



BOOTH
UNIVERSITY
COLLEGE

**Student Handbook
2016-2017**

“Education for a Better World”

WELCOME TO BOOTH UNIVERSITY COLLEGE!

BOOTH UNIVERSITY COLLEGE IDENTITY AND MISSION STATEMENT

Booth University College, a University college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, to bring hope, social justice, and mercy into our world.

THE BOOTH COMMUNITY

Being a member of this community is an opportunity to grow in all aspects of life. The Student Handbook gives students guidance on the values that are at the centre of community life at Booth University College. Among those values are: commitment to Christian faith, scholarship, mutual respect, accountability, moderation, love for one another, tolerance for others who are different from ourselves, personal and academic integrity, and responsibility to duties as members of this community.

Note: The provisions of this Student Handbook may be amended without notice at any time. The Booth University College Website will always have the most up to date version.

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HOURS OF OPERATION

Office Hours	Monday-Friday	8:00 am-4:00 pm
Booth Bistro	Monday-Friday	8:00 am-5:45 pm
Gymnasium	Monday-Sunday	Hours as posted
Library	Monday-Thursday Friday Saturday	8:00 am-9:00 pm 8:00 am-6:00 pm 10:00 am-5:00 pm
<u>Computer Labs</u>		
Residential Students	24 hours/day	
Commuter Students	Monday – Friday Saturday, Sunday & Public Holidays	8:00 am – 11:00 pm 9:00 am - 5:00 pm

IMPORTANT DATES

(For more details, please refer to page 2-5 in the 2016-2017 Academic Calendar)

	Fall (2016)	Winter (2017)
Orientation for new students	Sept 6	Jan 6
Semester	Sept 7 – Dec 6	Jan 9 – Apr 7
Fee Payment Deadline	Sept 6	Jan 6
Registration Deadline	Sept 6	Jan 6
Late Registration & Revision Period	Sept 8 – Sept 23	Jan 10 – Jan 20
Voluntary Withdrawal Deadline	Nov 4	Mar 10
Final Examination Dates	Dec 9 – 15	Apr 10 - 17
Convocation and Conferral of Degrees		Apr 30
Reading Week		Feb 20-24
Holidays -		
Thanksgiving Day	Oct 10	
Remembrance Day	Nov 11	
Louis Riel Day		Feb 20
Good Friday		Apr 14

FREQUENTLY CALLED NUMBERS

Department	Position	Ext.	Phone
<u>Admissions Office</u>			
Chantel Burt	- <i>Director of Admissions</i>	867	204-924-4867
<u>Student Services</u>			
Karen Ng	- <i>Dean of Students</i>	876	204-924-4876
Derek Loeppky	- <i>Student Services Coordinator</i>	875	204-924-4875
Sherilyn Burke	- <i>Receptionist</i>	0	204-947-6701
<u>Facilities</u>			
Andrew Drinnan	- <i>Facilities Manager</i>	855	204-924-4855
<u>Library</u>			
Meagan Morash	- <i>Director of Library Services</i>	857	204-924-4857
Circulation	- <i>Circulation</i>	858	204-924-4858
<u>President's Office</u>			
Dr. Marjory Kerr	- <i>University College President</i>	863	204-924-4863
	- <i>Executive Assistant to the President</i>	868	204-924-4868
<u>Academic Services</u>			
Dr. Perry Baker	- <i>Interim VP Academic and Dean</i>	132	204-594-6132
Anelin Perez	- <i>Administrative Coordinator for Academic Services</i>	872	204-924-4872
<u>IT Services</u>			
Chris Nelson	- <i>Network Administrator</i>	878	204-924-4878
	- <i>IT Support Technician</i>	137	204-594-6137
<u>Financial Services</u>			
Dan Harder	- <i>Financial Services Manager</i>	853	204-924-4853
<u>Registrar's Office</u>			
Dr. Maria (Mariciel) Nuyda	- <i>Registrar</i>	861	204-924-4861
Maria Ayo	- <i>Assistant Registrar</i>	875	204-924-4865
<u>Hospitality Services</u>			
Kristina Majowski	- <i>Hospitality Services Manager</i>	854	204-924-4854

STUDENT SERVICES

Welcome to Booth University College! Whether you are a new, transfer, returning, commuter or residence student, you are recognized and welcomed as a fully participating member of our community.

Student Services Desk

Karen Ng	- <i>Dean of Students</i>	Ext. 876	204-924-4876
Derek Loeppky	- <i>Student Services Coordinator</i>	Ext. 875	204-924-4875
Maria Ayo	- <i>Assistant Registrar</i>	Ext. 865	204-924-4865
Sherilyn Burke	- <i>Receptionist</i>	Ext. 0	204-947-6701

Purchasing Text Books

Textbooks for courses can be purchased at the University of Winnipeg's bookstore. Please visit www.uwinnipeg.ca for hours of operation. Textbooks may also be purchased elsewhere as desired. There is a bulletin board on the main floor in the Commons for used books and a Facebook group (**Booth UC used books for sale**) to which you can post wanted or used books.

If you are looking for a booklist for your classes, you can find this on the home page of our website at <https://www.boothuc.ca/current-students/office-of-the-registrar/>

Student ID Cards

If you are a new student to Booth, you will need to have your ID picture taken on orientation day. If you are a returning student, you will need to pick up a validation sticker for your current ID card. Lost cards will be replaced for a fee.

Health Services

Booth University College is not equipped with health service professionals. For Health Service provider information, please visit the WRHA website www.MyRightCare.ca. Please contact the Student Services Desk if you need further information.

Booth University College does not offer health insurance benefits for students. Manitoba Blue Cross offers a variety of plans to suit your budget and needs.

Counseling Services

For counseling needs, students may be referred to an off-campus professional counselor. These services are available at a reasonable cost, normally to be borne by the student.

Contact the Dean of Students or Student Services Coordinator for more information or see Appendix 1 for a list of available services in Winnipeg.

Spiritual Care

Students wishing to speak with a chaplain may contact the Student Services Coordinator, whose office is in the Commons on the main floor of the Webb Place campus.

Lost and Found

Lost and found articles should be taken to the Student Services Desk on the main floor of the Webb Place campus. All items are held for two months after which time they will be discarded.

Courtesy Phones

Courtesy phones are located on the main floor of the Webb Place campus between the two front doors and on the third floor. Callers must dial '9' to call outside the campus.

Student Computers/Internet

The University College provides students with free internet access throughout both campus buildings. Students may arrange to receive the wireless password at the Student Services Desk on the Webb Place campus.

Computer Lab

The computer lab is located on the lower level of the Webb Place Campus and is available as a service to full and part-time students, faculty and staff. All students wishing to use the University College network services are required to agree to the University College "Computer Access Policy" which also provides instructions of how to access the lab computers. Further information is available at the Student Services Desk. Please note students are asked to bring their own data storage device such as a flash drive or portable hard drive since no storage space is provided on the lab computers.

Hours

For residential students	24 hours/day
For commuting students available from	8am – 11pm (Monday – Friday), 9am – 5pm (Saturday, Sunday and public holidays)

No food or drink is allowed in the computer lab. If a student is found with food or drink in the lab, their network account privileges may be revoked for the remainder of the academic year.

Public Transit

Current bus routes and schedules can be found on the Winnipeg Transit website. For more information call 986-5700 or visit www.winnipegtransit.ca.

Bikes

It is recommended that students who ride a bicycle to Booth UC lock it in the bicycle cage behind the Webb Place building. This is a locked cage accessible only by key which can be obtained at the Student Services Desk.

Gymnasium

The gymnasium has designated hours for general use by all students. The gymnasium must be reserved at the Student Services Desk. Please contact Student Services for more information.

Gym Passes

Booth University College has an agreement with the University of Winnipeg for free membership at the Bill Wedlake Fitness Centre located inside the Duckworth Center, on their campus at 400 Spence Street. Access is provided with a valid current Booth UC Student Card.

Food Services

Booth Bistro is open 8am – 5:45pm Monday to Friday. Meals and snacks are available throughout the day. The menu and prices are posted in the Bistro and on the 'Campus Life' section of the website. Payment can be made by cash, debit and VISA or MasterCard.

Questions or concerns regarding Booth Bistro or menu items may be addressed to the Hospitality Services Manager, Kristina Majowski located in Room 102 on the main floor of the Webb Place campus.

STUDENT SUCCESS

Spiritual Life

Booth University College offers an array of opportunities to encourage spiritual growth. We meet as a community for worship and fellowship in the Chapel, on Wednesdays and Fridays at 11:20 am. This year there will be a number of special events and special guests throughout the year. Watch for announcements.

Academic Learning Centre

The Booth UC Academic Learning Centre (ALC) is designed to assist students with the acquisition of learning skills and strategies to become independent and active learners and to achieve academic and personal success. We do this by facilitating learning, helping to enhance writing skills and providing academic support.

All services of the ALC are free to all students at any level who wish to improve their academic skills and ability to learn, thereby maximizing their academic experience and allowing them to achieve greater academic performance and personal fulfillment.

Academic Learning Centre tutors are able to assist students with focus, content, clarity, grammar, and mechanics in their works-in-progress. Students not only receive help on their written assignments, but also learn how to improve their writing skills.

Students are encouraged to sign up for an appointment. During peak times, tutors may set up group sessions for course help with specific needs if the demand is high. Students should visit the Academic Learning Centre at least one week in advance of an assignment due date. Tutors are available only within their set hours of operation.

Workshops and seminars are planned throughout the year to help you to improve skills on essay writing, research and study skills as well as ways to help you to transit from High School to University such as financial management, time management, etc.

Watch out for announcements on these workshops and seminars around campus!!

Accessibility Services

Booth University College is dedicated to making every reasonable effort to help all students succeed in their academic pursuits. To this end, the University College will endeavour to ensure an accessible learning and working environment for students with documented disabilities. Barring undue hardship for the institution, supports and services will be provided to persons who have identified the nature of their disability to a representative from Student Services. Booth University College will ensure that all students with disabilities are considered for admission to the University College and to the programs for which they are academically qualified.

Student Services office will assist students who have declared a disability with the appropriate accommodations (where applicable). Student should declare the nature of their disability to the Dean of Students and provide the appropriate documentation to complete the needs assessment as soon as possible. Documentation of a disability must be **within the last three years**. Once this documentation is provided, Student Services will meet with the student to further discuss the learning resources available and classroom needs, develop an accommodation plan for exams and determine what resources the University College can reasonably provide to assist the student.

The Dean of Students will inform teaching faculty, department heads and the Academic Dean regarding any reasonable special arrangements necessary to accommodate the student. This shall be accomplished in a way that does not compromise the integrity of the course material and in a way that promotes equity. The Dean of Students will also inform the Registrar regarding any alterations to the official exam schedule that will be necessary to accommodate the student.

Booth University College is responsible for maintaining the confidentiality of disability-related information, including limiting the distribution of that information to only those parties that require the information to determine the issue of accommodation.

For more information, please contact the Dean of Students on campus or visit the website: <https://www.boothuc.ca/campus-life/student-services/accessibility-services/>

BUSINESS OFFICE

The Business Office oversees each student's financial status with the University College.

Booth University College Student Services Fee

This fee is collected during Registration and Payment of Fees and is used to support the various services provided to students. Fees are determined by the number of credit hours a student registers for.

Property Insurance

Booth UC is not responsible for items which are lost, stolen or damaged (e.g. electronic devices, bicycle and vehicles, etc.) on campus. Students are encouraged to purchase private insurance.

Returned Cheques

A \$50.00 fee is charged on all returned cheques.

Alteration of Fees

The University College reserves the right to alter fees and charges without advance notice.

For more information please contact the Business Office.

Vehicle Regulations

Booth UC has no student parking available. Students must make their own arrangements for parking.

EMERGENCIES

What to Do In Case Of Medical Emergency

In case of an emergency on campus that requires outside help from medical (ambulance) personnel, please keep the following in mind:

During business hours, contact the Student Services Front Desk staff who will notify appropriate University College personnel.

If you need an ambulance (medical emergency) dial 911 and ask for an ambulance.

After hours it is important to notify the on-call person of the emergency. If the on-call person is not available on site please ensure that emergency personnel can enter the campus building.

Please note: the caller and the one being treated can expect to pay a substantial fee for an ambulance visit.

What to Do In Case Of Fire

447 Webb Place Campus

Booth University College has designated Fire Wardens on floors 1, 2 & 3 who have the responsibility to inform people on their floor of a crisis that requires building evacuation. The Fire Wardens are assigned by the Human Resources Coordinator in collaboration with the Facilities Manager. The Fire Wardens are as follows:

1st floor:	Maria Ayo	Shannon MacTavish
2nd floor:	Anellin Perez	Georgina McSherry
3rd floor:	Lisa Richard	Michael Boyce
Residences	Karen Ng	Linda Kean

Pull stations are located throughout the University College

If fire is discovered:

1. Turn off room lights
2. Close the door
3. If alarm not already sounding, pull fire alarm and then proceed to exit the building
4. Exit the building

The 3rd and 6th floors have been designated as “Cross Over Floors”. In the event that there is a fire, smoke or obstruction in the exit stairwell, and you are unable to proceed down to the main floor, you are able to cross over on 3rd and 6th floors to east stair or west stair exit, depending on the stairwell you are exiting from. Exit doors have been clearly marked with a “Cross Over” sign. If it is impossible to evacuate, close the door in your room and signal out the window.

It is each person’s duty and responsibility to know:

1. Fire procedures.
2. Evacuation procedures.
3. Location of annunciation fire panel – in front entrance vestibule
4. Location of the pull stations.
6. Location of telephones.
7. Location of exits.
8. Location of stairways.
9. Elevators are not to be used during emergency
10. The number of doors your room is from the exit

Everyone is required to leave the building during a fire alarm and meet at the External Assembly location.

External Assembly Location is the parking lot across the street (Adult Education Building).

In the event that there is an evacuation during the evening the On Call staff will access the lock box to get the key to CFOT at 290 Vaughan to provide shelter. Instructors are requested to leave the building by the most direct route, using stairs rather than elevators, and ensure all class members evacuate with them. The On Call staff member will assist in evacuation. If a student is not evacuated or for any persons leaving the area the instructor must inform the On Call staff member or the Fire Department personnel so that fire and emergency responders can be notified.

If a person is unable to use stairs (e.g. Wheelchair, limited mobility), they are to advise the instructor, proceed to the nearest stairwell landing and wait for the Fire Department for assistance. The instructor is responsible to advise the Fire Department personnel of this person's location.

Re-entry to the building would take place when authorities give the okay and the building has been prepared.

Petersen Hall Campus & Library - 290 Vaughan Street

The Fire Wardens at Petersen Hall Campus and Library are as follows:

Petersen Hall: Amanda Slotboom

Library : Meagan Morash

Pull stations are located throughout the building.

If fire is discovered:

1. Turn off room lights
2. Close the door
3. If alarm not already sounding, pull fire alarm and then proceed to exit the building
4. Exit the building

If a person is unable to use stairs (e.g. Wheelchair, limited mobility), they are to advise the instructor, proceed to the nearest stairwell landing and wait for the Fire Department for assistance. The instructor is responsible to advise the Fire Department personnel of this person's location.

External Assembly Location

The evacuation procedure at the Library and Petersen Hall at 290 Vaughan is to exit via the nearest emergency exit and meet in the ***CFOT parking lot nearest to Colony Street***. In the event that there is an evacuation during the evening or when the weather is bad, the evacuees can go to 447 Webb Place for shelter.

Re-entry to the building would take place when authorities give the okay and the building has been prepared.

Emergency Fire Equipment

Hanging items from, /or tampering with the fire prevention systems is not permitted. Non-emergency use of fire equipment and/or the alarm system will result in a minimum financial penalty of \$800.00 in addition to other disciplinary action.

Physical Threat

IF THERE IS A PHYSICAL THREAT THAT OCCURS INSIDE A CAMPUS BUILDING, DO NOT USE THE ELEVATORS – REMAIN CALM.

Upon discovery of a Violent Criminal Offence/Armed Intruder

- If safe to do so, leave the area immediately via the nearest exit
- Do not carry anything in your hands (eg. cell phone)
- Take as many people with you as possible
- Close and latch all doors behind you – do not lock
- If not safe to evacuate – “Shelter-in-Place”
- When safe to do so, call 911

Upon Being Notified to Evacuate

- Leave the building immediately via nearest exit
- Do not carry anything in your hands (eg. cellular telephone)
- Take as many people with you as possible
- Take your keys
- Close and latch doors behind you – do not lock
- When safe to do so, call 911

Emergency Lockdown / Shelter-in-Place

- ***If you are already in an office or room, follow these instructions:***
- Close and lock doors
- Close windows and curtains
- Cover glass in the door, if possible
- Turn off the lights
- Turn off computer monitor
- Crouch down in areas that are out of sight from the door(s) and window(s)
- Remain quiet and do not enter the hallways.
- When safe to do so, call 911
- If the fire alarm sounds, stay where you are unless you smell smoke or are advised to leave by the Police.

If you are in a hallway or other gathering area:

- Seek shelter in the nearest office / room and follow the above instructions.

If you are in an outdoor area:

- DO NOT enter the University College.
- Depart the area.
- Do not carry anything in your hands (eg. cellular telephone)

PRIVACY ACT

In keeping with the Federal Privacy Law, personal information collected will be used for the purposes of making housing arrangements for Booth University College students and non-Booth University College students, providing counseling services to students, processing applications for activities and programs, contacting students and completing of reports. The personal contact information will be used in case of emergency.

The University College policy will not share any information regarding an adult student (including to family and friends) that is not part of public record (e.g. enrollment dates, degrees received). The University College will not release addresses or telephone numbers of current/former students.

If a student desires to have such information generally released, the student is required to fill out an **'Authorization for Personal Information Disclosure'** Form and submit it to the Student Services Desk. Such requests are kept on file for three years following the last date of enrolment or until the student has withdrawn the request; whichever comes first.

If you have any concerns about this, wish to opt out, or receive more information on our Privacy Policy, please contact the Student Services Desk or visit www.boothuc.ca

CO-CURRICULAR ACTIVITIES

Eligibility

All students who are enrolled in courses at Booth UC and have paid the Student Services fee are eligible to participate in co-curricular activities.

Booth University College Activities

The Booth University College Student Services staff plans social and recreational events throughout the academic year and co-sponsors events with other University College departments and community groups.

COMMUNICATIONS

The University College has developed the following policy containing communication expectations, procedures and general guidelines for student use.

Communications Usage & Expectations

The University College provides information to students largely through the Website and email. Residence students will also have an allocated mail box. Class cancellations due to inclement weather will be announced on CJOB - 680 AM.

Frequently, information is sent to students via email. Emergency information will be communicated via text messages. **For this reason it is imperative that students provide current email and cellphone information to the Student Services Front Desk staff.**

University College Website

The University College website (www.boothuc.ca) is a resource for important community information. It is expected that all students will access the University College's website on a regular and/or as-needed basis to seek the information they need.

Bulletin Boards/Posters

All notices, posters, etc., placed on the general bulletin boards need to be approved and stamped by the department responsible for the space.

Announcements regarding events and other information will be posted on the digital screens located on campus.

COMMUTING STUDENT STORAGE

Lockers are available to students in Webb Place campus. Students are required to register for a locker at the Student Services Front Desk on a first-come-first-served basis. Students must provide their own locks, which must be removed prior to the end of the academic year. The University College assumes no responsibility for the security of the items stored. Lockers are located in the basement hallways and in the locker rooms/washrooms, and also in the washrooms on the third floor (in the back hallway).

PERSONAL PROPERTY

Booth University College cannot assume responsibility for the loss of money, valuables, or other personal property on campus. Likewise, personal property left on campus or property owned by the University College is not to be used without official permission of the individual owner or the University College. Please report all losses to the Dean of Students, Student Services Front Desk, or the Facilities Manager.

PRINCIPLES AND GUIDELINES FOR PERSONAL CONDUCT

Booth University College is a diverse community of people from a variety of backgrounds, faith experiences and interests. We have come together to share a journey of learning within the context of a Christian University College. Our life as a community is shaped by the Christian ethos of the institution. By choosing to study at Booth, students have chosen to identify themselves with this ethos and commit to live within the boundaries of the following expectations.

Interpersonal Relationships

Booth University College expects that all interpersonal relationships will be characterized by respect and integrity.

When there is an interpersonal conflict, students are encouraged to deal directly with the individuals involved in the conflict. If a resolution to the conflict cannot be found, assistance may be sought from the Dean of Students or the Student Services Coordinator. If an interpersonal conflict has detrimental effects on the life of the University College community, the University College may intervene in the situation to arrive at a resolution of the conflict.

Bullying/Cyber Bullying

All forms of bullying and cyber bullying are prohibited. Anyone who engages in bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline.

Students who have been bullied or cyber bullied are encouraged to report such incidents to the Dean of Students. Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified.

Cyber bullying includes, but is not limited to, the following intentions and misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, Facebook, text messages, digital pictures or images, website postings (including blogs) or any type of social media

Sexual Conduct

As a Christian educational institution, Booth University College affirms human sexuality as a gift from God which, when expressed in accordance with biblical teachings, enriches human life. With this in mind:

- Booth University College affirms marriage as the proper context for sexual intimacy;
- Booth University College affirms that interpersonal relationships—and especially relationships involving sexual intimacy—should always be characterized by respect and honor for the other person;
- Booth University College considers sexual violence of any kind as misconduct which will result in disciplinary action;
- Booth University College views pornography as a debasement of human persons; therefore, the possession or use of pornographic materials on the Booth University College campus or at any University College event is prohibited and will result in disciplinary action.

Breach of any of these standards in the residence, on Booth University College property, or at any Booth University College sponsored event will constitute grounds for disciplinary action including eviction from the residence.

Violence

Physical violence against another person is prohibited and will result in disciplinary action.

Racial and Ethnic Diversity

The University College subscribes to the equal rights of all to pursue excellence in their lives, without limitations based on their race or ethnicity. Racial or ethnic discrimination in any form is not tolerated under the Manitoba Human Rights Code, and is not acceptable at Booth University College.

Anti-Discrimination Policy

Any physical, verbal or other form of discrimination/harassment or violence based on factors including, but not limited to gender, race, culture, religion, and/or sexual orientation is prohibited.

- Offensive language
Any language that is deemed offensive due to discriminatory, harassing, or inappropriate content is prohibited. Posters, signs, door or wall ornamentation may not use offensive or discriminatory language or imagery.
- Harassment
This includes, but is not limited to, sexual, personal, and racial harassment. Abuse and harassment include any behaviour that is physically, psychologically, sexually, emotionally, or otherwise abusive. Personal attacks and abuse on computer or social networking such as sending or posting inappropriate or derogatory email messages, instant messages, Facebook, text messages, digital pictures or images, website postings (including blogs) or any type of social media will not be tolerated and will be dealt with in accordance with the Booth UC Harassment Policy. The offended resident may initiate procedures by contacting the Dean of Students.

Alcohol

Booth UC has a zero tolerance for consumption or possession of alcoholic beverages (this includes empty bottles and cans) on campus and at all Booth University College sanctioned activities. The presence of containers, including cans and bottles, will be regarded as possession.

Residents who choose to consume alcohol off campus are encouraged to be healthy and responsible in their conduct. Those who come to campus intoxicated, or exhibiting signs of intoxication by alcohol are subject to disciplinary action and if a student causes a disturbance, the police will be contacted in situations where it is deemed necessary.

Drugs

Drug possession, use or distribution is illegal under the Controlled Drug and Substance Act. Penalties for crimes committed under this act can be found at <http://laws-lois.justice.gc.ca/eng/acts/C-38.8/index.html>.

Booth University College prohibits the possession, use or distribution of all illegal drugs on campus and at all Booth University College events. Residents who breach this policy will be banned from Booth property and when appropriate the police will be contacted in situations where it is deemed necessary. Offending students will also be subject to disciplinary action.

If a resident has questions or concerns regarding alcohol or drugs, there are numerous resources available to them for assistance. Residents are encouraged to speak with Student Services staff. The following is a list of some of the agencies in Manitoba that can provide assistance:

- Addictions Recovery Inc. (ARI)
- The Addictions Unit – Health Sciences Centre
- Esther House
- The Laurel Centre
- Main Street Project Inc. (MSP)
- The Native Addictions Council of Manitoba
- Rosaire House Addictions Centre
- The Salvation Army – Anchorage Program
- St. Raphael Wellness Centre
- Tamarack Recovery Centre
- Two Ten Recovery Inc.

Smoking

Booth University College is a smoke free environment. Smoking is not permitted on Booth University College property or at any University College event.

Weapons/Dangerous Items

Absolutely no weapons will be allowed on campus or at any University College event. This includes but is not limited to side-arms, shotguns, rifles, ammunition, knives, paint ball guns, splat ball guns, airsoft guns, pellet or BB guns, hunting equipment, or any like substance with the potential to cause harm to property or other persons.

Fire crackers, fireworks and flammable substances may not be brought onto or used on University College property.

Any use or possession of these items will be subject to disciplinary action.

Advertising on Campus

Residents, students and others are permitted to advertise and sell on campus only with the approval of the Dean of Students. Advertisements for used textbooks may be posted on the student bulletin board in the Commons or on the Facebook "BOOTH UC USED BOOKS FOR SALE".

Other Forms of Misconduct

Booth University College will address any actions which are deemed to be harmful to other persons, which are detrimental to the health of the University College community or which are harmful to the educational mission of the institution. These actions include, but are not limited to: disturbing the peace; physically assaulting another person; fighting; vandalism; theft; or emotional, physical or verbal abuse of another person. Such conduct will be subject to discipline as determined by the University College. If appropriate, such behavior may also be reported to the police.

Conviction of a criminal offence may be grounds for dismissal from the University College. Being charged with a criminal offence may result in disciplinary action if, in the sole discretion of Booth University College, the alleged offence is deemed to pose a threat to the safety of the University College or any member of the University College community.

Scent Free Environment

Booth University College endeavors to provide a scent-free environment for all students, staff, and faculty.

Exposure to perfumes and other scented products can trigger health reactions in persons with asthma, allergies, migraines, and chemical sensitivities.

Individuals should be mindful of the needs of students, staff and faculty when using any scented products.

Confidentiality and Need to Disclose

It is the responsibility of Booth University College to ensure that this is a safe and respectful living and learning environment. Therefore, if a student discloses a situation or plans which may jeopardize their safety or the safety of others, or which it is required by law to report to the authorities, the information will be disclosed to appropriate officials of Booth University College and or the authorities.

Safety

Booth University College seeks to ensure a safe environment for students, employees and others. The University College may suspend or dismiss a student if the institution concludes, in its sole discretion, that that student poses a physical or emotional threat to another student, employee or other person.

In some situations, it may be necessary to suspend a student or to prohibit a student from being present on campus without following the procedures outlined in the “Community Accountability and Discipline” section below. This decision is within the sole discretion of the President (or designate).

COMMUNITY ACCOUNTABILITY AND DISCIPLINE

Students, upon admission to Booth University College, agree to comply with the policies of the University College and to act in a manner consistent with the Christian ethos of the institution.

When a student's behaviour is out of compliance with the above expectations and/or the ethos of Booth University College, the student should anticipate that the institution will commence a process to bring the student into compliance with these expectations.

Stage 1 – Investigation, Interview, Discipline

The disciplinary process begins with an investigation of the alleged offence(s). In some situations, the investigation may result in evidence being forwarded to the police for their evaluation, investigation and further action.

If there is sufficient evidence to cause concern, an interview of the student with the Dean of Students and/or other members of the University College staff may be held. The purpose of this interview is to create an opportunity to share information regarding the behaviour of concern and to bring the student into compliance with University College policy.

If the interview resolves the issue to the satisfaction of the Dean of Students, no further action will be taken.

However, as a result of this interview, the Dean of Students or another designated member of the University College staff may impose disciplinary action or conditions for continued status as a student. The disciplinary action may include probation, suspension from the University College, dismissal from the University College, or other discipline within the discretion of the Dean of Students. If the discipline takes the form of a suspension from the University College or dismissal from the University College, the President and the Vice President Academic will be informed of the decision prior to it being shared with the student and implemented.

In a situation in which the University College considers that the health or safety of the community is threatened, an immediate temporary or long-term suspension or dismissal of the student from the academic program and/or from the residence may be imposed. The student may file an appeal in accordance with the process outlined below, but the suspension or dismissal will be in effect until the appeals process has been completed.

Stage 2 – Community Life Appeal

If the student is unwilling to accept the discipline imposed by the Dean of Students or designate, the student may appeal the discipline on terms that are deemed appealable. Disciplinary actions which are considered appealable are fines, suspension and dismissal from the University College. Within the sole discretion of the University College, discipline may be implemented prior to an appeal being filed or heard.

A student will have 2 full business days from the time of receipt of the decision of the Dean of Students or designate to file an appeal. Prior to filing an appeal, the student must pay a student appeal fee to the University College. If the appeal is successful, the appeal fee will be refunded to the student.

The appeal letter must indicate whether the appeal is based on finding of fault or the discipline applied, or both. The appeal letter must be specific in detailing the grounds on which the appeal is being initiated.

The appeal letter must be filed with the Vice President Academic.

Stage 3 – Community Life Appeal Committee

Upon receipt of an appeal letter, the Vice President Academic or designate will initiate the appeals process. The President will be informed of the appeal.

The Vice President Academic will inform the chair of the Community Life Appeal Committee of the appeal and forward all relevant documentation to the chair of the committee. The Dean of Students will provide the chair of the Community Life Appeals Committee with any correspondence or other documentation related to the alleged offence.

The Community Life Appeal Committee will be comprised of: Chair, appointed by the President, two faculty or staff members appointed by the President, a student currently registered at Booth University College appointed by the President, and one other member appointed by the President. If the President deems there to be a conflict of interest for a member of the Committee who has been appointed by the President, the President shall exclude that individual from participating in the appeals process and will appoint another individual to the Committee.

The Community Life Appeal Committee will meet to review the documentation and to determine its procedures.

The student and the Dean of Students may participate in the appeals process by meeting with the Committee to present evidence. The student may have one representative appear before the Committee on his/her behalf. The University College may have legal counsel present to assist with the appeals process. The student must inform the Chair of the Committee at least 24 hours prior to the scheduled meeting of the Committee whether he/she wishes to have a representative appear before the Committee. Others may appear before the Committee at the discretion of the Committee if the Committee determines that their participation would be helpful to the Committee.

The student and the Dean of Students will have an opportunity to present evidence regarding the alleged offence, the disciplinary decision and the grounds on which the appeal has been initiated. The Committee may question the student and the Dean of Students and/or other individuals who may appear before the Committee. The student and/or his/her representative may not question the Dean of Students and the Dean of Students may not question the student. If the student chooses not to appear before the Committee, this shall not be viewed as evidence of guilt or innocence.

The student, his/her representative, and the Dean of Students will not be present during the private deliberations of the Committee. During its private deliberations the Committee will consider the grounds for the appeal, the evidence and arguments that have been presented during its deliberations, and the formulation of the Committee's recommendation regarding the appeal. The Committee will formulate a written recommendation which will be provided to the President or designate. The Committee may recommend sustaining the appeal, denying the appeal and/or reducing the discipline that has been imposed. The Committee will restrict its recommendation to the disposition of the appeal itself. The student and the Dean of Students will receive a copy of the recommendation of the Committee.

Stage 4 – Decision

Within a reasonable period of time after receiving the recommendation of the Community Life Appeals Committee, the President will make a decision regarding the appeal. The President shall inform the student, the Dean of Students, the Chair of the Community Life Appeals Committee and the Vice President Academic of his/her decision regarding the recommendation of the Community Life Appeal Committee. The decision of the President shall be final.

APPENDIX - LOCAL HEALTH CARE SERVICES AND SUPPORTS

Klinik Drop In Counselling Services (free, drop in, afternoons)	(204) 784-4067
Klinik Sexual Assault Line (24 hour)	(204) 786-8631
Crisis Pregnancy Services (24 hour distress line, free pregnancy counseling and testing) <i>Pregnancy.ca</i>	1-800-665-0570
Rainbow Resource Centre (LGBTQ information and support) <i>RainbowResourceCentre.org</i>	204-474-0212
Willow Place (formerly Osborne House - domestic violence, emergency shelter)	204-615-0311
Manitoba Suicide Line (24 hour)	1-877-435-7170
Kids Help Phone (24 hour distress line)	1-800-668-6868
Mood Disorders Association of Manitoba <i>MoodDisordersManitoba.ca</i>	(204) 786-0987
Canadian Mental Health Association <i>Winnipeg.CMHA.ca/our-services</i>	(204) 982-6100
Anxiety Disorders Association of Manitoba (ADAM) <i>ADAM.mb.ca</i>	(204) 925-0600
Addictions Foundation of Manitoba <i>AFM.mb.ca</i>	(204) 944-6200
Alcoholics Anonymous <i>AAManitoba.org</i>	(204) 942-0126

Health Links

Health Links is a 24-hour, 7-days a week telephone information service. Staffed by registered nurses with the knowledge to provide answers over the phone to health care questions and guide you to the care you need.

Call anytime (204) 788-8200 or toll-free 1-888-315-9257.

Downtown SafeWalk Program – if you have an evening class and you would like to have someone walk you to the bus stop or to where you parked your car, you can **call the Downtown Watch at 204-958-7233**. Their SafeWalk service is available from Monday to Friday from 8:30am to 11pm.