



**BOOTH**  
UNIVERSITY  
COLLEGE

EDUCATION FOR A BETTER WORLD

2026|2027  
**Student  
Handbook**

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## HOURS OF OPERATION\*

General Office Hours:	Monday – Friday	8:00 a.m. – 4:00 p.m.
Booth Bistro:	Monday – Friday	9:30 a.m. – 4:30 p.m.
Library:	Monday – Thursday	8:00 a.m. – 9:00 p.m.
	Friday	8:00 a.m. – 6:00 p.m.
	Saturday	10:00 a.m. – 5:00 p.m.
Academic Learning Centre	Monday—Friday	8:00 a.m. – 4:00 p.m.

*\*Hours of operation are subject to change. Please watch for notices indicating changes in operating hours.*

## CONTACT INFORMATION

### Booth University College Address & Contact

290 Vaughan Street, Winnipeg, MB, R3B 2N8

General Office Phone: 204-947-6701 (Reception '0'); Toll Free 1-877-942-6684; Fax 204-942-3856

John Fairbank Memorial Library: 204-924-4858; [Library@boothuc.ca](mailto:Library@boothuc.ca)

IT Support: [Support@BoothUC.ca](mailto:Support@BoothUC.ca)

Student Council: [stuco@myboothuc.ca](mailto:stuco@myboothuc.ca)

### Academic Services

Dr. Linda Schwartz	VP Academic and Dean	Rm 236	(204) 924-4882
Cherie Marynowski	Administrative Coordinator	Rm 234	(204) 924-4872
Shannon Loewen	Registrar	Rm 237	(204) 924-4861

### Union Station Campus

Dr. Paata Brekashvili	Director of ASPIRE Initiative	Rm 318 U	(204) 924-4869
Milena Andan	Administrative Coordinator-ASPIRE	Rm 311 U	(204) 594-6133

### Student Services

Barb Stanley (Major)	Dean of Students & Accessibility Coord	Rm 212	(416) 873-8248
Anna Tarasenko	Academic Learning Center Coordinator		
	International Student Advisor & Tutor	Rm 210	(204) 924-4875
Jeffrey Martin	User Experience &		
	Student Engagement Librarian	Rm 213	(204) 594-6139

### Hospitality Services

Angie Coe	Manager of Campus Services		(204) 918-2020
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### IT Services

Chris Nelson	Network Administrator	Rm 113	(204) 924-4878
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### Facilities

Stuart Murdoch	Facilities Manager After Hours	Rm LL19	(204) 333-9281
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### School for Continuing Studies (SCS)

Dr. Rhonda Friesen	Dean of School for Continuing Studies	Rm 205	(204) 930-6895
Dorcas Atoyebi	Administrative Assistant & Program Advisor	Rm 206	(204) 594-6135

## IMPORTANT DATES

### FALL 2026

#### New Student Orientation

- Booth 100 Populi Orientation course.....Available 45 days prior to start of term
- Booth 101 Populi Library Orientation course .....Available at the start of term
- Campus Orientation .....September 1, 2026

Welcome Week .....	September 2-4, 2026
Payment Deadline .....	September 2, 2026
First Day of Classes .....	September 2, 2026
Labour Day (No Classes) .....	September 7, 2026
Last Day of Registration and Revision Period .....	September 16, 11:59 p.m.
Truth & Reconciliation Day (no classes) .....	September 30, 2026
Thanksgiving (no classes) .....	October 12, 2026
Fall Reading Week .....	October 13-16, 2026
Voluntary Withdrawal Deadline .....	November 14, 2026
Remembrance Day (no classes) .....	November 11, 2026
Last Day of Classes .....	December 7 (December 8, 2026 is a Wednesday make up day)
Final Exam Period .....	December 9-18, 2026

### WINTER 2027

#### New Student Orientation

- Booth 100 Populi Orientation course.....Available 45 days prior to start of term
- Booth 101 Populi Library Orientation course .....Available December 1, 2026
- Campus Orientation .....January 5, 2027

Payment Deadline .....	January 6, 2027
First Day of Classes .....	January 6, 2027
Last Day of Registration and Revision Period .....	January 20, 11:59 p.m.
Louis Riel Day (No Classes) .....	February 15, 2027
Winter Reading Week .....	February 15-19, 2027
Voluntary Withdrawal Deadline .....	March 12, 2027
Good Friday (no classes) .....	March 26, 2027
Last Day of Classes .....	April 5, 2027

Final Exam Period ..... April 10-21, 2027

Convocation ..... May 1, 2027

## SPRING 2027

### New Student Orientation

- Booth 100 Populi Orientation course.....Available 45 days prior to start of term
- Booth 101 Populi Library Orientation Course .....Available 45 days prior to start of term
- Campus Orientation .....May 7, 2027

Payment Deadline ..... May 10

First Day of Classes ..... May 10

Last Day of Registration and Revision Period ..... check Academic Calendar

Victoria Day (No Classes) ..... May 24, 2027

Spring Reading Week ..... *see syllabus (June 21-25 for some)*

Canada Day (No Classes) ..... June 1, 2027

Voluntary Withdrawal Deadline ..... check Academic Calendar

Last Day of Classes ..... check Academic Calendar

Final Exam Period ..... August 9-20, 2027

## CAMPUS INFORMATION

### Booth UC Campus

Booth UC is located at 290 Vaughan Street and in the Union Station Building at 123 Main Street, Winnipeg, Manitoba, Canada.

The main campus building at 290 Vaughan Street, also known as the Waldron Building, is a beautiful heritage building in the heart of the city and intricately connected with our downtown urban neighbourhood. We are steps away from shopping, sports, business, culture, recreation, and housing facilities. Classrooms are outfitted with latest technology to facilitate in-person, hybrid, and virtual classroom learning. The Booth Bistro serves delicious food, while social gathering spaces make the campus a safe and inviting place to meet friends. With everything convenient and easy to access, the Booth UC campus is a place to grow and learn, socialize, and engage. It is your starting point for “Education for a Better World.”

The Waldron Building houses the John Fairbank Memorial Library on its third floor, offering a wealth of scholarly resources, appointment space with the tutors of our Academic Learning Centre, as well as study space for students. Petersen Hall occupies the second floor, serving as a hub for various activities and programs, including classrooms, faculty offices, Student Services, and the School for Continuing Studies. The first-floor administration offices surround the Booth UC chapel, which is an important gathering place for the school community. On the lower level, students will find the Booth Bistro, additional classrooms, and bathrooms.

The Booth UC Union Station campus at 123 Main Street, occupies the third floor of the South Wing of Winnipeg’s historic Union Station building. Although a designated National Historic Site of Canada, the Union Station building still functions as a Via Rail terminus. Its grand architecture provides a glimpse into Winnipeg’s significance as the “gateway to the West” and its function as a vibrant commercial hub. It is conveniently located next to Winnipeg Forks Market—a popular tourist destination bustling with shops, restaurants, museums, and concert venues.

The Union Station campus houses classrooms, a student lounge, and the Academic Learning Centre. A portion of the space is also used by The Salvation Army’s Prairie Division offices and Ethics Centre.

### PARKING

290 Vaughan Street has paid, hourly parking available for students in stalls 17-40 managed by Indigo Parking, as well as paid street parking and parkades within walking distance.

123 Main Street has paid hourly parking, as well as parkades and other paid parking options within walking distance.

### LOST AND FOUND

Lost and found articles should be taken to the Reception Desk on the 1<sup>st</sup> floor of Vaughan Street Building. Items are held until the end of each term after which they will be donated or discarded.

The John Fairbank Memorial Library also maintains a lost and found on the third floor. Items may be brought to, or picked up from, the library circulation desk.

## COMPUTERS/INTERNET

### Computers & Wi-Fi

Booth University College provides students with internet access on campus. Wi-Fi is available to all students with the use of their personal Library credentials.

Computers are available for student use in either the library at 290 Vaughan Street, or the Academic Learning Centre at Union Station campus. Availability is subject to the posted hours for each area. Students are required to sign the Student Acceptable Use Policy in Booth100. Please note that students are asked to bring their own data storage device since no storage space is available on Booth UC public-use computers.

## FOOD SERVICES

Booth Bistro is open 9:30 a.m. – 4:30 p.m. Monday to Friday. Meals and snacks are available throughout the day. The menu and prices are posted in the Bistro area of the Booth UC website:

<https://boothuc.ca/about/our-campus/booth-bistro/>

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 Manager of Campus Services, Angie Coe, located in the Lower Level of 290 Vaughan Street.

## COMMUNICATION WITH STUDENTS

Staying informed of important student related notices and communication within Booth University College is a shared responsibility between the institution and the student. The University College has developed the following ways of communicating with students, and students are responsible to access, respond to and use the information communicated appropriately. The following lists the general expectations, procedures, and general guidelines for how Booth University College communicates with its student body.

### Student Information System/ Populi

From accessing information about your courses and grades, important notices, or to join/communicate with campus groups, Populi is the place where you will connect with important information relevant to your Booth UC student experience. Be sure to log in ***daily*** to stay on top of things happening on campus.

### Booth University College Web Site

The University College website ([www.BoothUC.ca](http://www.BoothUC.ca)) is an important resource for general 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. BoothUC.ca is where you will find the Academic Calendar, as well as the Student Handbook.

### Student E-mails

Booth University College will communicate with students using the school e-mail address given to each student upon enrolment.

Generally, this student email will consist of StudentFirstname.StudentLastname@myBoothUC.ca. It is the student's responsibility to check their email account, to ensure that Booth University College e-mails are not blocked from their in-box to stay informed of campus notifications. Students who are having difficulty accessing their student email should email the IT Support desk ([Support@boothUC.ca](mailto:Support@boothUC.ca)) to request assistance.

### Class Cancellations and Emergencies

Booth University College provides information to students largely through the student information system, Populi, website, and email. Campus closures due to inclement weather will be posted on Populi by 7 a.m.

Emergency information may also be communicated via text messages through the Populi Student Information System. In order for students to receive emergency communication via text messaging, they must ensure their student record in Populi has the correct email and cellphone information and that the texting number is verified. Contact the Registrar's Office for any questions.

### Bulletin Boards/Posters

All student notices, posters, etc. placed on the general bulletin boards need to be approved by Student Services/Dean of Students or the respective department prior to being posted. Information concerning various student interests, such as job postings, financial aid, housing information, and special interest areas, are available to students by joining various groups in Populi. Check out the "Bulletin/Job Board" group in Populi.

## Social Media

Booth University College maintains several social media accounts, including YouTube, Facebook, LinkedIn and Instagram. Students are encouraged to visit these sites for up-to-date information on Booth University College events and activities. All postings to Booth University College social media sites are subject to the institution's Social Media Policy, available in Populi under 'Files – Policies for Students – Information, Communication Technology'.

## 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 Reception Desk located on the 1<sup>st</sup> floor at 290 Vaughan Street.

## Fobs & Building Security – Waldron Campus

A fob (small electronic device) is issued to each student for the terms in which they are enrolled in Booth UC campus courses. The fob provides the student with access to 290 Vaughan Street. The fob access point is just to the left of the street level entry doors on Vaughan Street.

A buzzer is located at the street-level entrance to the campus indicating different reception desks within the building: Main Office (1<sup>st</sup> floor) and Library (3<sup>rd</sup> floor). If you are having difficulty accessing the building with your fob, please buzz in to give you entry.

Students must return their fob to the Reception Desk at the end of their last class/exam of their studies at Booth UC. Replacement fobs incur a charge of \$30.00. Maintaining the safety and security of all persons on the campus of Booth University College is of the utmost importance. As such, students are not permitted to give their fobs to anyone else.

Additionally, students are not to permit anyone into the buildings or allow anyone to ride with them on the elevator to a fob protected floor who is not a student, staff, or faculty member of Booth University College. **If a student sees a person in the University College during business hours who appears to be looking for someone, either ask them if you can assist them and/or report to the Reception Desk on the 1<sup>st</sup> floor of 290 Vaughan Street. After hours, students may contact the Booth UC Facilities Manager at (204) 333-9281 for security or building related questions, or the Dean of Students for student related concerns at (416) 873-8248.**

At no time should a staff or student approach a situation in which they experience uneasiness. Inform the Facilities Manager if you encounter an individual you suspect should not be in the building. Anyone found to have let an unknown person into the building or onto a fob protected floor may face disciplinary action.

## Codes & Building Security – Union Station Campus

Union Station access is granted by entering a pass code ### at the ground floor which admits students through a door that is locked 24/7. The passcode is provided for student use and may not be shared with anyone who is not a student or staff member of Booth UC. Students are asked to be diligent in

ensuring access to the building remains secure by protecting this passcode from non-university individuals.

The building also has security personnel present at all times. Once inside, students may proceed to the third floor via stairs or elevator to where Booth UC classrooms are located. Students are required to restrict their access to the Booth UC third floor campus only and are not permitted onto other floors or areas of the Union Station building, where other businesses and offices are located.

If a student notices one or more individuals within the Booth UC area that is not part of the Booth campus activity, they should report this individual to the Reception Desk on the 3<sup>rd</sup> floor. If this is after hours, they should report this individual to the Union Station Security Desk in the rotunda on the main floor.

## EMERGENCY INFORMATION

These emergency procedures are part of Booth UC's Emergency Preparedness Plan and Emergency Response Plan – Union Station, which can be found in Populi under 'Files – Policies for Students – Health and Safety Policies.'

## MEDICAL EMERGENCIES on campus

In case of an emergency on campus that requires outside help from medical or para-medical personnel, please keep the following in mind:

- If an ambulance is required (medical emergency) dial 911 and ask for an ambulance. Please be aware that ambulance services are not covered by Manitoba Public Health Insurance and will be subject to additional charge. All Booth UC students enrolled in the student health insurance plan have coverage for ambulance services.
- During business hours, contact the Reception Desk staff who will notify emergency responders and appropriate University College personnel.
- Please call the Booth UC Facilities Manager at (204) 333-9281 to ensure that emergency personnel can enter the campus building.
- First Aid Kits are available on every floor, and an Automated External Defibrillator (AED) is located on the first floor, across from the Reception Desk, and on the third floor of 290 Vaughan Street.
- At Union Station, a first aid kit and 0 AED are both available at the reception area.

## FIRE EMERGENCIES – Waldron Campus

Fire Alarm Pull Stations are located throughout the University College. If fire is discovered:

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

It is each person's duty and responsibility to be familiar with the following:

1. Fire procedures
2. Evacuation procedures
3. Location of annunciation fire panel – in front entrance vestibule
4. Location of the pull stations
5. Operations of fire extinguishers
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

External Assembly Location is the parking lot behind the Vaughan Building at the Booth sign on Colony Ave. Re-entry is permitted only when authorities give the okay and the building has been prepared.

Instructors are requested to leave the building by the most direct route, using stairs, and ensure all class members evacuate with them. The Facilities Department will assist in evacuation. If a student is not evacuated or requires extra assistance, the instructor must inform the Facilities Manager (204)-333-9181 or the Fire Department personnel so that fire and emergency responders can be notified.

#### Areas of Refuge

***These areas are designated safe waiting locations for individuals who require assistance during a fire.***

1. Library – reception area
2. 2<sup>nd</sup> floor – Peterson Hall reception area
3. 1<sup>st</sup> floor – main reception area
4. Lower Level (Bistro) – North Emergency stairwell

Booth University College has designated Fire Wardens 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.

## FIRE EMERGENCIES – Union Station Campus

#### Evacuation Procedure

In the event of a complete evacuation, building occupants will be notified to evacuate through a Megaphone or Voice Alert System (One stage Alarm).

Upon hearing the evacuation signal, building occupants should:

1. Cease all work and remain calm
2. Follow directions from Booth UC staff and faculty
3. Evacuate immediately and escort the visitors using the nearest safe exit

4. Close all the doors when leaving the premises
5. Do not use elevators as they can stop working or smoke can enter, endangering people inside
6. If you encounter smoke or fire, use alternate exit
7. Go to your assigned muster point in the south parking lot next to the Forks
9. Wait for the authorization from corresponding warden before returning to the facility

## 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 may result in a fine, in addition to other disciplinary action.

## PHYSICAL THREAT

### **Upon discovery of a Violent Criminal Offence/Armed Intruder**

- Do not use the elevators
- If safe to do so, leave the area immediately via the nearest exit
- Do not carry anything in your hands (e.g. 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 (ex. 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

- Seek shelter in the nearest office / room
- 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

## EXPECTATIONS FOR STUDENT BEHAVIOUR

Booth University College is a diverse community of people from a variety of backgrounds, faith experiences and interests. The Community Life Standards set out here encourage students to extend understanding, engage in the Booth community, and build bridges with others both in our school and in the wider community.

The following policies are critical to understanding the expectations for all students at Booth UC. Every student must read these policies in full:

- Respectful Work and Learning Environment: “Files – Policies for Students – Respectful Environment Policies” (<https://boothuc.populiweb.com/router/folders/250408/show>)
- Sexual Violence: “Files – Policies for Students – Sexual Violence Reporting” (<https://boothuc.populiweb.com/router/folders/250402/show>)
- Building Access and Security Policy: “Files – Policies for Students – Facility & Hospitality Policies” (<https://boothuc.populiweb.com/router/folders/250413/show>)
- Student Acceptable Use Policy: “Files – Policies for Students – Information Communication Technology” (<https://boothuc.populiweb.com/router/folders/250403/show>)

## RESPECTFUL WORK & LEARNING ENVIRONMENT POLICY

Booth UC is committed to maintaining a respectful work and learning environment that is free from Harassment and Discrimination and where all members of the Booth UC community are treated with dignity and respect. Booth UC does not condone behaviour that is likely to undermine the dignity, self-esteem, or productivity of any of its members. The policy can be found in Populi under ‘Files – Policies for Students – Respectful Environment.’

Several key terms and behaviours are described in this policy to ensure respectful work and learning environments for all. These include:

- **Discrimination**
- Booth University College subscribes to the equal rights of all to pursue excellence in their lives, without limitations. Discrimination in any form is not tolerated under the Manitoba Human Rights Code and is not acceptable at Booth University College.
- 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.
- **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 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.
- **Conflict Resolution**
- 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 International Student Advisor and Tutor. 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.
- **Harassment**
- Harassment 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 which includes any form of messaging via email, Facebook, texting etc., will not be tolerated and will be dealt with in accordance with the Booth University College Harassment Policy. Students who experience harassment, or are witness to the harassment of others, are encouraged to contact the Dean of Students.
- **Offensive Language**  
Any language that is deemed offensive due to discriminatory, harassing, or inappropriate content is prohibited.

## SEXUAL VIOLENCE PREVENTION POLICY

Booth University College is committed to promoting an environment that is free from sexual violence and to promoting a safe working, learning and living environment. The policy can be found in Populi under 'Files – Policies for Students – Sexual Violence Prevention.'

If you have experienced sexual violence on or off campus, please seek medical attention immediately. Our response team (see below) is able to accompany you to a medical practitioner.

For On Campus Support please reach out to our response team:

Dean of Students, Barb Stanley – (416) 873-8248 – [barb.stanley@boothuc.ca](mailto:barb.stanley@boothuc.ca)

Assistant Professor, Jennifer Meixner – (204) 924-4897 – [Jennifer.meixner@boothuc.ca](mailto:Jennifer.meixner@boothuc.ca)

Manager of Campus Services, Angie Coe – (204) 918-2020 – [Angie.coe@boothuc.ca](mailto:Angie.coe@boothuc.ca)

For immediate emergency assistance please call the **Crisis Line at (204) 786-8631**

The response of Booth University College to incidents of sexual violence has the following key objectives:

1. to provide appropriate assistance and support to those who are impacted by sexual violence

2. to take reasonable steps to mitigate the safety risk
3. to provide appropriate guidelines and education about responding to the disclosure of sexual violence
4. to treat individuals who disclose sexual violence with compassion recognizing that they are the final decision-makers about their own best interests
5. to review and update this Policy and related protocols to ensure that they remain effective and in line with The Sexual Violence Awareness and Prevention Act of Manitoba

### Confidential Reporting for Sexual Violence and Assault—REES Online Reporting

Booth University College has partnered with REES (Respect, Educate, Empower Survivors), a Winnipeg based organization dedicated to supporting post-secondary students by offering an alternate way of sexual violence reporting on campus through a confidential online portal.

Students who have experienced any form of sexual violence or assault may create a record of the incident and choose from multiple reporting options: Anonymous Report, Connect to My Campus, Report to Police, or Repeat Perpetrator Identification (RPI). REES provides information about campus and community-based resources such as sexual assault centres, healthcare, and support services.

REES can be accessed online anywhere, anytime. It will store information about the incident in a secure and confidential place to be accessed by the user whenever they wish to do so. The user chooses if and when they wish to release their information, how much information is released, and to whom the report is sent. Go to <https://reescommunity.com/campus> and select Booth University College from the drop-down list.

### WHISTLEBLOWER POLICY

It is the responsibility of Booth University College to ensure a safe and respectful living and learning environment for its students, staff, and faculty. 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 POLICY

Security cameras are located throughout the interior and exterior of the building.

All footage is recorded and may be reviewed when necessary.

Fob access to our campus locations on Vaughan and Main Street is limited to students, faculty, and staff. Please do not allow unknown individuals to follow you into the building.

### IT POLICY

Your Booth UC computer account is intended for your personal academic use only. Your use of Booth UC's computing resources must comply with:

- All applicable laws and regulations
- All institutional policies and procedures of Booth University College
- All posted or communicated technology usage guidelines within the college

The policy can be found in Populi under 'Files – Policies for Students – Information Communication Technology – Student Acceptable Use.'

## ACCESSIBILITY POLICIES

In compliance and support of the Accessibility for Manitobans Act, Booth UC has several policies that reflect our commitment to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity and are committed to uphold the duty to reasonably accommodate individual needs as defined by The Human Rights Code (Manitoba) in a timely manner by preventing and removing barriers to accessibility and meeting accessibility requirements. These are:

### Academic Accommodations Policy

Students with disabilities may register with the Accessibility Services program to receive academic accommodations for their courses. Accommodations cover a variety of needs including standard accommodations such as time extensions, note taker assistance, and alternate format texts. Students may also request special accommodations tailored to support their unique needs. Students who wish to register with the Accessibility Services program should contact Student Services.

### Accessible Customer Service

Booth UC strives to ensure that its facilities and services are accessible to all students, employees, and guests. We welcome people to bring assistive devices, service animals, or support people to campus. We also welcome feedback on how we can serve people with disabilities better. Feedback forms are available at the Reception Desk.

### Accessible Employment Policy

At Booth University College we aim to remove barriers in our workplace. If a barrier cannot be removed, we seek to provide reasonable accommodations to affected employees.

### Accessible Information & Communication Policy

Booth UC aims to provide a barrier-free work and learning environment in which students, staff, and faculty with disabilities may access information and communication conveyed digitally, in print, or through interactions with technology or people. Students may request any educational material or information communicated on campus to be provided in an accessible format. Request forms are located in Populi under the 'Files' area.

## POLICIES TO SUPPORT HEALTH & SAFETY AT BOOTH UC

Full text of the Booth UC policies below is available in Populi under 'Files – Student Policies – Health and Safety Policies.' Students are asked to remember that they are a part of a community and that their actions and appearance impact those around them.

Booth University College will address any actions which are deemed to be harmful to other persons, that are detrimental to the health of the University College community or that 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.

### Appearance & Hygiene

Appropriate attire is expected on campus at all times. The following examples of inappropriate clothing will be subject to disciplinary action.

- Sleepwear/pajamas worn anywhere on campus, improper, immodest, or offensive clothing
- Clothing that does not reflect a reasonable expectation of cleanliness will be subject to correction

### 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.

### Alcohol & Marijuana

Booth University College 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.

Similarly, Booth University College does not permit the consumption or possession of marijuana (cannabis) for recreational purposes on campus and at all Booth University College sanctioned activities.

Students who choose to consume alcohol or marijuana off campus are encouraged to be healthy and responsible in their conduct. Those who come to campus intoxicated, “high” or exhibiting signs of being under the influence of either alcohol or marijuana are subject to disciplinary action. If a student causes a disturbance while under the influence of an intoxicating substance, the police will be contacted.

### Illegal Drugs

Possession, use or distribution of [controlled and illegal drugs](#) is a criminal offense under the Controlled Drug and Substance Act. Penalties for crimes committed under this act can be found at <https://laws-lois.justice.gc.ca/eng/acts/c-38.8/> . Booth University College prohibits the possession, use, or distribution of all illegal drugs on campus and at all Booth University College events. Students who breach this policy will be evicted and subsequently banned from Booth property and when appropriate the police will be notified. Offending students will also be subject to disciplinary action.

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

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

### Smoking & Vaping

Booth University College is a smoke-free environment. Neither smoking nor vaping are permitted inside buildings and may only be done outside in designated smoking areas.

### Dangerous or Violent Behaviour

Participating in potentially destructive or endangering activities will not be tolerated. This includes but is not limited to:

- activities that could bring harm to oneself or others
- improper use of University College equipment/furniture
- destruction of University College equipment/furniture

### Weapons/ Dangerous Items

Absolutely no weapons will be allowed on campus or at any University College event. This includes but is not limited to sidearms, 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. Firecrackers, fireworks, and flammable substances may not be brought onto or used on University College property. Any use and/or possession of these items will be subject to disciplinary action.

## COMMUNITY ACCOUNTABILITY, DISCIPLINE AND RESTORATIVE JUSTICE

Booth University College embraces the role of being a community learning environment. Learning in community requires the cooperation of all students, staff, and faculty to create a welcoming and respectful environment that fosters intellectual, emotional, social, and spiritual growth. Booth University College requires all students to agree to act in a manner that is consistent with the Christian values of the institution, including abiding by the policies outlined in this Student Handbook.

### GOALS OF DISCIPLINARY ACTIONS

Booth University College upholds a strong commitment to restorative justice as it is found in the Bible. As such, our disciplinary practices seek first to mend broken relationships and restore respect and harmony to the community. We strive to practice empathy, patience, compassion, and forgiveness in a way that brings healing and provides for the safety of our students and the broader Booth University College community.

### OBJECTIVES OF ENFORCEMENT

Breaches of this Student Handbook are dealt with through a variety of mechanisms depending on the severity of the incident. Consequences are chosen with goals of changing behaviour, restitution for damages, cleaning, reparation of harm to the community, and protecting the safety of the individual or others.

Considerable care is taken to ensure that any student who has been accused of a violation is treated in a fair and just manner. The disciplinary system is designed to be both flexible and accountable.

### DISCIPLINE PROCESS

Any incident should be brought to the attention of the Dean of Students, who will initiate an appropriate investigation of the incident. These investigations will include contact with the individual(s) involved to set up a meeting and discuss details of the alleged incident; witness statements may also be taken. If the individual(s) does not respond to a meeting request with the Dean of Students within five (5) business days of being contacted, their right to provide testimony relating to the incident may be forfeited at the discretion of Booth University College. A written incident report will be completed, and the individual(s) will receive a copy of relevant incident materials to accompany a written statement of any disciplinary decision that has been made.

NOTE: This time frame may be reduced or eliminated at the discretion of Booth University College in cases where the safety and well-being of others is at risk.

### VIOLATION LEVELS & DISCIPLINARY ACTIONS

Repeat offences at any level may be considered at an increased level of violation and may incur more serious disciplinary action as a result.

### Level 1 Violations: Informal Warning

Level 1 violations are the least dangerous and least severe violations. They commonly apply to actions that interfere with the rights of another as it regards the peaceful use of common spaces.

Level 1 violations are normally handled by the Dean of Students who may issue a verbal or unofficial written warning. Disciplinary actions imposed may require an apology from the perpetrator, community service, payment for damaged property, fines, or other similar level of action determined by the Dean of Students.

### Level 2 Violations: Formal Warning

Level 2 violations are an increased level of severity in comparison with a Level 1 violation. They pose risks to the safety and security of students and their property. Level 2 violations are normally brought to the attention of the Dean of Students, who will meet with the individual(s) involved to review relevant policies stated in the Student Handbook and who may issue an official written warning. An official written warning may include notice that future violations could result in probation, suspension, or possible expulsion from Booth University College. There may or may not be additional consequences to the official warning.

### Level 3 Violations: Probation

Level 3 violations are those violations that compromise the integrity and well-being of Booth University College or its student community, contravene Booth University College policy, or indicate repeated, willful continuation of a previous Level 1 or 2 violation.

Level 3 violations are normally handled by the Dean of Students, who will review the case and may take steps to place the student on Probation. While on Probation, the student remains enrolled with the understanding that further violations of the Student Handbook standards would likely result in suspension. Probationary status does not allow a student to participate in Booth University College extra-curricular activities or in student leadership positions. Probationary status may extend for one or two semesters.

### Level 4 Violations: Suspension

Level 4 violations are those violations that compromise the safety and security of self or others; compromise others' personal property or the property of Booth University College; attack the dignity and/or integrity of others; or violate municipal, provincial, and/or federal laws.

Level 4 violations are normally handled by the Dean of Students, who will document the case and seek approval from Booth University College administration to suspend the student for a specified length of time. While suspended, the student remains enrolled at Booth University College and will be responsible for completing course requirements, pending the outcome of the decision to continue enrollment. The student must prepare a case in writing and meet with a committee established by Booth University College administration to demonstrate resolution to refrain from further violations of the Booth University College Student Handbook.

## Level 5 Violations: Expulsion

Level 5 violations are the most severe discipline category, representing actions that directly threaten the personal health and safety of others within the Booth University College community, cause irreparable damage to Booth University College's reputation, or violate municipal, provincial and/or federal laws.

Level 5 violations are normally handled by Booth University College senior administration. Upon receiving a documented case that has been investigated to the satisfaction of Booth University College administration, action may be taken to Expel the student permanently from Booth University College.

NOTE: In some situations, it may be necessary to suspend or expel a student without following the procedures outlined here. This decision is within the sole discretion of the President (or designate).

## DISCIPLINE LEVELS

Violation levels for Non-Academic Misconduct are as follows:

- Alcohol and marijuana (Level 1-5)
- Substance Abuse & Illegal Drugs (Level 1-5)
- Smoking and vaping (Level 1-3)
- Discrimination, Harassment & Bullying (Level 3-5)
- Dangerous Materials & Weapons (Level 4-5)
- Dangerous or Violent Behaviour (Level 4-5)
- Pornography, Graphic Material, & Other Sexual Misconduct (Level 3-5)

## APPEALS PROCESS

While every effort is made to ensure that any student who has been accused of a violation is treated in a fair and just manner throughout the disciplinary process, a student may wish to appeal a decision made for reasons of non-academic misconduct. Most policies provide an appeal process that is written into its related procedural document. Generally, the appeal process follows the following principles.

### Reasons for Appeal

The reason for submitting an appeal should be based on one or more of the following grounds:

- Biased or unfair treatment
- Procedural error
- The sanction is not a logical consequence of the violation
- New information/evidence has been found

### First Appeal

If a student believes that disciplinary action for a violation of the Student Handbook is unwarranted, she/he should first raise their concern in person with the Dean of Students and discuss their reasons for wishing to appeal the decision. This must be done within 10 business days of the date stated on the Notice of Disciplinary Action issued from Booth University College. In the event when an in-person meeting cannot be arranged, a virtual meeting may be scheduled at the discretion of the Dean of Students. The student should bring any documentation available which supports their position. If the

student is not satisfied with the outcome of the meeting with the Dean of Students, they may file a formal appeal to the President or designate of Booth University College. Depending on the specific scenario, the first appeal to the Dean of Students may present a conflict of interest. In such cases, the appeal may progress directly to the process for the second appeal.

### Second Appeal

Students wishing to proceed with a formal appeal of a disciplinary action decision for non-academic misconduct must do so in writing within six weeks of the date stated on the Notice of Disciplinary Action issued from Booth University College. A written Notice of Appeal must be submitted to the President or designate of Booth University College. The Notice of Appeal must include:

- Letter from the student issuing the appeal containing current contact information
- A clear rationale outlining the reason for the appeal
- A detailed account of the misconduct incident from the student's perspective along with supporting documentation
- A listing of any resource persons/witnesses that the student wishes to be present at the appeal hearing, along with their contact information.

The President, or designate, will review the Notice of Appeal and determine if an appeal hearing is warranted. Communication will be sent to the student about the President's decision to convene an appeal hearing within 10 business days of receipt of the Notice of Appeal. Instructions for the appeal hearing will be sent at this time.

The decision of the Appeal Hearing Committee will be communicated to the student in writing within 20 business days of the hearing. The decision of the Appeal Hearing Committee is final.

## STUDENT SERVICES

### ACADEMIC LEARNING CENTRE

The Booth University College Academic Learning Centre (ALC) is designed to assist students with attaining and strengthening academic skills and strategies necessary to achieve academic success in their post-secondary education. The coordinator and peer tutors are available for meeting with students one-on-one, as well as leading group sessions or workshops.

The 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.

Students are encouraged to book appointments online through the Booth UC website or in person. ALC staff are available only within their set hours of operation. Please direct any questions or requests for support to the ALC Coordinator.

Academic support may include:

#### Basic Editing and Organization of Assignments

Sometimes you need a second set of eyes to find those basic typos! However, we are not an editing service, and we will not catch or identify all your errors. We can guide you to edit your own paper and help you figure out when sentences don't make sense or you've made simple mistakes. We will also try to help you understand how to fix repeated grammatical errors so that your writing skills improve.

#### Preparation and Planning of Assignments

Before you begin your essay or project, you need to make sure you understand the requirements and create a plan for a well-organized and well-supported paper. We can help! Come early to take advantage of our full support and make sure you start off on the right track!

#### APA, MLA, and Chicago Formatting, Citations, and References:

Different courses and subject fields have different requirements when it comes to following style guides. We can help you find the correct guide and navigate the rules for formatting, citations, and reference pages.

#### Content-Specific Support and Study Groups:

If you are having difficulty understanding your class materials, peer tutors will help you work through them to make sure you leave with a better grasp of the information being presented to you. Stressed out by a big test? Let us help! We can help you come up with a strategy to study both efficiently and effectively. We can also schedule and guide group study sessions as needed.

#### Skills Workshops for Writing, Editing, Reading, Time Management and More:

Watch your email inbox and the Populi dashboard for announcements on upcoming workshops and/or check the online scheduler to register for Skills & Strategies Workshops.

## ACCESSIBILITY SERVICES

Booth University College is committed to helping students succeed academically. Through this commitment, Booth University College affirms its responsibility under the Human Rights Code of Manitoba to provide reasonable accommodations for students with documented disabilities in accordance with the standards indicated in the Accessibility for Manitobans Act. Approved academic accommodations refer to alteration(s) to the delivery of academic services and requirements to enable equitable participation of students with disabilities in the learning environment. An accommodation must not result in undue hardship to the University and must not compromise a Bona Fide Academic Requirement (BFAR) of a course or academic program. In order to receive academic accommodation, students with disabilities must identify themselves to the Accessibility Coordinator and must satisfy requirements for registration in the Accessibility Services program.

Academic accommodation requires a partnership between the persons requiring the accommodation and the faculty and staff of the University College. All concerned are responsible for respecting the dignity and confidentiality of the persons requesting accommodation.

Details concerning the definition of terms, procedures for the provision of academic accommodations, as well as the rights and shared responsibilities of students, instructors, and support staff are described in the Accessibility and Academic Accommodations Procedures document.

Examples of standard academic accommodations provided to students registered with Accessibility Services at Booth University College are:

- Extra time to complete assignments
- Access to volunteer note takers
- Ability to record lectures
- Alternate format textbooks
- Extra time to complete exams
- Laptops with speech to text software
- Separate, quiet room for tests & exams
- Extended Academic Learning Centre supports

Additional accommodations and supports are also available for students, depending on their specific needs.

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.

## COMMUNITY CARE

Dealing with the stress of studies in the midst of other life circumstances can be challenging. Booth University College desires to build a caring, supportive community for our students to ensure that resources are available for navigating personal concerns and sustaining good mental health.

### Spiritual Care and Support

Booth University College is a Christian higher education institution where faith is foundational to our outlook on learning, lifestyle, and spiritual care. We are also an open access university where students from multiple faith backgrounds/ no faith background come together for learning and growth. Our spiritual care services are provided for students of any faith background and offer a safe, welcoming

environment to talk about concerns in a faith-centred context. These services are offered to all students free of charge. To learn more, please contact the Dean of Students who is our on-site spiritual care provider.

### Booth UC Chapels

Booth UC Chapels are offered on a regular weekly basis during the Fall and Winter terms for students, staff, and faculty. These services are centred on the Christian faith that provide a mid-week gathering time for spiritual reflection, encouragement, and worship. Chapels are optional on-campus events that take place on the first floor of the Vaughan Building in the Hetherington Chapel, they are also livestreamed on Booth UC's YouTube channel. Chapel service schedules will be posted on campus bulletin boards and on the Populi dashboard. Everyone in the Booth UC community is welcome to attend.

### Booth UC Awareness Weeks

There is a number of topics of common concern that profoundly impact us as individuals and as a community. These topics provide opportunities for us to gather together, to build our understanding, and to move forward collectively towards a new set of goals. You are warmly invited to volunteer your time in planning one or more awareness weeks during the school year. This provides a great way to get to know other students, faculty and staff in new ways. Each year, Booth UC sets aside time to observe:

- November—Disability Dialogue Week
- February—Heritage Days (Celebrating Booth UC in The Salvation Army)
- March—Indigenous Perspectives Week

If you are interested in being involved with any of these initiatives, or wish to start your own awareness week, please contact the Dean of Students.

## COUNSELLING AND STUDENT MENTAL HEALTH SUPPORTS

Booth University College understands how important it is for you to be healthy—in mind, body, and spirit—in order to succeed in your studies. When it comes to your mental health, we have partnered with several organizations to help ensure you have the mental health support available when you need it.

### Prayer Support

As a Christian institution, we believe in the power of prayer. If you are in need of spiritual support, please contact the Dean of Students, or any member of the Student Services team, for ongoing care.

### Student Assistance Program (SAP) by Dialogue Health

Booth UC has partnered with ALUMO Student Health & Wellness to offer free counselling services and mental health supports for all registered Booth UC students. The Student Assistance Program (SAP), powered by the Dialogue Health application, is available at any time of the day or night, on any day of the year. Simply phone, text, or visit their web site to set up your profile and request confidential access to a professional counselor. Additionally, the Dialogue SAP offers resources and supports to help with several different areas of concerns including family and relationships, finance, work and career, and more!

Access support from anywhere, anytime by:

- **Downloading the free Dialogue Health application** from your device's app store (available on Apple and Android devices) to call or chat with an advisor,
- **Visiting the website** <https://www.mystudentplan.ca/booth/en/home> and click on the MyVirtualDoctor tab to access additional resources and materials,
- **Dialing 1-855-853-0565** to speak to an advisor over the phone or book an appointment. Phone lines are open 24/7!

You are able to connect with Dialogue Health Student Assistance Program (SAP) services in several different ways:

- By chat when initiating consultation and follow up by care coordinator
- By phone
- By video teleconference
- By in-person appointment (on request)

This program is **confidential** within the limits of the law. No one will know you have reached out unless you choose to tell them.

### My Wellness Plan

As part of your Booth UC Supplemental Health & Dental plan, you also have access to mental health assessments (free), on-line counselling (fees paid by plan), and access to local resources including counselling agencies and crisis line supports. Visit the My Wellness web site for details:

<https://www.mystudentplan.ca/booth/en/mywellness>

### Counselling Referrals and Providence UC Counselling Interns

Students who would like to meet in person with a professional counsellor in Winnipeg are invited to contact the Dean of Students who can provide a list of off-campus professional counselors. See the section on Winnipeg General Information at the end of this Handbook for a list of available services in Winnipeg.

Additionally, Booth UC and Providence UC have signed a cooperation agreement through which graduate students in the Providence Master of Arts Counselling and Counselling Psychology programs are available to provide counselling services to Booth UC students. This service is provided free of charge in a confidential environment (either in-person or virtual) under the supervision of the Providence Practicum Coordinator.

Booth UC students who would like to connect with a Providence Counselling Intern should contact:

Stephanie Penner, MA  
Practicum Coordinator, Counselling Department  
Providence University College & Theological Seminary  
10 College Crescent Otterburne MB R0A 1G0  
Tel: 431-815-4305 | Cell: 204-326-5124  
E-mail: [Stephanie.Penner@prov.ca](mailto:Stephanie.Penner@prov.ca)

## OTHER STUDENT SUPPORTS AND STUDENT ACTIVITIES

Throughout the academic year, the Student Services staff, often in cooperation with the Student Council, will plan social and recreational events for the Booth University College student body. Student Services also cooperates with other University College departments and community groups to co-sponsors special events and activities. Notices for Student Services events are posted on physical boards around campus. Information is also regularly communicated within Populi—through the newsfeed, groups, and direct communication. Students are asked to stay informed of events throughout the year and invited to participate.

### Reception Desk

Students needing assistance with a wide range of questions from exam schedules to bus passes can find answers through the Reception Desk located on the first floor of 290 Vaughan Street. The Reception Desk provides general reception services for the University College, receives and redirects phone calls and mail, distributes keys and fobs, and greets campus visitors.

The Reception Desk staff may also provide information about campus events, course schedules, textbook lists, exam schedules, classroom locations, and the like.

The Reception Desk is a central location for making purchases and payments for various items, including:

- Tuition and student fees
- Fees for transcript requests
- Booth University College merchandise
- Winnipeg Transit Peggo bus cards
- Transcripts

### Student Council

The Booth University College Student Council (BUCSC) exists to foster a vibrant, engaged, and connected Booth University College student community. The Student Council consists of thirteen positions: four executive members, eight representative members, and a secretary.

The executive and representative positions are elected by the Booth UC student body; the secretary is appointed by the President of the BUCSC. The Student Council is active through the academic year, planning student events and initiatives that build community engagement, supporting student needs and interests and contributing a student perspective to institutional programs and committees. The Student Council also selects two students to recommend to the Booth UC Senate and Board of Trustees.

The BUCSC Executive consists of the President, VP Activities, VP Communications, and the VP Operations. BUCSC optional representatives are elected for Program Representative (3), International, Indigenous, Salvation Army, Graduating, and First Year (2) students. Any student who is enrolled in courses at Booth University College and has paid the Student Services fee is eligible to participate in the BUCSC elections and other co-curricular activities, provided they are not on probation.

More information on this year's Student Council is available on the web site. Be sure to follow them on Facebook and Instagram to stay informed of Student Council activities throughout the year.

## REGISTRAR'S OFFICE SERVICES

The Registrar's Office is available to help students with any registration related questions. It is also the first point of contact for information about a student's financial status at the institution. They can be reached through email at [registrar@boothuc.ca](mailto:registrar@boothuc.ca) or by phone at (204) 924-4861.

## COURSE REGISTRATION

Course registration is done in your Populi account. Follow the instructions provided in the Groups> Student Resources area in Populi. Students should talk with their advisor concerning any questions they may have about which courses to take.

Additionally, this video links may prove helpful in registering for courses:

<https://www.youtube.com/watch?v=S2D0gkb5c6s>

## TUITION PAYMENT

Tuition fees are due the day before the course begins. Invoices showing the fees owing are seen in the My Profile> Financial section of Populi. Payments can be made in person by cheque, cash, debit or credit at the Reception Desk. Payment can also be made via credit card in Populi in the Financial section. International students can make payment in their home currency via flywire. Follow instructions in Groups>Student Resources. If payment is not made by the fee payment deadline, the student will be removed from the class.

## COURSE CHANGES

Students have until the end of the Registration Revision period to make changes to their class schedule. Students should check the Academic Calendar for the exact date. Students can make the changes in their Registration tab in Populi in a similar fashion to initial course registration. Adding a class is exactly the same as to drop a course, the student just needs to click the "Remove" icon and press "Save." Populi will send an email any time registration changes are made.

Changes made during Registration Revision period receive a full refund. Making changes to courses after the Registration Revision period is more difficult. Adding a course after the Revision Period is not possible.

Dropping a course can be done by completing a REGISTRATION REVISION form and requesting a Voluntary Withdrawal (VW). This form requires a signature from the student's advisor. A Voluntary Withdrawal is recorded on the student's academic record, and no course fees are refunded. More information can be found in the Academic Calendar at: <https://boothuc.ca/programs/explore-programs/academic-calendar/>

## ORDERING TRANSCRIPTS

A transcript is a complete record of a student's academic performance while at Booth. Students can access an unofficial transcript through My Profile>Student in Populi. Requesting an official transcript is done by following the instructions in Groups>Student Resources. There is a nominal fee for each official transcript.

## STUDENT LOANS

The Registrar is available to help students with any paperwork required. Students should review information on the appropriate provincial government web site. Manitoba Student Aid is found at <http://www.edu.gov.mb.ca/msa/>.

Booth UC also has a student group dedicated to finding sources of financial aid. Check out the “Awards, Scholarships & Bursaries” group in Populi for more information!

## CERTIFICATE OF ENROLMENT

There are two basic formats for the certificate of enrolment (CoE). One is simply a statement of the student’s full/part time status for a period of time and the second is a detailed breakdown that lists courses and tuition owed. This format is typically used for immigration, insurance and student discounts. A full/part-time status CoE can typically be requested and received on the same day. A CoE which provides a detailed breakdown of credits and fees owing is typically used by sponsors, banks, student loans. A detailed CoE might take a day or two to receive, so students should plan accordingly. Either version can be requested following the instructions in Groups>Student Resources in Populi.

## MAKING CHANGES TO YOUR STUDENT RECORD

The Registrar’s Office keeps track of all the details of your student record. You can make some changes yourself in Populi through My Profile>Info, for example, edits to your email, address, or phone number. You can make changes to your name, address, preferred name, self-declaration of indigenous ancestry, Salvation Army affiliation, gender, preferred pronoun, and country of citizenship or permanent residence by using a Personal Update form. Some of these changes may require proof of appropriate legal documentation. See the Personal Update form, located in Files>Registrar Office Forms, for details.

## REGISTRAR’S OFFICE FORMS

All the Registrar forms can be found in Populi under Files>Registrar Office Forms or online at [www.boothuc.ca](http://www.boothuc.ca) from the Booth UC website home page, under the programs tab > Registrar’s office > Forms in Populi.

## BOOTH UNIVERSITY COLLEGE GENERAL INFORMATION

### FINANCIAL INFORMATION

If a student has any questions related to their financial status, they should contact the Registrar's Office.

Students may also view their financial information any time by visiting the financial tab on their profile in Populi.

#### Awards, Scholarships, Bursaries

Booth UC students are encouraged to apply for various funding opportunities for which they are eligible. Booth UC offers a number of substantial awards (based on personal merit) and scholarships (based on academic performance) each year. The application deadline is April 30<sup>th</sup> annually for funding awarded towards the following academic year. You may access information and application forms by joining the "Awards, Scholarships & Bursaries" group in Populi. Documents for all funding opportunities may be downloaded from the 'Files' area.

In addition to awards and scholarships, Booth UC offers needs-based bursaries to students who demonstrate financial need. Bursaries are awarded for a single term. Bursary application deadlines are:

- July 31<sup>st</sup> – for the following fall term
- November 30<sup>th</sup> – for the following winter term
- March 31<sup>st</sup> – for the following spring term

Bursary application forms are also found in the 'Files' area of the "Awards, Scholarships & Bursaries" group in Populi, and also on the website at <https://boothuc.ca/admissions/tuition-and-financial-aid/scholarships-and-awards/>.

Booth UC maintains a list of external awards and scholarships in the 'Discussions' area of the "Awards, Scholarships & Bursaries" group in Populi. Links to external awards and scholarships are provided by way of information only and do not represent endorsement by Booth UC. Booth UC does not take responsibility for any part of the application or award process for external awards and scholarships.

#### Alteration of Fees

The University College reserves the right to alter fees and charges without advance notice. For more information, please contact the Registrar's Office or visit the website for fee schedule and related financial policies.

#### Student Services Fee

This fee is collected during Registration process and is used to support the activities of the Student Council as well as various programs and services that support student wellbeing and enhance student experience. Fees are calculated based on the number of credit hours for which a student is registered.

#### Returned Cheques

A \$25.00 fee is charged on all returned cheques.

## HEALTH INSURANCE

To help students pay for the health services they need, a mandatory Group Health & Dental Plan has been implemented. This group Plan helps fill the gaps in provincial health care while offering coverage that is competitively priced. Coverage includes health, dental, vision, and travel benefits. Students are charged an annual fee at the time of Fall registration. Any students who are covered by a comparable insurance plan elsewhere may opt-out of the Plan(s) by the end of September for Fall, January for Winter, and May for Spring terms. Spousal or family benefits are available for purchase within 30 days from the start of your program. For a list of the benefits, opt-out and details for purchasing family benefits, visit: <https://www.mystudentplan.ca/booth/en/mybenefits>

Students can access the Health & Dental Plan through the Benefits Management Platform. To register visit <https://students.onlineclaimsaccess.net/en/login>. Students can find their Health & Dental benefit cards (drug, health, and dental) through their Benefits Management Platform profile under the 'My Benefit Cards' tab.

Questions about the Group Health & Dental Plan can be emailed to the Benefits Plan Coordinator at ALUMO. These emails should be submitted to the address [Boothplan@mystudentplan.ca](mailto:Boothplan@mystudentplan.ca).

International students will be charged an additional premium for insurance (International Medical Plan) that covers basic emergency health care needs while living in Canada, as well as repatriation costs in critical situations. Both the international student health insurance and the supplemental health insurance will be required upon registration in September. For a list of the benefits, claims, support, opt-out and details, visit: <https://www.mystudentplan.ca/booth/en/mycanadaplan/details> .

Students who begin their studies in January or May, will be charged a prorated fee for coverage from January or May to September.

### My Virtual Doctor

My Virtual Doctor provides students and their dependents unlimited 24/7 access to virtual health care services anywhere in Canada. Students are guaranteed to be able to speak with a medical professional to address their needs and be provided the appropriate care.

This service provides virtual health-care services to our members through the Dialogue Health platform, which is available via the web or through a mobile application that students can download.

Unlimited access to the following is available:

- Access to health care professionals in 30+ different languages
- Fast access to medical professionals via chat, video, or phone
- Consultations for family members at no additional cost
- Diagnosis, labs, imaging, and referrals
- Prescription delivery service
- Specialist appointments
- Safe and secure transfer of medical records to primary care physician

For a list of the benefits and details, visit:

<https://www.mystudentplan.ca/booth/en/myvirtualdoctor#mvd-benefits>

## PROPERTY INSURANCE

Booth University College is not responsible for items which are lost, stolen or damaged (this includes luggage and vehicles, etc.) on campus. Students are encouraged to purchase private property insurance.

## PRIVACY

In keeping with the Federal Privacy Law, personal information collected will be used for the purposes of supporting students through various services and programs, communicating with students about relevant events and activities, maintaining accurate information necessary for the functioning of the University College. Personal contact information will be used in case of emergency.

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

If a student desires to have such information released, the student is required to fill out an **'Authorization for Personal Information Disclosure'** Form and submit it to the Reception Desk. Such requests grant permission by the student to release academic and/or financial information to specified individuals. Forms 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 students have any concerns about this, wish to opt out, or receive more information on our Privacy Policy, they should contact the Reception Desk.

## WINNIPEG GENERAL INFORMATION

### HEALTH SERVICES

Booth University College is not equipped with health service professionals. For Health Service provider information, please visit the WRHA website <http://www.wrha.mb.ca/myrightcare/>. Please contact the Reception Desk if further information is required. Booth University College does not offer health insurance benefits for students. Manitoba Blue Cross offers a variety of plans to suit various budgets and needs.

#### 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.

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

<http://www.wrha.mb.ca/healthinfo/healthlinks/>

### Local Health Care Services and Supports

Klinic Drop-In Counselling Services (Free, Drop-In, Afternoons) (204) 784-4067

<http://klinik.mb.ca/in-person-counselling/klinik-drop-in-counselling/>

Klinic Sexual Assault Line (24 Hour) (204) 786-8631

<http://klinik.mb.ca/in-person-counselling/sexual-assault-crisis-counselling/>

Crisis Pregnancy Centre (24 Hour, Free, Counselling and Testing) 1 (800) 655-0570

<http://pregnancy.ca/>

Rainbow Resource Centre (LGBTQ Info and Support) (204) 474-0212

<https://rainbowresourcecentre.org/>

Willow Place (Domestic Violence Emergency Shelter) (204) 615-0311

<https://willowplaceshelter.ca/>

Manitoba Suicide Line 1 (877) 435-7170

<http://reasontolive.ca/>

Mood Disorders Association of Manitoba (204) 786-0987

[www.MoodDisordersManitoba.ca](http://www.MoodDisordersManitoba.ca)

Canadian Mental Health Association (204) 982-6100

<https://mbwpq.cmha.ca/Our-Services/>

Anxiety Disorders Association of Manitoba (ADAM) (204) 925-0600

<http://www.adam.mb.ca/>

Addiction Foundation of Manitoba (204) 944-6200

<https://afm.mb.ca/>

Alcoholics Anonymous in Manitoba (204) 942-0126

<http://www.aamanitoba.org/>