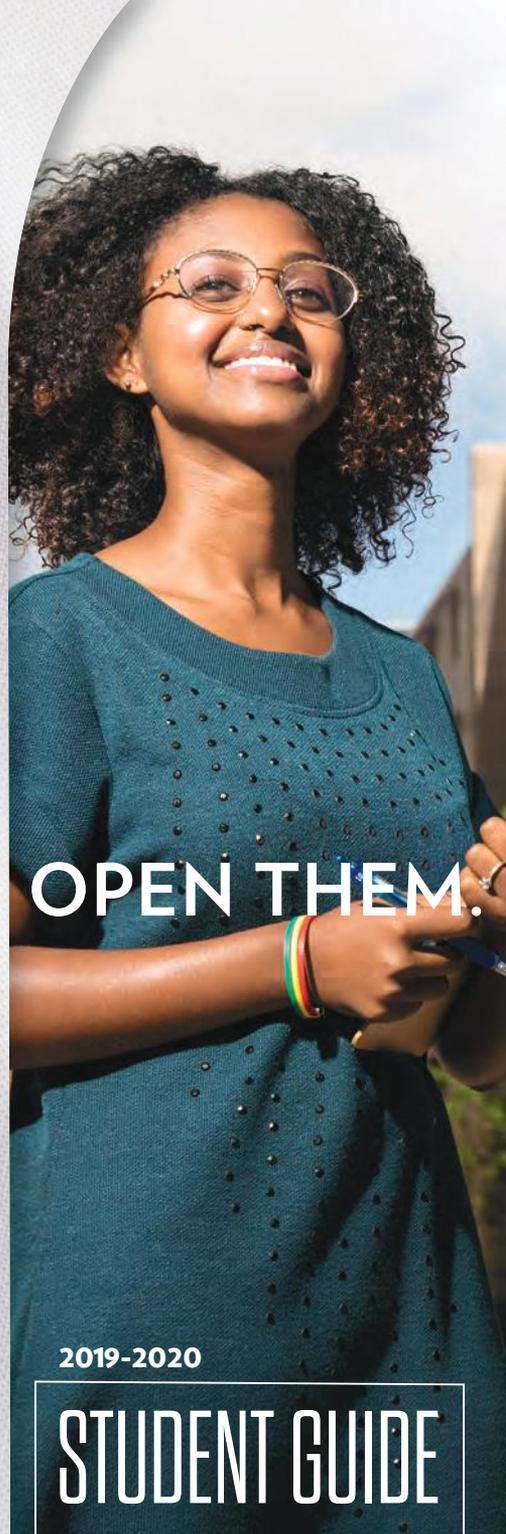




BOOTH  
UNIVERSITY  
COLLEGE

WHEN THE WORLD CLOSES ITS EYES,

OPEN THEM.



2019-2020

STUDENT GUIDE



## President

Welcome to Booth UC and the 2019/20 academic year. I am delighted that you have chosen to pursue your studies at Booth UC.

Whether this is your first semester, your final year, or something in the middle, our hope is that you will invest yourself fully in the Booth UC experience.

Education involves the whole person – head, heart and hands. Take time to involve yourself in all that a university education at Booth UC provides – academics, student life, community gatherings and service. Make time to build relationships with other students, your professors and staff. Take advantage of the resources available to you – the Library, Academic Learning Centre, and all of our Student Services.

I encourage you to engage with the community inside and outside of Booth so that your Booth UC experience will be the experience you want it to be. Enjoy the city. Make an impact on the lives of others. Open your mind to be challenged, to consider new ideas, and to explore faith and learning in new ways.

As the cover of this Student Guide says, “When the world closes its eyes, open them”. This is reflected in part of our Mission which states that Booth UC “educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how Christian faith compels them to bring hope, social justice and mercy into our world”. Booth UC believes in Education for a Better World. Experience it, be part of it, have a wonderful year, and may God bless you.

Marjory Kerr, PhD  
President  
Booth University College



## Dean of Students

Welcome to Booth UC! You are joining a vibrant university college community that is passionate about learning, engagement and making a positive difference in this world. As you settle in to your Booth UC study program, be sure to ask questions, make friends and get to know our faculty and staff—we are here for you!

Our Booth UC community offers a distinctive blend of commitment to academic excellence and social justice. This dual focus will challenge you to grow as an individual learner and to contribute to the wider community around you. Your educational journey may have started with a personal choice, but you will soon realise that it can only be achieved through the help of others.

So, explore your options and know your supports. If you don't know where to start, come and talk with us. We are excited that you are here and look forward to getting to know you better. As you engage and learn, I am sure you will quickly find your own unique place at Booth UC.

Talk to you soon,

Rhonda Friesen  
Dean of Students  
Booth University College



## Student Council President

I am so excited to welcome everyone to my second home, Booth University College. As a student at Booth UC I have learned so much in just one year. From enriching class discussions to lasting friendships, you can have these same experiences. These are some tips I have for you:

1. **Get involved.** Student Council is a great way to meet new friends as well a way to have your voice heard. We also have amazing clubs to join, or if you have something different in mind start your own club.
2. **Ask for help.** At Booth UC we have great services such as the Library and the Academic Learning Center (ALC). Don't be afraid to use these services. From group study sessions to one-on-one help, these services are very helpful.
3. **Have fun.** University can be an extremely stressful time, especially for 1st year students. Make sure that you set aside some down time to relax and spend time with friends and family or just time by yourself.

I am looking forward to meeting all of you and getting to know you in and out of class.

See you in the halls,

Mikayla Conci  
Student Council President

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## Residence Students

### Saturday, August 31

- 8:00 a.m. – Move-In Starts
- 4:00 p.m. – Residence Orientation for ALL Residents
- Evening – Residence Programming

### Sunday, September 1

- Morning – SA Corps Visit
- Afternoon – Residence Programming

### Monday, September 2

- All Day – Residence Programming

## All New Students

### Tuesday, September 3rd (Arrive by 8:30 a.m.)

#### Orientation

- This event is for all new students at Booth UC and will provide opportunities to:
  - Meet your professors and staff support team
  - Learn about your academic program
  - Build your peer network and friendships

### Wednesday, September 4th (11:30 a.m. – 1:00 p.m.)

#### Block Party

- BBQ for All students, faculty, and staff

### Friday, September 6th (Evening)

#### Progressive Dinner

## International Students

### Thursday, September 5th (11:30 a.m. – 1:00 p.m.)

#### International Student Lunch.

- This event is for international students who are new at Booth UC and will provide opportunities to:
  - Learn more about Booth UC and university education in Canada
  - Discover Winnipeg
  - Learn about Canadian culture



## Accessibility Services

Students with a diagnosed disability who require specialized learning support may request a range of academic accommodations suited to their learning needs. Ask at the Student Services Information Desk for additional information and to set up an initial staff consultation regarding your specific concerns.

## Purchasing Textbooks

There are 2 key steps to getting textbooks for your courses:

1. Find out what textbooks you need by checking the online textbook list (<https://www.boothuc.ca/registrar/>) or by checking your course syllabus.
2. Buy your textbooks from:
  - The University of Winnipeg Bookstore (Booth UC section)
  - Online purchase e.g. through Amazon or directly from the Publisher's Website
  - Join the Facebook Group, "Booth UC Used Books For Sale" to see available texts sold by other Booth UC students

## Student ID Cards

If you are a new student to Booth UC, 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.

## Transportation



### Parking

Booth UC does not have designated student parking available. Students should make their own arrangements for parking. Additional information can be found at [www.downtownwinnipegbiz.com/getting-around/parking/](http://www.downtownwinnipegbiz.com/getting-around/parking/)



### Public Transit

Reduced-rate post-secondary Peggo cards may be purchased from the Student Services Information Desk. A valid Student ID is required. Payment can be made by cash, debit, VISA or MasterCard.

Current bus routes and schedules can be found on the Winnipeg Transit website. For more information call (204) 986-5700 or visit [www.winnipegtransit.ca](http://www.winnipegtransit.ca).



### Bikes

There are bike posts in front of Waldron Building for students to lock up their bikes. Students may also use a locked bike cage behind Waldron Building. Obtain the key at the Student Services Information Desk.

## Physical Wellness

### Gymnasium

The Booth UC gymnasium has designated hours for general use by all students. Check at the Student Services Information Desk for gymnasium availability and equipment use.

Additional fitness facilities are available within a block of our campus. Please contact Student Services for more information.

### Duckworth Centre

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.

## Commuting Student Storage

Lockers are available to students in Waldron Building. Students are required to register for a locker at the Student Services Information 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 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 back hallway).

## FAQ

## How do I register for classes?

Course registration is done through your online portal. Follow the instructions provided. The two most common errors to avoid are:

1. Only choosing the course from the left column and not choosing a section from the right column, and
2. Forgetting to press submit.

Talk to your advisor if you have questions about which courses you should take. If you do have problems with your portal, let the Registrar's Office know and they would be glad to help.



## How do I make changes to my courses?

You have until the end of the Registration Revision period to make changes to your schedule. This date is typically two weeks after the start of classes, but check the Academic Calendar to be sure. You can make the changes in your portal just like you did to initially register. Adding a class is exactly the same and to drop a course, you just need to move the appropriate drop down menu up to the “blank” and press submit. Changes made during Registration Revision period receive a full refund.

Changes after the Registration Revision period require a Voluntary Withdrawal (VW) request. A Voluntary Withdrawal requires a signature from your advisor. A VW will show up on your transcript, but will not affect your GPA (Grade Point Average). Unfortunately, no course fees are refunded for VW courses. For more details refer to the Academic Calendar.

## What is a Certificate of Enrolment and where can I get one?

There are two basic formats for the Certificate of Enrolment. One is just a statement of your full/part time status for a period of time, which is typically used for immigration, insurance, and student discounts. The second is a detailed breakdown with your courses and tuition owed that is typically used by sponsors, banks, student loans – anyone who wants to know how much you owe through being a full time student.

A Certificate of Enrolment can be requested at the Student Services Information Desk or by contacting the Registrar’s Office directly. Processing the form may take a few business days, so make sure to request the form in advance.





### Where do I find forms?

All the Registrar's Office forms can be found online on the Registrar's Office website <https://www.boothuc.ca/current-students/office-of-the-registrar/>. Just scroll down and click "Registrar's Office forms".

### Where can I find my Professor?

Most faculty (professors) offices are located on the 3rd floor of Waldron Building. The offices for the core faculty of the Bachelor of Business Administration program can be found in Petersen Hall.

### How will Booth UC provide me with important information?

Important information will be communicated through e-mail. **It is very important that you notify the Registrar's Office of your current e-mail address.**

Most information regarding your courses can be found in your course syllabus. If there is a specific update that your professor wants to communicate, like a class cancellation or information about an assignment, they will typically e-mail the class.

If you are on the waitlist for a course, you will be notified by e-mail if space becomes available.

## How can I find out about events that are happening on campus?

There are several ways that you can find out about what is happening on campus.

1. Follow the Booth UC Social Media Accounts:
  - a.  **Booth University College**
  - b.  **@booth\_uc**
  - c.  **@BoothUC**
2. Check the bulletin boards and screens on campus regularly.
3. Check your e-mail! Student Services will provide information about upcoming events and opportunities in regular e-mail updates.

## Where can I study or hang-out on campus?

There are a number of great spaces to hang-out and/or study on campus. Students are always welcome to find a study spot in the Bistro or in any of our common lounges. The lounges on the 1st and 3rd floors feature couches, tables, and USB charging stations that are ideal for both individual and group work. The 1st floor “Commons” also features a pool table, and TV. The Library (290 Vaughn St.) also has great study spaces and a meeting room for group work. Ask at the Library Circulation Desk for more information.

## The Bistro is closed! Where can I get coffee and snacks?!?

To best meet your caffeine and snack needs, there is a coffee machine in the Bistro and vending machines in the Commons that are available as long as the school is open. If you happen to be over at 290 Vaughan, you can also purchase coffee and a limited variety of snacks from the Library!

## I'm feeling overwhelmed... Where can I get help?

Booth UC students have free access to professional counselling services via text /e-mail/web/phone through My Student Support Program (MySSP). This is a completely confidential service available at any time of the day or night, 24/7/365. Simply download the MySSP app, select Booth UC as your institution of study, and submit your request for assistance in dealing with personal health, relationships, study stress, or personal crisis. You can also visit the MySSP web site [[us.myyissp.com](http://us.myyissp.com)] or call 1.866.743.7732. Service is available in multiple languages.



## Fees

Tuition fees are due the last business day before courses begin. You will find an invoice in your student portal shortly before the start of a new semester with the amount of fees owing.

## Methods of Payment

Payments can be made in person at the Student Services Information Desk or the Registrar's Office by cheque, cash, debit or credit (VISA or MasterCard). If payments are not made, you will be removed from the class. Credit card payments can also be processed over the phone by calling the Student Services Information Desk at (204) 947-6701 or the Assistant Registrar at (204) 924-4865. For information regarding an electronic funds transfer (EFT) please contact the Assistant Registrar.

## Payment Plans

Payment plans for tuition and fees are available through the Registrar's Office on a case-by-case basis.

## Student Loans

Our Assistant Registrar will be happy to help you with any paperwork required. Check the appropriate government website to get started.

## Scholarships & Awards

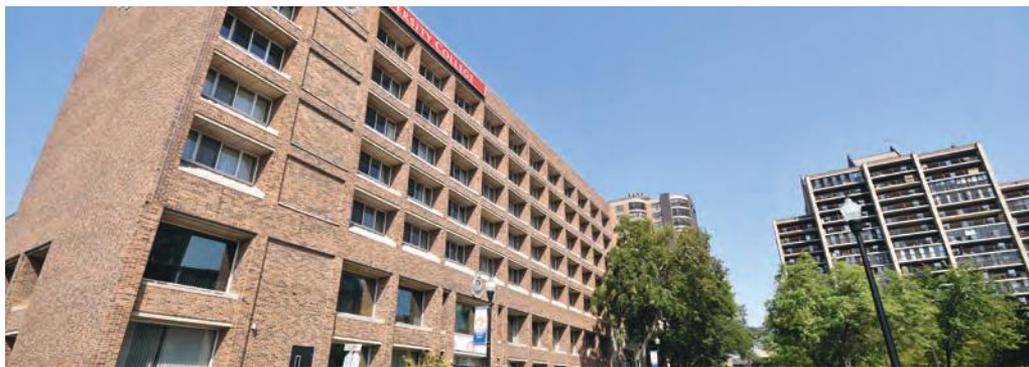
In addition to entrance scholarships, Booth UC also has a number of different awards, scholarships and needs-based bursaries available. More information about Booth UC financial aid can be found a <https://www.boothuc.ca/scholarships>.



# IMPORTANT DATES

<b>FALL 2019</b>	Residence Move-In	August 31
	Orientation	September 3
	Payment Deadline	September 3
	First Day of Classes	September 4
	Last Day of Registration and Revision Period	September 13
	Thanksgiving	October 14
	Fall Reading Week	October 14-18
	Voluntary Withdrawal Deadline	November 1
	Remembrance Day	November 11
	Last Day of Classes	December 3
	Final Exam Period	December 6-13
	Bistro Closes	December 13
	Residence Closes for Fall Semester	December 13

<b>WINTER 2020</b>	Intensive Courses	January 6-10
	Orientation for New Students	January 10
	Payment Deadline	January 10
	Residence Opens	January 11
	First Day of Classes	January 13
	Last Day of Registration and Revision Period	January 24
	Louis Riel Day (No Classes)	February 17
	Winter Reading Week	February 17-21
	Voluntary Withdrawal Deadline	March 6
	Last Day of Classes	April 9
	Good Friday	April 10
	Final Exam Period	April 13-20
	Convocation	April 26
	Bistro Closes	April 27
	Residence Closes for Winter Semester	April 27



# CONTACT INFORMATION

## Student Services

Rhonda Friesen – Dean of Students  
**Rhonda\_Friesen@BoothUC.ca** (204) 924-4876

Sherilyn Burke – Student Services Assistant  
**Sherilyn\_Burke@BoothUC.ca** (204) 924-4895

Derek Loepky – Student Services Coordinator  
**Derek\_Loepky@BoothUC.ca** (204) 924-4875

Tim Plett – Spiritual Formation Coordinator  
**Tim\_Plett@BoothUC.ca** (204) 924-4869

Darla Thiessen – Academic Learning Centre Coordinator  
**Darla\_Thiessen@BoothUC.ca** (204) 924-4883

## Registrar's Office

Jeremy Perrott – Registrar  
**Jeremy\_Perrott@BoothUC.ca** (204) 924-4861

Maria Ayo – Assistant Registrar  
**Maria\_Ayo@BoothUC.ca** (204) 924-4865

## Library Circulation Desk

**Library@BoothUC.ca** (204) 924-4858

## IT Services

Nathan Keys – IT Support Technician  
**Nathan\_Keys@BoothUC.ca** (204) 594-6137

Chris Nelson – Network Administrator  
**Chris\_Nelson@BoothUC.ca** (204) 924-4878

## Academic Services

Dr. Michael Boyce – VP Academic and Dean Contact through Stacia Nelson

Stacia Nelson – Administrative Coordinator  
**Stacia\_Nelson@BoothUC.ca** (204) 924-4872

# HOURS OF OPERATION

<b>General Office Hours:</b>	Monday – Friday 8:00 a.m. – 4:00 p.m.
<b>Booth Bistro:</b>	Monday – Friday 11:00 a.m. – 5:30 p.m.
<b>Gymnasium:</b>	Request facility/equipment use at Student Services Information Desk
<b>Library:</b>	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.
<b>Computer Lab (Residence)</b>	24 Hours/Day
<b>Computer Lab (Commuter)</b>	
Monday – Friday	8:00 a.m. – 11:00 p.m.
Saturday, Sunday, & Holidays	9:00 a.m. – 5:00 p.m.



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