

Booth College

STUDENT HANDBOOK

Welcome to Booth College

We are pleased that you have accepted our invitation and have become a member of the Booth College community. We have become partners in a life changing experience. We trust the Student Handbook will help guide you in understanding who we are as a community.

Booth College Identity & Mission Statement

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

The Booth Community

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

2008 – 2009

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COMMUTING STUDENTS

Full-time and part-time students who reside off campus are a vital part of the College community. They are invited to be a part of every campus-wide event and activity (fees may accompany these events). All public student areas are open for their use. A representative on the Booth College Student Association will be a liaison for commuters to share their comments, suggestions and concerns to the Dean of Student Development and other College personnel. Commuters are invited to a monthly meeting that takes place on the first Monday of the month (unless otherwise posted).

COMMUTING STUDENT STORAGE

Students requesting storage are able to receive a locker to store their belongings. Locker assignments are given during registration. After registration, please contact the Dean of Student Development to receive your locker and a college lock. The College assumes no responsibility for the security of the items stored. Lockers are located on the lower level floor (outside of the gym) and in the washrooms on the third floor (in the back hallway).

CITY AS CAMPUS

Commuting students are encouraged to attend City as Campus events that will occur weekly. A variety of events and concerts around the City of Winnipeg are attended frequently by the faculty, staff and students of Booth College. These are excellent opportunities to build solid relationships with the campus community and have fun out on the town. The City as Campus bulletin board, is located on the main floor where upcoming events will be posted.

SPIRITUAL FORMATION

DISCIPLESHIP & BIBLE STUDY

Resources are available on campus to encourage spiritual growth in Booth students. There are opportunities for small and large groups to meet for the purpose of corporate study, prayer, and fellowship. Each residence hall has meetings as well as informal and spontaneous times among friends. Commuters, as well, meet for Bible studies and prayer. More information regarding Bible studies, mentoring and discipleship can be obtained by contacting the Pastoral Care Coordinator.

For those who wish to participate, we meet as a community for chapel on Wednesdays and Fridays from 11:20 am – noon. A schedule of Chapel speakers is printed and posted in various locations throughout the College and also on the College website each semester.

COUNSELLING SERVICES

The role of the Pastoral Care Coordinator and the Dean of Student Development is to provide students with an opportunity to connect on a formal and informal basis, providing pastoral care, prayer and other services. For

certain counseling needs, students may be referred to an off-campus professional counselor.

There are situations when a student's needs and/or the community's well-being or safety warrant professional counseling. These services are available at a reasonable cost, normally to be born by the student.

All counseling sessions are confidential unless determined by law that information must be shared with other officials.

PRINCIPLES FOR PERSONAL CONDUCT

INTERPERSONAL RELATIONS

Living peacefully in a community setting requires that people learn to communicate and resolve differences in a reasonable fashion. When there is a conflict or some other kind of problem, students at Booth College are encouraged first to deal directly with the individuals involved. If resolution cannot be found at that level, Student Development staff members are available for counsel and/or involvement in the resolution process.

COMMUNITY ACCOUNTABILITY

There may be times in the life of the community when disciplinary action becomes necessary. Booth College seeks to be a redemptive community where discipline is applied for the good of the community.

Students enrolled at the institution could be asked to leave the community if, through the disciplinary process, the student is out of harmony with Booth community standards.

In accepting admission to Booth College, each student agrees to comply with the policies, expectations, procedures, and administrative regulations as they exist at the time of admission, and as they may be changed, modified, or added to during the time the student is enrolled.

RACIAL & ETHNIC DIVERSITY

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

ALCOHOL & DRUGS

Consumption or possession of alcoholic beverages is prohibited on campus and at college sanctioned activities. (The presence of containers, including cans and bottles, will be regarded as possession.) Students who may legally consume alcoholic beverages off campus (18 years of age) are to do so responsibly. Students who are not of legal drinking age who consume alcohol may be subject to disciplinary action.

Booth College prohibits the possession, use or distribution of all illegal or non-prescriptive drugs by students. Students who breach this may be subject to disciplinary action.

SEXUAL MISCONDUCT

Sexual intimacy outside of marriage is considered sexual misconduct, on or off campus. Also included in this definition are inappropriate relationships between single persons and married persons, or cohabitation with members of the opposite gender outside of marriage. The use of pornographic material is not allowed on the Booth campus and students are discouraged from participating in its use at all times. Those who engage in the above activities may be subject to disciplinary action.

PERSONAL PROPERTY

The College will exercise reasonable precautions to protect personal property left on campus, but cannot assume responsibility for the loss of money, valuables, or other personal property. Likewise, personal property left on campus or owned by the College is not to be used without official permission of the individual owner or the College. Please report all losses to the Dean of Student Development or the Facility Manager.

SELLING ON CAMPUS

Generally speaking, the College does not invite a proliferation of selling on campus by sales representatives and solicitors from off campus. Students and off-campus people are permitted to advertise and sell on campus only with the approval of the Dean of Student Development.

FIREARMS/EXPLOSIVES

Absolutely no weapons will be allowed on campus or in the building. This includes side-arms, shotguns, rifles, etc., ammunition, knives (except for pocketknives with blades smaller than three inches), paint ball guns, splat ball guns, pellet or BB guns, hunting equipment, etc.

Fire crackers, fireworks and flammable substances may not be stored within, nor used on College property.

ATHLETICS & CO-CURRICULAR ACTIVITIES

ELIGIBILITY

Experiences in co-curricular activities offer opportunities for development beyond the academic setting and avenues of leadership training, practical living, and enjoyment. The following policies are formed for the benefit of all who are a part of these activities so that a balance is maintained in a student's social, recreational, and study life.

INTERCOLLEGIATE SPORTS

Both participants and spectators have enjoyed a well-developed and successful intercollegiate sports program at the College for many years. Men and women compete in basketball, volleyball and indoor soccer as interest arises.

In keeping with the policies of the Manitoba Colleges Athletic Conference (MCAC) students involved in Intercollegiate Athletics must meet eligibility

requirements. Please see the Dean of Student Development or visit www.mcathletics.ca for more information about MCAC Sports.

OTHER CO-CURRICULAR ACTIVITIES ELIGIBILITY

All students are eligible for participation in activities. Each student should consider the available time and balance his/her activities against the academic demands of College life. For information on Intercollegiate Athletic Eligibility see the Dean of Student Development.

BOOTH COLLEGE STUDENT ASSOCIATION

The Student Association serves as the voice of the student body and students are encouraged to bring their ideas and concerns to their student representative. The Association is to make recommendations on community life matters to the College faculty and administration.

The BCSA will plan social and recreational events throughout the academic year and co-sponsor events with other College Departments and community groups (or associations). Student Association events are communicated through Student Association representatives, Student Council bulletin board, City as Campus bulletin board, campus calendar of events and through daily announcements. The Association will post minutes, reports and agendas outside their office (located on the third floor – Student Leadership Office).

A copy of the Student Association's Constitution can be received by contacting the President of the Student Association.

INTRAMURAL SPORTS/ACTIVITIES

Many of the men and women on campus participate each year in intramural team sports. This program is open to current students, faculty, and staff of Booth College and provides an excellent way to meet friends, enjoy team activities, and be physically active. Activities such as floor hockey, indoor soccer, volleyball, basketball, chess, billiards and others highlight the intramural year.

OTHER CO-CURRICULAR OPPORTUNITIES

The City as Campus program provides numerous possibilities for recreation and activity. For example, Winnipeg prides itself on cultural events such as professional orchestras and theatre companies, museums and professional sports. Also in the area are fine restaurants, shopping malls, bowling alleys, skating rinks, golf courses, swimming pools, fitness centres and YM/YWCA.

COMMUNICATIONS

The College seeks to facilitate an environment where its members relate to one another with integrity, professionalism, and affirmation grounded in biblical principles.

To this end, the College has developed the following policy containing communication expectations, procedures and general guidelines for student use.

COMMUNICATIONS USAGE & EXPECTATIONS

In addition to direct means of communication (person-to-person and via telephone), the College provides all students three primary means of inter-office communication: College web site, email, campus mail box.

The College web site is a resource for important community information such as policies and procedures and information about various programs and support services provided by the College. Therefore, it is expected that all students will access the College's web site on a regular and/or as-needed basis to seek the information they need. Class cancellations due to inclement weather will be announced on 680 AM CJOB.

MAIL CENTRE

The College maintains an area designated for student mail. Incoming mail is delivered to the College and is distributed through business office personnel. All students will be given a campus mailbox. In the event that there is insufficient mailboxes, campus mail will be mailed to the student's home address or delivered to a class. Notice of packages will be sent through the mail. Mail is delivered three times a day for your convenience. Out going mail is the responsibility of students. During summer vacation we encourage returning students to leave a forwarding address or leave stamped, self-addressed envelopes with the receptionist. Graduating and non-returning students are required to leave a forwarding address directly with Canada Post. All mail will be returned to sender after the first week of classes in the fall.

BULLETIN BOARDS/POSTERS

All notices, posters, etc., placed on the general bulletin boards or on the walls need to be approved and stamped by the department responsible for the bulletin board. If you wish to display a poster on a bulletin board, please see the Dean of Student Development for approval. Notices, posters, etc. may be placed in the residence hall though prior permission must be given by Student Development personnel. Posters will be removed if they are not approved.

CAMPUS SERVICES & FACILITIES

HEALTH SERVICES

Booth College is not equipped with health service professionals. The Student Development Office will post a schedule of Health Service providers. First Aid kits can be found on each floor. Be sure to check with your RA. Available health services include:

- Health pamphlets and information
- Exercise and diet management information
- Emergency care providers
- Referrals to off-campus treatment

Students are encouraged to call the Receptionist, Dean of Student Development and the Area Coordinator.

Resident students who are ill may request a meal a la carte by contacting hospitality.

- In case of serious illness, the parents or guardians of the student will be notified with the permission of the student

FOOD SERVICE

The Dining Room is operated under the direction of the Hospitality Services Manager (HSM). If you have any questions or concerns regarding the Dining Room or menu items, please direct your questions to the HSM. Your student ID allows you to load money and use it as a declining balance. Please see the Account Coordinate to load your card. Menus and prices are posted in the Dining Room and on the Student Life section of the website.

PURCHASING TEXT BOOKS

Most textbooks for classes can be purchased at the University of Winnipeg's bookstore. Please visit the university's web site for an accurate listing of hours of operation.

BUSINESS OFFICE

Please see the College web site or Business Office for the fee schedule and related financial policies.

The Business Office oversees each student's financial status with the College. Students are responsible for financial obligations resulting from tuition, fees, room/board, miscellaneous services, assessments, etc.

Incidental Deposit – A fee will be assessed to all Booth College students to cover breakage/damage of College property and any other outstanding amounts owed to the College. The deposit is also a cleaning and key/card deposit. At the end of the semester, a refund will be made on the return of keys/cards, proof of no breakage, completion of all cleaning tasks (resident students), and payment of all fees including library fees to all libraries associated with Booth College. If there are amounts outstanding to Booth College or associated universities, the incidental deposit will be used to cover these amounts before any monies will be refunded to a student.

Booth College Student Association Fee – This fee is collected by the Assistant Registrar during Registration and Payment of Fees and is used for campus events throughout the year. Fees are determined by the amount of credit hours a student registers for.

Property Insurance—The College is not responsible for items which are lost, stolen or damaged (this includes luggage and vehicles, etc.). Students are encouraged to purchase private insurance.

Health Insurance—International students are required to obtain satisfactory health insurance. Students will not be allowed to register until the student providence evidence of such insurance. The Business Office can recommend possible companies.

NSF Cheques—A \$25.00 fee is charged on all NSF cheques.

Alteration of Fees—The College reserves the right to alter fees and charges

without advance notice.

VEHICLE REGULATIONS

Private Student Vehicles—Students must make their own arrangements for parking, taking into account that we are an urban campus with limited and costly parking.

College Fleet – The College owns two vans that are used during college sponsored events. Limited approved drivers go through an orientation by the Facilities Manager and the Dean of Student Development.

Airport/Train/Bus Pick Up—We are pleased to pick up and drop off resident students to the airport.

PUBLIC TRANSIT

The City of Winnipeg has a satisfactory transit system. Current bus routes and schedules can be found in the Winnipeg Yellow Pages or on the third floor. All prices and information can be obtained by calling 986-5700 or by going to their web site: www.winnipegtransit.ca or navigo.ca. Discounted bus passes may be purchased from the Dean of Student Development for \$57.00 (cash only).

RECEPTIONIST

The College telephone number is 204 947.6701. The Reception Desk is open:

Monday to Friday—8:00 am – 4:30 pm (September – April)

Monday to Friday – 8:00 am – 4:00 pm (May – August)

The Reception Desk serves as the Administrative Assistant to the Business Office.

PRIVACY ACT

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

The College policy is not to give out any information (including to family and friends) that is not part of public record (e.g. enrollment dates, degrees received). Therefore, the College will not release addresses or telephone numbers of current students.

If a student desires to have such information generally released, the student is to state so in writing and submit it to the Student Services—Student Records Office. Such requests are kept on file for three years following the last date of enrolment or until the student has withdrawn the request beforehand; which ever comes first.

If you have any concerns about this, wish to opt out, or receive more information on our Privacy Policy, please contact our Privacy Officer at privacy@boothcollege.ca, call 947.6701, or check out our web site at: www.boothcollege.ca.

LOST AND FOUND

Lost and found articles should be taken to the Reception Desk. Inquires about lost articles should be directed to the Reception Desk. All items are kept at the Reception Desk for one week. After one week, they are removed and given to Student Development. Items not picked up will be discarded after two months.

STUDENT COMPUTERS/INTERNET

Resident students wishing to obtain internet access in their residence can make arrangements with MTS to have a phone line installed, and DSL high speed enhancement added to that phone line. The College provides students with internet access in our computer labs. All costs pertaining to this service are the student's responsibility.

COMPUTER LABS

The computer labs are located on the lower level of the building and are available as a service to full and part-time students, faculty and staff. These computers run the Windows XP operating system, Microsoft Office XP and Internet Explorer 6. The computer labs are equipped with one printer. All students wishing to use the College network services are required to agree to the College "Computer Access Policy". Please see the IT services for further information.

GYMNASIUM

The gymnasium has designated hours for general use by all students. These hours are posted and are to be observed. To avoid scheduling conflicts, the gymnasium must be reserved through the Athletic Director by email or phone.

EMERGENCY FIRE EQUIPMENT

The fire extinguishing equipment is to be maintained for emergency use only. Unauthorized usage may mean that it would not be available in time of need and that the consequences could be severe loss of property and perhaps life. In case of fire, immediately use the nearest alarm and inform the College Receptionist during business hours (Monday to Friday) and after hours, the on-call person.

Hanging items from, touching, and/or tampering with the fire prevention systems is not permitted because of fire hazards, insurance regulations, and to help ensure fire prevention. Non-emergency use of fire equipment and/or alarm system will result in forfeiture of the entire incidental deposit (minimum of a \$100 assessment) in addition to other disciplinary action.

WHAT TO DO IN CASE OF MEDICAL EMERGENCY

- In case of an emergency on campus that requires outside help from medical (ambulance) personnel, please keep the following in mind:
- During business hours, the receptionist is the key person to contact who will call appropriate college personnel.
- After hours it is important to notify the on—call person of the emergency

before you have called an ambulance.

- Please note - the caller and the one being treated can expect to pay at least \$300 for an ambulance visit.
- If you need an ambulance (medical emergency) dial 911 from any College phone and ask for an ambulance.
- After hours – on call staff will meet the ambulance and or officials at the front doors.

WHAT TO DO IN CASE OF FIRE

The fire alarm should be set in operation immediately upon discovery of a fire. The moment an alarm sounds, close windows and go to the nearest exit. Walk rapidly in a single file, at arms length apart. Go down the nearest stairwell. **Do not use the elevator.** Move away from the building. Under no circumstances shall anyone interfere with the fire warning system. Every student should know the evacuation procedures. These procedures are posted on each floor. Everyone should be mindful of where to locate fire extinguishers and pull stations.

Everyone is required to leave the building during a fire alarm and meet outside on the Adult Education parking lot. Drills will be held at least once every academic year. A required fire safety meeting is conducted every year where information is presented and distributed.

An Emergency Manual is posted on each residence floor. All are required to read and sign that they have read the Emergency Procedures Manual.

ACCOUNTABILITY

STUDENT ACCOUNTABILITY POLICY

Booth College has established standards of conduct based on reasonable expectations and values we hold to as a Christian university college. Students, upon admission to the college, agree to the ethos and mission of Booth College. Because a student's personal, educational and spiritual growth is central to the mission of Booth College, students who are not in alignment with College policy will be held accountable by the Community Life Accountability Committee.

All members of the community are charged with the stewardship of the College mission. The Community Life Accountability Committee CLAC will meet and make recommendations.

COMMUNITY LIFE ACCOUNTABILITY COMMITTEE (CLAC)

Decisions and /or recommendations will be written and presented to the student. The Dean of Student Development will either present a written copy of the incident or speak to the CLAC. The student in question will have opportunity to be heard by the committee if they wish to do so.

COMMUNITY LIFE APPEAL PROCESS

If the student is unwilling to accept the decision or a recommendation of

dismissal from the Dean of Student Development or his/her designate, the option of an appeal is given on terms that are deemed appealable (see below for terms).

From the time the student receives the decision of the Dean of Student Development or his/her designate or a recommendation for dismissal, he/she will have six (6) business hours to make an appeal to the Vice President/Academic Dean or his/her designate. Prior to filing a student appeal, a \$25.00 appeal fee is to be paid to the Business Office (the fee is refunded if the appeal is successful). The appeal shall clearly indicate whether the appeal is from the finding of fault, or the disposition of penalty or both. The appeal letter must also state the grounds for the appeal. The Vice President/Academic Dean will inform the President of the appeal and will call a meeting of the Community Life Appeal Committee.

*NOTE: The following Community Discipline decisions are considered to be subject to appeal: disciplinary probation, work assignments, suspensions, evaluative suspensions or dismissal.

The Community Discipline Appeal Committee will forward its recommendation to the President or his/her designate and a copy will be sent to the student. The decision of the President or his/her designate is final.

COMMUNITY LIFE ACCOUNTABILITY APPEALS COMMITTEE

Members—The Associate Academic Dean (Chair), one faculty or staff appointed by the President as a standing member for a two year term, the Student Association President, and two other members (drawn from Faculty, Staff, student body) as selected by the President in consultation with the Chair.

Functions:

1. This committee meets upon the Vice President/Academic Dean's receipt of a student's appeal of a decision or recommendation by CLAC.
2. Upon receipt of a copy of the disciplinary action or recommendation, the student may initiate an appeal by writing to the Vice President/Academic Dean within 24 hours of the letter.
3. If there is deemed to be a conflict of interest for a member of the Community Life Accountability Appeal Committee, the President will exclude that member from being part of the committee. The President will then name another individual to sit as an adhoc member.
4. All notices of appeal shall clearly indicate whether the appeal or recommendation is from the finding of guilt or fault on the one hand, or from the disposition of penalty on the other or both.
5. If the matter goes to the Community Life Accountability Appeal Committee, the student and/or the Dean of Student Development may request and exercise the right to appear personally, and/or to have a representative appear on his/her behalf before the Committee.

The student and/or Dean of Student Development will be able to give his/her

view on evidence before being questioned by the Committee, and give a summary argument at the end of the process. If the student wishes not to appear before the Committee, such action shall not be viewed as evidence of innocence or guilt. The student and his/her representative and the Dean of Student Development will not be in the room during the discussion, which would involve the consideration of evidence and/or the formulation of the Appeal Committee's recommendation.

The Community Life Accountability Appeals Committee may request information from other individuals as it deems necessary.

6. The Committee is to give a written recommendation to the President or his/her designate. The recommendation may be but not limited to:
 - a) exonerate the student
 - b) uphold the decision or the recommendation of CLAC
 - c) dismissal
7. The student and the Dean of Student Development will be given a written copy of the recommendation of the Community Life Accountability Appeal Committee (CLAAC)

Important Dates 2008-2009

Regular Session - Fall Semester 2008

Residence and Dining Room Open for Returning & New Students	1 September
Booth College Orientation	2 September
Fall Semester Begins	2 September
New (am) and Returning (pm) Student Registration *	2 September
Payment of Fees Deadline for All Students	2 September
College for Officer Training (CFOT) Classes Begin	3 September
Social Work Practica Begin	2 September
Booth College Classes Begin	3 September
Christian Service Practica Begin	3 September
Period for Late Registration and Registration Revision	3 – 17 September
Fall Convocation	5 September
Thanksgiving Day (College Closed)	13 October
October 2008 Graduation **	15 October
Remembrance Day (College Closed)	11 November
Last Day for Voluntary Withdrawal from Fall (3 credit hour) courses	12 November
Application Deadline for Social Work (May-August 2009) Practica	1 December
Booth College and CFOT Classes End	2 December
Christian Service Practica End	5 December
Social Work Practica End	5 December
CFOT Examinations	3-5 December
Booth College Examinations	3-11 December
CFOT Winter Field Assignment	6-20 December
Fall Semester Ends	12 December
Residence and Dining Room Close	12 December (6PM)

Regular Session-Winter Semester 2009

New Year's Day (College Closed)	1 January
Residence Open	2 January
Winter Semester Begins	2 January
Winter Semester Registration (and Payment of Fees Deadline) for New and January Intersession students *	2 January (Reg'n) 2 January (Fees)

Winter Semester Registration (and Payment of Fees Deadline) for Regular Session students *	5-9 January (Reg'n) 9 January (Fees)
Winnipeg January 2009 Intersession Classes Begin	5-9 January
Booth College and CFOT Classes Begin	5 and/or 12 January
Christian Service Practica Begin	5 January
Social Work Practica Begin	5 January
Period for Late Registration and Registration Revisions for Winter	5-23 January
Application Deadline for Social Work (Fall 2009) Practica	16 January
Louis Riel Day (College Closed)	16 February
Reading Week/Mid-Term Break	16-20 February
Last Day for Voluntary Withdrawal from Fall/Winter	18 March
Booth College and CFOT Classes End	9 April
Good Friday (College Closed)	10 April
Booth College and CFOT Examinations	13-17 April
Christian Service Practica End	17 April
Social Work Practica End	17 April
Graduation Final Preparation Week	20-24 April
April 2009 Graduation Weekend	25-26 April
Winter Semester Ends	27 April
Residence and Dining Room Close	28 April (Noon)

Graduation 2008-2009

Application for October 2008 Graduation Deadline (without penalty)	1 August 2008
October 2008 Graduation	15 October
Application for April 2009 Graduation Deadline (without penalty)	24 November
April 2009 Graduation Weekend	25-26 April 2009

*When available, a schedule of events will be posted on the college website for Registration Days.

**For October 2008 graduates, parchments will be issued on October 15, and they will be invited to attend the April 2009 Graduation Weekend Exercises.

Note: All students should remain on campus until examination obligations have been met. Examinations will not be rescheduled for those whose travel plans conflict with the examination schedule.

Contact Information

Absences from class	Your professors	Main switchboard	947-6701
Absences due to illness	Your professors	Main switchboard	947-6701
Academic Advising	Acting Registrar	wswan@boothcollege.ca	924-4861
Academic Records	Acting Registrar	wswan@boothcollege.ca	924-4861
Academic Skills Assistance	Acting Registrar	wswan@boothcollege.ca	924-4861
Add/Drop Courses	Assistant Registrar	jkennedy@boothcollege.ca	924-4865
Academic Probation Appeal	Academic Dean	dneale@boothcollege.ca	924-4863
Address Change	Assistant Registrar	jkennedy@boothcollege.ca	924-4865
Accountability Issues	Dean of Students	ssutherland@boothcollege.ca	924-4876
Advertising	Dean of Students	ssutherland@boothcollege.ca	924-4876
Athletics	Athletics Director	aknapp@boothcollege.ca	924-4881
Audio Visual Equipment	IT Services	cnelson@boothcollege.ca	924-4878
Books and Supplies	Registrar	wswan@boothcollege.ca	924-4861
Campus Closures	Academic Services	mpishak@boothcollege.ca	924-4872
Career Planning	Dean of Students	ssutherland@boothcollege.ca	924-4876
Change of Major	Advisor	wswan@boothcollege.ca	924-4861
Class Schedule	Acting Registrar	wswan@boothcollege.ca	924-4861
Clubs (recreational)	Dean of Students	ssutherland@boothcollege.ca	924-4876
Commuter Programs	Dean of Students	ssutherland@boothcollege.ca	924-4876
Counselling	Dean of Students	ssutherland@boothcollege.ca	924-4876
Disabilities	Dean of Students	ssutherland@boothcollege.ca	924-4876
Doctor	Dean of Students	ssutherland@boothcollege.ca	924-4876
Enrolment	Dir. of Admissions	cburt@boothcollege.ca	924-4867
Financial Aid	Dir. of Admissions	cburt@boothcollege.ca	924-4867
Grades	Acting Registrar	wswan@boothcollege.ca	924-4861
Graduation Requirements	Acting Registrar	wswan@boothcollege.ca	924-4861
Guests (overnight)	Area Coordinator	On call cell number	996-3495
Harassment	Dean of Students	ssutherland@boothcollege.ca	924-4876
Health Services	Dean of Students	ssutherland@boothcollege.ca	924-4876
Housing	Area Coordinator		
I.D. Card Replacement	IT Services	cnelson@boothcollege.ca	924-4878
International Programs	Dean of Students	ssutherland@boothcollege.ca	924-4876
Intramural Sports	Athletics Director	aknapp@boothcollege.ca	924-4881
Keys – rooms	Area Coordinator	abrown@boothcollege.ca	924-4869
Leadership Opportunities	Dean of Students	ssutherland@boothcollege.ca	924-4876
Library hours and info	Library Services	mmorash@boothcollege.ca	924-4857
Locked out?	On call number		996-3495
Lockers	Dean of Students	ssutherland@boothcollege.ca	924-4876
Lost and found	Dean of Students/Reception	ssutherland@boothcollege.ca	924-4876
Mail	Reception		
Meals/Food	Hospitality Services	raime@boothcollege.ca	924-4854
Medical Insurance	Dean of Students	ssutherland@boothcollege.ca	924-4876
Open Gym Hours, evenings	Athletic Director	aknapp@boothcollege.ca	924-4881
Orientation	Dean of Students	ssutherland@boothcollege.ca	924-4876
Parking Services	Dean of Students	ssutherland@boothcollege.ca	924-4876

Payments and Fees	Assistant Registrar	jkennedy@boothcollege.ca	924-4865
Publications	Dir. of Admissions	cburt@boothcollege.ca	924-4867
Re-Enrolment	Assistant Registrar	jkennedy@boothcollege.ca	924-4865
Recreation Equipment	Dean of Students	ssutherland@boothcollege.ca	924-4876
Refunds	Financial Coordinator	dknight@boothcollege.ca	924-4853
Security/Safety Issues	Facilities Manager	dvaloux@boothcollege.ca	924-4855
Spiritual Concerns	Pastoral Care	wswan@boothcollege.ca	924-5614
Storage	Area Coordinator		
Student Government	Dean of Students	ssutherland@boothcollege.ca	924-4876
Study Skills Instruction	Dean of Students	ssutherland@boothcollege.ca	924-4876
Telephones	IT Services	cnelson@boothcollege.ca	924-4878
Theft	Facilities Manager	dvaloux@boothcollege.ca	924-4855
Transcripts	Registrar	wswan@boothcollege.ca	924-4861
Booth Mission	President	dburke@boothcollege.ca	924-4871
Withdrawals	Assistant Registrar	jkennedy@boothcollege.ca	924-4865
YMCA Info	Dean of Students	ssutherland@boothcollege.ca	924-4876

HOURS OF OPERATION

Admissions	8:00 am – 4:30 pm Monday – Friday		
Bookstore (U of W)	9:00 am – 4:00 pm Monday – Thursday	9:00 am – 2:30 pm Friday	
Dining Room	Noon – 6 pm Monday – Friday		
Counseling Services	8:00 am – 4:30 pm Monday – Friday		
Enrolment Services	8:00 am – 4:30 pm Monday – Friday		
Finance	8:00 am – 4:30 pm Monday – Friday		
Gymnasium	8 am – 11 pm Monday – Friday		
Housing Office	9:30 – 4:30 Mondays	9:30 – 4:30 Thursdays	
Library	8 am – 9 pm; Monday – Thursday	8 am – 6 pm; Friday	10 am – 5 pm; Saturday
Lounges (Commons)	8 am – 1 am Monday – Friday		
Student Life	8 am – 5 pm Monday - Friday		

EMERGENCY NUMBERS

Professional Assistance			
Please assist by sending someone to meet emergency vehicles at College entrance			
Fire, Ambulance, Police	9-911		

On Campus Emergency Numbers

First Aid Attendant	During business hours please dial "0"	After hours – On call person	996-3495
Security	During business hours dial "0"	After hours – On call person	996-3495
Maintenance Emergency	During business hours dial "0"	After hours – On call person	996-3495

Off Campus Emergency Numbers			
Winnipeg Police	9-111 Emergency	Non-emergency number	986-6222
Poison Control Centre			787-2591
Suicide Hotline			800-784-2433
Rape Crisis Centre			877-392-7583

**Off Campus Medical Clinics
Community Resources**

Family Doctor	Family Doctor Connections	204-786-7111	Manitoba Health 300 Carlton Street Winnipeg, MB
Local Crisis Response Team	Winnipeg Regional Health Authority WRHA Mobile Crisis Unit	204-946-9109	763 Portage Avenue, Winnipeg, MB
Psychiatric Emergency Services	Hospital Emergency (Winnipeg):		
	Health Sciences Center	204-787-3167	820 Sherbrook St.
	Grace General	204-837-0157	300 Booth Drive
	St. Boniface General	204-237-2260	409 Tache Ave.
	Seven Oaks General	204-632-3232	2300 McPhillips St.
	Victoria General	204-477-3148	2340 Pembina Hwy.
	Concordia	204-661-7194	1095 Concordia Ave.
	Urgent Care: Misericordia Health Centre	204-788-8188	99 Cornish Ave.
Local branch of the Canadian Mental Health Association (CMHA)	Winnipeg Region	204-982-6100	432 Ellice Ave. Winnipeg, MB
Mood Disorder Services	Mood Disorders Association of Manitoba	204-786-0987	100 – 4 Fort St. Winnipeg, MB
Addiction Services	Addictions Foundation of Manitoba	204-944-6200	1031 Portage Ave. Winnipeg, MB
Help Line	KLINIC	204-786-8686 1-888-322-3019	870 Portage Avenue, Winnipeg, MB
Family Services	Canadian Mental Health Association Winnipeg Region	204-982-6100	432 Ellice Ave. Winnipeg MB
Family Support	CONTACT (Information and Referral Services)	204-287-8827	410 – 5 Donald Street, Winnipeg MB
Other	Winnipeg Regional Health Authority WRHA Mental Health	204-940-2655	Central Intake (public and consumer referral)

Local map

