

SIS Student Self-Service Portal

The Student Self-Service portal helps students carry out academic activities on their own online. The Student Self-Service provides students with the following online services:

- Verify and update their personal information
- View their course history and grades
- View and download their unofficial transcript
- View their financial account
- Access and print their class schedule once they are enrolled
- View and download their Enrollment Verification
- View and download their T2202 tax information

Access to Self-Service

Students enrolled in a program attending a **degree**, **credit**, and **trades** careers are provided access to the self-service. Students outside of these careers cannot access the self-service at this time.

Degree Programs

- Bachelor of Science in Nursing
- Nunavut Teacher Education

Credit Programs

- College Foundation
- Office Administration
- Pre-Health Science
- Practical Nursing
- Interpreter Translator
- Inuit Studies
- Jewellery and Metalwork
- Fur Production and Design
- Management Studies
- Environmental Technology
- Computer System Technician
- Social Service Worker
- Early Childhood Education Diploma

Trades Programs

- Skilled Trades Worker
- Apprenticeship Carpentry
- Apprenticeship Electrician
- Apprenticeship Housing Maintainer
- Apprenticeship Oil Heat Service
- Apprenticeship Plumber

Username and Password

- The Self-Service portal can be accessed by logging in with your username and password. Your username and password are provided to you through email.
- If you have not received an email with your username and password, notify us by email to nunatta@arcticcollege.ca.
- Login to [Student Self-Service](#).

Change your Password

- If you are required to change your password, select a strong password that you can easily remember.
- Your password must contain at least of the following:
 - ✓ 8 characters
 - ✓ 1 upper case
 - ✓ A number
 - ✓ 1 special character

Contact NAC IT Support

Contact NAC IT Support by email to itsupport@arcticcollege.com for assistance in the following.

- Issue accessing the Student Self-Service
- Resetting your Self-Service password

Instruction Guide

The Instruction Guide will help you navigate through the Student Self-Service portal.

Login

Homepage

The NAC Student Homepage contains Tiles to allow students to navigate to key parts of the system.

- **Banner** - A standard banner appears at the top of every page.
- **Recent Places** - Allows you to revisit your most recent pages that you have navigated to.
- **Tiles** – Clicking on a tile will direct you to functions and pages that you have access to with your student account.
- **Home** - This will navigate you back to your homepage no matter where you are on your page.
- **Actions List** - In this list you can see a list of available actions. The Sign Out link can be found in the Actions List.

Sign Out

Click the 'Actions List' to Sign Out of the system.

Profile

Personal Details

- The Personal Details page allows you to see your Date of Birth, Gender, A masked version of you Social Insurance Number and your Name.
- You can view more details about your primary name by clicking on it.
- You can edit your preferred first name by clicking on your preferred name.
- **Blue info Icons** – Clicking this icon will show you more information about the page or section you would like more information on.

Primary Name

- If you need to update your Primary Name notify Enrollment Services at your campus, or email Nunatta@arcticcollege.ca.

Preferred Name

- You can change you preferred first name by editing it.
- After you have made all the changes click the “Save” button.

Contact Details

- The Contact Details page allows you to view and edit your email address and phone numbers.
- You can view and edit your phone numbers by clicking on the email address or phone number you wish to view.

School Email Address

- You are not able to edit your School email address and it will always be your preferred email address.


Personal Email Address

- You can edit your Personal email address by modifying the email address.
- You can delete your Personal email address by clicking the “Delete” button.
- If you delete your Personal email address, you are able to add a new one.
- After you have made all the changes click the “Save” button.

Phone Number

- You can have a Mobile, Home, and Work phone number.
- You can edit all three phone number types.
- You are able select which phone number you would prefer to be contacted on by checking the “Preferred” checkbox for that phone number.
- After you have made all the changes click the “Save” button.

Addresses

- The Addresses page contains your physical addresses.
- You can have a Home, Mailing, and School address.
- You can add an address by clicking the  button or edit an address by clicking on the address.

Edit Address


- To edit your address hover your cursor over fields that shows a directional symbol on the right. This will allow you to click that field and show you more details and be able to view, edit, or delete information.
- When editing your address you can change the Country, Address, City, Province, and postal code.
- After you have made all the changes click the “Save” button.

Add New Email

- Add (“+”) – this icon will allow you to add a row of information to your profile. If you do not see this add button, you cannot add any more information.
- When you add a new address you can enter the date that the address should be updated. This allows you to enter a new address for a future date.

- You can also click on “Copy From” to populate address information from an address that is already in your profile.
- After you have made all the changes click the “Save” button.

Emergency Contact

- The Emergency Contacts page displays your emergency contacts.
- You can edit an emergency contact by clicking on them.
- You can add a new emergency contact by clicking on the  button.



Edit Emergency Contact

- You can edit your emergency contact’s name, relationship, phone numbers and address.
- You can delete an emergency contact by clicking the “Delete” button.
- After you have made all the changes click the “Save” button.

Add Emergency Contact

- When you add a new emergency contact you need to add their name, relationship, and phone number.
- Click the save button to save your emergency contact.


Languages

- The languages page contains the languages you can communicate in and your proficiency in speaking, reading, and writing.
- You can edit a language by clicking on the  icon.
- You can delete the language by clicking on the  icon.
- You can add a new language by clicking on the “Add a Language” button.

Edit a Language

- You can edit the language, speaking proficiency, reading proficiency, writing proficiency, whether it is your native language or not, if you can translate the language into your native language, and if you are able to teach in this language.
- After you finish making the changes click the “Save” button to save the changes.
- Click the “Return to Languages Summary” link to return to the Languages page.

Add a Language

- Click on the  icon to search for the language you are entering.
- Select from “High”, “Low”, or “Moderate” for speaking, reading, and writing proficiency.
- Select if the selected language is your native language.
- Select if you can translate the language into your native language.
- Select if you can teach in the language.
- After you have entered all the information click the “Save” button to save the language.
- Click the “Return to Language Summary” link to return to the Language Page.

Select a Language

- Change the “Search by” value to Description and enter the name of the language you want.
- Click on the language you want to select.

Tasks

Hold

Note: if you do not have a Hold on your account, you cannot access the Task tile.

- Holds are temporary restrictions to your account.
- You can receive a Hold for not paying your fees.
- Depending on the type of Hold on your account you will not be able to request transcripts or enroll in classes.
- You can get more information about a Hold by clicking on it.
- Financial holds will display the amount that you will need to pay to have the financial hold removed.

Financial Account

Account Balance

- The Account Balance page displays your outstanding balance broken down by term.

Charges Due

Note: If you have no outstanding charges the Charges Due page will not be displayed.

- The Charges Due page shows you what charges are due and are organized by due date.
- The “Summary By Due Date” tab shows you the amount due for each due date.
- The “Details Of Charges Due” tab displays the individual charges due.

Payment History

- The Payment History page displays the payments that have been made to your account.
- If you need to find a certain date range of payments, you can select a date range using the filter icon. Once you have selected your date range, click ‘Done’ and payments made within that range will show.

Manage Classes

View My Classes

- View the classes that you are enrolled in.
- Click the ‘Printable Page’ button to view your class schedule in a printer friendly format.
- Hover your cursor over a class to get more information on that class.

Academic Records

Course History

- The Course History page allows you to view the courses that are in progress or that you have taken.
- You can see the class, class description, term, your grade, the number of units the course was worth, and if you have taken the course or if the course is in progress.
- You can click on a class to get more information about it.
- You can see the location of a class when you look at the class details.

View Unofficial Transcript

- You can see the location of a class when you look at the class details.
- When you click the “Submit” button, a copy of your unofficial transcript will be displayed as a PDF where you can print or save a copy.

Enrollment Verification

- Select the program and term that you want an Enrollment Verification report for.

- After you select the term the Enrollment Verification report will be generated as a PDF that you can save or print.
- If your PDF does not appear, check your pop-up blocker setting and try again.

T2202 Tax Receipt

- On the homepage, click on the T2202 Tax Receipt tile.
- Select the Tax Year in the drop-down list.
 - Your tax information is populated once a tax year is selected.
- Click Create Printable T2202 (PDF) to view your T2202.
- If your PDF does not appear, check your pop-up blocker setting and try again.



SIS
Student Self-Service
Instruction Guide

August
2022

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Introduction

The purpose of this instruction guide is to assist students with the functionality provided within Student Self-Service.

Students will be able to:

- Navigate throughout their homepage and different pages within each tile
- View and edit their personal information
- View any holds on their account
- View their account balance, charges due and payment history
- View their classes
- View their course history
- Generate and view their own Unofficial Transcript
- Generate and view their own Enrollment Verification report

Navigation

1.1 Login

Enter your User ID and Password to log in.

ORACLE PeopleSoft

User ID
12345678

Password
.....

Select a Language
English

Sign In

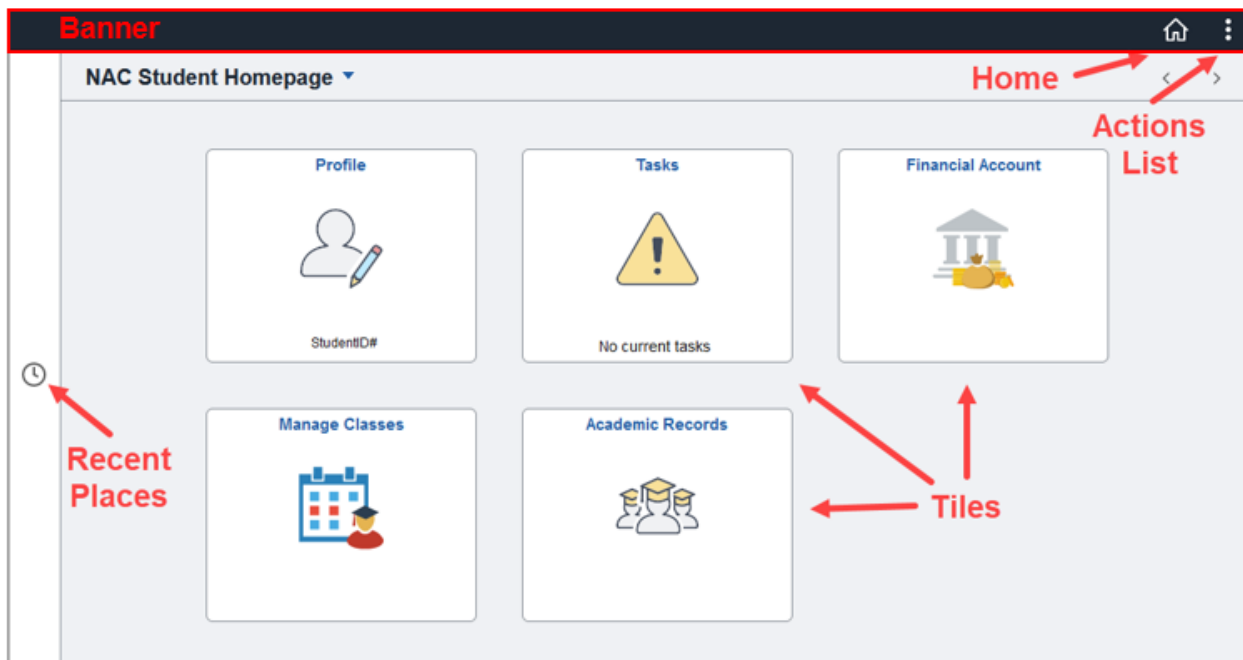
Enable Screen Reader Mode

1.2 Homepage

NAC Student Homepage

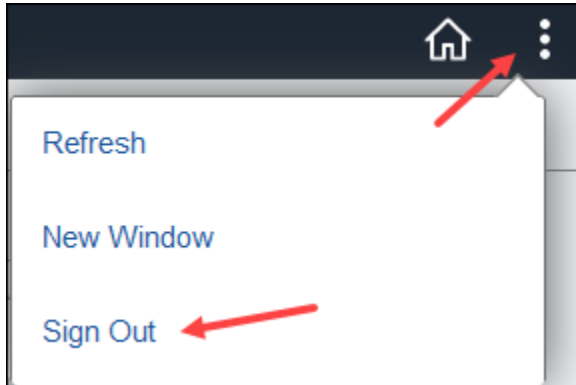
The NAC Student Homepage contains Tiles to allow students to navigate to key parts of the system.

- **Banner** - A standard banner appears at the top of every page.
- **Recent Places** - Allows you to revisit your most recent pages that you have navigated to.
- **Tiles** – Clicking on a tile will direct you to functions and pages that you have access to with your student account.
- **Home** - This will navigate you back to your homepage no matter where you are on your page.
- **Actions List** - In this list you can see a list of available actions. The Sign Out link can be found in the Actions List.



1.3 Sign Out

Click the 'Actions List' to Sign Out of the system.



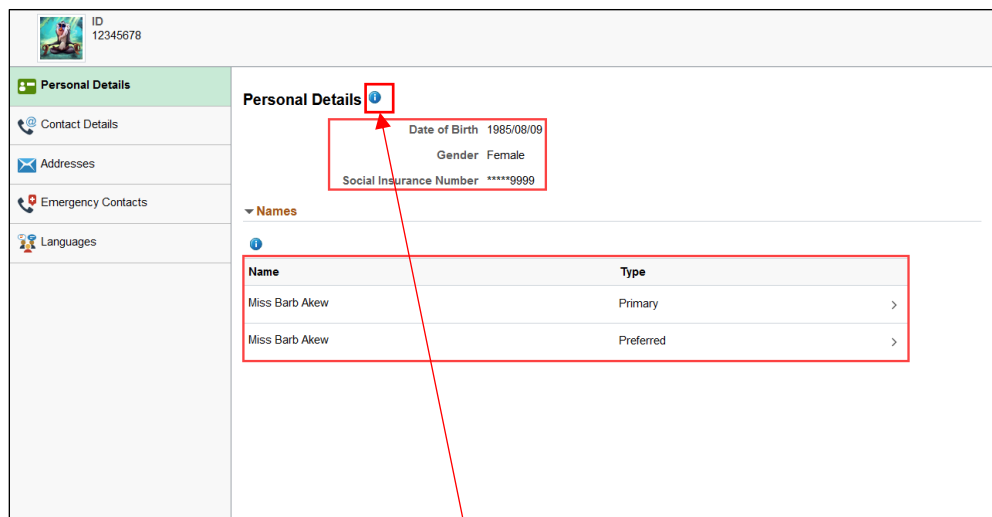
2 Profile Tile



2.1 Personal Details

Navigation:

Profile Tile > Personal Details



- The Personal Details page allows you to see your Date of Birth, Gender, A masked version of you Social Insurance Number and your Name.
- You are able to view more details about your primary name by clicking on it.
- You can edit your preferred first name by clicking on your preferred name.
- **Blue info icons** – Clicking this icon will show you more information about the page or section you would like more information on.

Primary Name

x

Type Primary

Prefix Miss

First Name Barb

Middle Name Jane

Last Name Akew

Suffix

You cannot update your Primary name via self-service. Notify the Enrollment Services at your campus, or email nunatta@arcticcollege.ca if you need to update your name.

- If you need to update your Primary Name notify Enrollment Services at your campus, or email Nunatta@arcticcollege.ca.

Preferred Name

Cancel Save

Type Preferred

Prefix

*First Name

Middle Name

*Last Name

Suffix

- You are able to change you preferred first name by editing it.
- After you have made all the changes click the “Save” button.

2.2 Contact Details

Navigation:

Profile Tile > Contact Details

Contact Details

Email

Email	Type	Preferred
schoolemail@arctic.college	School	✓
personalemail@arctic.college	Personal	

Phone

Phone	Type	Preferred
967/123-4567	Mobile	✓
967/765-4321	Home	
967/987-6541	Work	

- The Contact Details page allows you to view and edit your email address and phone numbers.
- You can view and edit your phone numbers by clicking on the email address or phone number you wish to view.

School Email Address

View Email

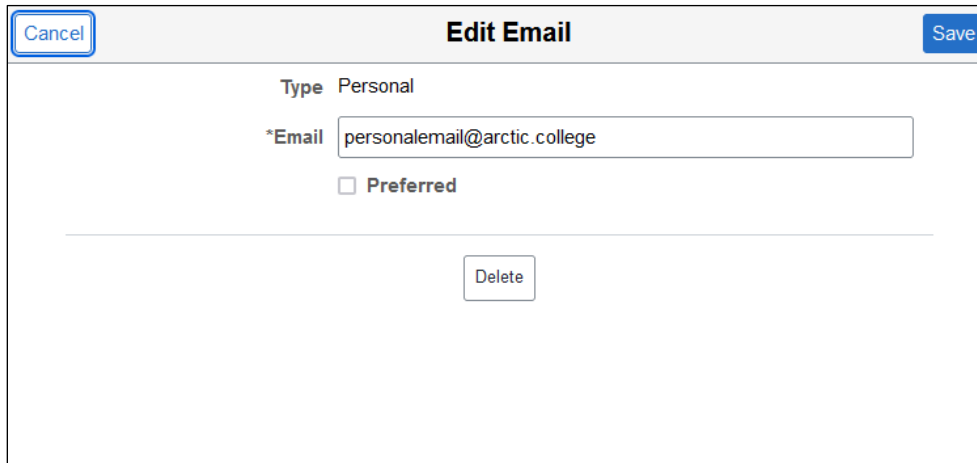
Type School

Email schoolemail@arctic.college

Preferred

- You are not able to edit your School email address and it will always be your preferred email address.

Personal Email Address



Edit Email

Cancel Save

Type Personal

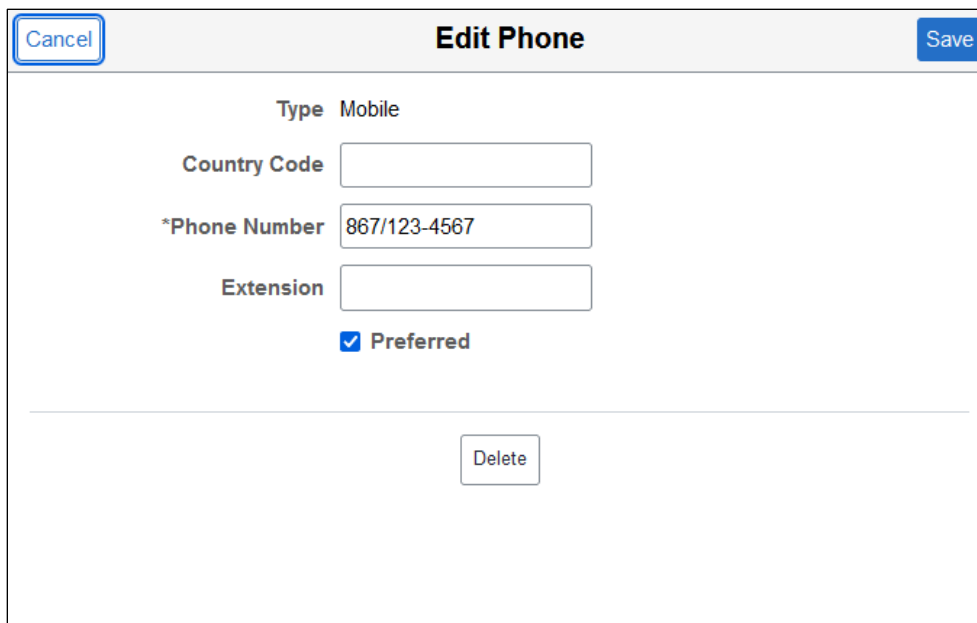
*Email

Preferred

Delete

- You can edit your Personal email address by modifying the email address.
- You can delete your Personal email address by clicking the “Delete” button.
- If you delete your Personal email address you are able to add a new one.
- After you have made all the changes click the “Save” button.

Phone Number



Edit Phone

Cancel Save

Type Mobile

Country Code

*Phone Number

Extension

Preferred

Delete


- You can have a Mobile, Home, and Work phone number.
- You can edit all three phone number types.
- You are able select which phone number you would prefer to be contacted on by checking the “Preferred” checkbox for that phone number.
- After you have made all the changes click the “Save” button.

2.3 Addresses

Navigation:

Profile Tile > Addresses

The screenshot shows the 'Addresses' page in a user profile. On the left is a sidebar with navigation links: Personal Details, Contact Details, **Addresses**, Emergency Contacts, and Languages. The main area is titled 'Addresses' and contains three address sections: Home Address, Mailing Address, and School Address. Each section has a '+' button to add an address, a table with 'Address' and 'From' columns, and a 'Current' status with an edit icon. The Home Address section is highlighted with a red box.

- The Addresses page contains your physical addresses.
- You can have a Home, Mailing, and School address.
- You can add an address by clicking the  button or edit an address by clicking on the address.

Edit Address

The 'Edit Address' form is displayed with a title bar containing 'Cancel' and 'Save' buttons. The form fields are as follows:

- Type: Home
- *Country: Canada
- *Address 1: 123 Test Ave
- Address 2: (empty)
- Address 3: (empty)
- Address 4: (empty)
- City: Iqaluit
- Province: Nunavut (NU)
- Postal: A9A 9A9

- To edit your address hover your cursor over fields that shows a directional symbol on the right. This will allow you to click that field and show you more details and be able to view, edit, or delete information.






- When editing your address you can change the Country, Address, City, Province, and postal code.
- After you have made all the changes click the “Save” button.

Add New Email

Cancel **Add Address** Save

Type Home

*From 2022/08/11   [Copy From](#)

*Country Canada 


*Address 1

Address 2


Address 3

Address 4

City

Province 

Postal

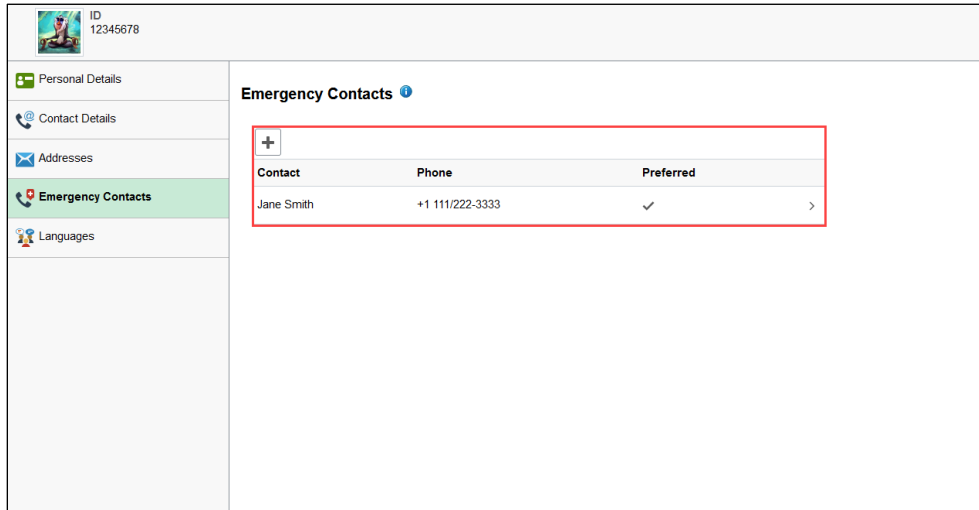



- Add ("+") – this icon will allow you to add a row of information to your profile. If you do not see this add button, you cannot add any more information.
- When you add a new address you can enter the date that the address should be updated. This allows you to enter a new address for a future date.
- You can also click on “Copy From” to populate address information from an address that is already in your profile.
- After you have made all the changes click the “Save” button.

2.4 Emergency Contact

Navigation:

Profile Tile > Emergency Contacts



- The Emergency Contacts page displays your emergency contacts.
- You can edit an emergency contact by clicking on them.
- You can add a new emergency contact by clicking on the  button.

Edit Emergency Contact

Cancel
Edit Contact
Save

*Name

*Relationship v

Preferred

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

+

Phone	Type	
+1 444/555-6666	Mobile	>

Contact Address

123 Test Ave
Iqaluit
NU A9A 9A9

>

- You can edit your emergency contact’s name, relationship, phone numbers and address.
- You can delete an emergency contact by clicking the “Delete” button.
- After you have made all the changes click the “Save” button.

Add Emergency Contact

Cancel**Add Contact**Save

*Name

*Relationship ▼

Preferred

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

No other phone numbers defined.

Contact Address

No address defined

- When you add a new emergency contact you need to add their name, relationship, and phone number.
- Click the save button to save your emergency contact.

2.5 Languages

Navigation:

Profile Tile > Languages

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency		
English	Moderate	Moderate	Moderate		
Inuktitut	High	High	High		

[Add a Language](#)

- The languages page contains the languages you can communicate in and your proficiency in speaking, reading, and writing.
- You can edit a language by clicking on the icon.
- You can delete the language by clicking on the icon.
- You can add a new language by clicking on the “Add a Language” button.

Edit a Language

Barb Akew
[Languages](#)
Language Detail

Language Code: English

Speaking Proficiency:

Reading Proficiency:

Writing Proficiency:

Is this your native language?:

Are you able to translate this language into your native language?:

Are you able to teach in this language?:

[Save](#) [Return to Languages Summary](#)

* Required Field

- You can edit the language, speaking proficiency, reading proficiency, writing proficiency, whether it is your native language or not, if you can translate the language into your native language, and if you are able to teach in this language.
- After you finish making the changes click the “Save” button to save the changes.
- Click the “Return to Languages Summary” link to return to the Languages page.

Add a Language

Barb Akew


[Languages](#)

Language Detail

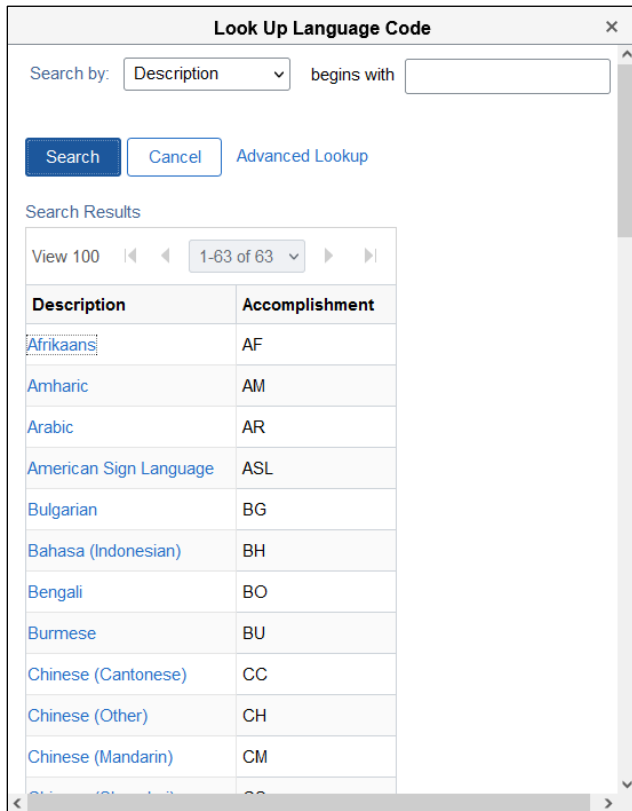
Language Code	<input type="text" value=""/>
Speaking Proficiency	<input type="text" value=""/>
Reading Proficiency	<input type="text" value=""/>
Writing Proficiency	<input type="text" value=""/>
Is this your native language?	<input type="text" value="No"/>
Are you able to translate this language into your native language?	<input type="text" value="No"/>
Are you able to teach in this language?	<input type="text" value="No"/>

[Return to Languages Summary](#)

* Required Field

- Click on the  icon to search for the language you are entering.
- Select from “High”, “Low”, or “Moderate” for speaking, reading, and writing proficiency.
- Select if the selected language is your native language.
- Select if you can translate the language into your native language.
- Select if you can teach in the language.
- After you have entered all the information click the “Save” button to save the language.
- Click the “Return to Language Summary” link to return to the Language Page.

Select a Language



- Change the “Search by” value to Description and enter the name of the language you want.
- Click on the language you want to select.

3 Tasks Tile

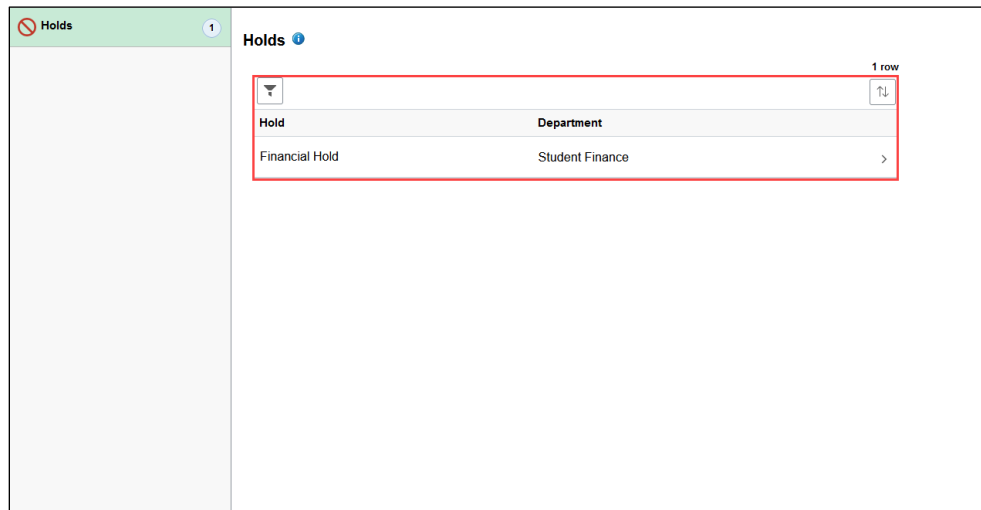


3.1 Holds

Navigation:

Tasks Tile > Holds

Note: if you do not have a Hold on your account, you cannot access the Task tile.



- Holds are temporary restrictions to your account.
- You can receive a Hold for not paying your fees.
- Depending on the type of Hold on your account you will not be able to request transcripts or enroll in classes.
- You can get more information about a Hold by clicking on it.

Hold Details x

Financial Hold

Reason Financial Hold

Amount 100.00


Currency used is Canadian Dollar

Hold all transactions until account is paid.

- Financial holds will display the amount that you will need to pay to have the financial hold removed.


4 Financial Account Tile


Financial Account



Payment Due

Account Balance
Due Now 50.00
Currency used is Canadian Dollar

 **Charges Due**


 **Payment History**


4.1 Account Balance

Navigation:

Financial Account Tile > Account Balance

Account Balance
Due Now 50.00
Currency used is Canadian Dollar

 **Charges Due**

 **Payment History**

What I Owe

Term	Charges & Deposits	Total Due
2022 Fall	2,870.00	2,870.00
Total	2,870.00	2,870.00

Currency used is Canadian Dollar.

- The Account Balance page displays your outstanding balance broken down by term.

4.2 Charges Due

Navigation:

Financial Account Tile > Charges Due

Note: If you have no outstanding charges the Charges Due page will not be displayed.

<p>Account Balance Due Now 50.00 <small>Currency used is Canadian Dollar</small></p> <p>Charges Due</p> <p>Payment History</p>	<p>What I Owe</p> <p>Summary By Due Date Detail Of Charges Due</p> <table border="1"> <thead> <tr> <th>Due Date</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td>2022/08/10</td> <td>50.00</td> </tr> <tr> <td>2022/10/06</td> <td>1,820.00</td> </tr> <tr> <td>Future</td> <td>1,000.00</td> </tr> <tr> <td>Total Amount Due</td> <td>2,870.00</td> </tr> </tbody> </table> <p><small>Currency used is Canadian Dollar.</small></p>	Due Date	Amount Due	2022/08/10	50.00	2022/10/06	1,820.00	Future	1,000.00	Total Amount Due	2,870.00
Due Date	Amount Due										
2022/08/10	50.00										
2022/10/06	1,820.00										
Future	1,000.00										
Total Amount Due	2,870.00										

- The Charges Due page shows you what charges are due and are organized by due date.
- The “Summary By Due Date” tab shows you the amount due for each due date.

<p>Account Balance Due Now 50.00 <small>Currency used is Canadian Dollar</small></p> <p>Charges Due</p> <p>Payment History</p>	<p>What I Owe</p> <p>Summary By Due Date Detail Of Charges Due</p> <table border="1"> <thead> <tr> <th>Due Date</th> <th>Description</th> <th>Term</th> <th>Business Unit</th> <th>Charge Date</th> <th>Charge Amount</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td>2022/08/10</td> <td>Library Late Fee</td> <td>2022 Fall</td> <td>Nunavut Arctic College</td> <td>2022/08/10</td> <td>50.00</td> <td>50.00</td> </tr> <tr> <td>2022/10/06</td> <td>Student Association Fee - Nuna</td> <td>2022 Fall</td> <td>Nunavut Arctic College</td> <td>2022/08/10</td> <td>180.00</td> <td>180.00</td> </tr> <tr> <td>2022/10/06</td> <td>Resource Materials - Nunatta</td> <td>2022 Fall</td> <td>Nunavut Arctic College</td> <td>2022/08/10</td> <td>240.00</td> <td>240.00</td> </tr> <tr> <td>2022/10/06</td> <td>Tuition - Regular</td> <td>2022 Fall</td> <td>Nunavut Arctic College</td> <td>2022/08/10</td> <td>1,875.00</td> <td>1,388.00</td> </tr> <tr> <td>2022/10/06</td> <td>GST</td> <td>2022 Fall</td> <td>Nunavut Arctic College</td> <td>2022/08/10</td> <td>12.00</td> <td>12.00</td> </tr> <tr> <td>Future</td> <td>Tuition - Regular</td> <td>2022 Fall</td> <td>Nunavut Arctic College</td> <td>2022/08/10</td> <td>1,000.00</td> <td>1,000.00</td> </tr> <tr> <td>Total Charges Due</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2,870.00</td> </tr> </tbody> </table> <p><small>Currency used is Canadian Dollar.</small></p>	Due Date	Description	Term	Business Unit	Charge Date	Charge Amount	Amount Due	2022/08/10	Library Late Fee	2022 Fall	Nunavut Arctic College	2022/08/10	50.00	50.00	2022/10/06	Student Association Fee - Nuna	2022 Fall	Nunavut Arctic College	2022/08/10	180.00	180.00	2022/10/06	Resource Materials - Nunatta	2022 Fall	Nunavut Arctic College	2022/08/10	240.00	240.00	2022/10/06	Tuition - Regular	2022 Fall	Nunavut Arctic College	2022/08/10	1,875.00	1,388.00	2022/10/06	GST	2022 Fall	Nunavut Arctic College	2022/08/10	12.00	12.00	Future	Tuition - Regular	2022 Fall	Nunavut Arctic College	2022/08/10	1,000.00	1,000.00	Total Charges Due						2,870.00
Due Date	Description	Term	Business Unit	Charge Date	Charge Amount	Amount Due																																																			
2022/08/10	Library Late Fee	2022 Fall	Nunavut Arctic College	2022/08/10	50.00	50.00																																																			
2022/10/06	Student Association Fee - Nuna	2022 Fall	Nunavut Arctic College	2022/08/10	180.00	180.00																																																			
2022/10/06	Resource Materials - Nunatta	2022 Fall	Nunavut Arctic College	2022/08/10	240.00	240.00																																																			
2022/10/06	Tuition - Regular	2022 Fall	Nunavut Arctic College	2022/08/10	1,875.00	1,388.00																																																			
2022/10/06	GST	2022 Fall	Nunavut Arctic College	2022/08/10	12.00	12.00																																																			
Future	Tuition - Regular	2022 Fall	Nunavut Arctic College	2022/08/10	1,000.00	1,000.00																																																			
Total Charges Due						2,870.00																																																			

- The “Details Of Charges Due” tab displays the individual charges due.

4.3 Payment History

Navigation:

Financial Accounts Tile > Payment History

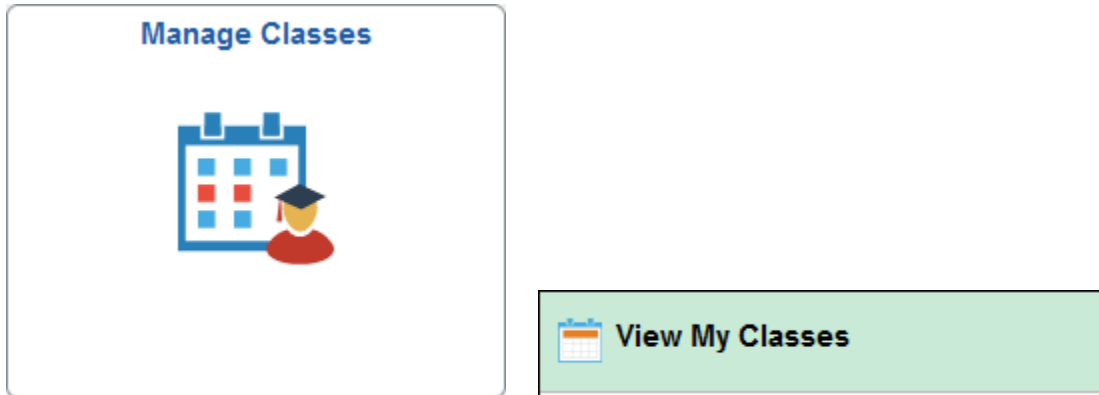
The screenshot shows the 'Payment History' page. On the left, there is a sidebar with 'Account Balance Due Now 50.00', 'Charges Due', and 'Payment History' (highlighted). The main area is titled 'Payment Details' and shows a table with 2 rows. Below the table, it states 'Currency used is Canadian Dollar.'

Date Posted	Description	Business Unit	Amount
2022/08/10	Cashier Payment	Nunavut Arctic College	237.00
2022/08/10	Cashier Payment	Nunavut Arctic College	250.00

- The Payment History page displays the payments that have been made to your account.
- If you need to find a certain date range of payments, you can select a date range using the filter icon. Once you have selected your date range, click 'Done' and payments made within that range will show.

This screenshot shows the 'Filter' dialog box overlaid on the 'Payment Details' page. The dialog has a 'Cancel' button on the left and a 'Done' button on the right. It contains two date pickers: 'From Date' set to '2022-02-01' and 'To Date' set to '2022-08-05'. A 'Reset' button is located at the bottom center. A red arrow points from the 'Filter' icon in the table above to the 'Filter' dialog box.

5 Manage Classes Tile



5.1 View My Classes

Navigation:

Manage Classes Tile > View My Classes

2022 Fall
Credit

View My Classes

By Class | By Date

Printable Page | Show Enrolled Classes | Show Dropped Classes

▼ 022 020 Intro Fall Field Camp

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Percentage		Jewelery and Metalwork	

Class	Start/End Dates	Days and Times	Room
Class 10003 - Section N1 Lecture	2022/09/06 - 2022/12/16	Schedule: To be Announced	To be Announced >

[Enrollment Deadlines](#)

▼ 022 110 Communications I

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Percentage		Jewelery and Metalwork	

Class	Start/End Dates	Days and Times	Room
Class 10007 - Section N1 Lecture	2022/09/06 - 2022/12/16	Schedule: To be Announced	To be Announced >

[Enrollment Deadlines](#)

- View the classes that you are enrolled in.
- Click the 'Printable Page' button to view your class schedule in a printer friendly format.

- Hover your cursor over a class to get more information on that class.

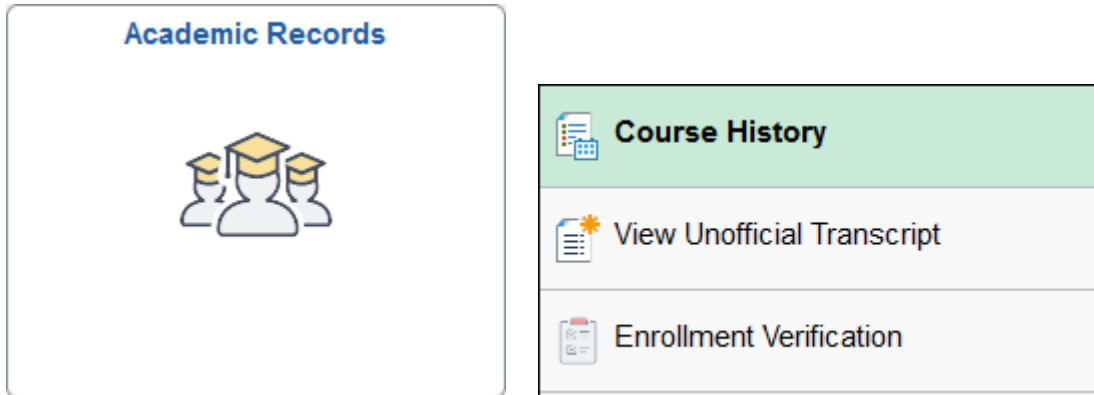
The screenshot shows a 'Class Information' popup window with a close button (x) in the top right corner. The window has four tabs: 'Meeting Information', 'Enrollment Information', 'Class Details' (which is selected and highlighted in blue), and 'Class Availability'. The main content area displays the following information:

- 022 020 Intro Fall Field Camp**
- Class 10003 - Section N1 Lecture**
- Status : Open**

Units	Grading	Instruction Mode	Location	Campus
3.00	Percentage	In Person	Iqaluit	Nunatta Campus

On the left side of the popup, there is a vertical sidebar with a 'Print' button at the top. Below it, a dropdown menu is open, showing '022 020' selected. Further down, there are buttons for 'Status', 'Enroll', 'Class', and 'Class'. A red arrow points to the 'Class' button.

6 Academic Records Tile



6.1 Course History

Navigation:

Academic Records Tile > Course History

Class	Description	Term	Grade	Units	Status
022 020	Intro Fall Field Camp	2022 Fall		3.00	In Progress
022 110	Communications 1	2022 Fall		3.00	In Progress
434 111	Jewellery 1	2022 Fall	62	3.00	Taken
434 112	Jewellery 2	2022 Fall	63	3.00	Taken
434 115	Drawing & Design 1	2022 Fall	79	3.00	Taken
434 116	Business & Communications 1	2022 Fall	71	3.00	Taken
434 211	Advanced Jewellery 1	2022 Fall	89	3.00	Taken
434 212	Advanced Jewellery 2	2022 Fall	67	3.00	Taken
434 218	Business & Communications 3	2022 Fall		3.00	In Progress

- The Course History page allows you to view the courses that are in progress or that you have taken.
- You can see the class, class description, term, your grade, the number of units the course was worth, and if you have taken the course or if the course is in progress.
- You can click on a class to get more information about it.

Class Information x

Meeting Information	Enrollment Information	Class Details	Class Availability
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031 111 Mgmt communications
Class 20190 - Section N2 Lecture **Status : Open**

Units	Grading	Instruction Mode	Location	Campus
3.00	Percentage	In Person	Pangnirtung	Nunatta Campus

- You can see the location of a class when you look at the class details.

6.2 View Unofficial Transcript

Navigation:

Academic Records Tile > View Unofficial Transcript

Nunavut Arctic College

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Course History </div> <div style="background-color: #e0f0ff; padding: 5px; margin-bottom: 5px;"> View Unofficial Transcript </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Enrollment Verification </div>	<div style="text-align: right; border-bottom: 1px solid black; margin-bottom: 5px;"> View Report View All Requested Reports </div> <div style="margin-bottom: 5px;"> <p>New Request Submit</p> </div> <div style="margin-bottom: 5px;"> <p><small>Report Type</small> <input type="text" value="Unofficial Transcript"/></p> </div> <div style="font-size: x-small;"> <p>Information For Students Unofficial Transcript reflects your academic records at Nunavut Arctic College. It cannot be used as an Official Transcript as it is not printed on a secured transcript paper.</p> <p>You can request and view your unofficial transcripts as PDF that can be used to support your application for funding within the Nunavut territory.</p> <p>To view reports, your device should allow popups and have a PDF viewer.</p> </div>
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When you click the “Submit” button, a copy of your unofficial transcript will be displayed as a PDF where you can print or save a copy.

6.3 Enrollment Verification

Navigation:

Academic Records Tile > Enrollment Verification

The screenshot shows the 'Nunavut Arctic College' student self-service portal. On the left is a navigation menu with options: 'Course History', 'View Unofficial Transcript', and 'Enrollment Verification' (which is highlighted in green). At the top right of the main content area is a 'Submit Request' button. Below this is a 'New Request' section with a dropdown menu for 'Select Processing Option'. Underneath are three input fields: 'Date to be Printed' (with a date of 2022/08/11), 'Academic Program' (a dropdown menu), and 'Term' (a dropdown menu). A small 'javascript:void(0);' text is visible at the bottom left of the screenshot.

- Select the program and term that you want an Enrollment Verification report for.
- After you select the term the Enrollment Verification report will be generated as a PDF that you can save or print.