



# Northwest

Student Handbook

2023-2024

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## Welcome to Northwest Seminary and College!

We are pleased to welcome you to Northwest! We look forward to joining with you in what we hope will be a life-changing educational experience. Our Student Handbook is here to help you understand who we are as a Christ-centred academic community and what standards we expect you to uphold during your studies.

Northwest Seminary and College is the official theological education and leadership development agency of the Fellowship of Evangelical Baptist Churches of British Columbia, Alberta, Saskatchewan, Manitoba, the Yukon, and the Territories.

Northwest is a partner seminary of the Associated Canadian Theological Schools (ACTS) consortium, the graduate school of theology of Trinity Western University.

## Our Mission

Northwest Seminary and College exists to prepare effective ministry leaders in context for service to churches and agencies in the Fellowship and beyond.



## Academic Advising

For Northwest programs of study - CBTE programs and the Korean Doctor of Ministry - academic advising is done through the Northwest Seminary Office.

Northwest is a member school of ACTS Seminaries. Academic advising for courses offered through ACTS is done through the ACTS office. [ACTS Advising](#)

## Bicycles

*Only applicable to Northwest's students studying through TWU/ACTS.*

All bicycles must be stored in the designated storage under Robson Hall or on a bicycle rack. In either case, the use of a bicycle lock is recommended. (You must supply your own lock.) Bicycles stored under Robson Hall must be registered with the Student Life Office at the start of every fall semester and for the summer (if applicable). The assigned registration sticker must be clearly displayed at all times while in storage. The Robson Hall storage location uses a keyless entry system and requires a resident-style ID card for access. (Commuters can upgrade to a keyless entry card for \$10.) There is no charge for storing bicycles under Robson Hall. Be aware that bicycles are left at the owner's risk and the University will not be held responsible for locks that must be cut to access bicycles.

## Bullying and Harassment Policy

[Northwest Bullying and Harassment Policy \(pg. 77\)](#)

Northwest is committed to providing a community in which all individuals are treated with respect and dignity, free from bullying and harassment. Northwest considers bullying and harassment a serious offence and will not tolerate behaviour that may undermine the respect, dignity, self-esteem, or productivity of any student, faculty, staff, or administrative member.

## Change Machines

Loonies are available from change machines located in the lower level of Douglas Centre and in the Northwest Building laundry room. Change is also available at the University Bookstore.

## Class Cancellation Policy

*Only applicable to Northwest's students studying through TWU/ACTS.*

In the event of deteriorating weather conditions or other emergency situations, every effort will be made to communicate information regarding the cancellation of classes to the following radio stations: CBC (88.1AM), THE BEAT (94.5 FM), CKNW (980 AM), CKWX (1130 AM), STAR FM (107.1 FM), PRAISE (106.5 FM) and KARI (550 AM). As well, an announcement will be place on the University's campus closure notification message box (604.513.2147) and on the front page of the University's website [www.twu.ca](http://www.twu.ca).

An initial announcement regarding the status of the campus and cancellation of classes is made at 6:00 AM and covers all classes beginning before 1:00 PM. A second announcement is made at 11:00 AM that covers all classes which begin between 1:00 PM and 5:00 PM. A third announcement is made at 3:00 PM and covers those classes which begin after 5:00 PM.

## Collegium Program

*Only applicable to Northwest's students studying through TWU/ACTS.*

<https://www.twu.ca/life-twu/connect-twu/commuter-programs/marlie-snider-collegia-program>

The Graduate Collegium provides networking communities and a “home away from home” for commuting and graduate students. Graduate students can pick up an enrolment card from the Graduate Collegium in the Fosmark Building.

Hours of operation for the Graduate Collegium are 8 a.m. to 8 p.m. Monday through Thursday and 8a.m. to 5 p.m. on Fridays, and tours are available anytime during normal hours. Collegiums are closed on all major holidays and during Reading Week.

## Dining Services

<https://www.twu.ca/life-twu/housing-dining>

Sodexo is the food service provider.

The main dining commons is located in the Reimer Student Centre, plus there are three smaller food service options:

- The Lower Café, in the lower level of Douglas Centre
- The Cognoscenti (Cog), in the lobby of the Northwest Building
- The Bookstore Coffee Shop

You can pay individually for meals (cash, credit, or debit) or buy a meal plan in advance at the Student Life office.

Every year, a Food Services Committee is established to discuss food quality, quantity, value, options, and other food-related concerns. You can offer suggestions and feedback via the dining services website.

## Ecosystem Study Area

<https://www.twu.ca/environmental-studies/ecosystem-study-area>

Opened in 1998, the Ecosystem Study Area (ESA) is dedicated to the study, preservation, and proper management of the environment. We take the stewardship of this portion of the Salmon River Habitat seriously, believing it is entrusted to our care by God. The ESA functions as a “living creation laboratory” for students to learn about the local ecology and species of this area. Environmental Studies and Biology students regularly undertake exercises and research projects to study different parts of the ecosystem such as trees, soils, salmon, stream invertebrates, and the endangered Oregon Forest snail. The following guidelines are in place to care for, preserve, and protect our natural areas for future generations:

- Stay on designated trails
- Place all litter in designated containers
- Do not remove or disturb wildlife or vegetation
- No smoking, fires of any kind, or camping
- No bicycles, motorized vehicles, horses or pets

For further information or to volunteer with the ESA, please contact the Ecosystem Study Area Manager at ext. 2979.

## Emotional Support Animals (ESAs)

<https://www.twu.ca/academics/academic-support/centre-accessible-learning>

An emotional support animal is one that provides comfort to a specific student who has a documented disability and has medical documentation that warrants a support animal. ESAs may be allowed into residences or other buildings under specific circumstances. These situations will be reviewed on a case-by-case basis by the Center for Accessible Learning Office.

Until an animal is approved as an ESA, the Pets on Campus policy will apply with respect to the animal's access to campus. Any student who is requesting the presence of an ESA must apply for approval from the Centre for Accessible Learning.



## Fire and Safety

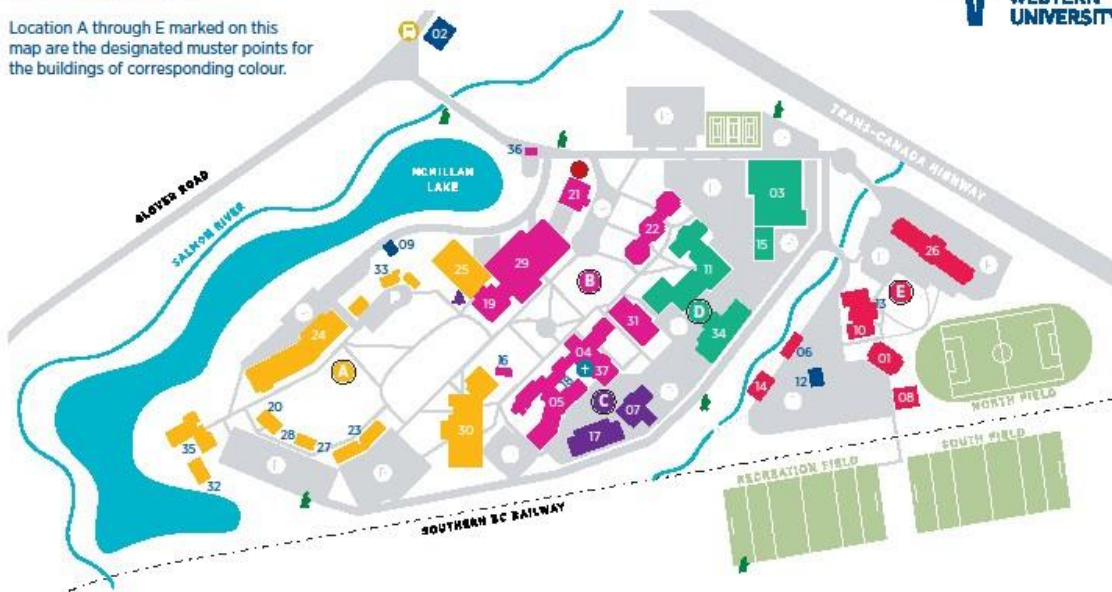
Jeopardizing the safety of our community is a serious offence and will be dealt with through the Student Accountability Process. It is a criminal offence to pull a fire alarm as a prank.

Disassembling, mishandling, covering, or tampering with smoke detectors, heat sensors, exit

### DESIGNATED ASSEMBLY AREA

UPDATED APR 17, 2019

Location A through E marked on this map are the designated muster points for the buildings of corresponding colour.



- |                               |                                     |                                  |                                  |
|-------------------------------|-------------------------------------|----------------------------------|----------------------------------|
| 1. CANIL Harvest Centre       | 11. Fraser Hall                     | 21. Mattson Centre               | 31. Robson Hall                  |
| 2. Catholic Pacific College   | 12. Fraser River Counselling Centre | 22. McMillan Hall                | 32. School of Education Portable |
| 3. David E. Enarson Gymnasium | 13. Graduate Collegium              | 23. Music Building               | 33. Seal Kap House               |
| 4. Douglas Centre             | 14. Grounds Department              | 24. Neufeld Science Centre       | 34. Skidmore Hall                |
| 5. Douglas Hall               | 15. Gym Portable                    | 25. Norma Marion Alloway Library | 35. Vernon Strombeck Centre      |
| 6. Ezra House                 | 16. Hanson Garden Chapel            | 26. Northwest Building           | 36. Welcome Centre               |
| 7. Facility Services          | 17. Jacobson Hall                   | 27. Portable 1                   | 37. West Coast Collegium         |
| 8. Field House                | 18. Jordan Thiessen Courtyard       | 28. Portable 2                   |                                  |
| 9. Fire Pump House            | 19. Larsen Atrium                   | 29. Reimer Student Centre        |                                  |
| 10. Fosmark Centre            | 20. Marlie Snider Collegium         | 30. Robert N. Thompson Building  |                                  |

- PARKING
- TRAIL ENTRANCE
- CAMPUS INFORMATION
- BELL TOWER
- BUS STOP
- WELLNESS CENTRE

## Guide Dog and Service Dog Policy

<https://www.twu.ca/student-policies/university-policies/animals-campus/guide-dog-and-service-dog-policy>

Documented guide dogs and service dogs with their owners may access all publicly accessible parts of campus and places of the campus where their work or school activities are located. Owners must produce the Guide Dog and Service Dog Certificate if asked. Though there is no requirement to register a guide dog or service dog, it is advisable for students to register their dog with the Centre for Accessible Learning Office in order to reduce confusion.

Should there be a safety hazard, a discussion will take place between the service dog's owner and the person in charge of the affected area with a view to coming to an agreement or solution that will allow the person with a disability equitable access.

## Health Care

*Only applicable to Northwest's students studying through TWU/ACTS.*

<https://www.twu.ca/life-twu/health-wellness-centre>

The Wellness Centre's medical clinic is available to address personal health concerns or insurance questions. You can make an appointment with a doctor or nurse by calling campus ext. 2024 or in person at the clinic. Clinic hours are Monday to Friday, 8:30 a.m. to 4:30 p.m (closed 12 to 1 for lunch).

For 24-hour on-campus first aid assistance, call Security at 604-513-2099. For emergency assistance, call 911.

If you require the use of syringes due to a medical condition, syringes must be safely disposed of in designated sharp containers for the safety of the campus community. These containers are available free of charge through the Wellness Centre.

## Identification Cards

Northwest supplies Student Cards that provide for discounts at businesses offering student rates/discounts.

For Northwest's students registered through ACTS/TWU, ACTS/TWU supplies ID cards. The ID cards are issued for use for athletic events, meal plan purchases, library checkout, security verification, and campus housing access. Replacement cards are available in the Student Life office. (A fee will apply.) Security staff maintains the right to ask for student ID cards at their discretion. Students are expected to comply, at all times, with the requests of TWU's Safety and Security personnel.

## Library Facilities

Northwest provides students with innovative, accessible, and affordable learning resources that will help them become effective ministry leaders in their unique contexts. As Northwest serves a wide variety of students in national and international locations, we are committed to discernment and creativity when we think about the best ways to provide learning resources for our students.

All Northwest students may contact the Northwest Librarian for assistance through the [Library and Resources](#) page of the Northwest website.

### On Campus

Since renovating and expanding its offices, Northwest has started to build its own Korean language resource library, which all students are welcome to use. Also, while on campus, students can access the TWU library, which has approximately 350 Korean language volumes in its collection. These texts primarily focus on Christian worldview.

Northwest students may also use Trinity Western University's Library resources when they are on campus. This library has over half a million resources on site or online as well as study rooms, internet workstations, listening/viewing facilities, and photocopiers. Professional librarians are ready to assist you in person or online.

- Students registered in a CBTE/KDIM program may come on site and do research in the library, however they may not borrow resources from library.
- Northwest students registered through TWU/ACTS have full library privileges.

### On-Line

All TWU affiliated programs delivered by Northwest and ACTS also allow students to access the library's resources by distance at <https://www.twu.ca/academics/library>. Northwest offers distance students the following resources:

- Logos Bible Software and its Remote Resource Library (with a customized collection of theological books, Bible commentaries, etc. in English, Korean, and Spanish)
- EBSCO Religion and Philosophy Journal Database
- EBSCO Religion e-Book Library
- A Korean language library at Northwest
- Korean language DBPIA Journal Database

If a student is enrolled in an ACTS program, the student has access to Logos Bible software and TWU Library through ACTS. If a student is enrolled in a Northwest program, the student has access to the resources above through Northwest. If a student is unsure if they have access to the resources, they can contact the school to receive information about the resources available

For programs offered through Northwest, students have access to Logos Bible Software at a discounted price as well as EBSCO online journals in Religion and Philosophy. Korean students can access online journals through DBPIA as well as through various Korean Library sites.

## Lost and Found

The main campus Lost and Found is located at the Student Life Office in Reimer Student Centre. Lost-and- found services are also available at the library and in the gym for items found in those locations only. Lost-and-found items may also be found in the ACTS office and in the Fosmark Graduate Collegium.

## Off-Campus Housing

<https://www.twu.ca/life-twu/housing-dining/campus-housing>

The Off-Campus Housing 101 website is a free resource for finding off-campus accommodations. Listings are provided for landlords seeking TWU student renters and students looking for roommates. This site is not managed by TWU, and we accept no responsibility for off-campus housing.

Commuting students are strongly encouraged to apply for membership in a campus collegium as the best way to stay connected to the community.

## Registrars: Northwest, and TWU

The Northwest Seminary Office of the Registrar can assist with application, enrolment, and registration. The office is located on the upper floor of the Northwest Suite in Fosmark Center.

For help with Northwest program registration issues contact the [Northwest Registrar](#).

The TWU Office of the Registrar can help with any registration or finance-related questions or concerns during enrolment and beyond for courses offered through ACTS. The office can be found on the Langley campus in Mattson Centre, or online.

<https://www.twu.ca/academics/office-registrar>

## Online Communities

Participation in social networking and online communities, in proper balance with face-to-face relationships, can be enriching when certain precautions are taken. Consider the following:

Limit the amount of personal information you provide and make use of the site's security and privacy settings to control access to your information. Others may share or use it in ways you do not intend.

Behaviour that is inappropriate in person is also inappropriate online, including threats, harassment, discrimination, or acts of fraud. For our community, this also includes behaviour that is contrary to the Student Code of Conduct and policies and guidelines of the University. Inappropriate online behaviour may be investigated through TWU's Student Accountability Policy and Procedures.

## Parking and Vehicle Guidelines

<https://www.twu.ca/life-twu/campus-services/parking-services>

Failure to comply with parking guidelines may result in a parking violation and/or fine.

Restrictions: Students may not park in any spaces that are reserved, including fire lanes, disabled person spaces, staff parking, Reimer underground, Mattson Centre, or any other unauthorized space.

You may use loading zones for short-term loading or unloading only after checking in with Parking Services, located in the Welcome Centre at the entrance to campus.

Uninsured vehicles are not permitted on campus and may be towed at the owner's expense. Other uninsured motorized vehicles, carts, or scooters (other than University service vehicles or those required for equity of access) are also not permitted on campus.

Except for authorized service vehicles, parking or driving on sidewalks or grass is strictly prohibited. Posted speed limits must not be exceeded. Maximum speed in parking lots is 15 km/h.

Liability: The security and insurance coverage of a vehicle is the responsibility of its owner. Use of TWU roadways and parking lots is at your own risk. Please remove valuables from view and lock vehicles. The University assumes no responsibility for loss or damage through fire, theft, collision, or otherwise, to a vehicle or its contents.

Transfers and Refunds: Since parking permits are issued to a specific vehicle and operator, they are not transferable. If a vehicle is sold or traded, Parking Services must be notified immediately with new vehicle details and license plate information. (An administrative charge may apply.)



Permit refunds can be requested by notifying Parking Services in writing or in person. The refund will be prorated from the date when Parking Services is informed.

Changing status from Housing to Commuter, or vice versa, requires exchanging permits at Parking Services. It does not affect where vehicles can be parked, but does affect the price of the parking pass. Refunds will be credited to student accounts per the withdrawal fee schedule.

## Parking Enforcement

Violations and Fines: Parking fines are \$75. However, if payment is received within seven (7) calendar days of issuance, the fine will be discounted to \$50.

Parking in a reserved spot will result in a \$75 non-appealable fine.

Any unpaid violations may be license-searched through the Motor Vehicle Branch and a subsequent charge of \$15 will be added to the owner's student account. Multiple unpaid fines may result in a wheel lock applied to the vehicle or tow and impound at the owner's expense. Vehicles will not be released until these expenses are paid.

Appeals: Violations may be challenged or appealed within seven (7) calendar days of issuance. Appeals will not be dealt with personally but must be put into writing on an appeal form located at Parking Services in the Welcome Centre. Cancellation of a violation will be at the discretion of Parking Services only. All decisions based on appeals are final.

## Parking Options

All parking is "Pay by License Plate." There is no need to display a pass in the vehicle, and parking is available in any student lot with the exception of the Robson Hall underground parking. (Robson Hall parking passes are offered on a first-come, first-served basis.)

Hourly, Daily, Weekly: Hourly, daily, and weekly parking can be purchased from dispensers at the following locations: the entrance to campus (flagpole), Fosmark Building, Northwest Building, Music Building parking lot, Vernon Strombeck parking lot, or the Reimer underground parkade. All parking permits can also be purchased at the Parking Services office. Daily permits cost \$7.50, and weekly (seven days) \$25.

Please note:

- The Reimer Student Centre underground parkade is hourly only; weekly permits are not valid in this lot.
- All vehicles parked in front of Mattson Centre must either have paid for hourly parking or display a complimentary pass (available from the receptionist at Mattson Centre).

Academic Year Permits: Academic Year Permits are valid from September 1<sup>st</sup> to April 30<sup>th</sup> of each academic year. The costs are as follows and include applicable taxes:

Commuters	\$430	'C' Permit
Residents	\$470	'R' Permit
Robson Underground	\$480	

Commuter and Resident students may purchase an academic year parking permit at the following location: Security and Parking Services Office (Welcome Center).

As TWU Langley operates a Pay-by-License Plate system, it is mandatory that you provide accurate vehicle details with regards to the vehicle license plate number. If you change your license plate number, you will need to come into the Parking office and update your information. Incomplete or incorrect details may void a permit and result in a violation ticket being issued.

Temporary Permits: Temporary permits are available free of charge from Parking Services when a registered vehicle is in for repairs. The temporary vehicle must be registered with Security to avoid a parking violation.

Disability Permits: Vehicles displaying a valid disabled person parking permit from any province or state may park in disabled person parking spaces or in convenient, non-reserved spaces throughout campus. Please register the vehicle with Parking Services. Temporary disabilities that merit special parking considerations are eligible for a temporary disabled person permit upon submission of a physician's certificate. Applicable parking fees apply.

Motorcycles: Motorcycles do not require a parking permit, but must be parked in designated areas.

Overflow Parking: Overflow parking is available in the Fosmark Building parking lot.

## Pets On Campus

<https://www.twu.ca/student-policies/university-policies/animals-campus/pets-campus>

Pets belonging to students and guests are permitted outdoors on TWU property provided they are: no more than 75 kilos in weight, leashed, licensed (if required by local by-law), vaccinated appropriately and that vaccines are current, with, and under the control of, its owner/handler, and cleaned up after by their owner/handler (e.g. feces). A person who brings a pet onto University property will be held responsible for any costs or consequences of damage caused by the pet.

Pets are not permitted on/in: the recreational or athletic sports fields, the Ecosystem Study Area, or any other areas where there is signage to indicate animals are not permitted.

The University reserves the right to remove or ask a Bylaw Enforcement Officer to remove, any pet if the animal is in distress, causing health and safety concerns, or is creating a public nuisance.

## Posters and Notices

Posters and notices must be stamped and dated by Student Life or TWUSA before they are displayed. They should be posted on bulletin boards and may not be placed on glass doors or windows anywhere on campus. Municipal fire regulations prohibit posters and notices in housing lounges. Posters or notices without stamps or that are deemed offensive, excessive, or objectionable will be removed.

## Printing/Copying

Printing/copying for general use are available in the Library, Collegiums, and computer labs. You can buy a top-up card at the library or Graduate Collegium, or use a credit card to top up your printing balance on any general-use copier or lab printer. Coin-op access is also available in the Library. Free copying services are offered through the TWUSA office located in Douglas Centre. See the online guide Student Printing for more information.

## Protection of Privacy and Information

### Privacy of Information Policy

Northwest gathers and maintains information used for the purposes of admission, registration, student assessment, grade records, and other activities related to being a member of the Northwest community. The information provided by applicants and students will be used in compliance with the British Columbia Privacy Act. The University Registrar serves as the privacy officer for student-related matters. The Northwest Privacy Policy can be found using the link provided above.

## Refunds for Vending Machines

Students who lose money in one of the beverage or laundry machines on campus should report it to the Student Life office for a refund. If an issue arises with one of the snack vending machines, please report it to a Sodexo employee.

## Rollerblades and Skateboards

Sports activities, including skateboarding, rollerblading, hockey, etc., are not permitted in any parking areas or automobile roadways, in order to maintain a safe campus community. Failure to comply with these conditions may expose individuals to severe injury and property damage claims.

## Safety and Security

<https://www.twu.ca/life-twu/campus-services/campus-security>

We desire to provide a safe, secure home for students, and part of that responsibility lies on your shoulders. Take reasonable precautions and an active role in ensuring a safe environment, including these basic guidelines:

Do not prop open fire doors or any locked doors as this can endanger the lives and belongings of everyone in campus housing.

Lock room doors and windows, and carry your keys with you. Keep valuable items in a safe place out of sight, engrave valuables, and record serial numbers. If you are locked out of your building or room, call Security at ext. 2099. An unlock charge of \$10 will be issued for this service.

Do not walk alone on the campus perimeter during evening hours. Please call Security at ext. 2099 if you require an escort to your vehicle or to another campus building.

Report thefts or suspicious persons or incidents<sup>17</sup> to Security immediately. Do not climb on

building roofs or out of windows.

Use a lock on your computers and laptops to deter theft.

Meet food delivery personnel in building lounges.

For any security concerns or suggestions, contact Security at ext. 2099.

Trinity Western University is not liable, directly or indirectly, for loss or theft of student personal property of any kind. This will also include, but not be limited to, damages from fire, water, or other causes. We advise you to obtain personal insurance against such losses—most will be able to obtain this kind of coverage through a rider on their family tenant or homeowner insurance policy.

## Student Associations

*Only applicable to Northwest's students studying through TWU/ACTS.*

<https://www.twu.ca/life-twu/student-services/graduate-student-services/graduate-student-association>

Every student enrolled in at least four semester hours of courses through ACTS is officially a member of the Trinity Western University Student Association (TWUSA). Every graduate student is officially a member of the Trinity Western University Graduate Student Association (TWUGSA).

Each year a new student government is elected for each association. These members approve and provide accountability for student-initiated events, activities, programs, and services on campus, and work as liaisons between administration and students. To get involved, visit the TWUSA office in Douglas Centre.

## Student Code of Conduct

[Northwest Student Code of Conduct \(page 76\)](#)

As members of the Northwest, ACTS and Trinity Western University communities, students are expected to follow the codes of conduct for both Northwest College and Seminary and TWU.

<https://www.twu.ca/about-us/policies-guidelines/student-policies>

## Student Leadership

*Only applicable to Northwest's students studying through TWU/ACTS.*

<https://www.twu.ca/life-twu/connect-twu/student-leadership>

Student leadership is a great way to get involved, develop skills, and gain valuable experience. There are more than 250 official student leadership opportunities distributed among more than 50 unique roles. Role descriptions, applications, and reference forms are available on the Student Life website.

## Summer Housing

<https://www.twu.ca/life-twu/housing-dining/housing-styles-cost>

Summer housing is available on a limited basis for students. Information will be provided during the spring semester regarding the process for applying, as well as the options available and cost.

## Travel

Airports within driving distance to campus include Vancouver (YVR), Abbotsford (YXX), Bellingham (BLI), and Seattle/Sea-Tac (SEA). Bus service between campus and Vancouver International Airport is available from Airport Link Shuttle ([airportlinkshuttle.com](http://airportlinkshuttle.com) or 1-855-591-5622). Bus service to the Abbotsford Airport is available with Valley Airporter ([valleyairporter.ca](http://valleyairporter.ca) or 1-877-604-6688). Bus service in the Langley community and surrounding area is available via Translink ([translink.ca](http://translink.ca) or 604-953-3333).

## TWU WIFI

<https://www.twu.ca/student-handbook/living-community/technology>

Internet access is free for all students. Use the network SSID: TWU when connecting for the best connection. Refer to [twu.ca/how-to](http://twu.ca/how-to) for assistance.

Please note that the use of wireless printers, and wireless hubs is prohibited as they directly interfere with the wireless network, and could disable access for users in that area. Most SMART devices are incompatible with our enterprise grade network.

The University understands that materials accessed through the network are generally used for academic purposes and also recognizes the recreational value of the network. All community members are prohibited from viewing pornography, hate literature, and any other material in opposition to the Student Code of Conduct or policies and guidelines of the University. When connecting to the TWU WiFi all students must agree to the acceptable use policy before



registering a connection.

Assistance is available for networking, email, and other electronic services through the web-based Helpdesk, by visiting TWIT in Lower Mattson, or by calling 604-882-4357.

## Withdrawals

Any student wishing to withdraw from KDIM courses after registration or from a CBTE program should request a withdrawal form from the Northwest Registrar.

<https://nbseminary.ca/current-students/forms/intent-to-withdraw-from-a-program/>

For Northwest students studying through ACTS/TWU, who wish to withdraw from courses after registration, contact the Student Life Office. The form requires students to obtain the necessary signed approvals and releases from the indicated departments. The date when the completed form is submitted to the Student Life Office will be used by the Office of the Registrar to calculate refunds of tuition, housing fees, and any other applicable fees. Housing keys, mailbox keys, and Student ID cards must be returned upon withdrawing.