



# PROVIDENCE

UNIVERSITY COLLEGE AND SEMINARY



## STUDENT HANDBOOK 2011-2012

[providencecollege.ca](http://providencecollege.ca)  
[providenceseminary.ca](http://providenceseminary.ca)



# PROVIDENCE

## UNIVERSITY COLLEGE AND SEMINARY

2011–2012

Providence is a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service.

The mission of Providence University College is to educate students as Christians at a university level to think, live and serve in the church and society.

Providence Theological Seminary is an evangelical institution whose purpose is to serve the Church, in the accomplishment of its mission, by preparing and supporting leaders, developing resources, and facilitating theological reflection.

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Student # \_\_\_\_\_ Box # \_\_\_\_\_

Email \_\_\_\_\_



**PROVIDENCE**  
**UNIVERSITY COLLEGE**  
**THEOLOGICAL SEMINARY**

10 College Crescent  
Otterburne, MB R0A 1G0  
Phone: 204-433-7488 • Fax: 204-433-7158

**providencecollege.ca**  
**providenceseminary.ca**  
info@prov.ca

# University College Calendar of Events 2011-2012

## Fall Session 2011

Student Leadership Training Week	August 29-September 3
Aviation Orientation Camp	August 29-September 3
Pre-season Varsity Training Camps (Men's and Women's Soccer)	August 30-September 3
New International University College/ELI students arrive	August 31-September 1
New International University College/ELI student Orientation	September 2-3
Returning Residence Students Arrive/Food Service begins	September 4
New Students Arrive	September 5
Parent/Guardian Orientation (of new students)	September 5
Student Orientation/ Registration	September 6
Comic Intros/ All Residents Meeting	September 6
Open Tryouts (Men's and Women's Soccer, Women's Volleyball)	September 7-9
Classes Begin	September 7
Providence Community Event	September 10
Open Tryouts (Men's and Women's Basketball, Men's Volleyball)	September 12-15
Fall Convocation	September 14
Last Day for Course Changes (no fee)	September 14
Dessert Social for all new university college students	September 15
First Year Retreat	September 16-18
Last day for Course Changes (fee)	September 21
Day of Prayer	September 21
Harvest Festival Banquet	September 23,24
Manitoba Provincial Election (Vote in the SLC)	October 4
Thanksgiving Break	October 7-10
Mid-term examinations	October 17-21
University College Lecture Series	October 25
How to Do Research	November 5
Remembrance Day	November 11
Last day for Voluntary Withdrawal from a course	November 14
Faculty Forum	November 24
Festival of Christmas Praise	December 2,3
Christmas Celebration Banquet	December 9
Final Exams	December 12-16

## Winter Session 2012

Food Service Begins	January 1
University College Intersession Classes	January 2-6
New International University College/ELI students arrive	January 5
New International University College/ELI student Orientation	January 6,7
Residence Students Arrive	January 8
Winter Orientation for New Students	January 9 (am)
Classes Begin	January 9 (pm)
Last Day for Course Changes (no fee)	January 16
Student Leadership Retreat	January 20-22
Last day for Course Changes (fee)	January 23
Day of Prayer	January 24
Student Leadership Applications/Interviews	February
Missio Dei	February 2
Louis Riel Day	February 20
Full Length Production	February 22-25
Mid-term examinations	February 27-March 2
Reading Days	March 5-9
Last day for voluntary withdrawal from a course	March 12
Athletic Banquet	March 30
Spring Concert	April 1
Final Exams	April 16-20
University College Graduation Events	April 20-22
University College Graduation Banquet	April 21
Graduation	April 22
Residence Move-out	April 22

# Seminary Calendar of Events 2011-2012

## Fall Session 2011

Pre-season Varsity Training Camps (Men's and Women's Soccer)	August 30-September 3
Returning Residence Students Arrive/Food Service begins	September 4
Orientation/ Registration	September 6
Open Tryouts (Men's and Women's Soccer, Women's Volleyball)	September 7-9
Classes Begin	September 7
Providence Community Event	September 10
Dessert Social for new Seminary Students	September 13
Open Tryouts (Men's and Women's Basketball, Men's Volleyball)	September 12-15
Fall Convocation	September 14
Last day for Course Changes (without fee)	September 14
Last day for Course Changes (with fee)	September 21
Day of Prayer	September 21
Harvest Festival Banquet	September 23,24
October Intrasession	October 3-6
Manitoba Provincial Election (Vote in the SLC)	October 4
Thanksgiving Break	October 7-10
Last day for Voluntary Withdrawal from a Course	October 21
Remembrance Day	November 11
November Intrasession	November 14-18
Festival of Christmas Praise	December 2,3
Christmas Celebration Banquet	December 9
Last Day of Classes	December 16

## Winter Session 2012

January Intersession and D Min Modules	January 2-6
Registration/ Orientation	January 9 (am)
Classes Begin	January 9 (pm)
Last day for Course Changes (without fee)	January 16
Last day for Course Changes (with fee)	January 23
Day of Prayer	January 24
Missio Dei	February 2
Louis Riel Day	February 20
Full Length Production	February 22-25
Last Day for Voluntary Withdrawal from a Course	February 24
March Intrasession/ Reading Break	March 5-9
Athletic Banquet	March 30
Spring Concert	April 1
Graduation Activities	April 20-22
Graduation Banquet	April 20
Graduation	April 21



# PROVIDENCE BOOKSTORE

*Your local campus book and computer store*

## **Bookstore**

- ALL YOUR TEXTS - **aggressively priced** for your benefit!
- Pens, paper, staples, hole punch, binders, etc!
- Toothbrushes, stamps, Providence merchandise, gifts, music!
- Resources to enrich your studies and life as a student!
- Not there? We order it!

Located off the lobby of the main building by the gymnasium

Hours of Operation:

Monday - Friday ..... 8:30 am - 5:00 pm  
Saturday (Fall/Winter)..... 11:00 am - 1:00 pm  
Evenings .....as announced on website

Personnel:

Bruce Peters .....Director of Bookstore Services  
Sharon Kehler .....Assistant Manager  
Joyce Goertzen ..... Sales Associate

Texts: listed by the course in the text bins in each area.

## **Computer Corner**

Computers, repairs and upgrades , software (educational pricing), printers and peripherals, supplies, webcams, headphones, speakers, repairs, upgrades and much more!

## **Student Network Services**

For dorm students and commuters - available by the semester. Sign-up and renewal forms available at the bookstore. Your student number, computer serial number and computer network identification address(es) will be needed. Please feel free to see us re any internet problems.

## **Repair Service**

Post warranty repairs and upgrades are handled by our computer technicians. Usually ready within 2 business days later. Our rate is \$49.95/hr, min. \$17.50.

For any further questions or information, visit us on-line at: [prov.ca/bookstore](http://prov.ca/bookstore)  
Email: [bookstore@prov.ca](mailto:bookstore@prov.ca)

Members - Canadian Booksellers Association and Campus Retail Canada.

Note our **coupon page** on page 45. Worth \$ for you!

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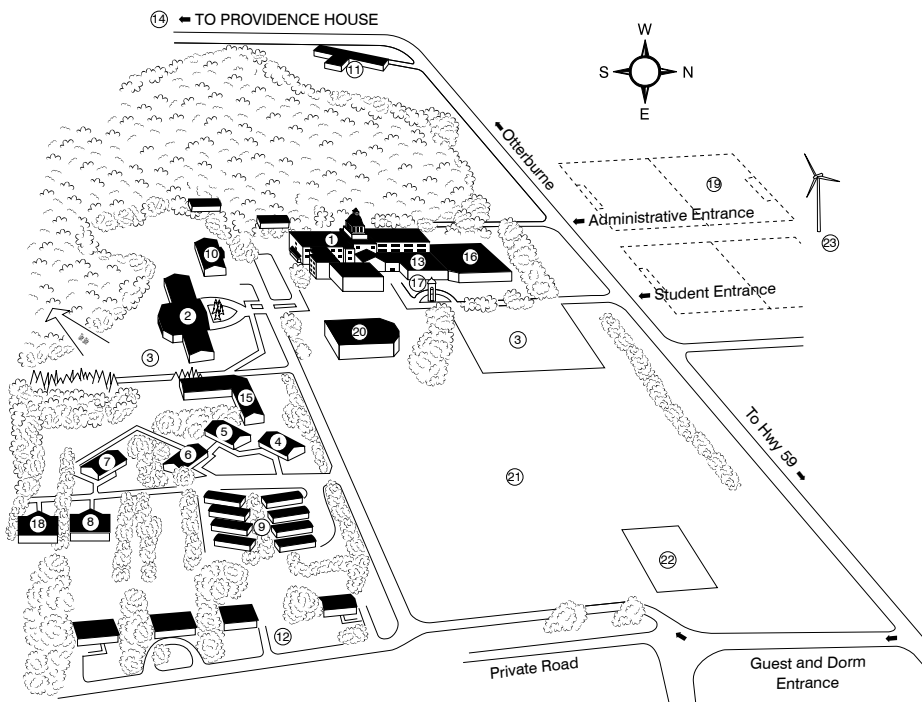
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# Map of Campus



- |                                     |  |
|-------------------------------------|--|
| 1 Administration Building           | 13 Gym (Jubilee Auditorium)                  |
| 2 Bergen Hall                       | 14 Providence House (Otterburne)             |
| 3 Parking Lot                       | 15 Eichhorst Hall                            |
| 4 Cundy Residence                   | 16 Library (Loewen Learning Resource Centre) |
| 5 Pearce Residence                  | 17 Bell Tower                                |
| 6 Sweet Residence                   | 18 Hunt Apartments                           |
| 7 Turner Apartments                 | 19 Soccer Fields                             |
| 8 Kindred Residence                 | 20 Reimer Student Life Centre                |
| 9 Trailer Court                     | 21 Football Field                            |
| 10 The Barn<br>(Biomass Initiative) | 22 Providence Community Garden               |
| 11 Seminary House                   | 23 Wind Turbine Testing Station              |
| 12 Faculty Housing                  |  |

# Emergency Numbers

Emergency .....	911
Ambulance.....	911
Fire .....	911
Police.....	911
Maintenance on call 24 hrs / 7 days .....	746-4297

## Fire

1. Sound the fire alarm
2. Call 911
3. Monday to Friday, 8:30am - 4:30 pm - contact Receptionist at 433-7488
4. Monday to Friday, 4:30pm to 8:30am & Weekends - notify your RD (746-4785 - RD on Call) or maintenance on call (746-4297)

## First Aid / CPR

Monday - Friday, 8:30am - 4:30pm contact Receptionist .....433-7488  
Monday to Friday, 4:30pm to 8:30am & Weekends - notify your RD .....746-4785

A list of individuals certified in First Aid / CPR is available at the Receptionist Office and from the Student Services Coordinator. Basic first aid kits are available at the University College and Seminary Reception areas and in other buildings on campus.

## Illness (serious) or Accident

1. Monday to Friday, 8:30am - 4:30pm - contact Receptionist ... 433-7488
2. Monday to Friday, 4:30pm - 8:30am & Weekends - notify the RD on-call (746-4785)
3. International Students also contact John Johnson (International Student Services Coordinator)
4. If the student is in residence, also inform the proper RD
5. If the student is a commuter, also inform the Student Services Coordinator

## Resident Directors On Call Information

Monday to Friday, 4:30pm - 8:30am; Weekends..... 746-4785 (RD on call cell)  
Andrea Wheeldon.....433-7794  
Matt Shantz ..... 1-204-899-9238

## Health Service Numbers

Steinbach Hospital (Emergency).....326-6411  
Steinbach Family Medical Centre (Walk-in) .....326-3401  
St. Pierre Hospital.....433-7611  
St. Pierre Medical Clinic .....433-7263  
Niverville Medical Clinic.....388-6626  
Poison Control Centre .....787-2591  
Sexual Assault Crisis Line ..... 1-888-292-7565  
Suicide Prevention Line..... 1-888-435-7170  
Public Health Nurse (District Health Centre).....433-7636

Manitoba Crisis Line (24 Hour) .....	1-888-322-3019
Health Links .....	1-888-315-9257
Crisis Response Team (24 hr) - South Eastman Health .....	1-888-617-7715
Community Mental Health Services .....	1-866-762-0309

## Phone Numbers - Offices & Residences

### Phone Numbers - University College Offices

Receptionist.....	433-7488
Library.....	433-7488 ext. 278
Housing .....	433-7488 ext. 240
Director of Student Development .....	433-7488 ext. 253
International Student Services Coordinator.....	433-7488 ext. 261
Andrea Wheeldon (Resident Director).....	433-7488 ext. 297
Matt Shantz (Resident Director) .....	433-7488 ext. 259
Student Council.....	433-7488 ext. 277
Main Building Lobby .....	433-9318
Campus Services Coordinator.....	433-7488 ext. 239

### Residences (Women's)

Kindred .....	433-9303
Eichhorst.....	433-9372

### Residences (Men's)

Blackett.....	433-9398
Janson.....	433-9397
Moody.....	433-9370
Taylor.....	433-9313

## Hours of Operation

### Admissions

Monday - Friday.....	8:30-4:30
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<b>Bistro</b> .....	Monday-Friday 10am-2pm
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### Bookstore (check website for seasonal changes)

Monday - Thursday.....	8:30-5:00
Friday.....	8:30-4:20
Saturday (Sept - May) .....	11:00-1:00
Summer (May - Aug) Monday - Friday .....	8:30-4:20

### Business Office

Monday - Friday.....	8:30-4:00
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<b>Cafeteria</b> .....	See posted hours
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**Career Services**

Monday - Friday.....8:30-4:30

**Computer Services**

Monday - Friday.....8:30-4:30

**Housing**

Monday - Friday.....8:30-4:30

**Library**

Monday - Friday.....8:15-10:00

Saturday .....10:00-10:00

Sunday .....Closed

**Reception Office**

Monday - Friday.....8:30-4:30

**Reimer Student Life Centre**

Monday - Sunday .....7:30-Midnight  
*(hours subject to change)*

**Open Lounge Hours**

Bergen Hall and Eichhorst Main Lounge

Sunday .....11:00-11:00

Monday.....11:00-10:00

Tuesday - Thursday.....11:00-11:00

Friday - Saturday .....11:00-Midnight

**Open Residence Hours**

Scheduled by Residence Life Staff unless otherwise posted.

## Welcome to Providence!

Providence University College is a community of serious Christians learning to think, live, and serve in the church and in the world. Students constitute the core of this community. Your presence as a student enables us to grow in knowledge and character for leadership and service.

Providence is more than U. This is true of our confession as persons. We are the image of God to represent God in his world. As a living image such representation requires a transformed mind, a way of thinking that transcends the thinking and values of the society in which we live. We welcome you to this adventure in learning.

Providence is also more than U in the education you will receive here. Education at Providence is to enable you to become the kind of person you wish to be, it is learning within the environment of a community that is supportive of the values found in the covenant of community life. The knowledge you receive here will help you understand your faith; the education you receive here will help you learn how to live.

Providence welcomes you to make this a year to remember. May you experience a joy that is not limited by emotion. May you have times of laughter that are unforgettable; may times of pain be among friends who cry with you.

Congratulations on choosing an education for serious Christians.

August Konkell  
President



## Providence Covenants

### Introduction

Providence is a voluntary community in which employees and the Board agree to a Covenant of Faith and in which students, employees and the Board agree to live by a Covenant of Community Life. These two covenants follow.

### Covenant of Faith

Providence University College and Seminary holds and teaches the essential doctrines of the Christian faith embraced by evangelicals.

**The Covenant of Faith, as approved by the board in November 2008, is as follows:**

We believe the revelation given by God in Christian Scripture. We embrace the faith set forth in it as summarized in the historic creeds of the Church. We are rooted in the Protestant evangelical tradition and celebrate its international and ecumenical diversity.

We affirm the following beliefs as essential to the gospel and to Christian living.

- There is one living and true God, creator and sustainer of all things, infinitely perfect and eternally existing in the communion of three persons: Father, Son, and Holy Spirit.
- God the Father is the ground of all truth, the standard of all goodness, the measure of all beauty, who supplies providential care for all that he has made and loved.
- Jesus Christ is Lord, God incarnate, fully human and fully divine, one person forever, the truth whom we seek and adore. Conceived by the Holy Spirit and born of the virgin Mary, Jesus lived a sinless and obedient life, atoned for sin by his death on the cross, rose bodily for our justification, and ascended to glory where he now mediates on behalf of his people.
- The Holy Spirit enables believers to live holy lives by God's regenerating, sanctifying, and illuminating power.
- Holy Scripture is divinely inspired, complete, entirely trustworthy, and authoritative for faith and life. It is to be believed as God's instruction, obeyed as God's command, and trusted as God's pledge.
- Human beings are created male and female in the image of God. They are called to glorify God, to live in communion with God and one another, and to be stewards of God's creation. All people fail to live up to this calling. They are sinners by nature and by choice. Sinners are justified and renewed only by accepting the grace and mercy of God, poured out in the crucified and risen Son, who is received by faith alone.
- The Church, the body of Christ, is composed of all true believers. Local churches, as the visible presence of Christ's body, are called to declare the good news of salvation through worship, discipleship, and witness among the nations.
- Through the cross God triumphs over the evil powers that violently oppose God's plan and people. Jesus will visibly return to reign over all creation in power and glory. The righteous in Christ will rise to eternal life and the unrighteous to eternal separation from God.

## **Covenant of Community Life**

### **Introduction**

As members of the Providence covenant community, all students assume common rights and responsibilities. Community expectations are voluntarily and willingly accepted and have been designed to create an environment which promotes spiritual, social, and academic growth. Your words and actions should indicate a respect for God, others, and yourself.

With this in mind, Providence has adopted a Covenant of Community life along with a set of policies to guide our life together. The Covenant and policies presented in this Handbook have been designed to help create an environment which will promote the spiritual, social, and academic growth of all members of the community.

Your coming to Providence is a commitment to live with a community-focused mindset in which you promote and model for others, the principles and policies in the Covenant and the Handbook.

In the event of any variation between the University College or Seminary on-line catalogue, websites, and this Handbook, the on-line content is the official statement.

## **Covenant**

**Understanding that Jesus Christ is sovereign over every aspect of corporate and individual life, that God's will is revealed in Holy Scripture, that the Holy Spirit interprets such to the church and empowers it to live accordingly, and that everything we have comes from God, we do covenant:**

**To practice a vital and vibrant life of individual and corporate worship of the one true God;**

**To pursue moral excellence in every aspect of our life and relationships;**

**To steward our time, talent, treasure, body, and the environment to the glory of God;**

**To exemplify the gospel of grace by upholding the dignity of, showing respect to, and serving all people regardless of age, race, gender, sexual orientation, religion, or culture;**

**To maintain a living and verbal witness to the grace of God;**

**To practice love, grace, truth, and generosity, and eschew offensive, manipulative, harmful, and deceptive behavior;**

**To sacrifice our own selves for the good of the community and for the sake of the gospel; and**

**When we sin, to forgive and be reconciled to one another and to seek forgiveness and reconciliation with God through Jesus Christ.**

## **Epilogue**

This Covenant of Community Life states the general principles by which the Providence Community (employees, Board of Governors and students) agrees to live. The Cabinet and Senate of Providence University College and Seminary reserve the right to establish policies and procedures at any time that uphold the Covenant and allow for the orderly and efficient administration of the institution. Such policies and procedures are set forth in the various handbooks (Student, Employee, Board of Governors).

When someone is hired as an employee, enrolls as a student, or is elected to the Board of Governors, they agree to live according to the Providence Covenant of Community Life for the duration of said engagement. They understand that the institution reserves the right to impose disciplinary actions in the case of failure to uphold either the Covenant of Community Life or the general institutional policies and procedures as set forth in the Providence University College and Seminary websites, and the various handbooks (Student, Employee, Board of Governors).

# Community Life Policies and Procedures

The Covenant of Community Life provides the Providence community with the principles that guide our life together. The policies below are outworkings of the Covenant principles, which help guide everyday life at Providence. This is not an exhaustive list of policies. Students are encouraged to learn the principles of the Covenant of Community Life and evaluate how they will be practically lived out in their own lives.

## **Abortion**

Out of a respect for God-given life, students should not support or participate in abortions or abortion-related activities.

## **Alcohol**

For safety reasons and community well being, alcoholic beverages are not allowed on the Providence campus or in any building owned and operated by Providence, including the residences and apartments. Alcohol is also prohibited at any formal or informal institutional event. Students who may legally consume alcoholic beverages off campus (18 years of age) are to do so responsibly. Involvement with alcohol on the Providence campus as well as drunkenness on or off campus will be addressed through the Student Life Accountability Process.

## **Cults/Sects**

Providence prohibits the adherence to or participation in sectarian and cult organizations and practices.

## **Drugs**

Any involvement with illegal drugs may result in immediate eviction from Providence housing and possible expulsion as an academic student. The police may be asked to investigate the situation, which could result in charges being laid.

## **Guest Speakers**

The appropriate administrator should be contacted regarding invitations to leaders or groups to speak, perform, or minister on campus, or in the promotion of seminars and other events in the name of the institution, so as to maintain the harmony and integrity of the institution and adherence to the Providence Covenant of Faith.

## **Language Abuse and Pornography**

The use of slanderous, blasphemous, or profane language and the words or names that demean, intimidate or threaten are prohibited. The use of pornography in any form is also prohibited as it can demean and objectify people.

## Marriage and Sexuality

Members of the Providence community shall respect and observe biblical principles for marriage and sexual relationships as interpreted and understood by the Board. Informed by the Evangelical tradition, the Board interprets and understands these biblical principles to state that sexual intimacy takes place within the life-long covenant of marriage between one man and one woman. All sexual conduct outside of this interpretation is dealt with under the instruction and discipline of the covenant community.

## Smoking/Tobacco

The Providence campus is smoke-free. The use of tobacco is prohibited on all Providence property and in all Providence buildings. Tobacco is also prohibited at any formal or informal institutional event.

# Student Life Accountability Process

## Accountability Process Rationale

When students apply and have been invited to be members of the Providence community, the students become “co-owners” of the mission and are accountable to every other member of the community to contribute to a positive and learning centered environment. This accountability is facilitated through the Covenant of Community Life that all students sign upon application to Providence as well as the community expectations outlined in this handbook and on the Providence website.

## Accountability Process Goals

If a student fails to maintain his or her agreement to the Covenant of Community Life, an accountability process exists that is structured around the goal, at the discretion of Providence, of restoring the student back into relationship with the community if possible while contributing to the student’s personal and spiritual growth. It is important that all those involved in the process maintain a mutual respect for each other.

**Informal accountability process (minor incidents):** Designated Student Development staff members will follow up on the situation with the offending student(s). This involves discussing the allegation or incident with the student(s) and determining an appropriate response (i.e., suitable apologies or restitution, warning, and/or giving back to the community through community service, monetary fine, reimbursement, etc.). When necessary, other appropriate staff/faculty may be consulted, and/or local authorities may be notified.

**Formal accountability process (serious or repeat incidents):** Subsequent or more serious breaches of the responsibilities may be dealt with in a formal process overseen by the Director of Student Development and may be referred to the Accountability Committee for resolution if deemed necessary. The Accountability Committee may consist of, but is not limited to, Director of Student

Development, Associate Dean of Student Affairs, Student Development staff member, student representative(s) for resolution.

1. The student is advised of the situation;
2. The student will be given notice of any hearing process;
3. The student will be allowed to hear any evidence presented against him or her;
4. The student will be afforded an opportunity to speak on his or her own behalf during any discipline hearing, formal or informal;
5. The student is allowed to have another student accompany him or her through this process.
6. The persons conducting the hearing are fair and impartial; and
7. The student/s will be allowed opportunity to contribute to the reconciling process and decision.
8. The student will be advised of the decision resulting from a hearing.

The formal accountability process may be waived at the discretion of Providence in the event of serious incidents. Providence reserves the right to notify local authorities who may become involved in incidents and press criminal charges.

## Accountability Actions

The restitution process may result in (but is not limited to) some of the following actions: declaration that no harm was done and misunderstanding clarified, miscellaneous consequences, official warning, probation, suspension, or expulsion.

The following levels of accountability actions indicate that the seriousness of the actions increases from level 1 to level 5. Although the levels indicate a progression of consequences for breaking the covenant and Student Handbook standards, students should be aware that serious or repeat incidents may result in actions being taken at any of these five levels.

**Level 1: Miscellaneous Consequences** — This may include a variety of actions such as an apology, community service, payment for damaged property, fines, etc.

**Level 2: Official Warning** — an explanation of the relevant Covenant of Community Life section is accompanied by a written warning that future violations would likely result in probation.

**Level 3: Probation** — the student remains enrolled with the understanding that further violations of the Covenant of Community Life and Student Handbook Standards would likely result in suspension. Probationary status does not allow a student to participate on athletic teams, in music groups, and student leadership positions. Probationary status may extend for one or two semesters.

**Level 4: Suspension** — an involuntary separation of the student from Providence for a specific length of time.

**Level 5: Expulsion** — a permanent suspension of the student from Providence.

**Accountability Action Precedent:** Although each situation is considered on an individual basis, repeated violations of the Covenant of Community Life and

Student Handbook standards are taken into consideration when consequences for chosen behaviors are determined. As well, because Providence values community, the welfare of the community will be balanced against the rights of the individual as the restitution process is entered into and accountability decisions are made.

Accountability action decisions may be appealed by the student in writing to the President, or his/her designate, of Providence University College and Theological Seminary within 96 hours of being informed of the decision.

## **Spiritual Life: Formative Spirituality**

At Providence, we care deeply about the spiritual development and faith formation of our community. Because you are a member of the Providence community, we assume that you also care about your spiritual life. The term “formative spirituality” refers to how our spiritual lives are shaped and how our faith is lived out in our lives. We are spiritually formed in all sorts of ways and at Providence we seek to provide various avenues for the integration of our faith with course work, critical thought, community living, and the wider world.

### **Formative Spirituality: Our Values**

#### ***Foundation***

The truth that God exists and is revealed in the Bible is the basis of all of our pursuits. More specifically, the incarnational reality of Jesus – God who became a human and lived on this earth – forms the foundation upon which we build our lives. A strong foundation of faith in the Trinity, Father, Son and Spirit, and a commitment to community is essential in becoming people of God who make meaningful contributions to their communities and the wider world.

#### ***Integration***

Our spiritual life is not lived separately from our “real life”. Spiritual growth happens in church and Bible study, but it also happens in class, in seemingly casual conversations, in rehearsals, and on road trips. This sometimes means that spiritual growth can seem uncontained, but we believe that there is beauty in what is sometimes called messy spirituality. In fact, we believe that real life is spiritual life, and vice versa and so we see the integration of faith and learning as essential for a Providence student.

#### ***Participation***

We all contribute to the life and growth of our community. We want to encourage all members of the Providence community to be involved in each other’s lives. It is our commitment to creating a community that supports and encourages one another which shapes all of our programmes. You are expected to take part in this process in your own way, but in a way that contributes to the growth of our community. (Further below you will find a list of activities in which you can participate.)

## ***Imagination***

Activities and events at Providence are designed to enable you to participate in the spiritual growth of the community. But we are always seeking creative ways to encounter and experience God. Grounded in God and the truth of Scripture, we want imagination to be a cornerstone of our spiritual formation. This means that sometimes we may ask you to try something new, or encourage you to think in categories that you are not used to. We may even ask you to participate in an activity that you have never heard of before. All of this points to the reality that our God is a creative God and God has made us to be a creative people.

## ***Transformation***

All of this points to an ongoing process of transformation. In short, we want your lives to be radically changed! Providence University College is a place for you to learn and grow. Your time here is a time of discovery of who God is, who you are, and how you fit in the community and kingdom of God. You will be transformed through your courses and assignments, through residence life and Field Education, and through chapel, prayer meetings, missions and social concerns events and in a whole host of other ways.

Transformation is what we are after . . . transformation of self and of the world around us. Your time spent at Providence will assist in the formation of your Christian character, which will in turn enable you to influence the world around you.

## **Formative Spirituality: Our Activities**

We desire that all of our students, faculty, and staff would be able to meet with one another and with God in their time here at Providence. We recognize that spiritual formation takes place in a variety of ways and encourage you to participate fully in these activities as you discover more about your own spiritual life. To meet the diverse needs of our community and to allow greater participation of students, faculty, and staff in the spiritual life of Providence, we offer the following formative spirituality activities

### ***Weekly***

#### **Chapel**

##### *Community Chapels*

The Providence University College and Seminary Community comes together on Wednesdays for Community Chapel. These chapels feature a creative mix of music, proclamation, and prayer. Community Chapel provides an opportunity for University College & Seminary students as well as Staff and Faculty to gather together for worship, conveying our belief that worshipping together produces a stronger community.

##### *Alternative Services*

Alternative Services feature guest artists and speakers, as well as having Praise



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Please feel free to drop off any suggestions regarding food services to the office of the Food Service Director.

We look forward to serving you!

**Wing Yau**

*Food Service Director*

**Buy a bottled drink  
at the**

*Bistro*

**and get a free**

*Chips*

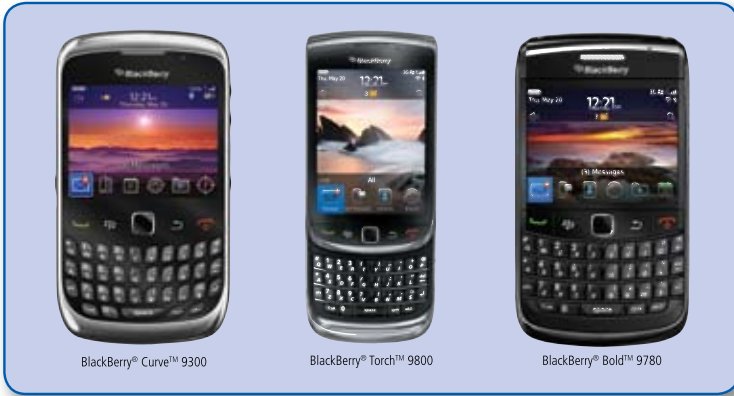
**Buy a sandwich  
at the**

*Bistro*

**and get a free**

*Bottled Drink*

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and Prayer services and monastic style services of contemplation, prayer, and silence. These services will allow our community to experience a variety of corporate worship styles.

### *Small Groups*

We have also recognized the need for smaller groups to allow greater examination of particular topics, as well as different avenues for spiritual formation. Every Thursday, chapel will be organized and led by students, most frequently using a small group format for study and prayer.

### ***Additional Student and Faculty led weekly activities (may not be offered every year)***

Praise and Worship Nights – one evening a week

RA Groups (Care Group) – one evening a week

International Student prayer groups – throughout the week

Common Ground – International students evening meeting once a week

Missions prayer groups – after chapel once a week

Weekday Morning Prayer – every weekday morning

Weekly Evening Prayer - one evening a week

Field Education – various times throughout the week

Ministry Teams – service events throughout the year

Ministry/touring teams – various times during the semester and spring tours

### ***Occasional***

Day of Prayer - one day in both the fall and winter semesters

Retreats - Leadership, First Year, Fine Arts, MK

Lecture Series - one day during the fall semester

Faculty Forum - one day during the fall semester

Missio Dei - one day and two evenings during the winter semester

Student Development Presents – throughout the semester

Social Concerns events - throughout the semester

## **Student Services Information**

### **The Daily Announcements**

Daily Announcements are published every morning, and are posted on campus. Announcements must be submitted to Emily Summach, Student Services Coordinator at [emily.summach@prov.ca](mailto:emily.summach@prov.ca), prior to 4:30 pm of the day before you want them published.

## Mail Services

**Incoming Mail:** Student mail is delivered daily, Monday to Friday. Each student is assigned a mailbox. Please change your address to the following:

Student's Name  
c/o Providence University College and Seminary  
10 College Crescent  
**Student's Box Number (important!)**  
Otterburne, Manitoba  
R0A 1G0

All mail must be addressed *c/o Providence University College and Seminary* in order to guarantee delivery to Providence.

**Outgoing Mail:** Envelopes and stamps are available for purchase at the Providence Bookstore. Stamped outgoing mail may be deposited in the mailroom just outside the bookstore. Parcels may be weighed here and postage paid at the bookstore. Hours will be posted for parcel pickup and other postal needs.

**Mail to Faculty and Staff:** Must be clearly addressed and placed in the drop slot outside the Faculty Staff mailroom in the hallway to the chapel balcony. Students are not to enter the Faculty Staff mailroom.

Please see the Bookstore Mailroom attendant for all mail related questions.

## Telephone

There are pay phones located in the student residences, the Reimer Student Life Centre and the lobby of the main building, for student use. Each room in residence is also equipped with phone jacks to set up a personal phone at the student's expense. To request a private telephone line, apply on-line at <http://mts.ca>. In order to help locate your line, you will be requested to supply the street address of your building, which are as listed:

- Bergen Hall (room #), #15, College Cres., Otterburne
- Eichhorst Hall (room #), #1, Orchard Rd., Otterburne
- Turner Hall (room #), #8 Elmgrove Dr., Otterburne
- Kindred Hall (room #), #5 Elmgrove Dr., Otterburne
- Hunt (apartment #), #7 Elmgrove Dr., Otterburne
- Providence House (apartment #), 127 Ave. de L'Eglise, Otterburne
- Seminary House (apartment #), 453 Main St., Otterburne

Please inform your friends and family that unless it is very urgent, students will not be called out of chapel or classes to answer the phone. Messages received through telephone calls made through the receptionist will be placed in the mailboxes. Friends and family should be encouraged to make calls before 11 pm and not earlier than 8 am. Students may not use faculty/staff phones.

## Lockers

Lockers are available for rent beside the north stairwell of the main building, Collegium, and gym change rooms. The cost is \$15/semester and can be paid at the business office. Students must provide their own lock. For lockers in the main building or Collegium contact Emily Summach, Student Services Coordinator. For

lockers in the change rooms contact the Athletic Department.

## **International Students**

The Providence *International Student Services Coordinator* is available to help students that are not Canadian citizens, transition to life at Providence. Orientation sessions are offered for all new International students at the beginning of the fall (September) and winter (January) terms. On-going assistance and support for immigration issues (consultations, renewal, and/or acquiring documents), international health insurance, or with a variety of cross-cultural issues is available during the school year. In addition, a team of International Assistants (student leaders) plan events, excursions, and international chapels to help meet the variety of needs that result from the cross-cultural experience international students have at Providence. If you need any help with immigration, health insurance, or with cross-cultural issues, feel free to contact the *International Student Services Coordinator* or the *International Assistants*. For information about everything international at Providence University College and Seminary and an orientation to life in Manitoba in the vicinity of Providence refer to the *Providence International Student Guide*. The guide is available from the International Student Services Coordinator.

## **Commuter Life**

Commuters are invited to get involved in campus programming and encouraged to make the most of campus facilities; in particular, the University College Collegium, which is a member-only lounge specifically for University College commuter students. This modern lounge includes a kitchen area complete with a fridge, microwave, toaster oven, coffee maker, and kettle, as well as dishes and cutlery. It also has several leather couches, perfect for relaxing or reading. Additional Commuter Services offered by Providence include a commuter-specific portion of the website, accessibility to a carpool database, regular commuter lunches, and more. Our goal is to see every commuter get connected and to help you feel a part of the Providence community. There are plenty of ways for you to get involved – varsity and intramural sports teams, music or drama groups, student council committees, or volunteering for special events that occur throughout the year. Please see the Commuter representative on the University College Student Council or Student Services Coordinator, with any questions or concerns you may have.

## **Housing (off-campus for mature and married students only)**

The off-campus housing bulletin board is outside the Student Development offices. Postings are done regularly to ensure that the information is current. Housing for mature students (20+) is also available in Turner, Hunt, Providence House, and Seminary House. Students wanting more information on off-campus or mature housing should contact Emily Summach, Student Services Coordinator.

## **Housing Requirements and Regulations**

Students are required to live in the Providence Residence Halls unless they are 20

years old (as of Sept. 1 of the applicable school year) or live in the home of their parents. If you have been out of high school for two full years and have lived in a Residence Hall at Providence for at least one year, you are exempt from our residential requirements. Married or Seminary students are exempt from these requirements.

## Housing Policy and Options

Under 20 years of age and have not been out of high school for 2 years.	Residence Hall - Meal Plan	At Home	
Under 20 years of age and have not lived in a Providence Residence Hall	Residence Hall - Meal Plan	At Home	
20 years old or out of high school for 2 years and lived in Providence Residence Hall for at least one year	Residence Hall - Meal Plan	On-campus apartments Off campus	Providence House, Seminary House, Hunt, Turner
Less than 9 credits per semester	Meal Plan	On-campus apartments Off campus	Providence House, Seminary House, Hunt, Turner
All married students regardless of age	Meal Plan	On-campus apartments Off campus	Providence House, Seminary House, Hunt

Note: All ages are to be determined with reference to September 1 of the appropriate 'school year.'

Providence apartments are considered on-campus; however, they are a 5–15 minute walk from the administration building. Bachelor, one, two, and three bedroom suites are available. Some considerations in determining priority for apartments include: whether students have families; are married, international, in the Seminary, or have mature student status. Leases are September 1 to April 30; however, alternative arrangements can be made if an earlier possession date is required. Students must be taking 9 credit hours to live in the residence halls.

## Guest Suites

Guest suites are available for campus visitors. Rates are \$40.00 plus tax per night. The alumni rate is \$35.00 plus tax per night. Suites include a private washroom and linens. Reservations must be made a minimum of 3 days in advance through the Campus Services Coordinator.

## Counselling/Support Services

Providence University College and Seminary is connected to a diverse group of male and female counsellors, available both on and off campus. You may want to seek this counselling support for a variety of concerns. Examples include depression, anxiety, pornography, relationship issues, eating disorders, sexual identity confusion, abuse, spiritual confusion, grief, addiction, marriage counselling, or various mental health issues. Sponsored by the Seminary Counselling Department and Student Development Department, Providence offers a **free and confidential assessment service**. An on-campus counsellor (Intake Counsellor) will provide a brief assessment and then refer you to an appropriate counsellor. Financial aid is available.

By law and professional ethics, any counselling/intake sessions are **strictly confidential**. No information will be given out to anyone unless you sign a written consent for release of information. Any instances where this may happen would be discussed with you thoroughly before hand. The following exceptions apply:

- Children, elderly, and dependent adults must be protected. A counsellor is legally and ethically required to report abuse of a vulnerable person.
- Your life and the lives of others must be protected. If a counsellor has reason to believe your life or the life of someone else is in danger, he/she is obligated to discuss this with you and take appropriate action to ensure safety.
- In certain limited circumstances, a counsellor may be required by law to disclose what would otherwise be confidential information, such as if he/she were served with a court order.

A student may be required to withdraw from Providence University College and Seminary if that action is deemed warranted after medical or psychological evaluation, if the student poses a threat to himself/herself, the community, or its members, or in the event that a student refuses to receive evaluative testing or counselling when asked to do so.

For more information or to schedule an appointment, please contact the Providence Intake Counsellor at **counselling.intake@prov.ca**.

## Bookstore

Providence Bookstore is located adjacent to the lobby area in the main building at Providence. It is owned and operated by Providence University College and Seminary. The bookstore supplies texts at reduced pricing for all Providence courses, including off-site and on-line courses. Used texts are provided as able. Providence Bookstore offers a wide variety of merchandise including books, Bibles, popular reference sets, music, stationery and school supplies, cards, basic health and beauty aids, school clothing, media, computers, software, gifts, coffee, mini food bar, disc golf, and stamps. Special orders, imprinting for books or Bibles, CD or DVD duplication, lamination, cerlox or coil binding, grad or degree frames, and clothing cresting are additional available services. Colour printing is also available and accessed in the Mailroom.

## **Food Services Information**

Resident students are also required to enroll in the Sodexo Food Service's board program. Any diet restrictions, by doctor's orders, must be submitted in written form to the Director of Food Services and/or the Director of Student Development who will arrange for a special meal plan to be issued.

## **Food Services**

Sodexo Canada has provided excellence in Food Services at Providence since 1991. Food Services are housed in the Reimer Student Life Centre and offer three full course meals, six days a week, and a brunch and supper on Saturdays. Hours of operation are posted in the dining room. In addition to our regular daily menu items the Director of Food Services encourages students to offer menu suggestions and feedback through customer comment cards as well as surveys each semester in order to maintain a high standard of product and service quality. Overall, students give high ratings to Food Services. In addition to the dining room Sodexo Canada operates a small canteen, which offers daily lunch items and snacks. Located beside the dining room, it is open Monday to Friday through the lunch period from 10am-2pm. Sodexo Food Services is designed around platform dining which allows more options to the student on their meal and diet choices. The Food Service is mandatory for resident students. Meal cards can be obtained through the Business Office and are available for commuter students, staff, faculty, and guests of Providence. Food and dishes may not be removed from the cafeteria.

## ***Bag Lunches***

Bag lunches may be made available to students who will be off campus because of Field Education assignments, class, athletics, choir, church activities, etc., or back to back classes through the lunch period. Back to back class meal arrangements can be made through the business office (bring your current class schedule). All other bag meal arrangements can be made by having your professor email the cafeteria directly at [kitchen.staff@prov.ca](mailto:kitchen.staff@prov.ca) with dates and time of pickup.

## ***Food Services Committee***

The Food Services Committee will consist of the following people:

1. Director of Student Development (chair)
2. Vice President for Finance
3. Director of Food Services
4. Resident Director
5. Student Council President

This committee will meet once a semester, or as often as needed, to discuss areas of concern. Any student comments should be directed to the Student Council President.

## ***Meal Plan***

All resident students are required to participate in either the Monday through

Friday meal plan (includes Orientation Week) or the Monday through Sunday meal plan. The full fee applicable to the semester is payable on registration day. Students will need to show their student identification card for all meals.

Any student on a special diet, by doctor's orders, must submit a written request to the Director of Food Services and/or Director of Student Development who will arrange to have special meals prepared.

### **Business Office Services**

The Business Office will cash personal cheques up to \$75 per day. Please note, there is a charge of \$15 on all NSF cheques. Cheque cashing privileges may be withdrawn with abuse of this service.

### **Automated Teller Machine**

The ATM is located in the Reimer Student Life Centre. It accepts debit cards, VISA or MC. This machine processes withdrawals only and dispenses \$20 bills. If you have any problems with this machine, please contact the Business Office.

### **Career Services**

Career services available to students include: career counselling, job search guidance, employment database access, resume preparation, interview training, seminars, and employment workshops. In addition to these services, the Career Services Office also provides students with access to printed and/or online materials such as career resource books, job classifieds, and job search handouts. Office hours are Monday through Friday, 8:30am-4:30pm.

### **Student Employment (on-campus)**

Emily Summach coordinates the Student Employment Program. Her office is 1H28, located on the first floor of the administration building in the Student Development department. Office hours are Monday through Friday, 8:30 am-4:30 pm. The Providence Student Employment Program provides university college and seminary students with the opportunity of securing campus employment during the school year. The Providence Student Employment Program is intended to aid students financially and educationally. Working part-time can provide students with additional income, while at the same time providing an opportunity for valuable work experience. All positions are contracted as part-time campus employment for one school year, although the amount of work hours per week will depend on each job and its appropriate requirements. Employment is open to all full-time university college and seminary students (or spouses of full-time university college and seminary students). Please contact Emily Summach for further details. See website to view jobs and apply online.

### **Financial Aid**

Some Providence scholarships, bursaries and financial aid is available to students demonstrating a financial need. Students desiring financial aid must apply each year. Application forms are available on the Providence web site and must be submitted by the due date stated on the assistance form <http://www>.

[providencecollege.ca/college/prospective\\_students/financial\\_aid/](http://providencecollege.ca/college/prospective_students/financial_aid/)

A Student Aid Committee evaluates all applications and notifies the successful applicant regarding their application. A full list of bursaries and scholarships is available on the Providence web site under “quick links, Financial aid.”

## **Facility Guidelines**

1. All students are expected to respect all property of Providence University College and Theological Seminary. The Providence community at large would greatly appreciate the help of all members in the upkeep and security of all grounds, buildings, and property.
2. Students are responsible for insuring all personal items, whether stored on the premises or in individual rooms. In some cases, the family Homeowner's Insurance Policy may cover your belongings. However, each person should make sure that it is added as a rider to the policy or they should purchase tenant insurance.
3. Due to fire regulations, open flame of any kind (i.e. candles) is strictly prohibited.
4. Airsoft equipment is not to be used in any building on campus including residences and apartments.
5. Skateboards are not to be used and rollerblades are not to be worn inside any building on campus.
6. Pets are not allowed in any of the campus buildings (exception: fish). This includes apartments and residences.
7. Soliciting of goods and services is not permitted on campus without permission from the Student Development Department.
8. Except for school business, students should not be in the maintenance and storage areas, kitchen, or faculty/staff mailroom and lounge.
9. The use of any school equipment must be cleared by the appropriate department head.
10. All notices, posters, pictures, and signs for the bulletin boards or any other prominent place on campus are to be approved by the Student Services Coordinator. Designated boards are provided for specific posting needs (buy, sell, housing, events, etc.) Please post appropriately. For more information, contact the Student Services Coordinator. Furthermore, items should not be posted on the glass doors in any entrance of the school.
11. Acts of vandalism, break and enter, and theft are serious, and consequences will be implemented, as appropriate, by Providence University College and Seminary and/or by the local authorities.

## **Cleanliness**

As a Providence community we take pride in the appearance of our campus and we strive to maintain clean buildings and living spaces. Respect and responsibility are core foundations of our Covenant of Community Life. Please respect our campus and buildings as well as each other by picking up garbage and maintaining clean surroundings. Custodial staff are not the only ones whose job it is to clean. Each member of the community is responsible. We need you to do your part in keeping buildings, rooms, hallways, and lounges clean and free of garbage. Residence students are responsible for cleaning their own rooms

and bathrooms and should aid in the cleaning of the hallways and lounges. Please take your personal garbage to the large garbage bins outdoors rather than emptying your garbage into the lounge garbage cans, which causes them to quickly overflow. Due to fire regulations and issues of cleanliness, personal items cannot be left in hallways, lounges or laundry rooms. Personal items left in these areas will be confiscated immediately and then donated to charity after a period of one week, if unclaimed. Please make every effort to dispose of food in the garbage containers rather than in the sink. Much inconvenience has resulted in the past over plugged drains.

## **Athletics and Fitness**

Athletic and fitness opportunities are available through varsity sports, intramurals, recreational activities, or by joining our new Fitness Centre.

Those who qualify by demonstrating superior skills and attitudes and by maintaining at least a 2.0 AGPA will have the privilege of representing the University College as a member of one of the varsity teams. Providence is a member of the National Christian College Athletic Association (NCCAA) and the Manitoba Colleges Athletic Conference (MCAC). The Athletic Department will announce tryouts for soccer, volleyball, and basketball at the beginning of the school year. The entire campus community is encouraged to attend varsity games to share in the excitement of athletics, express the enthusiasm of school spirit, and demonstrate Christian maturity. Please see the Freeman Varsity Handbook for further policy details.

Recreation, leisure, and intramural programs are offered for the purpose of facilitating physical health and fitness, social interaction, practical spiritual maturity, and simple enjoyment. There are opportunities throughout the school year to participate in intramurals, which include football, floor hockey, basketball, and indoor soccer. Providence has one of two certified disc golf courses in Manitoba that covers a large portion of campus and offers a fun and relaxing way to be outside.

We also provide opportunities to stay fit with our Fitness Centre. This facility includes great cardio equipment, free weights, and a private aerobics area that provides the opportunity to stay in shape in a variety of ways. Memberships can be purchased at the Business Office.

**Rates:** 12 month - \$195 + GST  
8 month - \$130 + GST  
4 month - \$85 + GST  
1 month - \$30 + GST  
Day Pass - \$5 + GST

For further information or to suggest other activities, please contact Scott Masterson, Director of Athletics.

## **Internet/Computer Access and Services**

Providence has a variety of computer facilities and services provided through the Computer Services department or Providence Bookstore. Registered students have free access to basic Internet services through computers located in the

Reimer Student Life Centre, seminary lounge, Collegium and the lobby area of the main building. The main computer lab is available for research, paper preparation etc. when not being used for classes. There is also a small lab in the seminary and research stations in the library. A per-page fee is charged for laser printing. Colour printing is available at the Mailroom. Students are required to log in to the campus network to use the computers. Login IDs and passwords are generated automatically after registration, and log-in instructions are posted in the library and computer labs. For assistance with login or other campus computer problems, please see the Computer Services Department on the first floor, across from the Admissions and Registrar's Office.

For students who wish to access the Internet through their own computers, Providence Bookstore provides fee-based services on the Student Network (campus high speed Internet service). Details of these services are available at the Bookstore and on the Bookstore section of the website. Wired network connection points are available in the library and also in most campus residence rooms. Wireless access is available throughout the majority of campus, in the library, Reimer Student Life Centre, main building, residences, Providence House, and Seminary House.

In each residence hall room there are both phone and computer connections that can be set up for phone (MTS), e-mail and Internet access (Providence Bookstore). This is done at the expense of the student.

Use of the Providence computer facilities is a privilege. All users are expected to abide by the Student Network Policy which is posted on the Bookstore—Internet Services section of the Providence website. Violations of the policy will result in disciplinary action as detailed in the policy.

## **Parking**

### ***Parking Coordinator***

If you have any questions concerning parking, please contact Londa Thiessen, the Parking Coordinator, who is located next to the Business Office.

### ***Student Parking Fees***

The cost of a student parking permit for the academic year:

Electrical .....	\$110.00
Non-Electrical .....	\$50.00

Electrically equipped spots are limited and will be assigned on a first-come first-served basis.

### ***Parking Permits***

Students can arrange for parking permits at registration time. Hang tags must be clearly displayed, hanging from the rear view mirror with tag decal facing front of vehicle. Permits must be completely visible from the exterior of the vehicle. Park only in your designated spot. Parking is not permitted in the bell tower loop by the main building or in the circular driveways of Eichhorst Hall and Bergen Hall.

## ***Parking Violations***

Parking violations are taken seriously. First violation a warning, except for the fire lane parking violations, second violation a fine. Further violations may result in a tow at the owner's expense. Failure to pay parking fees or charges may result in Providence withholding examination marks, transcripts, diplomas, or registration until the outstanding fees or charges have been paid or other arrangements have been made which are satisfactory to the Business Office. Parking permits may be revoked and the student prohibited from parking on campus property. In some cases, the motor vehicle may be removed from Providence property and impounded.

## ***Appeals of Parking Violations***

Parking violations may be appealed in writing to the Parking Coordinator. Appeals must be submitted within 30 days of violation and payment must be made before an appeal is considered. Appeals not submitted within 30 days of violation will not be considered.

## ***Overnight Parking***

After midnight, all visitor vehicles on campus must display an overnight parking pass. Overnight parking passes are available from the Parking Coordinator for \$2.00 per night.

## ***Summer Parking***

Arrangements for leaving a vehicle on campus for the summer can be made with the Parking Coordinator.

## ***Vehicles***

1. A vehicle parking on Providence property must have a parking permit.
2. Manitoba laws governing the use of vehicles shall apply on Providence property.
3. The speed limit is 30 km/h on campus.
4. Other than in an emergency, repairs should not be done on campus.
5. Providence vehicles are booked through Dan Mcleod, Campus Services Coordinator.

## ***Transportation***

Transportation to and from the Providence campus is provided as a paid service at 3 locations in Winnipeg: the Airport, the Bus Depot, and the Railway Station. You need to inform us of your confirmed travel arrangements at least three days in advance. There may be up to 2 hours of waiting time because of the need to wait for the arrival of other students.

Airport: wait at Door #3 by the Information Desk. The Winnipeg Airport is opening a new terminal in the Fall of 2011. Information will be communicated as needed.

Bus Depot: wait by the Greyhound ticket window.

CN Station: wait at the front door.

To arrange for this service, please fill out a Transportation Request on the Providence website.

### **Car Rental**

Providence has an arrangement with Enterprise Car Rentals to provide easy access to car rentals for students and staff.

### **Lost and Found**

Please check with the Receptionist or the Library for lost and found items.

### **Storage and Shipping of Personal Belongings**

Minimal storage is available in the residence halls. If more is required, students may store personal items in the storage room in the main building. Access to the storage room can be obtained through the Student Development department. All items must be clearly labeled with your name, home address, and date. Items are stored at your own risk. Unclaimed, unmarked, or unapproved items will be disposed of periodically. Guidelines regarding storage are:

1. The Providence Storage Room is available for resident students. The storage room will be available during scheduled times. Students are responsible for bringing items to the storage room.
2. Payment for storage services is due before items may be placed in the storage room. Payment should be made at the Business Office in the form of cash or cheque (payable to Providence). In addition, a credit card number or \$20 cash is also required for a refundable security deposit. Fees are as follows:

**Summer (April–September):** .....\$20 per container

**Academic Year (September–April):** ..... \$10 per month per container

3. **All items must be stored in plastic Rubbermaid-style with lids. No cardboard boxes will be accepted.** The attached label (received when storage is paid for) must be completely filled out and affixed to each container/box (please make additional copies if required). **Please note: Providence is not liable for any damage to items while in storage.**
4. If the Client will be unable to retrieve items in storage, he or she must contact the Student Development Office (433-7488 ext. 240) before the term of storage has expired and make arrangements for shipping and handling. Notice must be given 48 hours in advance if you want to remove items from storage during the middle of the storage contract.
5. Items that are left in storage for more than a month past the agreed date, without notice from the Client, will be shipped COD to the Client, and late charges of \$10 per month will apply.
6. To receive your \$20 security deposit refund, please bring your item labels to the Business Office once the items have been removed from storage.

## Complaint/Appeal and Grievance Procedures

### *Informal Complaint and Appeal*

A complaint or appeal relates to a concern or problem identified by a student, applicant, or other interested person regarding decisions impacting that person. Hopefully, open discussion between the parties mentioned above and the appropriate personnel of Providence University College and/or Theological Seminary can resolve most problems. However, if a student, applicant, or others wish to appeal a decision, the following procedure shall apply:

In cases of disagreement with the decision of a staff, faculty, or administrative member, an appeal for an informal review of the decision may be made to the next higher official or body. In such cases, any appropriate staff, faculty, administrator, or student representative may be invited to participate and assist in achieving an amicable resolution. If the student is in doubt concerning the person to whom the complaint/appeal should be made, he or she should consult the Associate Dean of Student Affairs.

### *Formal Grievance*

It is expected that a student who believes that he or she has been wronged by an act of the university college or seminary will make a reasonable, good faith attempt to resolve the problem on an informal basis as described above. In cases where a resolution cannot be obtained at an informal level, the student may file a formal grievance. For further information on grievance procedures, contact the following appropriate department offices as per the nature of the grievance:

<b>Applications</b> .....	Director of University College Admissions
.....	Director of Seminary Admissions
<b>Student Life</b> .....	Director of Student Development
<b>Academics</b> .....	Associate Dean of Student Affairs (university college)
.....	Seminary Dean (seminary)
<b>Finances</b> .....	Vice President for Finance

## Health, Safety and Security Information

### **Health and Safety Committee**

VP for Facilities  
University College Teaching Faculty  
Campus Services Coordinator  
Student Services Coordinator  
Director of Food Services  
Resident Director  
Student Representative

### **Security - Building/Resident**

- Do not prop open outside doors or fire exits as this can endanger the lives and belongings of everyone in the residence hall. This can also allow rodents and other unwanted animals to enter the residence.

- Do not climb on building roofs or in or out of windows.
- Lock your room, keep valuables in a safe place and carry your keys. It is recommended that students engrave their valuables and record serial numbers. **Ensure that you are covered under an insurance plan.**
- If you are locked out of your room contact an RA from your residence.
- Refrain from walking alone on or around campus after dark.
- Report thefts and/or suspicious people or actions to a RD or the university college receptionist.
- Pulling and/or forcing locked entrance doors open creates costly damage to the door mechanism and will result in a minimum \$50.00 fee to the student responsible, which will help pay for damages.
- Using fire doors during non-emergency or fire drill evacuations will result in a minimum \$25 fine.

## Fire Safety in the Residence Halls

To ensure the safety of all residents and to comply with standard building fire regulations, any activity which could contribute to a building fire or jeopardize another resident's safety is prohibited.

- **Fire Safety Equipment** — Disassembling, mishandling or tampering with exit signs, fire extinguishers, hoses, alarms, heat sensors or smoke detectors for any reason other than an emergency is prohibited. It is a criminal offense to pull a fire alarm as a prank. Minimum fine \$100.
- **Candles/Burning Objects** — Candles, incense, or an open flame of any kind are prohibited within the residence hall. Halogen lamps are also prohibited within the residence halls.
- **Cooking Appliances** — Appliances without exposed heat elements may be used in residence hall lounges. If you have a question about an appliance that you would like to use please consult your Resident Director.
- **Decoration** — Excessive wall or ceiling coverings (as per the Manitoba Fire Code) and live Christmas trees are prohibited within the residence halls.
- **Fire Alarms** — In case of a fire alarm, all residents must leave the residence halls immediately. Your RA will go over the proper procedures with you at the beginning of the school year. Do not reenter the building until permission is granted by your Resident Director or appropriate designate. Periodic fire drills will take place during the year.

## Keys/Unauthorized Access in the Residence Halls

Residence keys are distributed at registration. Lost keys will incur a charge of \$25.00 to the student's account. Please report a lost key to your RD immediately. It is extremely important to maintain a community environment that is safe and trusting. It is very difficult to live in a healthy community if people feel unsafe. This is why issues of unauthorized possession of keys, gaining access to locked or off limits areas, and the copying of keys is treated very seriously. Students may face fines of \$250.00 in addition to other serious disciplinary measures like expulsion from residence if they make choices to compromise campus safety and trust. The local authorities may also be contacted. **Please lock your room and keep your keys with you at all times.**

## **Explosives**

Fire crackers, fireworks and flammable substances may not be stored within, nor used in or on university college property. Providence sanctioned fireworks displays are permitted.

## **Weapons**

Weapons of any kind (including but not limited to firearms, hunting knives, machetes, paintball guns, sling shots, etc.) are not permitted on campus, including in the residence halls. Airsoft may not be used in any campus building.

## **Communicable Disease Policy**

### ***I. Definition***

Communicable or contagious diseases are diseases, which are capable of being transmitted by micro-organisms from one person to another. All communicable diseases prevalent in North America, are caused by either bacteria or viruses.

### **A. Risks to Students, Employees and Staff**

Communicable Diseases present two risks: a primary risk to the health of the individual with the disease and a secondary risk of spreading the disease to individuals who come into contact with infected individuals.

The primary risk may range from little more than mild discomfort and inconvenience to life threatening. The secondary risk of spreading may range from very low (dependent upon extent of contact between infected individual and the other person), to very high (transmitted through even the most casual contacts between persons).

### **B. Purpose of Policy**

Based upon the commitment of Providence University College and Theological Seminary to provide a safe and healthy environment for its Students, Employees, and Staff, it is necessary and vitally important that all Students, Employees, and Staff adhere to the Communicable Disease Policy set out herein.

It is also the desire of PUC/PTS to work co-operatively with Manitoba Health Services (Eastman Region) to enforce and adhere to the Public Health Act and to uphold the Communicable Disease Regulations of the Province of Manitoba in effect from time to time.

### **C. Communicable Disease Advisory Committee — Policy and Case Management**

A Communicable Disease Advisory Committee (CDAC) will be formed to consult and provide recommendations to the administration of Providence University College and Theological Seminary with respect to communicable disease and the health and wellness of its Students, Employees and Staff.

The CDAC will consist of the Director of Student Development, Seminary Dean,

Associate Dean of Student Affairs, Director of Campus Services, and the Medical Consultant determined by the foregoing members of the CDAC.

To address individual cases and make related recommendations, the CDAC will establish a managing committee comprised of a minimum of the following four persons; the Associate Dean of Student Affairs, Director of Student Development, a Medical Consultant, and one additional member who will be determined on an individual case basis according to the designation of the affected person.

If a Medical Consultant has been appointed to the managing committee of the CDAC, the Director of Student Development shall be an ex officio member of the managing committee. Additional members may be added to the managing committee on a case by case basis, at the discretion of the CDAC or the President of PUC/PTS.

## ***II. Communicable Diseases Policy***

### **A. Applications**

Applicants who desire to attend Providence University College or Seminary as a Student or Employee are required on their application to inform the appropriate Admissions or Hiring personnel respectively of any communicable diseases they currently have or may be at risk of contracting.

### **B. Vaccination**

All students and employees are expected to be in continuous compliance with the Province of Manitoba's recommended immunization schedule in effect from time to time. PUC/PTS may refuse entry to a Student or Employee, who is not in compliance with such recommended immunization schedule.

### **C. Specific Diseases**

Communicable diseases that are not spread by ordinary or casual contact, including AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), infection with HIV (Human Immunodeficiency Virus), Hepatitis B, and other like diseases will be addressed on a case-by-case basis by CDAC.

Any applicant, Student, or Employee having a communicable disease will not be restricted access nor prohibited from attending PUC/PTS on the basis solely of their illness, unless the Administration in consultation with CDAC in their sole discretion determine that restrictions or prohibitions shall apply.

### **D. Reporting**

A Student or Employee who is diagnosed without or as a requirement of CDAC, which confirms that s/he has contracted a communicable disease, shall immediately inform the Director of Student Development or the Associate Dean of Student Affairs, as to the nature of the disease and suspected cause. The Associate Dean of Student Affairs, upon consultation with the Director of Student Development and the appropriate medical personnel, may require any Student and Employee to be diagnosed and shall determine if any reported or suspected communicable disease should be referred to the managing committee of the

CDAC.

It is expected that any Student or Employee who is aware that another Student or Employee, having been diagnosed with a communicable disease and who fails to report same as required hereby, will him/herself promptly report this information to the appropriate authorities. It is expected that any student or employee who is aware of the diagnosis will report the necessary information to the Director of Student Development or the Associate Dean of Student Affairs.

### **E. Due Process**

If deemed necessary by the CDAC (with the affected person's consent), a member of the CDAC will confer with the affected person's physician to secure the physician's assessment of the disease, its epidemiology, and the patient's ability and commitment to manage him/herself in a responsible manner.

The CDAC shall promptly review the affected person's physician's assessment and after consideration of all aspects considered by them to be material, make recommendations regarding the following to the President:

1. whether the affected person should be prohibited or continue in the campus setting, and if so, the specific restrictions or conditions,
2. whether an alternative delivery of program is advisable, in which the affected person is enrolled,
3. other Students, Employees, or Staff will be at risk of infection, whether through casual or classroom contact or residence hall living,
4. whether the affected person should face disciplinary action based upon the Covenant of Community Life as it relates to the cause of the disease, and
5. whether any reports are required to be made pursuant to any public health regulations or authority.

The recommendations of the CDAC to the President shall be based upon an assessment of the following factors;

1. the specific cause of the disease and the particular situation and/or actions which resulted in the affected person contracting the disease,
2. the affected person's physical and emotional condition,
3. the affected person's ability and commitment regarding responsible self-management,
4. the risk of transmission of the communicable disease and the risk of further injury to the affected person (which may be exacerbated by continued attendance),
5. possible detrimental effects of excluding the affected person from PUC/ PTS
6. the financial or physical ability of PUC/ PTS to provide reasonable accommodation for the affected person, and current directives from the Manitoba Department of Public Health and Centre for Disease Control concerning the communicable disease of the affected person.

The President, in consultation with the CDAC or as may be required by Manitoba Health authorities, may make a decision with respect to any affected person as s/ he may in her/his sole discretion determine.

Where a final decision requires that the affected person be suspended or terminated, the affected person shall be advised of CDAC's recommendations resulting in the final decision with any conditions and or restrictions stated.

## **F. Case Supervision**

Periodic review of all cases in which continued attendance at PUC/ PTS has been permitted will be conducted by the CDAC to assure ongoing compliance by the affected person with any restrictions and conditions applicable to his/her continued attendance.

## **G. Confidentiality**

All reasonable measures will be taken to respect the affected person's right of privacy and to preserve the confidentiality of the affected person who has in any way been compromised by communicable disease. The extent of disclosure of the affected person's identity and/or medical condition will be strictly limited to those who have a clear and compelling "need to know" and will be guided only by the consideration of minimizing health risks to the affected person and others.

The CDAC shall maintain a private file regarding incidents of communicable disease for case management purposes only. The contents of this file shall not become part of the affected person's permanent record, and shall include all recommendations and conclusions regarding the affected person's communicable disease. The file shall also identify any and all individuals who have been made aware of the identity of the affected person who has, or is believed to have, the communicable disease.

## **H. School Closure**

Any decision to close PUC/PTS due to an outbreak of a communicable disease shall be determined by the Administration in its sole discretion following consultation with CDAC and, if applicable, the Manitoba Public Health authority.

### ***III. Policy — Appeal Process***

A decision made in respect to any affected person shall be effective immediately upon being communicated to the affected person. Any affected person who considers a decision unjust may appeal such decision in writing, to the President within three days of being advised of such decision, or within such longer period as expressly permitted by such decision. Such appeal shall set out in reasonable detail the grounds for requesting an appeal hearing and shall be limited to:

- new or additional evidence or information not previously considered in relation to the decision; and/or substantial error of fact.

The President, upon receiving the written request for appeal shall immediately refer the appeal to the CDAC who, following due process set out in section II.5., shall make recommendation to the Administration of PUC/PTS which will serve as the appeal committee. The decision of such appeal committee shall be final and binding.

**Effective Date:** This policy regarding Communicable Diseases effective Jan. 1997.

## **Harassment and Assault Policy**

### ***Introduction***

Providence University College and Theological Seminary (“PUC/PTS”) endeavours at all times to provide an environment that supports fair treatment of all members of its community and is conducive to relationships based on biblical teaching, mutual respect, cooperation, and understanding. PUC/PTS does not condone behaviour that undermines the dignity, self-esteem, or productivity of any student, staff member, or faculty member.

All members of the PUC/PTS community have a responsibility to ensure that human rights of such members are not violated. Such violation shall include the generally psychological violence of harassment and the more physical violence of assault. Any occurrence considered by the administration to be a violation of this policy, involving community members, may properly be considered under this policy, whether or not it occurs on or off campus or during or beyond school hours.

This policy is built on biblical conviction (Matt. 5:21–22; 12:34–37; 15:18–20; 1 Cor. 5:9–11 James 2:2–10; Eph. 4:29; 5:4; Col. 3:8; 1 Pet. 1:22; Rom. 12:18; 14:19). This policy also includes and adopts Manitoba Human Rights Code and the Canada Labour Code. However, PUC/PTS is more than a secular institution; it is also a community of believers under the rule of God. Therefore, this policy is intended to foster a spirit of fellowship and community, free from fear, suspicion, and defensiveness.

## ***Harassment***

### **I. Definitions**

#### ***A. General Harassment***

Harassment is activity perceived by a recipient which is unsolicited or unwelcome behaviour that may be verbal or physical, intentional or unintentional, expressed or implied. It may be one incident or a series of incidents. It may involve an individual or a group of persons. Although it typically involves a person in a superordinate position as the initiator (formal power), a person in an equal or subordinate position may also be an initiator. For the purposes of this policy, harassment is deemed to include, but is not restricted to:

1. any conduct, comment, gesture, or contact that is likely to be experienced by another person as offensive, abusive, humiliating, or counterproductive to the fulfilment of employment, or studies;
2. verbal harassment;
  - verbal abuse or threats
  - unwelcome remarks, jokes, caricatures, innuendoes, or taunting about a person’s body, attire, age, marital status, ethnic or national origin, religion, etc.,
3. visual harassment;
  - leering or other gestures,
  - the display of pornographic, racist, or other demeaning or derogatory materials,
4. psychological harassment;
  - practical jokes which cause excessive awkwardness or embarrassment,
  - unwelcome invitations or intimidating requests, whether indirect or explicit, condescension, or paternalism which undermines self respect,
5. physical harassment;
  - physical contact such as patting, stroking, and hugging,
  - intimidating physical actions such as cornering, grabbing, and punching,
6. environmental harassment that has the purpose or effect of;
  - creating an intimidating, hostile, or offensive social environment in which the person works or studies,

## *B. Sexual Harassment*

Sexual harassment is one specific form of harassment. Although sexual harassment typically involves a female victim, both males and females can be harassed by members of the other sex. For the purposes of this policy, sexual harassment is deemed to include, but is not restricted to, any aspect of general harassment with a sexual overtone such as:

1. unwelcome or excessive attention of a persistent or abrasive nature advanced by a person who knows, or reasonably ought to know, that such attention is unwanted,
2. a solicitation or advance which is primarily sexually orientated by a person who is in a position to confer any benefit on, or deny any benefit to, the recipient for complying with or refusing to comply with the request (eg. sexual bribery). Examples of benefits include job security and/or status, grades, financial aid, letters of recommendation, etc.,
3. an actual reprisal, or an overt threat or implied threat of reprisal, for refusing to comply with a sexual solicitation or advance (eg. sexual coercion).

Examples of specific behaviour which would be considered sexual harassment include:

- unwelcomed flirtations, invitations, or requests for dates or sexual favours,
- unwelcomed or persistent letters or phone calls containing overtones of a sexual nature,
- unwelcomed sexually suggestive gestures, innuendos, or physical contact such as brushing against another person's body,
- inappropriate questions about the other's sexuality, self-disclosure of one's own sexuality, or sharing of information about another person's sexuality

## *C. Reverse Harassment*

The nature of a charge or allegations of harassment can have serious repercussions to the person so charged, whether or not the allegations have merit or are ever substantiated. Making such allegations in a frivolous or vexatious manner is a form of harassment itself, and therefore grounds for complaint by the target. Victims are typically institutional superordinates or equals, or males, although all ranks and both sexes are vulnerable. For the purposes of this policy, reverse harassment is deemed to include, but is not restricted to:

1. making allegations of harassment to persons other than the accused or those involved in the procedures specified herein while not pursuing these procedures to investigate the allegations, when it has the purpose or effect of stigmatizing or creating a hostile social environment for the accused,
2. fabricating information or maliciously bringing false allegation against any person.

In some cases, prior harassment or other negative experiences may increase sensitivity in subsequent relationships.

## **II. Procedures for Complaints Involving Harassment**

The following procedure for complaint is not only intended to address specific complaints brought forward, but also to foster healing and aid in resolution where possible. As a Christian community, PUC/PTS seeks to go beyond the procedures available by the legal system of justice to restoration and reconciliation, as made possible through Christ and biblical teaching.

While PUC/PTS promotes, where appropriate, a biblical resolution of problems associated with harassment, it considers all such behaviour to be a serious offence worthy of formal investigation, and subject to a range of disciplinary measures including dismissal or expulsion.

The following procedures are provided to all members to facilitate making of complaints and to govern inquiry into all cases where harassment is alleged, either by the victim/ target or by a witness. However, it is recognized that a complainant may not be willing to pursue or feel capable of pursuing the first stage (personal confrontation), in which case she or he shall be entitled to begin the process at the second stage (informal consultation). The process can be terminated at any point prior to the conclusion defined herein, if the complainant withdraws the complaint, and if the supervisor of the process is satisfied that acceptable closure has been achieved.

#### *A. Stage 1 — Personal Confrontation*

##### *(a) Personal Confrontation*

This policy recognizes that it is desirable for the victim/target to indicate to the offender/initiator that her or his behaviour is unacceptable, unwelcome, uninvited, or offensive. However, this policy also acknowledges that direct personal confrontation may prevent the revealing of actual harassment where different levels exist between the initiator and target.

##### *(b) Personal Conciliation*

PUC/PTS maintains that it is biblically (Matt. 18:15) and personally preferable for persons who feel they are subject or witness to harassment to confront personally and interactively the alleged harasser with his or her behaviour. Ideally, this should occur as soon as the behaviour occurs, but in cases where there is a gradual accumulation of grievances, a separate meeting or exchange of written statements may be necessary. The purpose of such a meeting or exchange is to specify and stop offensive behaviour, and to seek repentance and reconciliation. Regardless of the outcome of such interaction, the complainant retains the right to proceed to the next stage if she or he feels that justice has not yet been served.

Because harassment is often perpetrated by superordinates upon subordinates, the complainant may feel that she or he cannot confront the alleged harasser with impunity. Such a complainant may best forego this stage.

#### *B. Stage 2 — Informal Consultation*

A person who is a student desirous of making a complaint of alleged harassment against either another student or an employee should contact the Associate Dean of Student Affairs, Director of Student Development or Seminary Dean. In each case the Harassment Investigation Chair shall be informed immediately.

The specific purposes of such informal consultation with the Associate Dean of Student Affairs or Director of Student Development are:

1. to provide the person with the opportunity to sound out and explore personal feelings with a responsible, impartial confidante,
2. to review the incident or pattern of behaviour for further clarification by:
  - identifying the actual words or actions of both the initiator and the complainant that are at issues
  - clarifying the interpretations, meanings, and perceptions of those words and actions held by the complainant,
3. to discuss the following options available to the complainant;
  - confront the accused personally,
  - ask the Associate Dean of Student Affairs, Director of Student Development, or Administrator to confront the accused on behalf of the complainant,
  - arrange an informal meeting with the accused and with the Associate Dean of Student Affairs, Director of Student Development, or Seminary Dean acting as either an advocate or mediator,
  - lodge a formal written complaint,
4. to clarify the complainant's rights and responsibilities in choosing any subsequent option,
5. beginning with the informal conversation, written documentation should be accurately kept, including dates.

### *C. Stage 3 — Formal Investigation*

After the informal consultation, the complainant may lodge a formal complaint with the Harassment Investigation Committee. An Harassment Investigative Committee is appointed by the President, consisting of one member of the administration, one member of the faculty, one member of the staff, and the Harassment Investigation Representative (Chairperson). When this occurs, the Harassment Investigation Representative (in consultation with the President) is responsible to initiate the following sequence of events:

1. the Harassment Investigation Committee Chair will serve as the liaison for the complainant,
2. the Harassment Investigation Committee will appoint a member to serve as the liaison for the accused,
3. a member of the Harassment Investigation Committee will be appointed by the committee to lead the meeting in the event that the Chair is serving as the liaison for the complainant.
4. a written and signed complaint that includes all of the pertinent details will be obtained from the complainant,
5. a copy of the written and signed complaint will be given to the person accused of harassment, after which the accused will submit a response,
6. the Harassment Investigative Committee shall meet and review the written or recorded statements from both parties and then interview each party and any witnesses such committee considers appropriate,
7. the Chair on behalf of the Harassment Investigative Committee shall communicate their decision, and any recommended discipline of the harasser and remedies for the complainant, to the President.

## **III. Matters Concerning Procedures**

### **A. Disciplinary Actions**

If the occurrence of harassment is established, pursuant to the formal investigation, disciplinary action consistent with the severity of the offence shall

be implemented by the President. Disciplinary action may include reprimand (verbal warning with written documentation lodged in the person's university college/seminary file), monitoring for behavioral change, suspension, expulsion, or dismissal. The President may also provide information to the appropriate legal authorities responsible for the administration of justice in the Province.

## **B. Confidentiality**

It is in the best interests of the affected parties that the strictest confidentiality possible be maintained throughout the process. However, when the health or safety of individuals is involved, it may be necessary to inform the appropriate legal authorities. Procedures must be carried out as expeditiously as possible to facilitate confidentiality.

## **C. Intimidation and Interference**

Any threats, other forms of intimidation, or retaliation by the accused against the complainant or any other party involved in implementing this policy constitutes harassment in itself. Any interference by the accused with the conduct of an investigation will itself result in disciplinary action by PUC/PTS. Any breach of confidentiality by any individual with respect to a complaint, whether the complaint is found to be substantiated or unsubstantiated, may also constitute interference or retaliation.

## **Sexual Assault and Rape**

Providence University College and Seminary is firmly committed to a policy that condemns sexual assault, rape, or any type of aggressive sexual behaviour. Such acts are a serious violation of person and community. This policy is not only based upon the conviction that the Bible condemns these types of sexual behaviour but is also consistent with provincial and federal laws prohibiting such actions. Therefore, any sexual behaviour which is forced or assaultive will be dealt with as a serious breach of standards of PUC/PTS.

Notwithstanding this policy, there may be occasion in which a student or employee is a victim of a sexual assault. The following guidelines are intended to address these concerns and recommend appropriate responses.

### **A. Definition**

The term "sexual assault" refers to both physically assaultive behaviour which does not necessarily involve physical contact but does involve verbal threats, intimidations, and/or indecent exposure. It is violence-oriented and hostile. It is considered an act of rape in the province of Manitoba if a person engages in sexual intercourse without the consent of the other person by use of physical force, coercion, or threat, actual or implied. A person is unable to consent if he or she is mentally incapacitated, asleep, physically helpless due to drug or alcohol consumption, or unconscious. Acquaintance rape occurs when someone who is known forces another person to enter into sexual activity despite objections or reservations. The rapist can be a date, a friend, co-worker, boss, faculty/staff member, family member, or neighbour.

## **B. Procedures**

The following steps shall be followed for alleged sexual assault or rape:

1. Any violation of the Criminal Code needs to be reported by PUC/PTS to the appropriate legal authorities, even if the victim does not wish to file a report.
2. The victim should inform a family member and/or trusted friend of the incident for additional emotional support.
3. The victim shall contact the Harassment Investigative Representative or a faculty/staff member (eg. the Associate Dean of Student Affairs, Director of Student Development, Resident Director, Teaching Faculty, etc.) whom he/she trusts. This individual can serve as an advocate throughout the post-assault period and continue to support the victim until he/she feels comfortable contacting a support group or private counsellor. Communications between the advocate and the victim shall be held in absolute confidence except that the President shall be made aware of all circumstances relating to the complaint. The President shall be entitled to provide information to the appropriate legal authorities responsible for the administration of justice in the Province and to notify and act upon the recommendations of next of kin.
4. The victim should get immediate medical attention;
  - The person should not wash or change clothes or apply medications
  - The person should be examined immediately for physical injury or disease by a physician,
  - The person and his/her advocate should prepare written notes of the incident.
5. The victim and advocate should arrange for appropriate psychological support. The long-term effects of such incident may be reduced by a trained professional counsellor.
6. The victim shall report the matter to the investigative committee. If the alleged offender is a member of the PUC/PTS community, an option available to the victim is to request that the matter be addressed by the Harassment Investigative Committee (see section B.III 3 above), keeping in mind that the victim continues to have the final say in all decisions.

The Harassment Investigative Committee will make the appropriate recommendation to the President. Examples of such Committee recommendations are:

- Suspension or dismissal of the alleged offender from University College/Seminary,
- Referral for psychological evaluation with clear expectations that the alleged offender will follow through on recommendations of a therapist.

The Harassment Investigative Committee may conclude that the alleged offender is innocent. There may be occasions when information is fabricated or false charges are maliciously brought against an innocent person.

7. Closure of the alleged incident requires that the victim seek counselling and medical help. Appropriate follow-up contact will be initiated by PUC/PTS

within a reasonable period of time (usually twenty-four hours) if the victim does not contact counselling and medical services.

## **Complaint (Right to File)**

Nothing in the Policy on Harassment and Assault shall be construed to discourage or limit any person who feels that his human rights have been violated from reporting, filing or otherwise bringing such complaint to the attention of the Manitoba Human Rights Commission or other appropriate legal authority. The policy and procedures outlined herein by PUC/PTS are intended to encourage and facilitate all offences of human rights to be brought forward to PUC/PTS and to provide prompt, proper and dignified resolution of alleged and actual violations of human rights of all members of the PUC/PTS community.

## **Health Communication Policy**

Upon arrival on the Providence Campus, students with physical and/or mental health issues that have the potential to impact the classroom, residence halls, or anywhere on campus, are responsible to inform the appropriate staff, faculty, or students in a timely manner. Such individuals could include, but are not limited to, professors, Associate Dean of Student Affairs, Director of Student Development, Resident Director, Resident Assistant, students living within the same residence hall, Director of Food Services, etc. Ensuring that these individuals have the information and instruction needed if such a health issue would arise assists PUC/PTS in providing reasonable care for each student. The amount of information that a student provides to these individuals is subject to the nature of the health issue and what information is required in order for the institution to ensure that a pro-active care plan is in place should the issue arise.

Students who have not recorded their physical/mental health issues in their application must inform Providence University College immediately through the Student Development and/or Admissions departments.

## **Insurance (Health/Hospital and Accident)**

Since emergencies do arise, all students are required to carry Manitoba Provincial Health Insurance coverage or the equivalent up to date insurance coverage from another provincial or International Health Insurance plan.

Accident insurance is provided for all full and part-time students while attending or participating at any Providence sponsored activity approved by and/or supervised by the University College or Seminary. This coverage would also include travel to and from such activities. International students (including US students) are not eligible for Manitoba Provincial Health Insurance unless they or their spouse holds a Work Permit issued by Citizenship and Immigration Canada. All international students (including US students) who are not covered by Manitoba Provincial Health Insurance are required to purchase Great West Life's International Student Health Insurance while attending Providence University College and Seminary. Coverage under this plan will also ensure eligibility for the school accident-insurance policy. Students must register for Great West Life International Student Health Insurance with the International Student Services Coordinator.

## Student Leadership (University College)

### Resident Assistants (RAs)

Resident Assistants (RAs) are a part of the Residence Life Staff. They are to be a godly leader, foster healthy relationships with others, and encourage holistic growth in the lives of other students. The RA position is an opportunity to experience a leadership role among peers in the midst of daily university college life.

### Student Council (STUCO)

The student body elects Student Council members. The Council's purpose is to promote fellowship, scholarship, leadership, and spiritual life within the school, to coordinate student activities, and to develop a close and harmonious relationship between students and university college employees. The student constitution outlining specific responsibilities is available at the Student Council office.

#### *STUCO Positions*

President  
Vice-President of Student Life  
Vice-President of Administration  
Vice-President of Communication  
Vice-President of Spiritual Life  
Missions Representative  
Social Concerns Representative  
Athletics Representative  
Social Recreation Representative  
International Students Representative  
Commuter Representative

### International Assistants (IAs)

Providence desires to enhance the experience of their international students by providing them with a team of student leaders that are committed to their needs. The IA position provides leadership opportunities for Providence students in the area of cross-cultural ministry. IAs lead weekly chapel, organize international events, and provide holistic care for our international community.

## Student Leadership (Seminary)

### Student Representative Council (Seminary)

The appointed student leaders make up the Student Representative Council (SRC). They are overseen by the Director of Student Development. The purposes of the SRC are: (1) to enhance communication between PTS Faculty and the student body and vice versa; and (2) to provide a forum for interaction between the student leaders. The SRC normally includes the following members:

- Student-Faculty Liaison

- Seminary Social Coordinator
- Student Worship and Chapel Coordinator

### ***Student-Faculty Liaison***

The Liaison is responsible for representing the Seminary students to the Seminary faculty and administration and, on occasions when the Academic Dean deems it helpful, to represent Seminary faculty and administration to students. As well, this person is available to students on a casual and/or appointment basis to listen to their concerns and questions about Seminary courses, programs, policies, etc., and to present these concerns to the Academic Dean.

### ***Seminary Social Coordinator***

The Social Coordinator is responsible for organizing social activities during the semester for the Seminary student body and participating in the planning of the Christmas Banquet and Seminary Grad Banquet.

### ***Student Worship and Chapel Coordinator***

The chapel coordinator is responsible for planning and directing the program of the Seminary chapel, including its various components of worship, fellowship, instruction and inspiration. They arrange for the participation of others in the chapel program, including students, faculty, staff and invited guests, and organize and conduct the scheduled Day of Prayer for each semester.

### **Chapel Attendance and Special Events (Seminary)**

Seminary students are encouraged to participate in daily chapel services (Tuesday and Friday, 11:30–12:00; Wednesday Community Chapel with the university college at 2:00pm), which are designed to contribute to fellowship and spiritual growth. Students will find these a refreshing time of worship. It is also a time for students and faculty to exercise their spiritual gifts. Chapels feature students, faculty, and guest speakers from outside the Seminary. All students on campus during chapel hours are expected to attend.

## **Residence Life Information and Policies**

### **Residence Life Goals**

The goals of the Residence Life Staff are to support the mission of Providence University College and the purpose statement of Student Development by:

- Providing a living-learning environment that promotes personal growth and development
- Developing integral, godly leaders
- Promoting healthy relationships and fostering a sense of community
- Providing well-maintained, safe, secure, and comfortable housing conditions for students

### **Residence Life Staff**

The Residence Life staff includes the Director of Student Development, Resident Directors (RDs), and Resident Assistants (RAs). The Director of Student Development oversees the Residence Life program and works with the Resident Directors. Resident Directors are professional, live-in staff who train and work primarily with RAs and build relationships with students. As student leaders, Resident Assistants partner and work directly with resident students. They host Care Group meetings, build relationships with students, plan activities, and serve as a support for students in their residence hall.

## **Privacy**

Out of respect for the privacy of others, students are not permitted to enter the Residence Hall of the opposite sex except for open lounge and open residence hours in Bergen and Eichhorst Halls.

The responsibilities of the university college include a right to enter into the students' rooms for the following reasons:

1. To ensure maintenance and general repair within the room.
2. To address an emergency or health risk.
3. To ensure the room is vacant during fire drills.
4. To provide for the health and safety of all residents (includes inspections).
5. To turn off stereos, radios, or alarm clocks which are bothersome to others.
6. To investigate, when reasonable cause exists, possible violations of university college regulations.

## **Quiet Hours**

In order to contribute to an atmosphere conducive to study, devotion, and sleep, resident students are expected to abide by and help enforce designated Quiet Hours (11 pm–8 am daily). However, an individual's right for quiet study and sleep always supersedes another person's right to make excessive noise, 24 hours a day, 7 days a week. Also, since the Providence Campus is a diverse community with family residences, noise levels should be kept at a respectful level while outdoors.

## **Room Reservation and Damage Deposit**

Returning students who desire to live in residence the following year must submit a \$100.00 reservation deposit to the business office (this is in addition to the \$75.00 required on account for damage deposit Effective September 1, 2011, the residence damage deposit for all new students will increase from \$75 to \$150.) and fill out the Returning Resident webform on the Providence website. Students who choose to withdraw their application for residence past the dates of July 1 (for fall semester) and December 1 (for winter semester) will forfeit the reservation portion of their deposit. Requests to reserve rooms or hold space will not be taken unless the full reservation deposit has been received. Upon registration and room occupancy, the \$100.00 reservation deposit will be fully refunded to the student.

## **Residence Room Damage Deposit Refund**

The \$150.00 damage deposit will remain on account for all residence students for the duration of their room occupancy. This deposit will be refunded upon request, only after the student has moved out of residence and it has been found that no property damages have been incurred by the student and providing that no other money is owing.

## **Room and Board Refunds**

Students who withdraw from residence within the two-week grace period past the academic semester registration date are eligible to receive the appropriate pro-rated refund on both the room and board. Students who withdraw or are dismissed from residence at any point past the two week grace period will forfeit their entire room fee and be given a pro-rated board refund, less a ten percent administrative fee on the board portion.

## **Room Assignments**

We are committed to placing students with compatible roommates, based on information given in the Residence Application. Personal roommate requests should be made in writing to the Residence Life Office one month prior to the start of the semester. All placement is done on a first-come first-served basis, provided the \$150 deposit for first-year students or \$100 deposit for returning students has been received (see University College Calendar/Handbook for refund policies). Providence University College reserves the right to change room assignments, re-assign roommates, or consolidate vacancies by requiring students to move. Consolidation will not occur after the first two weeks of classes in any semester.

All rooms in the residence are based upon double occupancy. Students returning for their second consecutive year or more in residence qualify for a \$100.00 per semester bursary. The Student Development Department will try to accommodate specific room requests pending space availability and occupancy rate. Students who opt for single occupancy pay an additional fee of \$250 per semester. All decisions regarding room assignments are at the discretion of the Resident Directors.

## **Residence Student Arrival/Departure**

At the beginning and end of academic terms and at Christmas Break, residence students are required to arrive or depart residence according to the dates communicated by Providence University College & Seminary via residence staff, newsletters, and calendars. Any deviation from arrival or departure requirements must have prior approval from the appropriate Resident Director. Approved early arrivals or late departures will result in a \$40.00 per extra day charge being put on the students' account. Students who arrive early or depart late without approval from residential staff will incur charges of \$80.00 per day, or portion of day, and will be required to leave campus until the appropriate date of return.

## **Guests (overnight) in Residence**

As a courtesy to roommates and other students, residents may accommodate overnight guests in their room for a maximum of four nights per semester. The first two nights are free; the next two nights will incur a charge of \$10 per night, payable at the Business Office. Meals in the cafeteria are not included in this cost. A separate guest meal card may be purchased if guests wish to eat on-campus. Extensions for additional nights may be granted if a request is submitted in writing, in advance to the appropriate Resident Director.

For the safety and protection of all residents, students are requested to register all guests by filling out an overnight visitor request form, available in your residence hall on the bulletin boards in the sublounge or through your RD. These must be submitted to your RD by 4:30 p.m. on the day the guest will be staying in residence. Residents are responsible for their guests' behaviour. If a guest violates any residence rule or policy, the resident student host will be held responsible.

Commuter students who are required to stay on campus late at night or arrive early in the morning due to participation in school-sponsored events such as drama or athletic practices may be granted up to five overnight stays per semester. In these cases, the commuter student should make arrangements with the appropriate Resident Director in advance.

## **Room/Roommate Changes**

Although we do promote resolving conflict rather than avoiding it, some extenuating circumstances may necessitate a room/roommate change. A request for a change is initiated through the Resident Director.

## **Single Room Policy**

All residence rooms are double occupancy, however, single rooms are available on a first-come first-served basis, and only as space permits, for an additional \$250 per semester. All requests for a single room must be made in writing to the Director of Student Development or a Resident Director. Priority will be given to student leaders (RAs, International Assistants, and Student Council), seminary, and mature university college students.

In the event that there are no single rooms available at the start of the semester students who have requested a single room will be put on a waiting list and placed with another student also requesting a single room. Prior to move-in the students should decide who will move out in the event that a room becomes available. Both students will then be charged a pro-rated single room fee for the remainder of the semester and will pay full price for the single room the second semester.

Should a student who has not requested a single room end up with one because their roommate does not show up at the start of the semester, or moves out of residence part way through the semester, the student will not be required to pay the single room fee that semester. However, they may only occupy one-half of the room so that they will be prepared to receive a roommate or guests on short notice. Every attempt will be made to assign them a new roommate by the start



# PROVIDENCE BOOKSTORE

*Extra Value for You at Your Campus Store!*

## COUPON

Any Book or Gift

# 20% off

Up to 2 Regular priced items,  
Does not include texts.

Expires December 31/2011

## COUPON

Computer Supplies

# 10% off

Up to 3 earbuds, cartridges, cables +/-  
paper at regular price.

Expires September 30/2011

## COUPON

All T-shirts

# 20% off

Any one of these shirts  
at regular price.

Expires September 15/2011

## COUPON

Reference Library - Builder Plan

# 25% off

Any 3 or more non-textbooks worth over  
\$100 at regular price.

Expires November 30/2011

## COUPON

Music CDs

# 15% off

Up to two CDs at regular price.

Expires September 30/2011

## COUPON

Music CDs/DVDs

# 15% off

Up to two CDs at regular price.

Expires January 31/2012



of the second semester. Failing that they may be asked to move to consolidate vacancies at the start of the second semester in order to accommodate students on the waiting list for a single room, or they may choose to pay for a single room in order to stay where they are.

## **Residence Lounges**

There is a large common area in both Bergen Hall and Eichhorst Hall that can be booked through the respective RDs for group activities.

## **Damage Assessment in Residence**

As students move into residence, RAs will go through each room and fill out a Room Condition Report with each student. When the student moves out of residence, the RA will assess the condition of the room to ensure that damage has not been done. If damage has occurred during the course of the year, the student will be charged for repairs. Occupants of a room will be charged equally for cleaning costs if necessary. Similarly, hallways, lounges, and bathrooms are used primarily by residents of these areas, therefore residence hall members bear equal responsibility for damages unless a degree of responsibility can be assigned.

Room and residence furniture is moved at your own risk. If damage has occurred to furniture due to moving it, damages will be charged to the student account. Students in Bergen Hall are not permitted to create “loft” beds by stacking their bed frames on their desks and/or using the spare bed as a bookshelf.

The Residence Life Department, Maintenance Department or designate reserves the right to do periodic maintenance and safety checks of all residence hall rooms as necessary to fulfill the Residence Life Mission and may assess charges as necessary. Students causing excessive or intentional damage to residence or university college property are subject to eviction.

## **Posters/Decoration**

Posters and decorations are to be hung by “sticky tack” only. Use of nails, pins, or tape will be assessed as damage. Any decor deemed inappropriate by Residence Life Staff will be removed.

## **Movies - copyright restrictions for public showings**

Copyright restrictions on movies prohibit public performance, which in our context includes the lounges and sublounges in residence (they are considered public space). Providence University College & Seminary is authorized to exhibit any feature film (past-present-future) represented by Audio Cine Films Inc. and Criterion Pictures. However in order to legally show movies the student viewing the movie must record the location and date the movie is being shown, film title, distributor/source and their name on the sign up sheet located in the lounge. These forms are submitted to the agency that provides us with a public performance viewing license.

The following is specific studio information to help you with your planning. Movies

can be obtained from any “legal” source: video clubs, retail stores, personal collection, public libraries, etc.

*Major studios exclusively represented by Audio Cine Filmes Inc. in Canada:*

Alliance Atlantis	Orion Pictures
Artisan Entertainment	Paramount Pictures/Classics
Behaviour (Malofilm)	Polygram Entertainment
Equinoxe Films	Republic Pictures
Film Tonic	Samuel Goldwyn
Fine Line Features	Seville Pictures
Focus Features	Spelling Films
MGM Studios	United Artists
Miramax Films	Universal Studios MCA
Mongrel Media	USA Films
New Line Cinema	Visual Bible (e.g.: The Gospel of John)
Nickelodeon Movies	Warner/Turner/MGM Titles
Odeon Films	

*Represented by Criterion Pictures in Canada:*

Astral Films (TVA)	Motion International (Astral)
CBS Theatrical Films	New Horizons
Norstar Releasing Inc.	Castle Rock Entertainment
Columbia Pictures	Sony Pictures
DreamWorks SKG	Tri-Star Pictures
Fox Searchlight	20th Century Fox
Lions Gate Films	Warner Brothers
Lucas Films	

## Open Lounge Hours

The main lounges of Bergen Hall and Eichhorst Hall are open to all students during the following times:

Sunday .....	11 a.m.–11 p.m.
Monday.....	11 a.m.–10 p.m.
Tuesday–Thursday .....	11 a.m.–11 p.m.
Friday–Saturday .....	11 a.m.–12 a.m.

Open Lounge Hours are applicable during holidays in addition to the school year. Note: there are no open lounge hours in the Four-Plexes.

## Open Residence Hours

Tuesdays and Thursdays from 6:30 pm – 9:30 pm.  
Residence Life Staff reserve the right to alter these hours.

## Entering Residence of Opposite Sex

Entering the residence halls of the opposite sex is strictly forbidden, with the exception of planned Open Residence. Both the student hosting and the student

visiting outside of Open Residence hours will be held accountable.

## **Withdrawal from Residence/University College**

Providence University College/Seminary withdrawals are done through the Registrar's Office. Particulars are outlined in the University College/Seminary Catalogue. Withdrawal from residence requires that keys be turned in and the room checked for damages. Please meet with a Resident Director before leaving residence. **Failure to complete a checkout with your RD will result in a loss of a portion of your room deposit.**

## **Aerobics**

Aerobics are only to be done in the designated area of the Fitness Centre.

## **Noise Levels in Residence**

Residence hall quiet hours are 11 p.m.–8 a.m. daily, although, an individual's right for quiet study and sleep time always supersedes others' right to make excessive noise, 24 hours a day, 7 days a week.

Musical instruments or amps are not to be played or used in the residence. Acoustical guitars are acceptable if the volume is confined.

Since the Providence Campus is a diverse community with family residences, noise levels should be kept at a respectful level when enjoying the outdoors.

## **Pets**

Health, sanitation, and general consideration for others prohibit residents from keeping pets in residence with the exception of fish. Maximum aquarium size = 12 litres; no fish tanks are allowed to remain in residence during Christmas break.

## **Pranks**

Pranking or "raiding" other people in the residence community has led to much personal inconvenience and costly physical damage. Often starting as harmless pranks, situations tend to escalate so that successive pranks become more destructive than the preceding ones. Activities that harm individuals physically or emotionally, or those pranks or raids which damage personal or university college property, are prohibited regardless of motive or intent. Perpetrators will be assessed damage, clean-up and repair costs, and held accountable for pranks. This includes water being thrown in the residences.

# **Residence Hall Facilities and Equipment**

## **Appliances**

Each residence hall is equipped with at least one microwave and refrigerator for student use. Bergen Hall is equipped with a stove/oven that may be utilized by resident students.

## Maintenance/Furniture Requests

If you require maintenance assistance or are missing any of the standard furniture or if it is damaged, please fill in a maintenance request form on-line (login required). For maintenance emergencies during the day or after hours call the Maintenance on-call phone at 746-4297.

## Room Furnishings

Each student is provided with a single bed, desk, desk chair, blinds or curtains, and waste-basket. These furnishings are the property of Providence and may not be remodeled, removed, or stored outside of the room. Any movement of furniture that causes damage will be charged to the student's account. Residents of Bergen Hall are not permitted to stack their beds to create loft beds or use bed frames in any way other than the intended use.

## Bed Bugs

Bed bugs are not a health hazard, but they can create a lot of stress. Bed bugs are small, brown insects - about the size of an apple seed at adult stage - that feed on human blood. After a feeding, they swell in size and can become bright or dark red. They are wingless and cannot fly or jump. They hide during the day and come out at night in areas where people sleep.

Bed bugs enter your room on items you carry in from outside. The most common items are mattresses, box springs, upholstered furniture, luggage, electronics, books, pictures and household goods. A sign you have bed bugs is finding (on your mattress, box spring, pillow, etc):

- dark, reddish brown stains
- black droppings
- cast off skins from nymphs
- live or dead bed bugs.

*If you suspect that you have bedbugs, the first and most important thing is to contact the Student Services Coordinator if you are staying in a Providence apartment or your Residence Director if you are staying in any of the dorms.*

### **There are several things that you should not do:**

1. Do not throw items away or remove them from your room. If items are not removed in the correct fashion you may inadvertently spread the problem into the halls and other areas. In addition, once items have been discarded they may be picked up by another unsuspecting student spreading the problem to their room.
2. Do not attempt to control the bed bugs on your own. Any actions that you take to control bed bugs on your own could complicate the problem and may cause unexpected problems for others.
3. Do not relocate yourself to another room. While the initial instinct is to get out of the room and sleep elsewhere, in doing so you run the risk of taking bugs with you in your belongings. Instead the student should contact housing immediately so that the appropriate corrective actions can be taken.

In addition to reporting any suspected bed bug activity to the housing department, there are a few other **things that you can do** to help in reducing the likelihood of perpetuating the bed bug problem.

1. Clean up clothes and general clutter found throughout the room. Not only does clutter provide an ideal place for bed bugs to hide that cannot be treated, but it also makes completing the bed bug service very difficult.
2. Bag laundry and launder in hot water. Your clothes could have bed bugs or their eggs. By correctly laundering the clothes you will further reduce the spread of the bugs. Place linens and other items that can be laundered items in **plastic bags** and take the bag directly to a laundering facility. Dump the contents of the bag into the laundry machine and place the empty bag inside a clean bag. These items should be laundered in hot water. Bed bugs are susceptible to heat and this exposure will kill any bugs as well as their eggs. If you cannot wash the clothes on a hot wash cycle, then dump the bag directly into a hot dry cycle which will serve the same purpose. As soon as the items have been dumped from the bag into the washer or dryer the bag should be disposed of in an outdoor dumpster.

After washing these items, anything that does not need to be used right away, place in a clean garbage bag and seal it tightly. This will assure you that the clothes/bedding is free of bed bugs and will remain free until the problem is eliminated from your room. If you need to use it over the next month or so, keep it in your room in an organized, neat fashion.

Other than cleaning and laundering, leave the rest of the service to the trained professionals. Inspecting excessively, treating on your own or throwing items out can spread the problem and make it more difficult to treat.

### **Supplies (in residence)**

Toilet paper and replacement light bulbs are available at no charge to resident students. Please contact the Campus Services Coordinator or the appropriate student worker for these supplies.

### **Laundry (in residence)**

Coin-operated laundry rooms are located in all Residence Halls. Please notify Midland of any problems, at the phone number located on the machines.

### **Lock-outs (in residence)**

If you are locked out of your room after business hours, please contact an RA from your residence.

### **Phone Hook-Up in Residence**

Pay phones are available in all of the residence halls, and each room is also equipped with phone jacks. Students wanting a personal phone line in their room (at their own expense) can register on-line at [www.mts.ca](http://www.mts.ca).

## Housing Opportunities for Summer

Summer housing is primarily available for Conference guests or students registered in University College and Seminary programs. Please contact the Campus Services Coordinator for more information at 433-7488 ext. 239.

## Vacuum Cleaners (in residence halls)

Vacuums are located in each residence hall for student use. Vacuuming should be done outside of designated quiet hours. Providence custodial staff will vacuum the main lounges periodically and at that time have priority to the vacuums. However, residents are expected and responsible to keep their residence clean.

## Vending Machines

Vending machines are located in the Reimer Student Life Centre, in the Bergen Hall and Eichhorst Hall Lounges, and in the lobby of the main building.

## General Academic Information (University College & Seminary)

This is not an exhaustive list of all the policies and/or regulations for the institution. For details on policies and regulations not listed within this handbook please refer to the University College Calendar and/or Seminary on-line Catalogue or contact a University College or Seminary Dean or the Registrar's Office.

## Academic Dishonesty

Cheating is the purposeful, willful, and concealed use of unauthorized sources for a test, exam, or other forms of academic work. For example:

1. Submitting the same work, or part of the same work, for credit in two different courses without the prior agreement of the instructors involved.
2. Bringing (and using) unauthorized and/or concealed materials into a test or exam situation.
3. Presenting oneself as another student for a class, test, or exam.
4. Unauthorized sharing of material (copying, or allowing others to copy) during a test or exam.
5. Unauthorized communication with another student in a test or exam.
6. Submitting another person's work as your own, or providing work for another person to submit as his/her own.
7. Falsifying or misrepresenting academic records.
8. Gaining, or attempting to gain, access to an examination or test, or a part of it, without permission from the instructor.
9. Deliberately preventing, or attempting to prevent, the fair access by other students to all types of learning resources.

Plagiarism involves taking and using the thoughts, ideas, writings, or other creative works of another person or persons, and passing them off as one's own. A scholar who does so is intellectually dishonest. Scholars should give credit explicitly and clearly, as well as appropriate reference, to ideas, thoughts,

and writings of another, whether the source is oral, from a written source such as books or journal articles, or from the Internet. By not placing direct quotes in quotation marks and footnoting the source, and by not footnoting indirect reference to another's ideas, a scholar has disguised the fact that the ideas and thoughts, or even exact words, come from another source first. This constitutes plagiarism and is viewed as academic dishonesty.

In the event that the question of plagiarism arises, the student may demonstrate their ownership of the work in question by submitting drafts of their paper, research notes, samples of other work, or demonstrating orally their understanding of the concepts and ideas in the paper. In the event that the student and instructor cannot come to an agreement about the presence of plagiarism, the paper will be referred to the appropriate Associate University College Dean, or the Dean of the Seminary, who may require of the student any information necessary to the adjudication of the charge.

At the discretion of the instructor, penalties may include, but are not limited to, the following:

- Repeating the assignment or examination (with or without grade penalty)
- Failure of the assignment or examination
- Failure of the course

An Associate University College Dean, or the Dean of the Seminary will be notified of any offences and subsequent penalties. The Student Development department will be notified if the student is a student leader or if, in the opinion of the University College Associate Academic Dean, or the Dean of the Seminary, and the professor, the student could be assisted by Student Development staff. Other full-time faculty and part-time and adjunct professors who are dealing with the individual student may be notified if the University College Associate Academic Dean, or the Dean of the Seminary, and the professor assess the offence to be one which may occur in other settings. The Academic Committee will consider student appeals against such penalties in consultation with the professor.

In cases where the offence is severe and/or is a repeat offence, an Associate University College Dean, or the Dean of the Seminary may request that the Academic Committee impose further penalties upon the student which may include, but are not limited to, the following:

- Temporary suspension
- Dismissal

The Academic Committee of Providence University College and Theological Seminary will consider student appeals against such penalties.

## **Disabilities Accommodations**

Providence strives to make accommodation for students with disabilities. Academic accommodations are arranged by the student with individual faculty members through the Associate University College Dean for Student Affairs. Although the Reimer Student Life Centre (including 2 classrooms), one women's residence and the ground floor of the administrative building, which includes the library, computer lab, bookstore, gymnasium, and lobby are wheelchair accessible, most classrooms and offices are not yet wheelchair accessible.

## **Cancellation of Classes**

Cancellation of classes for weather reasons will be at the sole discretion of Providence University College and Theological Seminary and will be posted on the Providence University College and Seminary website and announced on early morning radio CHSM AM 1250 (Steinbach), CBC AM 990 (Winnipeg), CHVN 95.1 FM (Winnipeg), and on CJOB AM 680 (Winnipeg). If no announcement is made regarding Providence, even though Hanover, Seine River, and Red River Valley School Division classes are cancelled, our classes will be on.

## **Inclusive Language**

As a Christian institution of higher learning, Providence University College has a commitment to high standards in all communications. As a university college faculty, we have adopted the following statement recommending the use of unprejudiced language in all areas of community life.

Language has the power to shape ideas, values, attitudes, and actions. Regrettably, language fosters social injustice when it explicitly or implicitly excludes, demeans, or stereotypes certain categories of people, or when it draws attention to irrelevant attributes. Harm can be inflicted unconsciously and unintentionally. Every human is created in the image of God; therefore, all oral and written communication should be inclusive, respectful, and free of prejudice regarding gender, ability, age, ethnicity, race, or religion. We commit ourselves as faculty, and encourage students, staff, and administrators, to use language which reflects the dignity of all humans in all our teaching, writing, witness, and worship.

## **Library**

During the academic year, the library is open Monday through Friday from 8:15 am–10:00 pm., and Saturday from 10:00–10:00 pm. The library is closed during all-campus and special events. Holiday hours will be posted. A library card is required to check out any materials, and students will receive their library cards during Orientation Week. The library card must be presented each time to borrow any materials from the library (replacement cards will cost \$10.00). Please consult the Library web pages for procedures and regulations.

When photocopying or scanning published materials, please check the copyright regulations (summary posted in the library) to ensure it is legal — consult the library staff if in doubt. In some courses, students are asked to provide copies of their papers (or summary sheets) for their classmates. The cost of these is borne by the writers as part of their course text costs in exchange for the papers they receive from their classmates.

## **Field Education (University College Only)**

Field Education is practical volunteer service that goes hand in hand with the classroom training and co-curricular activities with the intention to provide students with the holistic education that Providence University College affords. It is our mission at Providence University College to educate students as Christians at a university level to think, live and serve in the church and society. Therefore,

the Field Education program is integral to the student's overall educational experience.

Details regarding requirements and course assignments can be found in the Field Education Handbook located on the university college website.

### **Tutoring Services**

Providence provides tutoring services free of charge to students. These services provide assistance to students who are experiencing challenges either with a specific subject or with the requirements of university-level academics in general. Tutoring is designed to promote student success and aid in retention. If you require assistance, please see the Student Services Coordinator.

Students who achieved an AGPA of 3.75 and are therefore on the Dean's Honour List in the previous semester are eligible to become tutors. Tutoring provides both employment and invaluable teaching experience.





# PROVIDENCE

UNIVERSITY COLLEGE



## ACADEMIC INFORMATION

2011-2012

In case of discrepancy between this information and the 2011-2012 Providence Academic Calendar, the Academic Calendar is authoritative.

## Student Classification

### Regular Students

All students who have met the entrance requirements are classified as Regular Students. Those taking 12 credits or more during the Fall Session or Winter Session are considered as full-time; those carrying less than 12 credits are part-time.

In terms of credit hours, Regular Students are also classified as follows:

FRESHMEN, 0–24 hours completed;

JUNIORS, 25–59 hours completed;

SENIORS, 60+ hours completed.

### Special Students

Special Students are those who desire further training but are enrolled in neither a certificate nor a degree program. Special Students may take a full- or part-time program of studies and may take any course for which they meet the prerequisites but will not be approved as degree or certificate candidates until all entrance requirements have been met and formal acceptance as a Regular Student granted. A maximum of 15 credit hours may be taken as a Special Student.

### Mature Students

Mature Students are those 21 years of age and over and admitted with less than a Manitoba Senior high school certificate or equivalent. Mature Students are confirmed as Regular Students only after a successful year (30 credit hours) of study at Providence University College.

## Academic Policies

### Credit Hour System

The work in all courses is rated in terms of credit hours. In general, one credit hour is given for one 50-minute period of classroom work per week through out the fall or winter session; three credit hours are given for two 75-minute periods of classroom work per week. Normally students are expected to do about two hours of preparation per week per credit hour in each course.

### Academic Load

The normal academic load in credit hours per session is 15. Up to 21 credit hours may be taken during the Fall Session or Winter Session without prior approval.

The Academic Committee must approve each student's program with 21 credit hours or more.

### **Audit Courses**

Students may audit courses with out credit provided they register for the course and pay the required fee.

Audited courses do not form part of the over all student's load but students who are auditing courses are considered regular participants in the class except that they are not required to turn in written assignments or take the examinations.

Registration is necessary and attendance is required as for regular courses. Audited courses will receive a "W" (Withdrawal) on a student's record where attendance has been unsatisfactory.

### **Directed Study Courses**

Students whose previous semester's GPA is 3.00 or better, wishing to take a directed study course for what ever reason, must make application through the Registrar's Office and receive prior approval. Normally, a student's program may contain a maximum of six credit hours of directed study for a three-year program and nine credit hours for a four-year program. For further details, please contact the Registrar's Office.

### **Letter of Permission**

Providence University College students wishing to take a course from non-Providence University College faculty must make application for a Letter of Permission two weeks prior to beginning the course. The application for a Letter of Permission may be obtained from the Registrar's Office.

### **Course Registration**

At registration time, all students are as signed to academic advisors who assist with registration. First year students are expected to follow the first year program. In subsequent years the requirements of the chosen major field must be kept in mind. Students are encouraged to declare their major fields prior to registration for their second year and may consult with their academic advisors about their academic programs.

### **Course Changes**

Provision is made for course changes within the first few days of each session. Dropping a course, adding a course, changing from credit to audit or from audit to credit are considered course changes. Course changes may be made by completing the appropriate Course Change forms obtain able from the Registrar's Office.

Course changes may be made with out cost during the first five full class days but a \$10.00 fee will apply for any changes made during the next five days. Attendance is a factor which must be kept in mind when considering a course change. After the last day for course changes no further changes may be made

except to withdraw from a course.

The registration deadline for .5–1 credit hour courses in music, theatre, and athletics that involve auditions or tryouts will be November 1 for Fall semester and March 1 for Winter semester.

## **Withdrawal from a Course**

Withdrawal from a course between the last date for course changes and mid-term will receive a notation of “W” (Withdrawal) on the transcript. All withdrawals after the date specified in the Calendar (page 2) will receive an “F” grade except by special appeal to the Academic Committee.

## **Withdrawal from School**

If a student withdraws from school during a semester, the procedure is to obtain an official withdrawal form from the Registrar’s Office and then clear the withdrawal with Student Development Office, the Library, the Registrar’s Office, and the Business Office in that order. When the form is completed by each department and returned to the Registrar’s office the withdrawal procedure is finalized.

## **Course Offerings**

The Academic Committee approves the list of course offerings for each session. Not all courses described in the course description sections are offered at any one time, and courses offered, for which there is insufficient demand, may be dropped.

## **Examinations and Early Leave Policy**

Final examinations are typically conducted in or around the third week of December and in or around the fourth week of April. Final exam schedules are posted on the website at [www.providencecollege.ca](http://www.providencecollege.ca) and are available in the Registrar’s Office by the second week of each new semester. Students are encouraged to consult the schedule and notify the Registrar’s Office immediately of any conflicts with other examinations. Students must remain available until all examination/test obligations have been fulfilled.

### ***Exam Conflicts***

Students are encouraged to read the exam schedule early in the semester to determine if there are conflicts (more than one examination at the same time). If a student discovers a conflict, they will advise the Registrar’s Office immediately. When conflicts have been determined by the Registrar’s Office, rescheduling accommodations will be made in consultation with the student and the professor. If a student has three consecutive exams (see details below), application can be made to the Registrar’s Office for an exam accommodation. Applications must be received at least two weeks prior to the start of the exam period. Students with final exam accommodations in the fall semester will write their final exam in the second week of the winter semester. Students with final exam accommodations in the winter semester will write their final exam in the second week of May.

Please note these Providence specific examples of three consecutive exams: Monday morning, Monday mid-day and Monday afternoon, or Monday mid-day, Monday afternoon and Monday evening. These are not examples of three consecutive exams: Monday morning, Monday mid-day and Monday evening, or Monday afternoon, Monday evening, and Tuesday morning. There is no fee for exam accommodation.

### ***Missing a Final Exam***

Students missing a final examination for compassionate or medical reasons may be granted an exam accommodation by making application to the Registrar's Office and not to the professor. As noted above, students with final exam accommodations in the fall semester will write their final exam in the second week of the winter semester. Students with final exam accommodations in the winter semester will write their final exam in the second week of May.

To make an arrangement for a final exam accommodation due to a missed final exam, students will apply in writing to the Registrar's Office preferably two weeks in advance and no later than five working days beyond the scheduled final exam date. In order to secure a final exam accommodation for compassionate or medical reasons, students will attach written proof (such as a medical certificate) supporting the reason for the missed examination. The dates of the illness/affliction must correspond to the dates of the examination. The Registrar and the Associate Dean for Student Affairs will consider the application for accommodation. The committee reserves the right to approve or deny requests as it sees fit. All decisions are final.

### ***Missing a Mid-Term Exam***

Students missing mid-term examinations for compassionate or medical reasons will report to the professor as soon as possible and provide written proof supporting the absence from the test or mid-term examination. Missing an examination is serious. Professors are free to address the missed mid-term with any number of assignments as they see fit.

### ***Travel***

Travel plans are not an acceptable reason to miss examinations. Exam accommodations are not provided to facilitate travel, and all applications citing travel as the extenuating circumstance will be denied.

### **Grading Policy**

All work is graded by letter to which grade points are as signed.

A+, A, A-	4.0	Excellent
B+	3.5	Very Good
B, B-	3.0	Good
C+	2.5	Satisfactory
C, C-	2.0	Adequate
D+, D, D-	1.0	Marginal
F	0.0	Failure

Grades not calculated into the student's GPA:

AU.....	Audit
P.....	Pass; awarded in courses graded on pass/fail basis
FX.....	Fail; awarded in courses graded on a pass/fail basis
EX.....	Extension; temporary grade
IN.....	Incomplete; permanent grade granted by action of the Academic Committee once the deadline for voluntary withdrawal has passed
W.....	Voluntary Withdrawal
TR.....	Transfer

Although A+, A, and A- all carry the same grade points, an A+ will be used in deciding awards.

### **Course Extensions**

An Extension (EX) may be given in cases of illness, or for extenuating circumstances beyond the control of the student, which makes it impossible for the student to complete the required course work by the close of the session. Application may be made for an Extension to the Academic Committee through the Registrar's Office during the last two weeks of classes. If the Extension is granted by the Academic Committee, the required work is to be completed within one month of the last day of the session and a grade awarded by the instructor.

### **Grade Point Average**

The total number of grade points earned divided by the number of credit hours attempted equals the Grade Point Average (GPA). Credit hours in pass/fail courses are excluded from the grade point average calculation. Failed courses are included in the GPA calculation but are excluded if the failed course is later repeated and passed.

### **Grade Point Average Requirement**

Students who have taken at least 9 credit hours must have a minimum of a 0.5 Grade Point Average to return for a second semester. A 1.50 Accumulative Grade Point Average (AGPA) for the first year of work is required to return for the second year and a 1.80 AGPA at the end of the second year to return for the third year.

Students who have not achieved the minimum GPA or AGPA to return may submit a letter to the Academic Committee appealing for re-admittance to the university college. A 2.00 AGPA is required for graduation.

Students failing to obtain a 2.00 GPA and AGPA at the end of any given semester, and students with a GPA of less than 2.00 in the two previous consecutive semesters will be placed on academic probation for the following semester.

Students may attempt to upgrade their standing for degree purposes by repeating a maximum of one-third of the course credits taken at Providence

University College.

## **Probation (Academic)**

**Freshmen:** If after 15 credit hours a student has a GPA from 0.5 to 1.99, s/he may not carry an academic load of more than 12 credit hours and will be required to attend the University College and Career Success workshop.

**Juniors:** Students are placed on Academic Probation if their GPA for the semester and their AGPA drop below 2.00, or if their GPA falls below 2.00 in two previous consecutive semesters. When on Academic probation, a student:

- a) may not serve on the leadership of any student committee, on the Student Council, or as a Resident Assistant;
- b) may not participate on any varsity athletic team;
- c) may not carry an academic load of more than 12 credit hours;
- d) will be required to attend the University College and Career Success workshop;
- e) may be restricted in any other way the Academic Committee deems beneficial to the student's academic progress..

The status of each student on Academic Probation will be reviewed at the end of each session.

## **Meritorious Work**

Students who have taken at least 9 credit hours and have received a 3.75 semester GPA or higher will be recognized on the Dean's Honours List for that semester.

A student who has taken 60 credit hours or more at Providence University College may graduate with honours as follows:

- 3.25 AGPA merits graduation with Honours;
- 3.50 AGPA merits graduation with High Honours;
- 3.75 AGPA merits graduation with Highest Honours.

## **Attendance**

Chapel services, special meetings (e.g. missions conference, Day of Prayer, etc), and classes are all Class attendance policy is decided by each faculty member in each course. The policy will be stated clearly on each course syllabus.

## **Employment Limits**

It is suggested that full-time students not carry employment in excess of 20 hours per week with out the permission of the Academic Committee. Students will not be exempted from class for employment.

## **Application for Degree, Certificate, Diploma**

All candidates for a degree/certificate/diploma are required to complete a

graduation application at the beginning of the final semester of studies. The completed application is filed in the Registrar's Office.

## Transcript of Record

Students may submit a written request for transcript of records from the Registrar's Office. A charge of \$8.00 will be made for each transcript. All financial accounts must be settled in full before a transcript can be issued.

## Plagiarism and Academic Dishonesty

Academic dishonesty and plagiarism are viewed as grave offenses. A fuller discussion, and the institutional policy regarding penalties for such offenses, is available under "Academic Dishonesty" in the student handbook.

# Graduation Requirements

In the programs of study at Providence University College certain requirements are made of each prospective graduate. They are as follows.

1. **English Language.** Candidates for graduation are expected to maintain a satisfactory level of proficiency in their oral and written use of the English language.
2. **Field Education.** Each student is expected to show willingness and faithfulness in Field Education assignments and satisfactorily complete Field Education credits totalling one less than the number of semesters attended as a regular student.
3. **Financial Obligations.** All financial obligations to the University College are to be satisfactorily settled before a student will be granted the graduation certificate. In the event that a satisfactory settlement is not reached, the student will be permitted to participate in the graduation ceremony, but the certificate or degree will not be conferred until all financial obligations are settled.
4. **Resident Study.** At least 30 credit hours of study must be completed at Providence University College for graduation. For all graduating students, 15 of the last 30 hours toward a Providence University College degree must be completed at Providence University College.
5. **Academic Requirements.** Students must have satisfactorily completed all the academic requirements in their programs\* and have attained an accumulated grade point average of at least 2.00 to receive any certificate, diploma, or degree.

*\*Students should meet the requirements of the academic calendar in force when they enter. If it is to their advantage they may transfer to a later academic calendar. Students who have not met graduation requirements within seven years will normally be required to transfer to the academic calendar in force in the eighth year.*

**6. Graduation Attendance.** Attendance at the graduation ceremony in which the degree is conferred is compulsory. Requests to graduate in absentia, although in frequently granted, may be submitted to the University College Academic Committee through the Registrar's Office.

**7. Approval of Graduates.** The approval of the Board of Governors is granted upon the recommendation of the Senate.

**8. Graduation Participants with Academic Deficiencies.** Students may receive approval to participate in graduation with a maximum of one 3-credit course out standing. They will be allowed the following summer to complete all requirements. If all requirements have not been fulfilled by the deadline, continuation fees will apply for each semester following. Students will be required to reapply for graduation under new calendar requirements should the statute of limitations be exceeded.

## Academic Regulations for Bachelor Degrees

### General Requirements

All students in degree programs are required to take a minimum of courses in a variety of general arts and sciences so as to enable them to acquire an adequate foundation and context for their chosen area of studies, and to develop a critical appreciation of scholarship in general. These General Requirements, along with the related co-curricular expectations of all regular Providence University College students, are designed to equip students to fulfill the mission and purposes of Providence University College. Biblical and Theological Studies establish anchor points for effective Christian thinking, living, and serving in the church and in society. The Humanities, Social Sciences, and Sciences deepen the understanding and heighten the appreciation of human nature, thoughts, cultures, and societies. Music and Theatre foster the musical and dramatic expression of the human spirit, condition, and experience. While particular majors may further specify courses within these discipline categories, the general requirements are as follows:

#### Biblical Studies and Theology (21 credit hours)

121.11 – BINT: Introduction to the Bible and Christian Theology I

121.12 – BINT: Introduction to the Bible and Christian Theology II

117.11 – BTHO: Christian Spirituality I: Formations

12 credit hours of electives

#### Humanities, Mathematics, Science, and Social Science (27 credit hours)

6 credit hours in Humanities (English, History, Music, Philosophy, or Theatre)

6 credit hours in Mathematics or Physical Science

6 credit hours in Social Science (Anthropology, Psychology, or Sociology)

3 credit hours in Music or Theatre (cannot be applied, ensemble, or practical)

6 credit hours of electives

#### Intercultural Studies (3 credit hours)

421.11 – INST: International Development and Missions

## Interdisciplinary Biblical Studies (6 credit hours)

- 6 credit hours of Biblical Studies, Theology, Church Ministries, Intercultural Studies, Youth Leadership, Worship Studies, or the following selected list:
- 211.26 History of Christianity I
  - 211.27 History of Christianity II
  - 211.38 Spiritual Autobiography and Christian History
  - 213.24 Worldview Studies
  - 213.23 Philosophy of Religion
  - 213.34 Special Studies in Philosophy of Religion
  - 213.22 Ethics
  - 213.32 Ethics in the Marketplace
  - 221.31 Social Science and Christianity
  - 224.13 World Religions
  - 224.23 Spirituality and Culture
  - 223.32 Sociology of Religion
  - 315.11 Music in Christian Worship
  - 312.13 Introduction to Music
  - 411.12 Principles of Teaching
  - 471.11 Introduction to Management
  - 471.23 Business/Government Relations
  - 472.12 Organizational Behavior
  - 472.42 Strategic Management and Policy

## Important notes

1. All courses used toward the General Requirements can also be used to meet major, minor, or concentration requirements (eg: a social science major could take 222.11/12 Intro to Psychology I and II to fulfill the 6 credit hours of Social Science and the introductory requirement in a Psychology concentration).
2. The 6 credits of Interdisciplinary Biblical Studies can be used to meet major, minor, or concentration requirements and the Arts and Science General Requirement (eg: a music major could take 315.11 Music in Christian Worship to fulfill a major requirement, 3 credit hours of the Arts and Science requirement, and 3 credit hours of the Interdisciplinary Studies requirement).

## Major Requirements

Students are encouraged to select a major no later than the beginning of their third semester. Most disciplines offer a General Major consisting of 30–45 credit hours, but there is also a limited number of Advanced Majors and Honours Majors. These consist of additional credit hours in the major discipline and require a four-year degree program.

In the Humanities and Social Sciences, a major consists of a double concentration. These majors are formed by the pairing of any two of the following disciplines: Anthropology, English, History, Music, Philosophy, Psychology, Sociology, or Theatre. Descriptions of these paired-concentration majors are found in each discipline.

Students may select any two of the majors outlined in the Calendar for a double

major. Students intending to pursue a double major are encouraged to declare both majors by the beginning of their fifth semester. A double major requires a fourth year of studies.

**Note:** A maximum of two minors are permitted in each degree program.

## **Credit Hour Requirements**

Three year degree programs consist of a total of 90 credit hours; four-year programs consist of 120 credit hours. Students in four-year programs select a second major, and/or an Advanced or Honours Major. Once the general and major/minor requirements are met, students may select additional elective courses according to their interests and inclinations.

## **Requirements for Honours Degrees**

Four year honours degrees require a 3.0 GPA (after 45 hours of accumulated credit) for admission and for graduation. Students are required to take a minimum of five upper level classes in addition to the Honours thesis or discipline-appropriate equivalent. For joint honours programs (in which a significant portion is taken at the partnering institution), the inclusion of an Honours thesis or discipline-appropriate equivalent can be determined in negotiation with the partnering institution.

## **Year Level Requirements**

A minimum of 30 credit hours in the total program must be at or above the second year level. The year level of a course is indicated by the number immediately following the decimal point:

xxx.1x = Entry level courses

xxx.2x = Mid-level courses

xxx.3x = Upper level courses

xxx.4x = Advanced, Specialized, and Capstone courses

## **Field Education Requirements**

Three year degree programs require five (5) Field Education units, while four year degree programs require seven (7) Field Education units. See Section 5.3 of the Academic Calendar for more information.

## **Practicum Credits (1-Hour)**

All students other than Music, Worship Studies, and Theatre majors may use a maximum of 9 credit hours in 1 credit hour courses. Up to 3 of these 9 hours can be from co-curricular activities such as Athletics or Student Council.



# PROVIDENCE

THEOLOGICAL SEMINARY



## **ACADEMIC INFORMATION**

**2011-2012**

In case of discrepancy between this information and the 2011-2012 Providence Seminary Academic Catalogue, the Academic Catalogue is authoritative.

## Student Classification

All entering students are admitted only to the Seminary and not to a degree program. Thus, all students admitted are on probation for either one semester (for those in certificate and two-year M.A. programs) or two semesters (for those in the three-year programs). If a student is judged by the faculty (or by the Academic Committee acting on its behalf) to have character, emotional, or academic aspects which would hinder effective ministry or the successful completion of the program s/he desires to enter, s/he may be denied entry to that program.

### Regular Students

All students who have met the entrance requirements are classified as regular students (probationary status notwithstanding). Those taking nine or more credit hours per semester are considered full-time; those taking less are considered part-time.

### Special Students

Those who desire theological training but do not have degree goals may be admitted as special students. They may take any class for which they meet the prerequisites. Proof of academic prerequisites must be provided prior to registration. A maximum of 15 hours may be taken as a special student. After 15 hours, students must apply for admission to a program of study.

### Mature Students and Non-Accredited Degree Students

Applicants who have not obtained a bachelor's degree may be able to apply as mature students. A mature applicant must be at least 30 years old and be able to demonstrate academic aptitude through one of the following:

- Submission of the official GRE (Graduate Record Examination) test scores. Minimum scores of 550 on the verbal section and 4.5 on the analytical section are required. Providence's institutional code for the GRE is 6585. For further information on the GRE, please contact the Admissions Office.
- Applicants with a cumulative grade point average of 3.0 (on a 4-point scale) from another graduate institution may be considered for admission in cases where the other graduate institution is considered equivalent to Providence Seminary.

Applicants who hold a degree from a non-accredited institution can apply as non-accredited degree students. No age restriction applies to those applying as non-accredited students. The Association of Theological Schools, the accrediting body to which the seminary belongs, limits the portion of the student body that can be admitted as mature or non-accredited degree students. All applicants

will be assessed according to the availability of program vacancies and the relative merits of each case. Students entering the MA (Theological Studies) and MA (Christian Studies) programs are not eligible for Mature or Non-Accredited Degree Status.

## **Continuing Education Units**

Some professional organizations require continuing education units to maintain credentials in the organization. Seminary courses can be taken for continuing education units. Students may request a transcript for the course that can be used as proof to the credentialing organization. Whether the course can be audited or must be taken for credit is up to the credentialing organization. Credit or audit fees apply, as well as a fee for an official transcript.

## **Auditors**

Students auditing courses are not required to complete assignments or take examinations but may attend classes for their personal enrichment. Those who audit courses receive no credit, but must register and attend classes regularly if they wish the audited course to appear on their transcript. Changes from audit to credit or from credit to audit must be made during the first two weeks of the semester. Some courses may be closed to auditors. All audits are subject to the instructor's approval.

# **Academic Policy**

## **Registration**

Students are expected to complete their registration for classes at the beginning of each semester at the time set aside for this purpose. Students who register late will be assessed a late registration fee. During the first five days of classes course changes may be made by completing a course change form, available from the Registrar's Office. Such changes may be made at no additional cost. Course changes are permitted during the following five days, but a fee of \$10 per course will be charged.

## **Classes**

Courses are offered in various forms. Semestral courses generally meet once per week from September through December or January through April. Modular courses meet on consecutive days during November or March intrasessions, January intersession, and during the summer. On-line courses are offered for ten-week periods in the fall, winter, and summer. Some courses can be taken by independent study, subject to the approval of the professor. Most Calgary courses are offered modularly through out the year.

## **Grading**

The following is an explanation of the letter grading system:

A Excellent (90-100%)

B Good (80-89%)

C Fair (70-79%)

D Passing (60-69%)

F Failure (0-59%)

If the course is repeated (successfully or with a higher mark than the previous time), the original mark remains on the transcript but is not averaged.

P Pass for courses graded on a pass/fail basis.

FX Fail for courses graded on a pass/fail basis.

W Voluntary Withdrawal

Withdrawal from a course between the last day for course changes and mid-term will merit a notation of W (voluntary withdrawal) on the transcript. All withdrawals after mid-term will receive an F grade except by specialaction of the Academic Committee.

IN Incomplete

A permanent mark, which remains on the transcript but is not averaged, may be requested by student because of illness or other extraordinary circumstances after the period for voluntary withdrawal is past. This designation may also describe Counselling Lab/Practicum work from students who are deemed to have counsellor potential but who need more formal supervision. This mark is assigned by the academic committee, or in the latter case by the Counselling Faculty.

EX Extension

Temporary mark as signed for the student who, because of extraordinary circumstances, receives an extension of 4 weeks beyond the end of a term by action of the Academic Committee. A fee of \$100 is charged for extensions.

The following grading system is used to determine grade point average:

A+ ..... 4.0 grade points      C .....2.0 grade points

A ..... 4.0 grade points      C-.....1.7 grade points

A- ..... 3.7 grade points      D+.....1.3 grade points

B+ ..... 3.3 grade points      D.....1.0 grade points

B ..... 3.0 grade points      D-.....0.7 grade points

B- ..... 2.7 grade points      F ..... no grade points

C+ ..... 2.3 grade points

Grade point averages are determined by dividing the number of grade points earned by the number of hours taken.

## Transcripts

Official transcripts are \$8.00 each. A written request must accompany the

appropriate payment.

## **Thesis**

Students in the Master of Arts (Theological Studies) program and the Master of Divinity (Honours) program will demonstrate competency for the degree, in part, by the preparation of a scholarly work selected from his/her field of interest. This work is conducted in cooperation with a Thesis Advisor who is responsible for recommending the topic to the Faculty, guidance during the work, and final approval. Topic and thesis outline must be approved not later than the semester before its anticipated completion. Generally, the thesis topic will be negotiated and confirmed during the completion of Research Methods (IN6450). Matters of thesis style are discussed in Research Methods.

## **Probation (Academic)**

A student may be placed on Academic Probation if his/her grade point average for any session drops below 2.00. The status of each student on Academic Probation will be reviewed at the end of each session of probation. If the student's grade point average for that session is not 2.00 or better, he/she may be dismissed.

## **Residence Requirement**

A minimum of 30 credit hours through Providence Seminary, over and above any hours transferred into a program, is required for the awarding of any degree by Providence Seminary.

## **Advanced Standing**

See Advanced Standing under How to Apply (2.2.2), in the Seminary Catalogue.

## **Working Toward Two Degrees at Providence Seminary**

In the event that a student wants to pursue a three-year degree from Providence after earning a two-year degree, two avenues are available.

1.1 The student who has earned a two-year degree may apply one year of the two-year degree toward the three-year degree (leaving two years left to complete in the three-year program). In this case, the graduate may hold two degrees. Thus, the student may earn two master's degrees with a total of four years of course work.

1.2 The student who has earned a two-year degree may complete the classes that remain outstanding toward the three-year degree and then surrender the two-year degree. The three-year degree must be completed within seven years of the time of matriculation toward the two-year degree. In this case, the student will hold one three-year degree for a minimum of three years of course work.

## **Statute of Limitations**

Master of Divinity and Master of Arts in Counselling Psychology: All work for the degree must be completed within six years of date of entry.

Master of Arts in Counselling, Master of Arts in Global Studies, Master of Arts in Educational Studies, Master of Arts (Theological Studies) and Master of Arts (Christian Studies), and Certificates: All work must be completed within four years of date of entry.

Doctor of Ministry: All work must be completed within six years of date of entry.

If the student has not completed his/her program of study within these guidelines, the current catalogue shall apply and additional work may be required before graduation is allowed.

## **Grade Point Average Requirements**

Students must have a 2.00 AGPA for the first year's work (24–30 hours) to return for the second year. An AGPA of 2.30 is required in order for M.Div. students to proceed to their final year. An AGPA of 2.50 is required for graduation except where noted under specific degree requirements.

## **Class Attendance**

Regular class attendance is required. Absences of more than 20% of a course for any reason will be reflected in the grading up to and including a failing mark. Excessive absences may prevent a student from enrolling in future courses.

## **Graduation**

Graduate degrees from Providence Theological Seminary are granted to students who have satisfactorily completed a particular program of study as set forth in this catalogue and who have met all their financial obligations to the school. Students apply for graduation by February 1 of the year they intend to graduate.

Applicants for graduation are considered by the Faculty Senate which recommends them to the Board of Governors based on scholastic achievement. Students with a 3.75 cumulative grade point average are recommended to graduate with honours. The Faculty Senate recognizes that particular ministries require certain gifts, character traits, and levels of maturity beyond what can be gained in a short time at Seminary. Therefore, the Senate's recommendation to the Board implies only that the student has adequately fulfilled course requirements in terms of skills and knowledge, not that they are now qualified for a particular ministry. Members of the Faculty are available to give ministry references for individual students. Applications for graduation submitted after the February Board meeting cannot be considered for graduation in that year. Attendance at the commencement ceremony is required of all graduates unless application is made and special permission is granted to graduate in absentia.

## **Plagiarism and Academic Dishonesty**

The Seminary operates on an honor system. The faculty assumes that all course work, both oral and written, is the product of the student's own work. Cheating and plagiarism in any form are prohibited. Students must not use other people's ideas or words without acknowledgment, copy other people's work as their own,

or falsify the results of study. Academic dishonesty and plagiarism are viewed as grave offenses. They may result in the student failing the course, and can be grounds for dismissal from the Seminary at the sole discretion of the Seminary. Dishonest use of ideas or sources is an ethical issue that reflects on readiness for ministry. Work submitted to one class should not be used in a second class without consultation with the faculty. For a fuller discussion, see "Academic Dishonesty" in the Student Handbook.



# PROVIDENCE

UNIVERSITY COLLEGE AND SEMINARY



## PLANNING CALENDAR 2011-2012

[providencecollege.ca](http://providencecollege.ca)  
[providenceseminary.ca](http://providenceseminary.ca)



M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# September 2011

This Month:

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Student Leadership Training Week	2 Aviation Orientation Camp	3 Pre-season Varsity Training Camps (Soccer)	4 Returning Residence Students Arrive/Food Service begins
5 New Students Arrive Parent/Guardian Orientation	6 Student Orientation/Registration Comic Intros/All Residents Meeting	7 Open Tryouts (Vball and Soccer)	8 Classes Begin	9 New International/ELI student Orientation	10 University College/Providence Community Event	11
12	13 Dessert Social (S) Open Tryouts (Bball and Vball)	14 Last Day for Course Changes (No Fee) Fall Convocation	15 Dessert Social (U)	16	17 First Year Retreat (U)	18
19	20	21 Last Day for Course Changes (Fee) Day of Prayer	22	23 Harvest Festival Banquet	24 Harvest Festival Banquet	25
26	27	28	29	30		

U - University College Event  
 S - Seminary Event

August 2011

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

This Week:

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# September 2011

October 2011

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

This Week:

# September 2011

Thursday, September 1

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Friday, September 2

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Saturday, September 3

Sunday, September 4

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August 2011

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

This Week:

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# September 2011

Monday, September 5

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Tuesday, September 6

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Wednesday, September 7

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Classes Begin

October 2011

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# September 2011

This Week:

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Thursday, September 8

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Friday, September 9

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Saturday, September 10

Sunday, September 11

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Prov Community Event \_\_\_\_\_

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August 2011

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

This Week:

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# September 2011

Monday, September 12

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Tuesday, September 13

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\_\_\_\_\_ Dessert Social (all new seminary students)

Wednesday, September 14

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\_\_\_\_\_ Fall Convocation  
Last Day for Course Changes (no fee)

October 2011

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# September 2011

This Week:

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Thursday, September 15

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Dessert Social (all new university college students) \_\_\_\_\_

Friday, September 16

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First Year Retreat (16-18 new university college students) \_\_\_\_\_

Saturday, September 17

Sunday, September 18

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August 2011

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

This Week:

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# September 2011

Monday, September 19

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Tuesday, September 20

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Wednesday, September 21

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Last Day for Course Changes (fee)  
Day of Prayer

October 2011

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

This Week:

# September 2011

Thursday, September 22

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Friday, September 23

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Harvest Festival Banquet

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Saturday, September 24

Sunday, September 25

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Harvest Festival Banquet

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August 2011

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

This Week:

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# September 2011

Monday, September 26

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Tuesday, September 27

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Wednesday, September 28

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M	T	W	T	F	S	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

This Month:

# October 2011

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
					1	2	
3	4	5	6	7	8	9	
-----		October Intrasession (S)		-----		Thanksgiving Break	
10	11	12	13	14	15	16	
-----							
17	18	19	20	21	22	23	
-----		Mid-term Examinations (U)		Last Day for Voluntary Withdrawal (S)			
24	25	26	27	28	29	30	
	University College Lecture Series						
31							

U - University College Event  
 S - Seminary Event

September 2011

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# October 2011

This Week:

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Thursday, September 29

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Friday, September 30

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Saturday, October 1

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Sunday, October 2

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November 2011

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

This Week:

# October 2011

Monday, October 3

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October Intrasession (3-6 seminary) \_\_\_\_\_

Tuesday, October 4

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Manitoba Provincial Election \_\_\_\_\_

Wednesday, October 5

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September 2011

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# October 2011

This Week:

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Thursday, October 6

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Friday, October 7

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Thanksgiving Break (7-10)

Saturday, October 8

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Sunday, October 9

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November 2011

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

This Week:

# October 2011

Monday, October 10

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Tuesday, October 11

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Wednesday, October 12

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September 2011

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# October 2011

This Week:

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Thursday, October 13

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Friday, October 14

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Saturday, October 15

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Sunday, October 16

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November 2011

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

This Week:

# October 2011

Monday, October 17

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Mid-term Examinations (17-21 university college) \_\_\_\_\_

Tuesday, October 18

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Wednesday, October 19

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September 2011

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# October 2011

This Week:

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Thursday, October 20

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Friday, October 21

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\_\_\_\_\_ Last Day for Voluntary Withdrawal from a Class (seminary)

Saturday, October 22

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Sunday, October 23

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November 2011

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

This Week:

# October 2011

Monday, October 24

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Tuesday, October 25

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University College Lecture Series \_\_\_\_\_

Wednesday, October 26

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September 2011

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# October 2011

This Week:

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Thursday, October 27

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Friday, October 28

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Saturday, October 29

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Sunday, October 30

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December 2011

M	T	W	T	F	S	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# November 2011

This Month:

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5 How to Do Research	6
7	8	9	10	11 Remembrance Day	12	13
14 Last Day for Voluntary Withdrawal from a Course (U)	15	16	17	18	19	20
----- November Intrasession (S) -----						
21	22	23	24 Faculty Forum (U)	25	26	27
28	29	30	31			

U - University College Event  
 S - Seminary Event

October 2011

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

This Week:

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# November 2011

Monday, October 31

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Tuesday, November 1

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Wednesday, November 2

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December 2011

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

This Week:

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# November 2011

Thursday, November 3

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Friday, November 4

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Saturday, November 5

Sunday, November 6

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How to Do Research

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October 2011

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

This Week:

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# November 2011

Monday, November 7

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Tuesday, November 8

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Wednesday, November 9

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December 2011

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

This Week:

# November 2011

Thursday, November 10

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Friday, November 11

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Remembrance Day \_\_\_\_\_

Saturday, November 12

Sunday, November 13

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October 2011

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# November 2011

This Week:

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Monday, November 14

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November Intrasession (14-18 seminary)  
Last Day for Voluntary Withdrawal from a Course (university college)

Tuesday, November 15

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Wednesday, November 16

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December 2011

M	T	W	T	F	S	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

This Week:

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# November 2011

Thursday, November 17

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Friday, November 18

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Saturday, November 19

Sunday, November 20

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October 2011

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

This Week:

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# November 2011

Monday, November 21

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Tuesday, November 22

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Wednesday, November 23

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December 2011

M	T	W	T	F	S	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

This Week:

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# November 2011

Thursday, November 24

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Faculty Forum (university college)

Friday, November 25

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Saturday, November 26

Sunday, November 27

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October 2011

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# November 2011

This Week:

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Monday, November 28

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Tuesday, November 29

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Wednesday, November 30

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M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# December 2011

This Month:

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2 Festival of Christmas Praise	3 Festival of Christmas Praise	4
5	6	7	8	9 Christmas Celebration Banquet	10	11
12	13	14	15	16 Last Day of Classes (S)	17	18
----- Final Exams (U) -----						
19	20	21	22	23	24	25
26	27	28	29	30		

U - University College Event  
 S - Seminary Event

November 2011

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

This Week:

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# December 2011

Thursday, December 1

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Friday, December 2

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Festival of Christmas Praise (2, 3)

Saturday, December 3

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Sunday, December 4

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January 2012

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

This Week:

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# December 2011

Monday, December 5

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Tuesday, December 6

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Wednesday, December 7

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November 2011

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

This Week:

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# December 2011

Thursday, December 8

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Friday, December 9

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Christmas Celebration Banquet

Saturday, December 10

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Sunday, December 11

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January 2012

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

This Week:

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# December 2011

Monday, December 12

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Final Examinations (12-16 university college)

Tuesday, December 13

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Wednesday, December 14

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November 2011

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

This Week:

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# December 2011

Thursday, December 15

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Friday, December 16

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\_\_\_\_\_ Last Day of Classes (seminary)

Saturday, December 17

Sunday, December 18

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January 2012

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

This Week:

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# December 2011

Monday, December 19

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Tuesday, December 20

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Wednesday, December 21

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November 2011

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

This Week:

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# December 2011

Thursday, December 22

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Friday, December 23

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Saturday, December 24

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Sunday, December 25

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Merry Christmas!

January 2012

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

This Week:

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# December 2011

Monday, December 26

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Tuesday, December 27

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Wednesday, December 28

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November 2011

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

This Week:

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# December 2011

Thursday, December 29

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Friday, December 30

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Saturday, December 31

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\_\_\_\_\_ New Years Eve



December 2011

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# January 2012

This Month:

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Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday

						1 Food Service Begins
2	3	4	5 New International University College/ELI Students Arrive	6 New International /ELI Student	7 University College Orientation	8 Residence Students Arrive
----- January Intersession and D Min Modules -----						
9 Orientation (am) Classes Begin (pm)	10	11	12	13	14	15
16 Last Day for Course Changes (no fee)	17	18	19	20 Student Leadership Retreat (U)	21	22
23 Last Day for Course Changes (fee)	24 Day of Prayer	25	26	27	28	29
30	31					

U - University College Event  
S - Seminary Event

February 2012

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

This Week:

*January 2012*

Sunday, January 1

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Food Service Begins \_\_\_\_\_

December 2011

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# January 2012

This Week:

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Monday, January 2

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\_\_\_\_\_ January Intersession and D Min Modules (2-6 seminary)  
University College Intersession Classes (2-6 university college)

Tuesday, January 3

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Wednesday, January 4

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M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

This Week:

# January 2012

Thursday, January 5

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New International University College/ELI Students Arrive \_\_\_\_\_

Friday, January 6

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New International University College/ELI Student Orientation (6,7) \_\_\_\_\_

Saturday, January 7

Sunday, January 8

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Residence Students Arrive (university college)

December 2011

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# January 2012

This Week:

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Monday, January 9

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\_\_\_\_\_ Winter Orientation for New Students am - Classes Begin pm (university college)  
Registration/Orientation am - Classes Begin pm (seminary)

Tuesday, January 10

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Wednesday, January 11

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February 2012

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

This Week:

# January 2012

Thursday, January 12

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Friday, January 13

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Saturday, January 14

Sunday, January 15

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December 2011

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# January 2012

This Week:

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Monday, January 16

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\_\_\_\_\_ Last Day for Course Changes (no fee)

Tuesday, January 17

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Wednesday, January 18

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February 2012

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

This Week:

# January 2012

Thursday, January 19

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Friday, January 20

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Student Leadership Retreat (20-22 university college) \_\_\_\_\_

Saturday, January 21

Sunday, January 22

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December 2011

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# January 2012

This Week:

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Monday, January 23

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Last Day for Course Changes (fee)

Tuesday, January 24

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Day of Prayer

Wednesday, January 25

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February 2012

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

This Week:

# January 2012

Thursday, January 26

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Friday, January 27

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Saturday, January 28

Sunday, January 29

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January 2012

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# February 2012

This Month:

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Student Leadership Applications / Interviews (university college) \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2 Missio Dei	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 Louis Riel Day	21	22	23	24 Last Day for Voluntary Withdrawal (S)	25	26
		----- Full Length Production -----				
27	28	29	----- Mid-term Examinations (U) -----			

\* Note - Student Leadership Applications will be received and interviews given during the month of February. (university college)

U - University College Event  
S - Seminary Event

March 2012

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# February 2012

Monday, January 30

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Tuesday, January 31

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Wednesday, February 1

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March 2012

M	T	W	T	F	S	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

This Week:

# February 2012

Monday, February 6

Tuesday, February 7

Wednesday, February 8

January 2012

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# February 2012

This Week:

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Thursday, February 9

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Friday, February 10

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Saturday, February 11

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Sunday, February 12

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March 2012

M	T	W	T	F	S	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

This Week:

# February 2012

Monday, February 13

Tuesday, February 14

Wednesday, February 15

January 2012

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# February 2012

This Week:

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Thursday, February 16

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Friday, February 17

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Saturday, February 18

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Sunday, February 19

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March 2012

M	T	W	T	F	S	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

This Week:

# February 2012

Monday, February 20

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Louis Riel Day \_\_\_\_\_

Tuesday, February 21

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Wednesday, February 22

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Full Length Production (22-25) \_\_\_\_\_

January 2012

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# February 2012

This Week:

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Thursday, February 23

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Friday, February 24

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\_\_\_\_\_ Last Day for Voluntary Withdrawal from a Course (seminary)

Saturday, February 25

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Sunday, February 26

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March 2012

M	T	W	T	F	S	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# February 2012

This Week:

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Monday, February 27

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Mid-term Examinations (Feb 27-Mar 2 university college)

Tuesday, February 28

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Wednesday, February 29

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February 2012

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

# March 2012

This Month:

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
			----- Mid-term Examinations (U) -----			
5	6	7	8	9	10	11
			----- Reading Days (U) -----			
			----- March Intrasession/ Reading Days (S) -----			
12 Last Day for Voluntary Withdrawal (U)	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 Athletic Banquet	31	

U - University College Event  
S - Seminary Event

April 2012

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

This Week:

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# March 2012

Thursday, March 1

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Friday, March 2

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Saturday, March 3

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Sunday, March 4

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M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

# March 2012

This Week:

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Monday, March 5

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\_\_\_\_\_ Reading Days (5-9 university college)  
 March Intrasession/Reading Break (5-9 seminary)

Tuesday, March 6

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Wednesday, March 7

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April 2012

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

This Week:

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# March 2012

Thursday, March 8

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Friday, March 9

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Saturday, March 10

Sunday, March 11

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February 2012

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

# March 2012

This Week:

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Monday, March 12

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\_\_\_\_\_ Last Day for Voluntary Withdrawal from a Course (university college)

Tuesday, March 13

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Wednesday, March 14

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April 2012

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

This Week:

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# March 2012

Thursday, March 15

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Friday, March 16

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Saturday, March 17

Sunday, March 18

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February 2012

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

# March 2012

This Week:

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Monday, March 19

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Tuesday, March 20

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Wednesday, March 21

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April 2012

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

This Week:

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# March 2012

Thursday, March 22

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Friday, March 23

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Saturday, March 24

Sunday, March 25

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February 2012

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

# March 2012

This Week:

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Monday, March 26

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Tuesday, March 27

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Wednesday, March 28

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May 2012

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

This Month:

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**April 2012**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1 Spring Concert
3	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Graduation Banquet (S)	21 Graduation Banquet (U) Graduation (S)	22 Graduation (U) Residence Move-out
-----		Final Examinations (U)		-----		Graduation Activities-----
23	24	25	26	27	28	29
30						

U - University College Event  
S - Seminary Event

March 2012

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# April 2012

This Week:

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Thursday, March 29

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Friday, March 30

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Athletic Banquet

Saturday, March 31

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Sunday, April 1

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Spring Concert

May 2012

M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

This Month:

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# April 2012

Monday, April 2

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Tuesday, April 3

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Wednesday, April 4

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March 2012

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# April 2012

Thursday, April 5

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Friday, April 6

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Saturday, April 7

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Sunday, April 8

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May 2012

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

This Week:

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**April 2012**

Monday, April 9

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Tuesday, April 10

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Wednesday, April 11

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March 2012

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# April 2012

This Week:

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Thursday, April 12

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Friday, April 13

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Saturday, April 14

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Sunday, April 15

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May 2012

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

This Week:

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**April 2012**

Monday, April 16

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Final Examinations (16-20 university college) \_\_\_\_\_

Tuesday, April 17

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Wednesday, April 18

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March 2012

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# April 2012

This Week:

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Thursday, April 19

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Friday, April 20

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Seminary Graduation Banquet

\_\_\_\_\_ Year-end Activities (20-22 university college)  
 \_\_\_\_\_ Year-end Activities (20-22 seminary)

Saturday, April 21

Sunday, April 22

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_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_ Seminary Graduation  
 \_\_\_\_\_ University College Graduation Banquet

\_\_\_\_\_ University College Graduation  
 \_\_\_\_\_ Residence Move-out

May 2012

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

This Week:

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**April 2012**

Monday, April 23

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Tuesday, April 24

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Wednesday, April 25

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March 2012

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# April 2012

This Week:

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Thursday, April 26

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Friday, April 27

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Saturday, April 28

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Sunday, April 29

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May 2012

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

This Week:

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Monday, April 30

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Important Dates:

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## 2012 - 2013

### May 2012

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### June 2012

					1	2	3
	4	5	6	7	8	9	10
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

### September 2012

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### October 2012

	1	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

### January 2013

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February 2013

					1	2	3
	4	5	6	7	8	9	10
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28				

July 2012

						1	
1	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

August 2012

		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					

November 2012

			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

December 2012

								1	2
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			
31									

March 2013

					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

April 2013

1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30								

