

2021-2022

Booth University College

STUDENT
HANDBOOK



BOOTH
UNIVERSITY
COLLEGE



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EDUCATION FOR A BETTER WORLD



BOOTH
UNIVERSITY
COLLEGE

**Booth University College
Student Handbook
2021-22**

Education for a Better World

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HOURS OF OPERATION*

General Office Hours:	Monday – Friday	8:00 a.m. – 4:00 p.m.
Booth Bistro:	Monday – Friday	8:00 a.m. – 5:30 p.m.
Gymnasium:	Hours as Posted Outside of Gymnasium	
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.
Computer Lab (Residence)	24 Hours/Day	
Computer Lab (Commuter)	Monday – Friday	8:00 a.m. – 11:00 p.m.
	Saturday, Sunday, & Holidays	9:00 a.m. – 5:00 p.m.
Academic Learning Centre	Monday—Friday	9:30 a.m. – 3:00 p.m.
Chaplaincy Drop-in	Monday—Friday	Hours posted on office door

**Hours of operation may change depending on time of year and institutional needs. Please watch for notices indicating changes in operating hours.*

CONTACT INFORMATION

Student Services

Rhonda Friesen	Dean of Students	Rm 104 WB*	(204) 924-4876
Sherilyn Burke	Student Services Assistant	Reception WB	(204) 924-4895
Matthew Peters	Student Services Coordinator	Rm 116 WB	(204) 924-4875
Darla Thiessen	Academic Learning Centre Coordinator	Rm B08 WB	(204) 924-4883

Library Circulation Desk

290 Vaughn St (204) 924-4858

IT Services

Chris Nelson	Network Administrator	Rm 220 WB	(204) 924-4878
Theo Jeffrey	IT Support Technician	Rm 219 WB	(204) 954-6137

Academic Services

Dr. Michael Boyce	VP Academic and Dean	Rm 209 WB	(204) 924-4863
Stacia Nelson	Administrative Coordinator	Rm 207 WB	(204) 924-4872

Registrar's Office

Jeremy Perrott	Registrar	Rm 103 WB	(204) 924-4861
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Hospitality Services

Angie Coe	Hospitality Manager	Rm 102 WB	(204) 924-4854
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**WB=Waldron Building*

IMPORTANT DATES

FALL 2021

Residence Opens	August 30
Payment Deadline	September 7
New Student Orientation (TBC)	September 7
Welcome Week	September 7-10
First Day of Classes	September 8
International Student Launch (TBC)	September 9
Last Day of Registration and Revision Period	September 21
Thanksgiving (no classes)	October 11
Fall Reading Week	October 11-15
Voluntary Withdrawal Deadline	November 5
Remembrance Day	November 11
Last Day of Classes	December 7
Final Exam Period	December 10-17
Bistro Closes	December 18
Residence Closes for Fall Semester	December 18

WINTER 2021

Intensive Courses	January 3-14
New Student Orientation (TBC)	January 7
Residence Opens	January 7
Payment Deadline	January 9
First Day of Classes	January 10
International Student Launch (TBC)	January 13
Last Day of Registration and Revision Period	January 21
Louis Riel Day (No Classes)	February 21
Winter Reading Week	February 21-25
Voluntary Withdrawal Deadline	March 4
Good Friday (no classes).....	April 15
Last Day of Classes	April 8
Final Exam Period	April 11-19
Convocation	April 24
Regular Bistro Hours End	April 25
Residence Closes for Winter Semester	April 25

CAMPUS INFORMATION

LOST AND FOUND

Lost and found articles should be taken to the Student Services Information Desk on the main floor of Waldron Building. Items are held until the end of each term after which time they will be discarded.

COURTESY PHONES

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

COMPUTERS/INTERNET

PERSONAL COMPUTERS

Booth University College provides students with free Internet access throughout both campus buildings. A wireless password is available at the Student Services Information Desk in Waldron Bldg.

COMPUTER LAB

The computer lab is located on the main floor of Waldron Building next to the Commons area and is available as a free service to full-time and part-time students. Students wishing to use the Booth University College network are required to sign the University College *Computer Access Policy* which also provides instructions of how to access the lab computers. Further information is available at the Student Services Information Desk. Please note students are asked to bring their own data storage device such as a flash drive or portable hard drive since no storage space is provided on the lab computers. Access to the Computer Lab may be restricted as a protection measure during the pandemic. Check with the Student Services Information Desk re availability.

Computer Lab Hours

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

No food or drink is allowed in the computer lab. If a student is found with food or drink in the lab, they are subject to disciplinary action (see pages 13-15) including have their network account privileges revoked for the remainder of the academic year.

FOOD SERVICES

Booth Bistro is open 9:00 a.m. – 5:00 p.m. Monday to Friday, subject to pandemic restrictions. Meals and snacks are available throughout the day. The menu and prices are posted in the Bistro

and on the 'Hospitality' section of the website. Vending machines located in the Bistro are available 24 hours per day.

Payment can be made by cash, debit and VISA or MasterCard.

Questions or concerns regarding Booth Bistro or menu items may be addressed to the Hospitality Services Manager, Angie Coe, located in Room 102 on the main floor of Waldron Building.

BOOTH UNIVERSITY COLLEGE 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.

BOOTH UNIVERSITY COLLEGE WEB SITE

The University College website (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.

STUDENT INFORMATION SYSTEM/ POPULI

From accessing information about your courses and grades to joining on-line 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 frequently to stay on top of things happening on campus.

STUDENT E-MAILS

Booth University College will communicate important information for students concerning school news, notices, and events, as well as any course related information, using the student e-mail address provided to each student at the time of registration. 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, and to stay informed of campus notifications.

CLASS CANCELLATIONS AND EMERGENCY COMMUNICATIONS

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 announced on CJOB - 680 AM.

Emergency information may also be communicated via text messages. 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. Contact the Registrar's Office for any questions.

BULLETIN BOARDS/POSTERS/POPULI ANNOUNCEMENTS

All notices, posters, etc., placed on the general bulletin boards need to be approved and stamped by Student Services or the respective department prior to being posted.

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

Campus announcements are also placed on the Populi dashboard. Students are invited to join various special interest “Groups” in Populi to stay informed about information related to the Group topic. This includes a digital Job Board, International Student Resources, and Awards/Scholarships/Bursaries.

SOCIAL MEDIA

Booth University College maintains several social media accounts, including Facebook, Instagram and Twitter. 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 on the website and in Populi under ‘Files – Policies for Students’.

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 Student Services Information Desk in Waldron Building.

FOPS & BUILDING SECURITY

A fob (small electronic device) is issued to each student for the academic year (September – April). The fob provides the student with access to Waldron Building (447 Webb Place) and Petersen Hall (290 Vaughn Street) after hours (4-11 p.m.) as well as access to other fob protected areas (basement, computer lab, social work lab, etc.). Please note, access to the library does not require a fob during its operating hours and the main doors to 290 Vaughan building will be open during the library’s posted hours of operation.

Students must return their fob at the end of their last class/exam of the academic year. Lost 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 once locked after business hours 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 who appears to be looking for someone, either ask them if you can assist them and/or report to the Facilities Manager during business hours or the On-Call Attendant after business hours.

The following list is posted on the intercom box (located to the left of the main door in the lobby of Waldron Building) and **should be followed prior to allowing anyone entry to the building:**

- Have them identify themselves. Don't open the door until they respond.
- Ask what their purpose is and who has invited them to campus.
- Ask them to wait either outside or between the front doors until their campus host arrives. They should NOT go unaccompanied to a floor.
- Call the On-Call Attendant (number posted next to intercom) to deal with any matters that arise or if you are uncomfortable asking any of the questions noted above.

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.

EMERGENCY INFORMATION

These emergency procedures are excerpted from Booth UC's Emergency Preparedness Plan, which can be found in Populi under 'Files – Policies for Students'.

MEDICAL EMERGENCIES

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

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

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 may be subject to additional charge, which is billed to the person receiving treatment. The base subsidized rate for Emergency Medical Services is set by the Manitoba government [https://www.gov.mb.ca/health/ems/ambulance_fees.html].

After hours it is important to notify the On-Call staff member of the emergency. If the On-Call staff member is not available on site, please ensure that emergency personnel can enter the campus building.

First Aid Kits are available on every floor and Automated External Defibrillators (AEDs) are located on the main floor of Waldron Building and the second floor of Petersen Hall.

FIRE EMERGENCIES

WALDRON BUILDING

Booth University College has designated Fire Wardens on floors 1-3 and for the Residence floors 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 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

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

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

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

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

Re-entry is permitted only when authorities give the okay and the building has been prepared.

PETERSEN HALL CAMPUS AND LIBRARY – 290 VAUGHAN STREET

Pull stations are located throughout the building.

If fire is discovered:

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

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

External Assembly Location

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

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

EMERGENCY FIRE EQUIPMENT

Hanging items from, /or tampering with the fire prevention systems is not permitted. Non-emergency use of fire equipment and/or the alarm system may result in a fine, in addition to other disciplinary action.

PHYSICAL THREAT

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

Upon discovery of a Violent Criminal Offence/Armed Intruder

- If safe to do so, leave the area immediately via the nearest exit
- Do not carry anything in your hands (eg. cell phone)

- Take as many people with you as possible
- Close and latch all doors behind you – do not lock
- If not safe to evacuate – “Shelter-in-Place”
- When safe to do so, call 911

Upon Being Notified to Evacuate

- Leave the building immediately via nearest exit
- Do not carry anything in your hands (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

If it is unsafe to leave the building and you are in an office or classroom, follow these instructions:

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

If you are in a hallway or other gathering area:

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

If you are in an outdoor area:

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

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. It is for these reasons that Booth University College requires all of its students to agree to act in a manner that is consistent with the Christian ethos 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 the Christian ethos of Restorative Justice as it is found in Scripture. 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. Any sanction that is applied against an individual is applied for a number of purposes, including but not limited to changing behaviour, restitution for damages or 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. Accordingly, the disciplinary system is designed to be both flexible and accountable.

DISCIPLINE PROCESS

When a Community Standard is violated, the 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 wellbeing 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 wellbeing 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 APPLIED TO THE STUDENT HANDBOOK

Violation levels for Non-Academic Misconduct listed in the Student Handbook 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 1-5)
- 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. Appeals for non-academic misconduct violations are handled according to the following process.

Reasons for Appeal

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

- Bias 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 with the Dean of Students and discuss their reasons for wishing to appeal the decision. This must be done in an in-person meeting within 10 business days of the date stated on the Notice of Disciplinary Action issued from Booth University College. 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.

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.

COMMUNITY LIFE STANDARDS

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.

RESPECTFUL ENVIRONMENT

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

ACCESSIBLE CUSTOMER SERVICE

Booth University College is committed 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. This policy is applied jointly with the Booth University College Policy for Students with Disabilities, as written in the current Academic Calendar, and for students who are enrolled in Booth University College academic programs.

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 Student Services Coordinator. If an interpersonal conflict has detrimental effects on the life of the University College community, the University College may intervene in the situation to arrive at a resolution of the conflict.

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. Posters, signs, door or wall ornamentation may not use offensive or discriminatory language or imagery.

SEXUAL CONDUCT

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

With this in mind:

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

SEXUAL VIOLENCE AND ASSAULT

All members of Booth University College have a right to work and study in an environment that is free from any form of sexual violence. Booth University College has a detailed policy regarding sexual violence. 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 ensure that on-campus investigation procedures are available in the case of sexual violence even when the individual chooses not to make a report to the police
4. To provide appropriate guidelines and education about responding to the disclosure of sexual violence
5. To treat individuals who disclose sexual violence with compassion recognizing that they are the final decision-makers about their own best interests
6. 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

Booth University College supports a safe environment for anyone making a report in good faith about sexual violence that she/he/they has/have experienced or witnessed. All reported incidents of sexual violence will be investigated to the best of the administration's ability and in a manner that ensures due process. Booth may investigate any incident of sexual violence which it becomes aware of, whether this occurs on or off the university college property, or whether it occurs on any social media platforms, that may pose a risk to the safety of Booth University College and shall take all reasonable steps to ensure the safety of those to whom this policy applies.

For students who would like to file a formal complaint, all formal complaints should be made to the Dean of Students by completing the "Sexual Violence Report Form" which can be found at <https://boothuc.ca/student-life/student-policies/sexual-violence-prevention/>, and also in Populi under "Files". . Should the Dean of Students be the object of the complaint, the complaint should be made to the Vice President Administration.

Booth University College reserves the right to initiate an Investigation in accordance with this Policy, and/or to report the incident to local police services, even without the consent of the complainant, if it believes that the safety of those at Booth University College is at risk or if the reporting is required by law.

Confidential reporting through the Respect Educate Empower Survivors (REES) Community reporting tool for campus sexual violence

Booth UC is a member of the REES Community, an on-line resource supporting Manitoba post-secondary institutions to provide a safe and confidential way for campus individuals who have been harmed by sexual violence to record their information confidentially and access supports available to them.

Any Booth UC student may use this free tool which is available here:

<https://boothuc.reescampus.ca/>

REES offers four reporting options for the complainant to choose from:

- **Anonymous reporting:** Information can be recorded anonymously and stored in this secure database for action at a later date, should the individual wish to proceed with investigation or charges. Anonymous Reports are stored together, and REES provides the aggregate data to Booth UC to inform policy, prevention education and security on campus.
- **Report to Winnipeg Police:** REES will send the complainant's Record directly to police. Once police receive the Record, they will contact the complainant by phone to follow up.
- **Connect to Booth UC:** REES will send the complainant's contact information to a designated staff person at Booth UC. For students, the information goes to the Dean of Students, for staff and faculty the information goes to the Human Resources Generalist. The complainant can choose to include their Record and/or Narrative. Booth UC will contact the complainant directly to follow up and explore what supports may be needed.
- **Repeat Perpetrator Identification (RPI):** REES allows the complainant to identify the person who harmed them and will inform Booth UC if two or more people identify the same perpetrator. The complainant does not need to Create a Record to use RPI.

TRANSGENDER PERSONS

Booth University College is committed to providing a welcoming and inclusive environment for its students, staff and faculty. Transgender students are accommodated according to the gender they identify with and are supported in that identity. Booth University College recognizes that all situations will be unique, and that the implementation of this policy will require collaboration between the student and Booth University College. Faculty and staff will use the preferred name and pronoun that was specified by the student as represented in their profile on the Booth UC student information system and keep the person's transgender status confidential. Booth University College has a zero tolerance for harassment, bullying, discriminatory language, violence, sexual assault, and any other behaviours that undermine transgender student's feelings of safety and dignity within the University College.

BOOTH UNIVERSITY COLLEGE POLICIES TO SUPPORT A RESPECTFUL ENVIRONMENT:

Full text of the following Booth UC policies is available at <https://boothuc.ca/student-life/student-policies/> as well as in Populi under "Files".

ACCESSIBLE CUSTOMER SERVICE POLICY

ANTI-DISCRIMINATION POLICY

HARASSMENT POLICY

SOCIAL MEDIA POLICY

SEXUAL VIOLENCE POLICY

TRANSGENDER POLICY

HEALTH AND SAFETY

APPEARANCE/HYGIENE

Students are asked to remember that they are a part of a community and that their actions and appearance impact those around them. 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 outside of student residence
- 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. Marijuana that is prescribed for medical purposes must be disclosed to the Dean of Students and may not be consumed by smoking. The presence of any form of marijuana (cannabis) will be regarded as possession.

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

Drug possession, use or distribution is illegal under the Controlled Drug and Substance Act. Penalties for crimes committed under this act can be found at <http://laws-lois.justice.gc.ca/eng/acts/C-38.8/index.html>. Booth University College prohibits the possession, use or distribution of all illegal drugs on campus and at all Booth University College events. Students who breach this policy will be 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 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 on Booth University College property or at any University College event taking place either on or off campus.

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 side-arms, shotguns, rifles, ammunition, knives, paint ball guns, splat ball guns, airsoft guns, pellet or BB guns, hunting equipment, or any like substance with the potential to cause harm to property or other persons.

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

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

BOOTH POLICIES TO SUPPORT HEALTH AND SAFETY:

Full text of the following policies is available at <https://boothuc.ca/student-life/student-policies/> as well as in Populi under “Files”.

ALCOHOL AND DRUGS POLICY

SCENT FREE POLICY

OTHER FORMS OF MISCONDUCT

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

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

CONFIDENTIALITY AND NEED TO DISCLOSE

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.

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. E-mail, phone and zoom appointments are available.

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 links in Populi. ALC staff are available only within their set hours of operation. Please direct any questions or requests for support to the 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, sometimes very confusing, 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 OF WRITING, EDITING, READING, TIME MANAGEMENT & MORE:** Watch your email inbox 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 Dean of Students 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
- Occasional absences from class
- Alternate format texts
- Extra time to complete exams
- Laptops with speech to text software
- Separate, quiet room for tests & exams
- Extended Learning Centre supports
- Other supports as required

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.

SPIRITUAL CARE

Dealing with the stress of studies amid 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

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.

BOOTH COMMUNITY GATHERINGS

Coming together in community is one of the most important ways we build healthy relationships and address common concerns. Booth UC provides several different opportunities for developing relationships in the context of spiritual formation. Be sure to visit the institutional calendar in Populi for information about upcoming events and activities. Check with Student Services staff for more information.

COUNSELLING AND STUDENT MENTAL HEALTH SUPPORTS

My Student Support Program (MySSP): Booth University College is partnering with Morneau Shepell to enable students to access a professional counsellor at any time of the day, any day of the year through the Student Support Program (SSP). Students can use the free My SSP App to connect with a Student Support Counsellor anytime, from anywhere to help you with many common issues that range from every day stresses to significant personal or family crises. This program is confidential within the limits of the law. Support is available in both English and French.

The Student Support Advisors can help with:

- stress and anxiety
- homesickness, sadness, loneliness
- relationships with friends and family
- being successful in school
- balancing everyday issues while studying
- significant personal or family crisis
- and lots more!

There are many ways to access 24/7 support:

- Download the free 'My SSP' app from your device's app store (available on Apple and Android devices) to call or chat an advisor
- Visit the website <https://mysp.app/ca/home> to access articles, tools, and resources to help you succeed
- Dial 1.855.649.8641 to speak to an advisor over the phone, 24/7 any day of the year (including holidays) for as long as you are registered as a Booth UC student

Students who would like to meet in person with a professional counsellor in Winnipeg are invited to contact the Dean of Students or the Student Services Coordinator who are able to provide a list of off-campus professional counselors. These services are available at a reasonable cost, normally to be borne by the student. See the section on Winnipeg General Information at the end of this Handbook for a list of available services in Winnipeg.

My Wellness at BoothUC: One of the benefits offered through the Supplemental Health & Dental Plan for Booth UC students is a group of resources known as the 'MyWellness' plan. You can find the various supports available through this link:

<https://www.mystudentplan.ca/booth/en/mywellness>, also located in the "Links" tab in Populi. Here you will find access to things like a free mental health assessment tool, financial wellness advice, referrals to counsellors and a list of Booth UC supports.

STUDENT SERVICES EVENTS AND ACTIVITIES

Throughout the academic year 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 and activities are sent via e-mail (see page 8) and are posted on both physical and electronic billboards 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.

Student Services maintains information posted on Waldron Building bulletin boards. Students are encouraged to pay attention to posted notices for information about job opportunities, events happening both on and off campus, and various community related topics.

STUDENT SERVICES INFORMATION DESK

Students needing assistance with a wide range of questions from exam schedules to bus passes can find answers through the Student Services Information Desk located on the main floor of Waldron Building. The Information Desk provides general reception services for the University College, receives and redirects phones calls and mail, distributes keys and fobs, and greets campus visitors.

Students will frequently find information and sign-up sheets for various Booth University College events and activities at the Information Desk. Information Desk staff will also provide assistance with information related to course schedules, textbook lists, exam schedules, classroom locations, and the like.

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

- Tuition and student fees
- Booth University College merchandise
- Hospitality Services guest fees
- Fees for transcript requests
- Winnipeg Transit Peggo bus cards
- Photocopy and printing

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 twelve positions; they are: four executive members, seven 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 representatives are elected for Residence, Commuter, International, Indigenous, 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:

<https://boothuc.ca/student-life/student-council/> Be sure to visit the school calendar in Populi and follow them on Facebook and Instagram to stay informed of Student Council activities throughout the year. Notices concerning Student Council events and activities are regularly posted on the Populi dashboard.

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.

COURSE REGISTRATION

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

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 Student Services Information 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 and 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 REQUEST FOR VOLUNTARY WITHDRAWAL (VW) form.. 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.

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 from the Student tab of Populi. 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/>.

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 be downloaded from the Student tab of Populi "Print Enrollment Verification". 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 ahead. Either version can be requested following the instructions in Groups>Student Resources in Populi. Students may also print their CoE directly from their Student record 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.

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 opening the financial tab on their Student Record in Populi.

FINANCIAL AID, AWARDS AND SCHOLARSHIPS

Booth UC is committed to making quality education accessible to all deserving students. Each year new and returning students are awarded funding through the Booth UC Scholarship and Award program to help cover school expenses. Booth UC also offers a bursary program for students who are in financial need. Visit the Financial Support web page <https://boothuc.ca/admissions/financial-support/> or the 'Awards, Scholarships & Bursaries' Group in Populi for more information about the different awards for which students may apply each year. Additional links to external award and scholarship opportunities are also found in the Populi Group.

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 a number of 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.

HEALTH INSURANCE

To help students pay for the health services they need, a Supplemental Group Health & Dental Plan has been implemented for Fall 2020. 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) prior to the end of September. 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 www.mystudentplan.ca/booth.

International students will be charged an additional premium for insurance that covers primary 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.

Students who begin their studies in January will be charged a prorated fee for coverage from January to September. For plan details, visit www.mystudentplan.ca/booth.

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.

RETURNED CHEQUES

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

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 Student Services 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 Student Services Information 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 Student Services Information Desk if further information is required.

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

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

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

Klinik 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

Canadian Mental Health Association (204) 982-6100

<https://mbwpg.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/>