to your Canadian residence. Bring Canadian money (notes or coins) for a taxi or shuttle. There are ATMs at all airports.

TIP! You may not be allowed into Canada if any of your documents are missing or if any of the information on your documents is incorrect. Keep your documents and other valuable items with you.



Terrace (YXT)

There is a free phone at the airport. Use it to call for a taxi. It takes 10-15 minutes to get downtown and will cost \$25 to \$30. A taxi will cost more if you are going to the Terrace campus. The taxi phone number is 250.635.7177.

You can take a shuttle bus. You need to book the shuttle bus before you arrive in Terrace. Book a shuttle bus [here](#).

Prince Rupert (YPR)

The airport is located on Digby Island. You can take the Digby Island shuttle to the downtown depot (next to the Prestige Hotel). From there you can taxi to your Canadian dwelling. The Prince Rupert campus is located in downtown Prince Rupert. The taxi phone number is 250.624.2185.

Smithers (YYD)

No shuttle service at this airport. Taxi service available by **booking in advance**. The Smithers campus is downtown. The taxi phone number is 250.847.2306.

Welcome to Northwest BC!

You have arrived! Time to get settled into your host community.

Transportation

The Terrace campus is next to a quiet residential area. It is only five minutes from downtown by bus or car, or a thirty minute walk.

The Smithers campus is downtown and within walking distance to all amenities. Smithers campus housing is a 10-15 minute walk to campus.

In Prince Rupert, the campus is located in the centre of the city. It is a close walk to shopping, restaurants and activities.

By bus

Go to BC Transit for local bus schedules, routes and fares in your community. Check out the student semester pass.

Terrace

Phone: 250.635.2666

[Schedule & Routes](#) | [Fares](#)

Prince Rupert

Phone: 250.624.3343

[Schedule & Routes](#) | [Fares](#)

Smithers

Phone: 250.847.4993

[Schedule & Routes](#) | [Fares](#)

Smithers BC Transit offers an on-request service.

By bicycle

Borrow a bicycle from our campus libraries by using your library card.

By car

Some students buy a vehicle while living in Northern BC. You might not need to apply for a BC driver's license if you have a valid driver's license from home. Contact the issuer of your driver's license to get an official driving record. Do this before moving to BC. Visit [ICBC](#) for details.

Coast Mountain College offers free parking at all of our campuses!

Throughout the region

British Columbia is large and towns can be remote. Visit our [Getting here](#) page to learn more about travelling through Northern BC. There are options to travel by air, car, ferry, train or bus.





TIP! It's very important to protect your Social Insurance Number. It can be used to access your personal information. Someone could falsely use your identity to apply for a credit card, bank account, rentals or accommodation leaving you responsible for the bills.

Sherwood Mountain Brewhouse, Terrace

Working in Canada

Study permit

Your study permit must list the conditions that you are allowed to work on or off campus.

You are not allowed to work before your studies begin. If you arrive before your program starts, organize finances to support yourself.

During regular school semesters you cannot work more than 20 hours a week. There are scheduled breaks in winter and summer semesters. During scheduled breaks you can work up to forty hours per week. You must let your employer know about the twenty hours work permit requirements.

You must follow government laws for working in Canada. Failure to do so may mean you will have to leave the country.

Visit Government of Canada for:

- [Working on campus](#)
- [Working off campus](#)

Social Insurance Number (SIN)

A Social Insurance Number (SIN) is a nine-digit number you need to work and to get paid in Canada. Apply for a SIN if you plan to work in Canada. Visit [Government of Canada](#) to apply.

Step 1: Meet the conditions printed on your study permit. Review [here](#).

Step 2: Apply in person at a Service Canada Centre in your community. Gather all the information before you go in. You will get your SIN during your visit.

More information on Protecting your SIN:

- [Office of the Privacy Commissioner](#)
- [Government of Canada](#)

Service Canada Centres in our region:

- [Terrace](#)
- [Prince Rupert](#)
- [Smithers](#)

Job search

There are many ways to look for jobs in your community. Talk to your instructors, educational advisors, and peers about local employers. Visit the [Student Employment](#) page for more resources.

Set up email notifications on job boards like:

- [Indeed](#)
- [WorkBC](#)
- [LinkedIn](#)

Income tax

Everyone living in Canada must pay income tax. File your taxes each year to tell the Government of Canada how much money you made. This determines how much tax you have to pay. You can find income tax forms at any post office or Canada Revenue Agency office. You can file your income tax online. Visit [Government of Canada](#).



TIP! In Canada tipping 15 - 20% is an expected custom when dining in restaurants. Visit Whototip.net to learn more about tipping etiquette in Canada.

Professional Cook student prepares dish on campus

Budget & funds

Canadian currency

Canada's official currency is the Canadian dollar (CAD). There are 100 cents (¢) in a dollar (\$). For Canadian currency details visit the Government of Canada [website](#).

Banking

You will need a Canadian bank account. Go online to search banks and credit unions in your community. Compare their services and select the one that meets your needs.

- [Types of bank accounts](#)
- [Opening a bank account](#)
- [Identification requirements](#)

Tuition, fees & monthly living expenses

Have an idea of what your monthly living expenses will be. Then you can budget your finances and prepare for your time in Canada. For general expenses, check out [Welcome BC's Cost of Living Calculator](#).

International fees and estimated costs

Shopping & dining

There are many shopping and dining options in Terrace, Prince Rupert and Smithers.

Terrace

- [LoveTerrace.com](#)
- [Visit Terrace - Shopping](#)
- [Visit Terrace – Restaurants](#)
- [Skeena Valley Farmers Market](#)

Smithers

- [LoveSmithers.com](#)
- [Tourism Smithers – Shopping](#)
- [Tourism Smithers – Restaurants](#)
- [Bulkley Valley Farmers Market](#)

Prince Rupert

- [LovePrinceRupert.com](#)
- [Visit Prince Rupert – Shopping](#)
- [Visit Prince Rupert – Restaurants](#)

TIP! When shopping in Canada, prices do not usually include tax. Taxes may include both a 5% GST (Goods and Services Tax) and 7% PST (Provincial Sale Tax) for a total of 12% tax.

First week on campus

Orientation

Orientation is mandatory for all new students. We will introduce you to other students and faculty and help you understand how things work at Coast Mountain College.

Learn about medical insurance, study permits, working on or off campus, student life and much more.

Refer to the CMTN Events page for each campus Orientation dates or check social media channels.

Student ID cards

This card is your library card, housing key and photo ID while you are a student. Visit the registration desk for instructions on where to get your card.

Computer User ID

You need a computer user ID to login to the computers on any campus.

You will receive this information when you receive your registration package.

WiFi

The password to log into the Guest WiFi is:

Access!! You will receive information about logging into student WiFi when you receive your registration package.

Smoking

There are designated smoking areas on campus for cigarettes and e-cigarettes. Read our [smoking policy](#).



Explore your host community by bicycle! Borrow a bike from the library on your campus.

Smithers

International Student Handbook

Textbooks

Be prepared for the first day of classes. Textbooks sell out fast. Buy your textbooks early to avoid line-ups in the first week.

You can buy course materials and supplies at the Campus Store. Coast Mountain College clothing and accessories can also be bought here.

Campus Store hours

Library

Borrow books, movies and more! Our libraries offer bikes, sporting equipment and gaming consoles to rent for free. Campus libraries have over 39,000 digital titles to use at the campus and from home. Use a chat service any time to access a librarian if you need help.

Visit [Library](#) to learn about the research support services at Coast Mountain College.

Food Services

On-campus [food services](#) are available at the Terrace campus. Check out our daily Cafeteria menu, prepared and served by students or grab a coffee at our Cedar Café.

Campus events

View our [events calendar](#) to see what is happening at your campus. Like us on [Facebook](#) and [Instagram](#).



myCMTN

Use [myCMTN](#) to access schedules, registration, transcripts, payments, and more. Login using your account to access the web portal. From here you can go to the Student Menu.

If you are new to myCMTN follow [these steps](#) or [click here](#) for information about resetting your myCMTN password.

Brightspace

[Brightspace](#) lets you access your coursework online. Share your documents with instructors and classmates to support your classroom work.

View our Brightspace [FAQ](#) for more information.



Academic life

Learn our education policies. Know what is expected in the classroom. Key policies to your success are academic integrity, plagiarism, and attendance.

Integrity

Prioritize your academic integrity and honesty. Read our [Academic Integrity Policy](#).

Plagiarism

Plagiarism is the act of taking someone else's work or ideas and claiming them as your own. It is a serious academic offence at Coast Mountain College and Canadian post-secondary schools.

Your first offense means a grade of zero will be given to the affected assignment. You will be placed on academic probation. For repeat offenses, a failing grade will be assigned to the affected course. In this case, you will have to withdraw. In certain programs, students may be required to withdraw from all courses.

View our Plagiarism [FAQs](#)

Attendance

Be present for all classes for the entire scheduled time. Do not enter late or leave early. Rare exceptions may be excused. If you are late, explain your lateness to the instructor after class. A need to leave early should be explained to the instructor before class.

Absences

You are responsible for missed assignments. You can ask for notes from classmates for the class you miss. Instructors are not responsible for re-teaching the material you missed because of an absence.

Do not expect that you can make up missed work, after the absence. If you tell your instructor that you are unable to attend an exam due to illness, your instructor can ask for proof of illness before a rewrite is scheduled. A note from a doctor is needed.

Schedules & Important Dates

Keep track of deadlines for tuition payments, Canadian holidays and academic breaks.

- **Course schedules**
- **Important dates**
- **Final exam schedules**

TIP! Instructors hold office hours outside of class. Use this opportunity to ask questions about the course material, clarify an assignment or learn more about a topic from class you find interesting.

Classroom conduct

Computers and the Internet

Computers in classrooms are for academic purposes. Personal use is to be kept outside of the classroom, unless your instructor says it is okay.

Cell phones

Do not receive or make phone calls during class. Do not use your device for browsing, games, or texting during class time. Turn off and put your phone away during class.

Class discussion

The instructor has the right to refuse remarks or opinions that are crude. You are expected to discontinue your comments when asked.

Courtesy, civility and respect

Be polite and respect your fellow students who have paid to attend class. Refrain from behaviour that disrupts the ability of others to learn. Do not carry on side conversations in class.

Profanity and offensive language

You may not use profanity or offensive language of any kind in class.

Personal business

If you need to talk to an instructor you may need to arrange an appointment to meet after class. Make your arrangements before instruction begins or after class.



Instructors are here to help. Instructor Matt Beedle helps students with a snow sample for a hydrology class.

Academic support

Educational advising

Get help with choosing courses from an educational advisor. This includes upgrading and degree transfer opportunities. You can [learn more](#) about different routes to finding work in your field of study.

Accessibility services

Coast Mountain College gives students support services to overcome learning difficulties. Visit [academic support](#).

If you have an identified learning or physical disability email us before you apply. This is to give you enough time to access all related services. Contact ksinkewicz@coastmountaincollege.ca

Learning assistance

Learning Assistance Specialists assess the learning difficulties you may have. They provide helpful ways to overcome barriers to your success. Free student success workshops are held at most campuses throughout the year.

To learn more contact las@coastmountaincollege.ca

WriteAway

Get feedback on how to improve your writing skills. Qualified tutors are available through the [WriteAway](#) online writing tutor service.

TutorMe

[TutorMe](#) is a virtual tutoring service that's free for all CMTN students to use. Watch the [CMTN Events](#) page for free orientation sessions on how to use this service.



Health care

Mental Health Matters

Life can be challenging. School, work, culture shock, and personal struggles can all have an impact on our mental wellness. There are supports available. **Here2Talk** is an easy to use, free counseling service for BC post-secondary students. Connect with professional counselors through the app, phone, or web chat.

Download the My SSP from the App Store or Google Play.

Campus Safety & Security

Your safety and security is a top priority for Coast Mountain College. Visit **safety and security** to learn about how we keep you safe.

Hospitals & medical services

You must bring your BC Services Card for all doctor visits. This card has your health care number and must be shown to get any medical services.

Terrace

Mills Memorial Hospital
4720 Haugland Ave
Phone number: 250.635.2211

Smithers

Bulkley Valley District Hospital
3950 8th Avenue
Phone number: 250.847.2611

Prince Rupert

Prince Rupert Regional Hospital
1305 Summit Avenue
Phone number: 250.624.2171

Who to call

Urgent life threatening or criminal situations call 911.

On-site first aid attendants

Report an incident to any staff member on campus and they will request first aid support.

On-campus security (Terrace only)

250.615.9894

Police

Terrace 250.638.7400
Smithers 250.847.3233
Prince Rupert 250.624.2136

HealthLinkBC

Speak to a registered nurse; you will need your BC Services Card number. Call 811.

BC Crisis Centre Helpline

1.800.784.2433 or chat **online**

BC Victim Services

1.800.563.0808



Community living

Northern BC is known for its safe and friendly communities that welcome all cultures from around the globe. Learn more about the services, programs and events.

- Terrace | [Skeena Diversity](#)
- Smithers | [Smithers Community Services Association](#)
- Prince Rupert | Settlement Services - [Hecate Strait Employment Development Society](#)
- Prince Rupert | [North Coast Immigrant & Multicultural Services Society](#)

Support your community

Find out how to be part of a cause that you care about.

- [Volunteer Terrace](#)
- [Smithers Community Services Association](#)
- [Prince Rupert Special Events Society](#)

Connect to your community

Learn more about religious organizations in your community.

- [Terrace places of worship](#)
- [Smithers places of worship](#)
- [Prince Rupert places of worship](#)

Fitness & recreation

Balance your study with outdoor and indoor recreational activities. Go to **Visit Terrace** to find out about skiing, hiking, fishing, camping, and mountain biking.

At the Terrace campus, we offer free memberships for students to our Wellness Centre which features multiple cardio machines and a full complement of weight training machines and free weights.

Visit **fitness&recreation** for a list of fitness activities in your community. Check out the community resources below:

- **Terrace indoor & outdoor recreation**
- **Terrace parks & recreation**
- **Smithers outdoor adventures**
- **Prince Rupert recreation facilities**

Leaders in Action

Leaders in Action are student volunteers who help with campus social events, sporting and cultural activities. They also lead campus tours and help with orientation.

- Meet new people
- Experience new things
- Develop new skills
- Learn about your community
- Network with community leaders
- Earn a great reference

For more information visit our **website**.





Canadian culture

What does it mean to be Canadian?

Refer to the [Canada Guide](#) for resources on living the Canadian life, including information on:

- Social issues
- Traditions
- Art & culture
- Sports
- Manners & etiquette
- Religion
- Pop culture

Cultural adjustment

Studying abroad may have you feeling nervous, unsure or homesick. There are resources to help you understand and cope with culture shock.

[Government of Canada](#) – Coping with culture shock

[Welcome BC](#) – Understanding B.C.'S Culture & Systems

[Welcome BC](#) – Resources for International Students

If you need support, please reach out to the International Student Advisor.

Equity

Equity relates to a person's gender, race, religious beliefs and sexuality. Coast Mountain College provides you with learning and working environments free from all harassment and prejudice. We do not tolerate discrimination, harassment or behaviour that undermines your dignity, self-esteem and productivity. Read our [Harassment & Discrimination policy](#).

Those who harass or discriminate will be subject to disciplinary action. This includes suspension, dismissal or expulsion from the College, and penalties under the [BC Human Rights Act](#).

Indigenous culture

We honour and support the rich cultural traditions of Indigenous people in the Northwest.

Our Terrace and Prince Rupert campuses are located on the traditional territories of the Tsimshian people. Our Smithers campus is on the traditional territory of the Wet'suwet'en people.

In partnership with our First Nations Council and Indigenous communities, Coast Mountain College develops programs connected to the cultural, social, political and economic values of these communities.

At our Terrace campus the Waap Gals'tap Community House features world-class art and carvings created by instructors and graduates of the Freda Diesing School of Northwest Coast Art. Coast Mountain College is the only school campus in Canada that has a traditional longhouse. Visit the [Waap Gals'tap Community House](#) for an introduction to Tsimshian culture.

More information:

- [Coast Mountain College Indigenous resources](#)
- [Government of Canada - Indigenous peoples and cultures](#)



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Let us help

Myrna MacConnachie, International Student Advisor
mmacconnachie@coastmountaincollege.ca

Education Advising
advising@coastmountaincollege.ca

Enrolment Services
info@coastmountaincollege.ca

Anjo Collago, Student Housing Coordinator
(Terrace)
residence@coastmountaincollege.ca

Learning Assistance Specialists
las@coastmountaincollege.ca