



Calendar of Events 2009-2010 Student Handbook

Fall 2009

Athletes are very unique in preparing for their event. Years ago, when I competed in track & field, I always had to wear a certain shirt over my uniform as I prepared for my event. Had I ever taken it off I am sure my results would have been just devastating (sometimes they were anyway). But this was a very necessary part of my preparation. It helped me FOCUS on my event that led me to do well (most of the time).

I was no different than many other athletes. Take baseball Hall of Famer Wade Boggs, who only ate chicken on game days and would also start wind sprints exactly 16 minutes before each game; or hockey superstar Wayne Gretzky, who returned to the dressing room after pre-game warm-up to drink a Diet Coke, a glass of iced water, a Gatorade, and another Diet Coke. Frank Viola, a three-time MLB all-star and former Cy Young winner had a secret to his success on the mound. He would clean the mound before every inning, kicking up dirt exactly four times. Sports superstitions can be silly, irrational nonsense wrapped in omens with a ration of fear but they're a necessary part of an athlete's preparation and FOCUS. [Graeme Steel, 2009; Dr. R. Lustberg, 2004]

The dictionary defines the word FOCUS as a center of interest or activity. There will be many things on this campus that you will need to FOCUS on this year. Of course, your professors will want you to FOCUS on your studies, wanting you to achieve your highest potential academically. Your resident deans, roommate, or family will want you to FOCUS on doing your part to ensure a functional household. Your employer will want you to FOCUS on the task given you to ensure the highest quality product. Your coach/team captain will want you to FOCUS on achieving the goal of winning and working together. These are all important things to FOCUS on and should not be ignored.

Though we have so many things to FOCUS on, Christ reminds us to: *FOCUS on this one thing: Forgetting the past and looking forward to what lies ahead, ¹⁴I press on to reach the end of the race and receive the heavenly prize for which God, through Christ Jesus, is calling us.* Phil. 3:13-14

The theme for our campus this year is "Believe". I hope that you will believe in yourself, trust in God, and FOCUS on your relationship with Christ. Give your life to Christ and you won't even need to eat chicken or wear a certain shirt to be successful.

God Bless,
Stacy Hunter
VP Student Services

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STUDENT LIFE

In keeping with the Vision, Mission and Core Values of Canadian University College, there are provisions for the intellectual, physical, social and spiritual development of students. Canadian University College operates in accordance with the philosophy and goals of the Seventh-day Adventist Church, including matters of lifestyle and doctrine. Aspects of student life are addressed below in sections under Student Services, Student Rights and Responsibilities, Student Conduct and Student Programming.

STUDENT SERVICES

Assumption of Risk Statement. Each student must complete and sign an Assumption of Risk Statement that is part of the registration process for each year. This statement will be utilized for all students participating in on-/off-campus trips and activities. Students participating in high-risk activities specifically related to required academic course work will be required to complete additional forms.

ATM. An ATM is available in the lobby of Lakeview Hall.

Bookstore. Students may purchase books, school and sundry supplies, from the Adventist Book Centre, located in the mall near campus.

Bulletin Boards. All materials to be posted on the bulletin boards must be cleared through the faculty or staff responsible for the bulletin board. For permission to post, check at the office of whichever building you wish to display your poster.

Cafeteria. The cafeteria provides scheduled vegetarian meal service in cooperation with academic and employment schedules. A flexible meal plan for all residence hall students allows "refundable" meal options for credit to the student's account at the end of each semester. Commuter students, faculty and staff may choose to pay in advance for their meals at the cafeteria office and use their I.D. cards on a declining balance system. The cafeteria accepts cash, cheques, Visa or Mastercard as payment for meals.

The cafeteria operates a snack shop and student recreation area on the lower floor of the cafeteria building. Hours of operation are posted at the cafeteria and residence halls.

The observance of proper dining room etiquette, pleasant and courteous conversation, and a cultivated decorum is expected within the cafeteria as a mark of respect to others.

The cafeteria offers a catering service to groups of 10 to 300 for functions that are held on-campus. Advance notice of up to two weeks is required to obtain this service. If catering is required outside of the cafeteria building, a delivery charge of \$20 is added to your invoice.

You will find the cafeteria "Weekly" menu and serving schedule on the CUC website. Meal times change for school breaks and signs are posted to indicate the changes.

Campus Communication: The campus newsletter, currently called *Campus Connections*, is published each Thursday during academic days. It is available at each campus building. Contact x4021 for information.

Campus Security. Working closely with local police authorities, campus security officers guard the property of the University College and assist in the maintenance of peace and order on campus.

Surveillance cameras may be used on campus and in buildings to enhance security. Campus security officers, at their discretion, may stop any individual on the campus and ask for positive identification. This is a routine matter and no student should be offended or act rudely if asked to provide such identification. Any individual acting in a suspicious manner should also expect to be questioned by the security officer. Security officers record all questionable activity in their daily log for future reference.

Chaplain. The Chaplain's role on campus is to foster spiritual growth in the lives of students, to provide spiritual counsel, to enable students in ministry and to promote a spiritual environment on campus through the student-led Campus Ministries organization. To achieve these goals, a wide variety of services, ministry opportunities, programs and special events are coordinated through the Chaplain's office in the Student Services area on the main floor of the Administration Building.

Communicable Illnesses. The University College recognizes that persons suffering from life threatening communicable illnesses have a right to continue in their regular work or academic pursuits as long as they are capable of carrying out the duties and obligations associated with those pursuits. Individuals who contract a life threatening communicable illness are entitled to continue in their employment or studies provided the health, safety and well-being of others are not endangered.

Computer Labs. There are five computer labs located on campus:

1. Administration Building Lab is housed on the lower level of the building. Amenities: printer/scanner, "scan to e-mail" and CD/DVD burners.
2. 21st Century Lab is housed in the John McKibbin Education Centre. Amenities: printer/scanner, "scan to e-mail" and CD/DVD burners.
3. Science Centre Computer Lab is housed in the Chan Shun Science Centre. Amenities: printer/scanner, "scan to e-mail" and CD/DVD burners.
4. Lakeview Hall has twelve stations, six stations on the Girls' Mezzanine; six stations on the Boys' Mezzanine. The printer is in the lobby.
5. Library has fourteen stations and a printer.

Check the Computer Services website or posted signs for current hours of service for each lab. New student computer accounts will be automatically generated.

Copy Machines. Copiers are available for student use in the library on a cash-only basis.

Copyright. Please read and follow the campus Copyright statement as posted near copy machines and listed at the beginning of computer programs.

Dialogue. A monthly meeting gives students an opportunity to voice questions or concerns to the VP for Student Services regarding student life. A free meal is provided for up to ten students who participate in "Dialogue".

Dormitory Reservation Fee

Prospective dorm students can request a room in Lakeview Hall and Maple Hall for the coming school year. Priority is given as follows.

- First priority will be given to returning students, younger than 22 years of age, who want to retain the room occupied throughout the 2007 / 2008 academic year.
- Second priority will be given to students, younger than 22 years of age, selecting 'open rooms' who have established roommate situations.
- Single rooms will be assigned according to, availability, class standing, application deadline and special needs.

- Room requests for students 22 years of age or older will be accepted at any time however, room assignments will not become known until after August 17, 2009.
- A Room Deposit of \$250.00 per person is required to reserve a residence hall room. Room deposits are transferred into room damage deposits upon occupancy. A written notice addressed to the Administrative Residence Hall Dean 30 days prior to the intention to vacate, is required or the room deposit/damage deposit is forfeited.

Drivers. Any student, faculty or staff providing transportation for CUC/PAA students, faculty or staff must have a minimum of \$1 million liability insurance on their vehicle. This is for the driver's personal protection, as well as coverage for passengers.

Electronic Communication. GroupWise is the standard for electronic communication between students, faculty, staff and administration. All students will have a GroupWise account created for them at registration. This account will be erased on October 1 for all non-students.

Emergency. Call 911. Also call the Plant Services emergency phone number: (403) 318-8220 for fire and flood type emergencies. Other University College calls for academics, finances and transportation should be routed to the 24-hour switchboard number: (403) 782-3381.

Employment. Many on-campus jobs are available during the school year. Work opportunities are posted on campus bulletin boards, on the CUC web page under "Student Employment/Employment Opportunities" and at the Student Finance Office, located on the first floor of the Administration Building. Call x4015 for information.

Guidance and Faculty Advisors. The faculty and staff of the University College have a personal concern for and a deep interest in the welfare and progress of students in the attainment of their personal goals. The opportunity for informal counseling and guidance is afforded in the normal daily contacts between students and their instructors, deans and supervisors.

Once a student receives full admission status, faculty advisors will be assigned to mentor them in their academic programs. These advisors are genuinely concerned about the students' academic experience and problems. If the need for further academic counseling arises during the year, or should it be necessary to drop part of their class work, students should counsel with their faculty advisor and with the Registrar. *Merely discontinuing class attendance does not officially withdraw students from or cancel their registration in any course.*

The Director of Counseling and Career Development at the Student Success Centre provides a variety of services to students. Please refer to the section entitled, Student Success Centre.

Harassment. Canadian University College recognizes its moral and legal responsibilities to protect its students, staff and faculty against harassment. A harassment policy and related procedures have been established to deal with this serious issue. The scope of this policy includes all forms of harassment, as well as sexual harassment. Due to the nature of the issue of harassment, the policy and procedures are regularly revised and updated. Persons seeking information on this issue are therefore encouraged to contact the harassment adviser to obtain a copy of the latest official document. The Adviser may be contacted through the Student Success Centre.

Health Insurance. The University College carries a standard student accident insurance policy, subject to federal and provincial legislation, which covers, to a limited extent, medical expenses incurred as a result of an accident. The University College urges students to have adequate medical/health/accident insurance coverage. (For additional information refer to "Health Insurance" in the Financial Information section of the *Academic Calendar*.)

All U.S. and International students must have Alberta Health Care coverage regardless of any other personal health insurance coverage held. Please contact the Student Finance Office for information regarding application procedures, requirements and cost.

Health Service. An emergency care service is provided for all students as needed. Well-qualified physicians and hospitals are available within the area. Routine dental work should be completed before students come to the University College.

Hospital and Walk-In Clinic.

Lacombe Hospital and Care Centre, 5430 – 47 Ave.; Phone: (403) 782-3336
24 hour emergency department, 7 days a week

Medcombe Walk-In Clinic, 4956 Highway 2A, Phone: (403) 782-1408
9am – 12 noon and 1 – 4pm Monday through Friday

Housing. Canadian University College is a residential campus and dormitory housing is available in Lakeview Hall and Maple Hall. Students are encouraged to live in one of these residences. Those wishing to live in Maple Hall may apply for this privilege from the Administrative Residence Hall Dean; those wishing to live outside of the dormitory should see the Housing Policy below.

Housing Policy. Students should align with one of the following categories below to be eligible for non-dorm residence:

1. Students 22 years-of-age or older may live out of the dormitory if they choose.
2. Students under 22 years-of-age may also live outside of the dormitory under one of the following conditions:
 - a. Students living with parents, grandparents, married siblings (age 25 or older), direct aunts or uncles who reside in the same home. Newly married couples of less than one year will not be eligible to house students.
 - b. Students living with faculty, staff or in a home approved through the student housing committee. An approved home would be: living with a family (not in a separate suite of the home), a home where no prior disciplinary actions from Canadian University College have been meted and the same gender occupying the available rental spaces.
 - c. Students who have completed 90 semester hours of class work. For students who have Canadian University College approved Student Missionary/Taskforce service: Add to the total earned academic credits an equivalent of 15 credits per semester served as a SM to a maximum of 30 equivalent credit total.
 - d. Students taking less than 9 credits per term.
3. Consideration is given on a case-by-case basis to emancipated minors.
4. Students may live out of the dormitory, at any age or at any level academically, subject to all of the following criteria:
 - a. Completed one full year (two terms) in residence at the University College.
 - b. Have a cumulative GPA of 3.75 or above.
 - c. Have demonstrated model citizenship* during the academic year in dormitory.
 - d. Must maintain a 3.50 GPA for continuation of out-of-dormitory living.

- e. If a minor, receive letter of permission from parents.
- f. Receive final approval to move into community from Student Services.

Once aligned with one of the above categories the following criteria apply:

1. All students under the age of 22 must receive clearance from Student Services prior to finalizing out-of-dorm housing.
2. Students turning 22 within the term qualify to be out of the dormitory at the beginning of the term in which they turn 22.
3. A unique situation may be considered on its own merit, according to the Housing Policy, with the welfare of the student in mind. This means that occasionally a student may request a situation that meets the general criteria for off-campus housing, but extenuating information or circumstances may lead the committee to conclude that the situation would not be in the best interest of the student. In these rare cases, the request would be denied.
4. Students living in non-dormitory housing are subject to all campus policies and guidelines.
5. Exception to the Housing Policy does not establish new policy.
6. Students may submit requests for non-dorm housing once per semester. Requests must be made at the Student Services office prior to the beginning of the semester.
7. Students in blatant disregard of the Housing Policy will be ineligible at any age to live in anything but a University College Housing Committee approved situation and may be assessed a \$250 fine.

*Model Citizenship is defined as:

- a. Supportive of and in compliance with the dormitory policies relative to leave privileges, worship attendance, rules and regulations of the dormitory.
- b. Have not been under discipline or on probation during the year.
- c. Supportive of and in compliance with the general campus policies relative to lifestyle issues, academic or other concerns, as presented in the "Student Life" section of the *Academic Calendar*.

ID Cards. All students receive a picture ID card at the Student Finance Office. (The same picture is used in the *Aurora Borealis* yearbook.) By accepting the ID card the cardholder agrees to the terms and conditions of the following agreement:

Cardholder Agreement

This ID card is issued to you as part of the items to which you are entitled as a member of the CUC community, under the following terms and conditions of use. Please read all terms and conditions as these constitute legal obligations between you and Canadian University College (CUC).

1. Use and Ownership of the ID Card
Your card may only be used by you. It is the property of CUC. Your card may be cancelled or revoked by CUC at any time and must be returned upon request.
2. Lost or Stolen Cards
If your ID card is lost or stolen, you must notify the Student Finance Office immediately to permit its cancellation. Such notification must be made in person or by telephone

to (403) 782-3381 x4015 or x4016. Until such notification has been received, you will be responsible for all use of your card, whether or not such use is authorized by you. The replacement fee for lost or stolen cards is \$25.

3. **Personal Information**
CUC creates and collects information for the purposes of producing the official identification card for students and staff of CUC and for administering all services associated with the card. Individuals who accept this ID card consent to the collection of personal information, including the digital image used to produce the card and the use of the same digital image and information in the student directory, *FACES*, and the yearbook, *Aurora Borealis*.
4. **Changes to the Terms**
CUC has the right to amend these terms by posting or displaying such amendments on campus bulletin boards and from the time of such posting or display, you shall be bound by such amendments.

International Student Assistance. The Registrar is the International Student Advisor. The advisor assists international students in their adjustment to life on a Canadian campus and in their dealings with various branches of government, especially Canada Immigration. Students younger than 18 years of age must arrange for a Canadian Citizen to be their Custodian and sign a Custodian Agreement prior to a student registering for classes.

Internet Access. Wireless access is available in the dorms and most campus locations. Detailed information is available at Computer Services or on their website. CUC aggressively blocks web content that is deemed to present a security threat or expose a computer to malware or adware. Access to blocked sites may be granted by contacting Computer Services.

Library. The library offers study spaces, computer access, resources and services in support of the academic programs. A CUC ID card gives students local borrowing privileges as well as the option to request any of the six million items shown on the NEOS Catalogue. The library home page (www.cauc.ca, click Library) is also a gateway to hundreds of e-reference sources and over 60 journal databases. Through the library's membership in the NEOS Consortium and the Lois Hole Campus Alberta Digital Library, CUC students have equal access to resources that were previously available only at the large institutions.

Newspaper. The campus newspaper, *The Aurora Chronicles*, is distributed at several locations on the campus. *The Aurora Chronicles* office phone number is x4074.

Parking Regulations. Residence hall students are requested to park their vehicles only in their assigned lot and space. Commuter students who use motor vehicles are requested to park in areas designated for commuter student parking. The University College does not assume responsibility to furnish electricity for car block heaters. The University College does not assume responsibility for any damage, vandalism, theft or any other complications which might arise while motor vehicles are on campus.

Personal Property Loss. For information regarding content insurance, please refer to "Special Fees" in the Financial Information section of the Academic Calendar.

Pictures. Professional pictures are taken each year for all graduates. Brochures are available indicating the three options available: a free 2-4 proof minimum that is required, a 10-20 proof option or a 50+ proof option. Electronic proof portfolios are sent to each student within a week; satisfaction is guaranteed.

Post Office. For the convenience of students, faculty and community, Canada Post operates a post office on campus, located in the Adventist Book Centre.

Registration and Use of Vehicles. All vehicles operated or parked on the campus by students, faculty or staff members must be registered during the regular University College registration and must display a current campus permit. (For fees see Financial Information section in the Academic Calendar.) Please refer to the "Drivers" heading in this section if you wish to transport anyone in your vehicle. Any vehicle brought onto the campus during the school year must be registered with Plant Services within 48 hours of arrival. It is the responsibility of the vehicle owner to notify Plant Services when the vehicle is sold or a new license number is obtained. It is the responsibility of the vehicle owner that insurance is valid at all times.

The use of a motor vehicle on the University College campus is a privilege and not a right. This privilege may be suspended at any time, at the discretion of Administration, because of scholastic or citizenship probation or because of parking or driving citations.

The use of all motorcycles or snowmobiles on campus is governed by the same policy that governs other motor vehicles. Motorcycles are to be ridden only on well-defined roads. Plant Services or campus security personnel will answer questions concerning trails or roads for cycles. Snowmobiles are not to be ridden on campus property.

Sexuality Statement. Canadian University College is committed to: the Biblical principles of sexuality; upholding the standards of the Seventh-day Adventist Church on matters of sexuality; promoting Christian maturity in matters relating to sexuality and to preventing discrimination in matters of sexuality. The Biblical and church stand on sexuality is total abstinence outside of the traditional marriage relationship. Any student, faculty or staff troubled with a sexuality issue is encouraged to seek confidential counseling with the school Counselor.

Snowboarders/Skateboarders. Canadian University College/ Parkview Adventist Academy has been declared a skateboard-free campus. There are only three designated areas where snowboarding is allowed: on the hill between Lakeview Hall and Lake Barnett; on the hill between Chan Shun Science Centre and Lake Barnett; and on the hill opposite the church beside the elementary school. Signage is posted in these areas to "use at your own risk."

Student Bank. Students may deposit funds in the Student Bank at the Student Finance Office and may make withdrawals at any time during office hours.

Student Directory. The student directory, *Faces*, which contains student pictures & information, is provided near the beginning of the year to each student. It is produced through Student Services.

Student Lounge. *The Cove*, found in North Hall, is a newly decorated room with leather furniture, café tables and chairs, a breakfast bar and stools, a microwave and toaster oven. Commuter students have access to wireless internet, a phone, a printer and a great place to study by the fireplace.

Student Services. The Office of Student Services is located on the main floor of the Administration Building. The Vice President for Student Services and the Chaplain are available in these offices. All requests for programs, off-campus housing and other non-academic/non-finance requests must be filed through this office.

Student Success Centre. The Student Success Centre, housed in North Hall, is a facility designed to meet the needs of students by offering the following services:

1. **Academic Support:** Individual or group tutoring and academic counseling is available free of charge for students having academic difficulty and for those with special needs.
2. **Career Planning:** Career counseling is available to assist students in making appropriate career choices. This includes individualized counseling, testing, career and labor markets resources and job search assistance.
3. **Counseling:** A qualified counselor is ready to assist with personal, spiritual, emotional, relationship or academic needs. Referrals to an off-campus agency will be made if necessary.
4. **Peer Counseling:** This service provides students with individual or group peer support. Elements of communication are provided to find a win-win situation for students faced by challenges. Peers provide a positive influence and assist in recognizing and resolving issues that cause stress to students.
5. **Testing:** Learning-related testing is available for students who are struggling academically. In addition, personality testing and computer based self-directed testing is available for self discovery. The following educational placement tests are available: GED, GRE, PPST, ACT, TOEFL, SAT, and LSAT.

Substance Use. Seventh-day Adventists have a history of integrating principles of holistic health into daily living. This tradition includes abstaining from substances such as alcohol, tobacco and other drugs that could interfere with social, emotional, physical and spiritual health. Canadian University College (CUC) wishes to continue the Adventist history of promoting a holistic lifestyle among its students. The mission of CUC is to educate students to think with discernment, to believe with insight and commitment and to act with confidence, compassion and competence. As such CUC has developed a Substance Use Policy that has three primary goals:

1. Identification and early intervention of substance use among students.
2. Fair and equitable disciplinary action of substance use violations.
3. The development of a supportive and remedial environment that will enhance the spiritual and academic goals of the students attending CUC.

CUC believes that the problem of substance use prevents it from satisfactorily carrying out its mission with students. It is CUC's desire to help students who are faced with problems of substance use and provide a safe, drug free environment for all students at CUC. Students are required to comply with this policy as a condition of enrolment at CUC. Failure to comply will result in disciplinary action, up to and including permanent dismissal.

1. **Student Assistance:** CUC offers confidential counseling and support resources through the Student Success Centre. Students who suffer from substance use and other personal/ emotional and physical problems are encouraged to seek out the Student Success Centre for assistance. However, it is the responsibility of each student to seek assistance before performance and personal problems lead to disciplinary action.

Two organizations on campus help educate students to make healthy choices regarding addictions: Individuals Making Positive Accountable Choices Together (IMPACT) and Collegiate Adventist for Better Living (CABL).

2. **Prohibited Conduct:** No person may possess, use, produce, sell or distribute alcohol or other mind-altering substances, or possess paraphernalia for the purpose of drug use. The terms "alcohol, drugs and other substances" shall be construed to refer to alcohol and alcohol-containing beverages; all forms of tobacco; inhalable substances (such as gases, solvents, butane, propane, adhesives); marijuana or its derivatives; cocaine/crack; LSD or other hallucinogenic drugs; PCP; amphetamines and amphetamine-like compounds; heroin; methadone; scheduled narcotics; steroids; herbal/"natural" stimulants, herbal/"natural" euphoricants; look-alike products; and any substances commonly referred to as "designer drugs." This would include inappropriate and/or illegal use of prescription and over-the-counter preparations.

The use of alcohol, tobacco or illegal drugs on or off university/college premises may be grounds for school discipline, which could include dismissal. CUC cannot protect the student from the natural consequences of breaking the law and students who are arrested and convicted for drug or alcohol related offenses will be considered in violation of this policy. It is expected that all enrolled students will uphold the principles of the university while on or off campus.

3. **Intervention Procedures:**

- a. **Under Legal Age:** If a student under the age of 18 is found in possession of mind-altering chemicals as defined in the previous section, the administration will, within legal guidelines, contact the parents and the local police (if it involves an illegal or controlled substance).
- b. **Searches:** When there is reason to believe that a specific student or group of students may be in possession of illegal drugs or alcohol, they may be required to submit to searches of their rooms, clothing, lockers, desks, lunch boxes, brief cases, cars or other personal property.
- c. **Reasonable Suspicion Testing:** Where a faculty/staff member has either "cause to believe" or a "reason to suspect" a student's use of alcohol or drugs or the student's performance is impaired or a student is unfit for class, the university may require the student to submit to a drug and/or alcohol test. The faculty/staff or designated university official who may make a reasonable suspicion determination shall have been trained in recognizing signs and symptoms of impairment and in effective methods of intervention.
- d. **Positive Test Results:**
 - i. **Drugs Tests** - Students with a confirmed positive drug test will be suspended and referred to the Director of Counseling and Career Development for assessment. From that assessment, the Director of Counseling will provide a recommendation of appropriate support to the Vice President of Student Services.
 - ii. **Alcohol Tests** - Results of blood alcohol concentration (BAC) of 0.05 or greater are considered a positive test.
 - iii. **Tobacco Infractions** - Any students who fail to adhere to the campus wide no smoking policy will be in violation of this policy.
- e. **Refusal to Test:** The following constitutes a refusal to test:
 - i. Refusal to submit to an alcohol or drug test
 - ii. Attempts to tamper with an alcohol or drug testA refusal to test is considered a positive test and the procedures for dealing with a positive test will be followed.

- f. **Trafficking:** The trafficking of illegal or controlled substances is a criminal offence. Therefore, anyone found guilty of this act will be asked to withdraw as a student at CUC and cannot be protected by the university from the natural consequences of the law.
 - g. **Voluntary Admission of Substance Use:** Students who recognize a need and desire to develop a drug-free lifestyle may wish to voluntarily seek assistance from the Director of Counseling and Career Development. No disciplinary action will be taken if the student initiates (without prior knowledge by university representatives) a voluntary effort to seek assistance and is faithful in following the plan established for personal growth. This initiated effort will remain strictly confidential between the Director of Counseling and Career Development and the student.
4. **University Sanctions:** Disciplinary sanctions and procedures for failure to comply with the terms of this policy will be implemented as follows:

Step 1 Test results: The student will be informed of the violation of the policies set forth in this document by the Vice President of Student Services or his/her designate.

Step 2 Suspension: The student will immediately be suspended from classes until he/she has satisfactorily completed all readmission requirements.

Step 3 Evaluation: Prior to being considered for readmission the student will undergo a risk assessment to determine his/her level of involvement with mood altering substances. The assessment will be conducted by the Director of Counseling and Career Development or a professional counselor appointed by the university.

Step 4 Readmission: The student will be readmitted to the university on the basis of what the assessment determines and will sign a written commitment to participate in the assigned follow-up as detailed in Step 5.

- a. If the student's substance use is determined to not be addictive behavior, an appropriate plan of success will be established.
- b. If the student's substance use is determined to be more than experimental, then a plan to deal with the addiction will be established as well as appropriate measures to ensure a drug-free lifestyle which may include (but not limited to) random drug testing.
- c. If the student's substance use is determined to be more than experimental and beyond the ability of the university to manage, then dismissal will be recommended to the VP of Student Services.

Step 5 Established Commitment

- a. A contract that all parties agree will be established.

Step 6 Follow-up: In order to assist students and help them permanently discontinue alcohol or drug use the student must abide by the recommendations set out in Step 4 and agreed to in step 5. This contract will be the responsibility of the student to uphold under the direction and support of the Director of Counseling and Career Development. If there is non-compliance of the student to follow the recommendations set out in Step 4, then dismissal from the university is possible.

5. **Collection Procedures:** Any drug / alcohol testing conducted under this policy shall be performed at a collection site designated by CUC for the purposes of administering this policy. Dynacare Kasper Medical Laboratories in Red Deer, AB, is the laboratory of choice. CUC will not accept test results from any facility other than the one designated by CUC. Collection procedures shall conform to healthcare standards.
6. **Confidentiality:** All drug screen and alcohol results will remain strictly confidential and may be reported only to the designated university official. All test results shall be maintained in a confidential and secure location with controlled access.
7. **Costs:** CUC will exercise reasonable care and precaution to protect the confidentiality of student drug / alcohol screening results and conduct any investigation, search or test in a manner which respects the dignity and privacy of the individual.

CUC shall pay for all costs associated with this program except reasonable suspicion positive tests, follow-up testing and retest of any sample.
8. **Student Responsibilities:** Understanding, accepting and complying with the "Substance Use Policy" is a condition of enrollment at CUC.

Transportation. Transportation to and from the campus is the responsibility of the student. For current transportation phone or fax numbers, see CUC Web site or e-mail transportation@cauc.ca. The following options are available:

1. **Individual Service:** The CUC transportation department offers individual service to students wanting a ride at a specific time.
 - a. The cost of travel is \$.64/ kilometer round trip. (The student is charged total mileage for CUC vehicle plus driver wait time, if applicable.)
 - b. This service can be used to go to and from an airport or to any other desired location outside the immediate Lacombe area. Reservations must be made by filling out an Individual Service Reservation Form (www.cauc.ca/transportation).
 - c. Individual Service fees can be charged to the student's school account or paid by cash or credit card.
 - d. A cancellation fee of \$35 will be applied when a reservation is cancelled without more than 24 hours notice prior to time of scheduled request or reservation.
2. **Airport Shuttle:** A shuttle service is available to take students to and from the Edmonton and Calgary international airports. Please check the shuttle service dates and times prior to booking an airline ticket.
 - a. Please see the CUC Web site (www.cauc.ca/transportation) for current prices.
 - b. Reservations must be made by filling out an Airport Shuttle Service Reservation Form found at www.cauc.ca/transportation.

Transportation service to airports and bus stations is not normally provided during Sabbath hours.

Public Transportation is available as follows:

- a. **Red Arrow** bus service transports to and from Calgary Airport to Holiday Inn in Red Deer. Reservations must be made ahead by calling 1-800-232-1958.

- b. **Greyhound** bus service is available to or from Edmonton, Calgary or Lacombe. Reservations must be made ahead by calling 1-800-661-8747.
- c. **Lacombe Taxi** (403)782-3448

Teachers 'N' Touch. Faculty and staff members are involved in a prayer ministry that includes every student on campus. Prayer CARE packages are distributed each month to remind each individual student that someone is praying for them every day. Student Services personnel wish to be informed of special needs.

Tutoring. For students desiring to supplement classroom instruction with one-to-one help, a tutoring program is available at no cost to students at the Student Success Centre.

Vice President for Student Services. The Vice President for Student Services is available by appointment to talk with students regarding all aspects of University College life. All student concerns are significant enough to discuss.

Yearbook. The *Aurora Borealis* is an annual publication containing student/faculty ID pictures and snapshots of events occurring during the school year and is distributed at the end of Winter Term.

Web Page. Address: www.cauc.ca. This site offers useful information for current or prospective students.

STUDENT RIGHTS AND RESPONSIBILITIES

Canadian University College is dedicated to the development of model citizens. To this end the University College recognizes and upholds the following student rights while emphasizing that with rights and freedoms there is commensurate responsibility.

Right of Admission. Student organizations, education programs and activities of the University College are to be open to all students without respect to ethnic origin, age, gender or religion.

Right of Association. Students are free to organize and join associations to promote their common interests consistent with the vision, mission, core values and policies of the University College. Each organization will present to the President a nominee for faculty advisor of their own choosing. Organizations are free to invite guests (e.g., speakers, lecturers) in consultation with a faculty advisor.

Right of Publication. Student communications media, such as the student newspaper and yearbook, are aids in establishing and maintaining an atmosphere of responsible discussion and intellectual exploration on the campus. They communicate the activities and interests of the students, as well as help form student opinion.

In order to maintain consistency with the mission and values of the institution, the Vice President for Student Services is to approve all non-academic material (including political, religious and business leaflets, petitions and surveys to be signed by students, faculty, staff and administrators) prior to distribution on campus. Students may appeal the decision of the Vice President to the Campus Life Committee. Academic material (such as surveys) for distribution must be approved by the faculty member, if for a class, or by the Vice President for Academic Administration. Disciplinary action may result from use/distribution/publication of non-approved materials.

Right of Discussion, Communication and Petition. As members of the University College academic community, students are free, individually or collectively, to express their views on issues of University College policy and procedures and on matters of general interest to students, in keeping both with orderly proceedings and consistent with the functions and objectives of the University College. Student organizations are free to examine and to discuss questions germane to the mission and core values of the University College and to express opinions in publicly called sessions. Student Forums are scheduled at least once a term to allow for open exchange of concerns and questions between students, faculty and administration.

Interchange of views is encouraged between students and faculty, person to person, in discussion groups or meetings or by written documents. The conduct of such discussions is to be in accord with the courteous, Christian spirit espoused by the University College.

Classroom Rights and Appeals. Students shall be evaluated academically on the basis of scholastic performance, not on opinions or conduct in matters unrelated to the academic standards of the course. If students feel that their academic rights have been violated, they should speak personally with the teacher. Then they may appeal to the department or school chair or the division dean. If satisfactory resolution does not follow, students may appeal to the Vice President for Academic Administration and finally to the President by following the procedures outlined in the Academic Grievance Procedure located in the Academic Regulations section of this calendar.

Right to Fair Play. The academic, administrative and disciplinary processes of the University College are meant to guarantee fundamental fair play. Students under discipline have the right to be clearly informed of the nature and the consequences of any alleged infractions and to carefully review the facts of the problem with the faculty, staff, residence hall dean or administrator immediately involved.

Students have the right to appropriate, affirming and respectful behaviour in their personal interactions with other members of the University College community. Disrespectful actions, regardless of the severity, are not acceptable and are considered out of place. These actions include those based on racial, cultural, religious, gender, age or ability differences. Acts of dishonesty, and immoral, disorderly, lewd, indecent or obscene conduct, as expressed in language, actions or personal appearance, as well as excessive or aggressive public expression in intimacy, violates this right.

Grievance Policies and Procedures. Persons or groups who believe they have been, or are being treated in an unjust, unethical or discriminatory manner because of handicap, gender, race, colour, religion, ethnic or national origins, may appeal in writing to the Vice President for Student Services for corrective action and redress.

Right to Appeal. Students have the right to appeal in writing the decision of any disciplinary action, within 24 hours of the time in which the student is notified of the decision of the committee, including suspension or dismissal, to the Vice President for Student Services. This appeal will then be re-examined within 24 hours (excluding weekends) by the Discipline Appeal Committee. Students may further appeal the decision directly to the President.

Right to an Advocate. In any disciplinary situation (academic or non-academic), students have the right to a faculty or staff advocate of their own choosing.

Right to Privacy. Student files, records and all student data maintained by the University College will be held in privacy. Students have the right to review their records to avoid inaccurate and misleading information.

STUDENT CONDUCT

Academic Honesty. Canadian University College expects integrity, including academic honesty, from all members of the University College community. Therefore, all forms of academic dishonesty are strongly discouraged. This includes, but is not limited to plagiarism, cheating, misrepresentation and other academic misconduct. (For more information, see "Academic Honesty" in the Academic Regulations section of the *Academic Calendar*.)

College Regulations. As members of a Christian University College community, students will want to live in harmony with Biblical principles. Students are to be honest in all things, avoiding suspicion by not misusing keys or entering or exiting buildings through other than normal exits. Students should not violate federal, provincial or civil criminal codes by doing such things as stealing or using or possessing non-prescribed drugs.

Because the University College upholds the belief that whatever we eat, drink or do should bring glory to God (1 Corinthians 10:31), students will avoid using, possessing or furnishing to others, tobacco products, illegal or prescription drugs for misuse, all alcoholic beverages, pornographic and occultic materials. Paul, in Romans 12:2, encourages us to be different from the world. This, along with his statement in Philippians 4:8, directs us to focus on the true, the honourable, whatever is right and pure.

1 Corinthians 6:9-10 clearly counsels the avoidance of sexual promiscuity and perversion. As Christians, we know we are not our own but bought with a price (1 Corinthians 6:19). Students will therefore want to glorify God through their lifestyle.

Students who become involved in any of the aforementioned inappropriate activities may be counseled, disciplined or separated from the University College for a time. Illegal activities will be reported to local authorities. Action may be taken by Dean's Council, Discipline Committee or by an appropriate administrator.

Remembering these basic guidelines will make time spent at Canadian University College safe, fun and memorable.

Discipline. Students have the right to impartial discipline appropriate to the infraction of policies. Each student agrees to exercise the self-discipline necessary to live by these standards. If the student neglects or disregards that responsibility, the community is committed to a process of restorative discipline. This process has the desired purpose of repentance, restoration and responsibility on the part of the student. Each step of the process is to be done in a spirit of genuine caring and to be regarded as an integral component of developing personal and community discipleship. Because the discipline may be administered by Dean's Council, Discipline Committee or by an appropriate administrator, one or all of the following directives may be implemented:

1. **Letter of Reprimand:** A written warning concerning future action/attitudes. Any further incident will normally result in Conduct Probation.
2. **Conduct Probation:** This permits a student to remain at the University College under specified restriction.
3. **Suspension:** The student is suspended from classes and possibly from campus for a period of time. (For more information, see "Discipline Suspension" in the Academic Regulations section of the *Academic Calendar*.) Any student who is suspended, if allowed to return, is placed on Conduct Probation.

4. **Dismissal:** The student is removed from classes and student life on the date set by the Committee. The student is required to leave campus on that date and is not permitted back without approval of the Discipline Committee Chairperson.

Entertainment Policy.

1. **Personal Entertainment Choices:** Students are encouraged to make positive choices when it comes to entertainment. Entertainment choices, whether on or off campus, should not include such things as dancing/clubbing, gambling, or activities associated with the presence of alcohol, tobacco or drugs.
2. **Campus Programming Choices:** To maintain positive Christian programming on campus, programs must align with the following guidelines:
 - a. Does the program provide a good influence or example?
Does the music or performance reflect the kind of image that would support the vision and mission of the University College?
 - b. Does the program lead people toward spiritual values?
The programming does not necessarily need to be spiritual in nature, but it must not detract from one's spiritual growth and it must present positive moral and ethical perspectives.
 - c. Does the program foster respect for and good will towards others?
The trend in secular society is to downplay others through various innuendoes and gestures. This will be discouraged in programming for the campus.
 - d. Does the program avoid the appearance of evil?
If the program is of a nature that performers will be on stage, then their dress will be cleared by a screening committee. Dress or outfits will be permitted that reflect a middle-line, conservative Christian lifestyle.
 - e. Is the program morally pure and uplifting?
In much of society's programming, the value of having high morals and a strong sense of morality is downplayed. Our campus programs will want to reverse this norm and provide uplifting and morally sound programs.
 - f. Is the program beneficial to the students and the institution?
Does it contribute to the positive spirit that is being developed and sought on the campus?
 - g. Does the program create an atmosphere that is compatible with a Christian context?
Remembering always the spiritual mission and values we hold as an institution, we will want to program accordingly.
 - h. Does the program show sensitivity to the comfort of the middle-line conservative Christian audience?
 - i) For programs where there are students/others performing, words and music will be acceptable to the middle-line conservative Christian audience. These will be screened and cleared by a committee comprised of four people, with at least two faculty, one being from the music department.
 - ii) Sound will be controlled and kept at a level that is mid-range.

- iii) The sound controller will be someone who will have a keen sensitivity to musical balance.
- i. Does the program encourage a thoughtful reflection?
This principle will assist programmers in creating that which is not simplistic and mindless but rather programs that are relevant to a University College atmosphere.

Firearms and Weapons. Weapons and firearms have no place on campus. Any student who possesses, uses or threatens others with any weapon, including firearms, BB guns, air soft guns, air rifles, pellet guns, knives and paintball guns while on college property, is subject to disciplinary actions. (Refer to Town of Lacombe Bylaw #224.)

Fire and Surveillance Equipment. Illegal use of or tampering with surveillance or fire-protection equipment, such as fire alarms, fire escapes, fire extinguishers and fire hoses, is in violation of the campus, municipal and provincial fire ordinances. Violators will be subject to discipline.

Fireworks. Selling, possessing or using firecrackers, or similar combustibles, is a violation of campus regulations, unless authorized by administration. A fine will be levied for the use of such.

Games. Occult games/devices, including fantasy and role-playing, are prohibited.

Hazing, Injuring, or Degrading Others. A student who conspires to engage in harassment or commits any act that injures, degrades, disgraces, threatens, intimidates or intends to injure, degrade or disgrace a fellow student, can expect serious disciplinary action.

Lost and Found. Student Services operates the main lost and found service on campus. The residence hall also provides a lost and found service.

Modesty and Appropriateness. Dress and fashion are constantly changing. It is recognized that within a student body there is a broad range of values and opinions with respect to fashion and appearance. It is impossible to issue a detailed dress code that is binding for all times and for all places. While it is true that "God looks at the heart," it is also true that, for better or worse, humans look "on the outward appearance." As individual Christians, as students of a Christian institution and as members of the Christian church at large, we are often subject to the standards and expectation of others.

Students, faculty and staff should dress in ways that reflect the Vision, Mission and Values of the University College. It is believed that a Christian education is, in part, an education in preparation for success in the world, and, as such, students are expected to dress and behave in a dignified, appropriate and professional manner. A consciousness of how one appears to others is one way of gaining confidence and instilling confidence in others.

The Bible does not prescribe a specific dress code for Christians. However, some general principles are relevant to the issue.

1. **Modesty:** Appearance should not be immodest or draw inappropriate attention. Scripture warns against preoccupation with dress or appearance to the neglect of inner beauty (1 Tim. 2:9, 1 Peter 3:3, 4).
2. **Appropriateness:** The Christian's appearance should accentuate rather than distract from the inner qualities/character essential to a consistent testimony. This includes developing cultural sensitivity to appearance and the humility to give up personal preference in order to prevent barriers to ministry or service.

3. **Neatness:** Appearance needs to demonstrate cleanliness and care.
4. **Distinctiveness:** God-given sexual identity calls students to dress in ways that are characteristic to specific gender (1 Cor. 11:2-16).
5. **Health:** Concern for health requires proper care of physical bodies in matters of personal hygiene and fitness.

It is the desire that students use common sense and rise to the challenge of making God-honouring choices. With the above principles in mind the following guidelines are given:

1. Expectations for All Students:

- a. With freedom comes responsibility. As a community, responsibility lies to and for each other. If dress or appearance is questioned by a staff member or another student, their inquiry or admonition should be accepted with a spirit of humility and deference.
- b. Appropriate dress for special events such as Vespers, Sabbath Schools and church services would be semi-formal. Casual dress is the general custom for the classroom.
- c. Clothing should not be torn, patched, sloppy in appearance, dirty or overly tight. Jeans, slacks, trousers and gym shorts must be worn above the hip level.
- d. Hair should be neat and not extreme in style.
- e. Modest attire should be worn outside of individual rooms in the dorm.
- f. Jewelry and body piercing is discouraged. Scripture promotes dressing jewelry free. It is hoped that students will understand that dressing "jewelry free" at Canadian University College is not seen as a matter of morality, but as part of the Adventist heritage of simplicity and authenticity.
- g. Forms of dress and adornment which imply endorsement of immoral, hateful, racist, occult or drunken behavior are not allowed (ex: alcohol logos, occult symbols, subculture attire).
- h. Swimsuits are to be modest in style.

2. Specific Expectations for Men:

- a. Shirts are to be worn at all times on campus. Exceptions may be made for athletics.
- b. Hats and other head coverings are to be removed upon entry to the church and chapel.

3. Specific Expectations for Women:

- a. Women's clothing is to be of a non-revealing style and material, giving particular attention to necklines, hemlines, midriff and armholes. Strapless clothing is considered inappropriate.
- b. Dresses, skirts, shorts and tunics are to be a modest length. Mini skirts and short shorts are inappropriate.

Selling. Student organizations and individuals who wish to sell or solicit goods or services on campus must first request approval from the Campus Life Committee. Request forms are available at Student Services, x4033.

STUDENT PROGRAMMING

Assembly. Assembly meetings are scheduled into the academic program to enable students to receive necessary campus information and other life-skills information that will help in their academic and future life. The Assembly meetings are scheduled on Thursdays, from 11:00 - 11:55 a.m. in the Administration Building Chapel. For information about other weekly meetings, called Community Worships, which meet each Tuesday in the Administration Building Chapel, please refer to the section entitled "Community Worships." Attendance credit is available at Assembly meetings and Community Worships.

Campus Ministries. Campus Ministries (CM) is a student-led organization, coordinated by the CUC Chaplain, which has a threefold purpose: 1. Connecting with God; 2. Connecting with others; and 3. Connecting others with God. In an attempt to provide the basis for a wholistic spiritual experience, CM provides support, ministry opportunities, programs and events in five core areas of the Christian life: 1. Service—meeting needs; 2. Evangelism—sharing Christ; 3. Discipleship—growing in God; 4. Worship—expressing adoration; and 5. Mission—international impact. *To get involved*, contact the CUC Chaplain at x4033.

Community Worships. Community Worships are opportunities to draw together the students, faculty and staff of Canadian University College as a community to worship God. All students taking nine or more credits are charged a spiritual programming fee within the General Fee. Weekly attendance at the Tuesday morning Community Worship meeting will be credited to the student's account in the amount of \$5 per meeting, with reimbursement at the end of the term. Community Worship meetings are scheduled each Tuesday from 11:00 - 11:55 a.m. and are held in the Administration Building Chapel. All campus offices are to be closed during this time in support of this spiritual program. For information about the Assembly meetings, please refer to the section entitled "Assembly." There are no attendance requirements for the Weeks in Spiritual Emphasis (WISE).

Extramural/Intramural Club Sports. Intramurals and extramurals provide students with competitive sport opportunities. Intramurals involve students on teams that play within the school and extramurals, or club sports, that play against teams outside the school. To participate on an extramural team, students must maintain a minimum cumulative GPA of 2.000 with no failing grades the previous semester. The student must also be on a non-probationary citizenship standing.

In both programs, the emphasis is on sportsmanship, exercise and enjoyment. Winning, although desirable, should be a secondary goal. The intramural director can be reached at x4055. The extramural director can be reached at x4056.

Gymnasium Use. No food or drink (except water) is allowed in the gymnasium. Changing shoes is preferred. Shoes should be clean and self-inspected before use on the playing surface; all shoes must have non-marking soles. (Other policies regarding gymnasium use are available at Student Services or the gymnasium.)

Sabbath Observance. The Sabbath is a day to remember our Creator God, to rest from secular activities, to deepen our relationship with God and others, and to help others know God. Sabbath is observed at the University College from sunset Friday to sunset Saturday. Students are expected to conduct themselves in a way that upholds the best of what the Sabbath represents.

All are invited to enhance their Sabbath experience by participating in Vespers, Sabbath School, Sabbath worship services and Sabbath afternoon outreach opportunities.

Spiritual Nurture. Canadian University College is a community of faith as well as a community of learning. As a part of faith and learning, attendance is expected at spiritual and academic programming. The main reason for the existence of the University College is to provide academic and spiritual growth.

Student Association. The Student Association (SA) is organized for the purpose of allowing student leadership to be involved in the decision-making processes of the University College. The SA executive serves as a liaison body between the students and the faculty and administration. Its representation on committees and boards gives the school a balanced approach to its governance. It also serves to provide students with activities and programs that reflect the interests of the student body.

SA officers are elected annually, during the winter term, by the student body and receive a stipend for their work. The SA executive is comprised of a President, Academic VP, Financial VP, Communications VP, Social VP and Recreational VP. The chief executive officers of the SA serve on various faculty committees. The SA Associated Activity Committee is under the guidance of the SA. The SA is also responsible for the management of the Publications Board which governs the publication of the newspaper, *The Aurora Chronicles*, and the yearbook, *The Aurora Borealis*. For more information on policies and procedure, a copy of the SA Constitution is available for review at the campus library and at the Student Services office.

Student Leadership. To serve in a leadership position on the University College campus is both an honour and a responsibility. It is an honour because you have been appointed to be a role model. It is a responsibility because you are a representative of the student body and the University College.

Leaders should work with the University College administration to become fully acquainted with and uphold the philosophies and policies of the institution.

As representatives of the CUC student body, student leaders are expected to uphold all the principles in the student handbook and to consistently lead by Christian example with a commitment to the academic, spiritual, social, personal and corporate responsibility.

To be eligible for a leadership position a student must:

1. have a cumulative GPA of at least 2.250 (The SA Constitution requires a cumulative GPA of 2.500 in order to hold an SA office.)
2. be on a non-probationary citizenship standing
3. be enrolled in a minimum of six credits per term
4. be cleared through the Campus Life Committee and Cabinet

Student Missions. Convinced that its students are called to the service of God and people, the University College recognizes that training and participation in the work of making people whole is a vital part of the total education of its students. The University College believes in the imminent return of Jesus Christ and, therefore, encourages its students to share this message with others. To foster these beliefs, the University College sponsors the Student Missionary Program, which is part of the worldwide Adventist Youth Net. The program fosters the excitement of Christian life today by integrating the theory and practice of Christian service in various parts of the world.

Student missionaries fill positions as teachers in elementary and secondary schools and English language institutes and in various other positions such as chaplains, youth directors, dormitory deans, in many countries. Students planning on applying for placement as a student missionary

are recommended to complete the course RELG 250 Introduction to Cross-Cultural Missions. Contact the Chaplain for further information.

Student Organizations. The University College encourages participation in a variety of clubs and organizations which contribute to the student's intellectual, physical, social and spiritual development. Each student organization has a faculty sponsor(s). For a listing of the clubs and organizations on campus please contact Student Services.

Guidelines for the organization of clubs and organizations are available at Student Services. These include scheduling meetings, benefit programs, election of officers and responsibilities of officers.

Trips. Policies regarding student trip insurance, medical requirements and sponsorship responsibilities are available at Student Services.

Weeks in Spiritual Emphasis (WISE). There is one Week in Spiritual Emphasis scheduled each term. There are no attendance requirements for the Week in Spiritual Emphasis meetings; however, because we have allowed for the meetings to be scheduled during academic time, regular attendance to these very important meetings is encouraged.

Worships. Daily worship is conducted at appointed times in the residence hall. Worships are open for non-residents as well as residents of Lakeview Hall.

REVISED CLASS SCHEDULE

For WISE Weeks:

SEPTEMBER 21 – 26, 2009

JANUARY 18 – 23, 2010

| Regular MWF Schedule | Revised MWF Schedule | Location |
|----------------------|---|--|
| 7:40 - 8:35am | 7:40 - 8:25am | Morning Meetings: <i>College Heights Church</i> |
| 8:45 - 9:40am | 8:30 - 9:15am | |
| 9:50 - 10:45am | 9:20 - 10:05am | Evening Meetings: M-Th 8:30pm <i>Admin Chapel</i> Friday 7:30pm <i>College Heights Church</i> |
| 10:55 - 11:50am | 10:10 - 10:55am | |
| | MEETING: 11:05 - 11:50am | |
| 12:00 - 1:05pm | 12:00 - 1:05pm | |

FINAL EXAMINATION SCHEDULE
Canadian University College
2009 – 2010

Fall Term

| <i>Exam Period</i> | Dec 11 Friday | Dec 14 Monday | Dec 15 Tuesday | Dec 16 Wed | Dec 17 Thursday |
|--------------------|-------------------------------|------------------|-------------------|------------------|--------------------|
| 7:45-9:45am | 9:50 M | 7:40 M | 8:45 M | 8:00 T | 10:55 M |
| 10:15-12:15am | Lit & Comp all sections | | 2:45 M | 1:15 M | 4:15 T |
| 1:00-3:00pm | | 1:15 T | 11:00 T | | |
| 3:30-5:30pm | | 4:15 M | 2:45 T | 9:30 T | |
| 7:00-9:00pm | *Evening Classes: | M - PM Dec 7 | T - PM Dec 8 | W - PM Nov 25 | Th- PM Nov 26 |

Winter Term

| <i>Exam Period</i> | April 16 Friday | April 19 Monday | April 20 Tuesday | April 21 Wed | April 22 Thursday |
|--------------------|-------------------------------|--------------------|---------------------|-------------------|----------------------|
| 7:45-9:45am | 4:15 M | 7:40 M | 1:15 T | 8:45 M | 8:00 T |
| 10:15-12:15am | Lit & Comp all sections | 10:55 M | 9:50 M | | 1:15 M |
| 1:00-3:00pm | | 11:00 T | | 9:30 T | |
| 3:30-5:30pm | | 2:45 T | 2:45 M | 4:15 T | |
| 7:00-9:00pm | *Evening Classes: | M - PM April 5 | T - PM April 6 | W - PM April 7 | Th- PM April 8 |

➤ There are no classes on the Wednesday evening of the Year End Celebration

Please Note:

- Classes meeting on only Tuesday, Thursday, or Tuesday and Thursday will have exams at the times marked T
- Classes meeting on Monday, Wednesday, Friday or other combinations will have exams at times marked M
- PM refers to evening classes on that day

*Evening classes will have exams in the evening, on date indicated.

CUC CAMPUS MINISTRIES

Connecting with God. Connecting with others. Connecting others with God.

2009-2010 Volunteer Opportunities

SERVICE TEAM: *Providing volunteer opportunities to help others who are in need.*

The Service Team provides opportunities for ministry in the areas of: **CABL** (Collegiate Adventists for Better Living), **Soup Kitchen**, **Sunshine Bands** and more. Watch for opportunities to sign up with specific ministries.

EVANGELISM TEAM: *Providing the support, encouragement and opportunities to share the gospel of Christ and the message of Adventism with others.*

The Evangelism Team provides opportunities for witnessing in such areas as: **KIDS Church**, **Youth Ministries**, **Hobbema Ministries**, **Prison Ministries**, and **giving Bible studies**. Watch for opportunities to sign up with specific ministries.

DISCIPLESHIP TEAM: *Helping those who have made the decision to follow Jesus grow to be more like Him.*

The Discipleship Team provides opportunities for growth through **Prayer Ministries**, **Small Groups**, **Sabbath School** and **Fall and Winter WISE** (Week In Spiritual Emphasis). Sabbath School takes place every Sabbath morning at 10:30 am in LVH Lobby.

WORSHIP TEAM: *Expressing our love to God by remembering His loving acts, growing in our knowledge of Him and offering Him our adoration and praise.*

The Worship Team provides opportunities for corporate worship through CUC's **Community Worship** (11:00 am on Tuesday mornings) and **Vespers** (7:30 pm on Friday evenings). More intimate worship experiences can be had at **Afterglow** (following **Vespers** as indicated in the calendar), a praise and testimony service. For a more interactive worship experience, try **Sycamore Tree** (following **Vespers** as indicated in the calendar). To use your talents in music, drama, speaking, poetry, art, multimedia, audio-visual and more, get in touch with the CUC Chaplain or Worship coordinator.

MISSION TEAM: *Connecting eager Christian volunteers with mission opportunities ranging from short-term mission trips (from 2-10 weeks) to mission positions that can last several years.*

The Mission Team can direct you to 1-2 year mission opportunities through **Adventist Volunteer Services** or **Adventist Frontier Missions** or direct you to short-term experiences with **ADRA International**, **Share Him / Theology Department**, or **Adventist Volunteer Services**. Contact us to find out more about the several mission projects in which we are developing ongoing presence and impact. Be sure to apply early!

DO YOU HAVE AN IDEA OR SEE A NEED? WOULD YOU LIKE TO GET INVOLVED?

Contact the CUC Chaplain at x4033 to see how we can help you make an impact on the lives of others for God.

CUC CLUBS / ORGANIZATIONS AND STUDENT ASSOCIATION INFORMATION

Academic Clubs

Bonding time is important for academic groups and departments. Activities will include various projects and trips as well as social and spiritual activities.

Behavioural Science Club
Business Club
Educators Guild
French Club

History Club
Pre-Professional Club
Spanish Club
Theology Club

Badminton Club

This club is for badminton enthusiasts who like to play on a regular basis.

CABL – Collegiate Adventists for Better Living

This group promotes a substance abuse free lifestyle.

Drama Society

This group works toward a couple of major performances each year. Actors of all ability are welcome.

Filipino Cultural Club

A social group open to all students to discuss and appreciate Filipino culture through food and entertainment.

First Year Club

First year students are automatically a part of this group. Activities are planned through-out the year, i.e. Class Challenge.

IMPACT- Individuals Making Positive Accountable Choices Together

A street ministry group that uses a number of mediums (i.e. puppets, skits) to inform, teach, share with others the dangers of addiction and the importance of a relationship with Christ.

Multicultural Club

A social group open to all students to discuss and appreciate all cultures through food and entertainment.

Ontario Club

This club is for students whose roots are in Ontario or for other interested students.

Pneuma Limnes Theorius (PLT)

All dorm residents are automatically members of this residence hall club. There are various social, spiritual and cultural activities planned throughout Fall and Winter semesters.

Runner's Club

This club, for the running enthusiast, works to encourage health and activity participation.

Second Year Club

Second year students are automatically a part of this group. Activities are planned through-out the year, i.e. Class Challenge.

Senior Class

Senior students are automatically a part of this group which includes social events and a key focus on planning for graduation.

Snow Riders Club

This is a club for those students who enjoy snow related activities; skiing and snowboarding.

Student Association

The following offices are filled on an annual basis through student elections:

| | | | |
|------------------|-------------|------------------|-----------------|
| President | Academic VP | Financial VP | Recreation VP |
| Communication VP | Social VP | Newspaper Editor | Yearbook Editor |

Touring / Performing Organizations

| | |
|------------------------------------|-------------------|
| Acronaires – Acrobatics/Gymnastics | Silverwinds Band |
| CUC Singers / Choral Union CUC | Chamber Orchestra |

Wilderness Ventures Club

This club ventures into remote areas for hiking, camping and fellowship.