



**northwest**  
college | seminary

**Student Handbook  
2025-2026**

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## **Welcome to Northwest College and Seminary!**

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 College and Seminary 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.

## **Our Mission**

Northwest College and Seminary equips effective Christ-like leaders in and beyond the Fellowship through theological education.

## **Our Vision**

Learning to lead like Jesus.

## Academic Advising

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

## Animals on Campus

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

### Emotional Support Animals

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.

### 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.

### Pets On 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.

## **Bullying, Harassment and Sexualized Violence Policy**

### Northwest Bullying and Harassment Policy

Northwest is committed to cultivating communities in which all individuals are treated with respect and dignity, free from bullying and harassment. We consider bullying and harassment to be serious offenses and we will not tolerate behaviour that may undermine the respect, dignity, self-esteem, or productivity of any student, faculty, staff or administrative member.

Sexualized violence is a significant and systemic issue for society and higher education, and can affect anyone, irrespective of gender, age, sexual orientation, abilities, and racial, cultural, or economic backgrounds. As an academic community rooted in evangelical Christian denominations, acts of sexualized violence of any kind are completely unacceptable.

Anyone who has any concern about possible bullying or harassment is encouraged to contact one of the three bullying and harassment officers listed below. They have all been trained in dealing with bullying and harassment and should serve as the point of initial contact. Initial discussion with a contact person is confidential.

If a complaint of bullying or harassment is to proceed into a formal investigation, then the complaint must be put into written form. In the event a complaint is received regarding the leadership team, the Senior Harassment Officer shall serve as the contact person and will initiate an investigation through an external investigator, notifying the Northwest Executive Committee.

Senior Harassment Officer: Ruth McGillivray - [ruth@nbseminary.ca](mailto:ruth@nbseminary.ca)

Contact Person: Phoebe Hwang - [phoebe@nbseminary.ca](mailto:phoebe@nbseminary.ca)

Contact Person: Kajle Radbourne - [kajleradbourn@nbseminary.ca](mailto:kajleradbourn@nbseminary.ca)

## **Class Cancellation Policy**

As the Northwest offices and classrooms are located on the campus of Trinity Western University, Northwest will follow the directive of the University in the event of class closures due to inclement weather or other emergency situations.

In the event of deteriorating weather conditions or other emergency situations, TWU will make every effort 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 placed 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.

## Fire Safety

In case of a fire, or if you hear the fire alarm:

1. Activate the nearest fire alarm. (If you see or suspect a fire and have not heard the alarm.)
2. Alert people in your area of danger and of the need to evacuate, assisting those with disabilities.
3. Immediately exit the building using the **closest exit** and closing doors between you and the fire. **DO NOT** use the elevator or walk through the building!
4. Proceed to your designated assembly area/muster station. (See the map below and posted in the Northwest offices. The muster station for the Northwest classrooms is in the parking lot between the Fosmark Centre and the DeVries building.)
5. Call **911**.
6. Once 9-1-1 has been called, you may alert TWU Security by calling the main switchboard at **604.888.7511** and asking for campus security (local **2099**).

Please familiarize yourself with the building exits and assembly areas (muster stations).

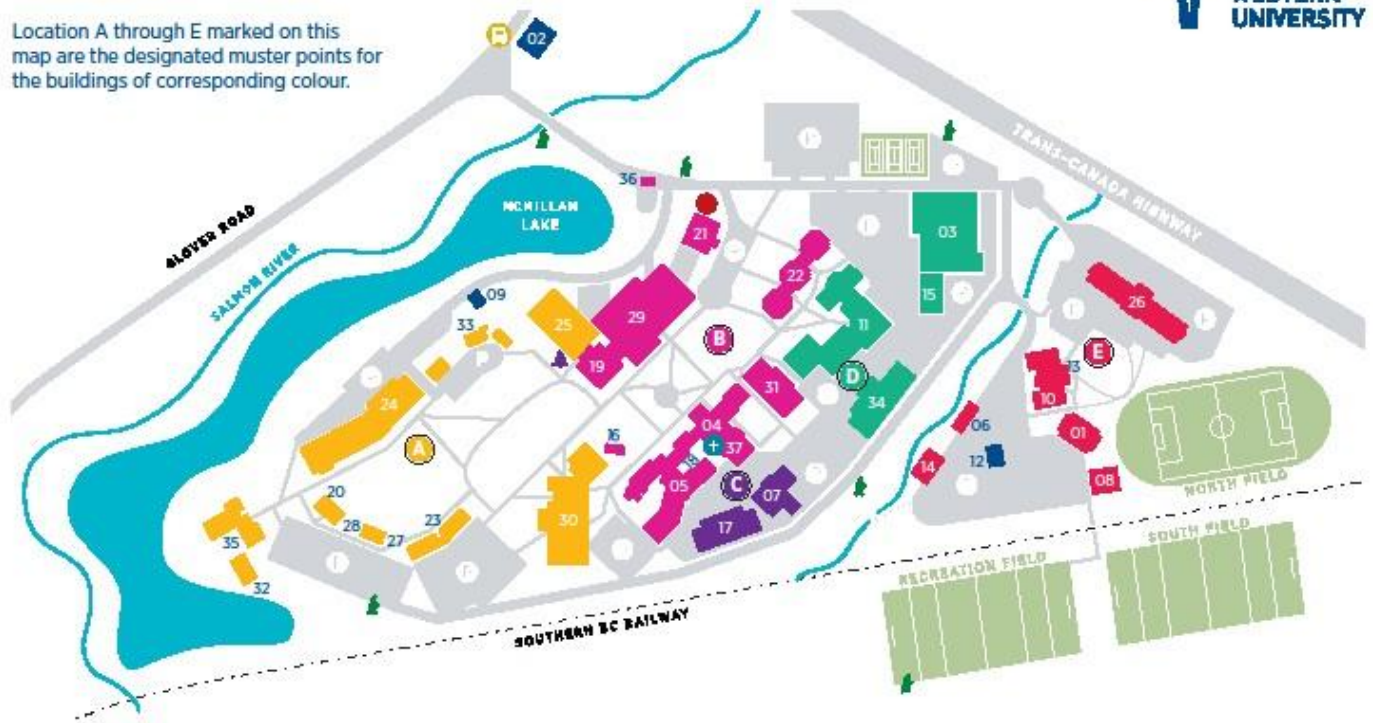
More information on Trinity's Emergency procedures and resources can be found at:  
<http://www.twu.ca/life-twu/campus-services/campus-security/emergency-responses>

Note: It is a criminal offence to pull a fire alarm as a prank. Disassembling, mishandling, covering, or tampering with smoke detectors, heat sensors, or exit signs is prohibited.

**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. Marie Snider Collegium          | 30. Robert N. Thompson Building  |                                  |
- 
- |  |                    |
|--|--------------------|
|  | PARKING            |
|  | TRAIL ENTRANCE     |
|  | CAMPUS INFORMATION |
|  | BELL TOWER         |
|  | BUS STOP           |
|  | WELLNESS CENTRE    |

**Health & Wellness, Mental Health and First Aid**

The health and safety of Northwest students is of the utmost importance. Below is a list of resources and numbers to contact for first aid, health & wellness, mental health and drug overdose information. Students are encouraged to speak with any Northwest staff member for assistance and referrals.

**Emergency Services**

In case of emergency, call **911** for fire, police, or ambulance services.

This service is offered in many languages. If able, give any information about the emergency in English, then say the English name of the language you need.

After calling **911**, call campus security at **604.513.2099**. They can assist with minor first aid, as well as directing the emergency services vehicles to the Northwest offices.

### Additional Emergency Numbers:

Poison Control: **604.682.5050**

Suicide Crisis Helpline (Call or Text): **988**

Mental Health Crisis Line: 1.800.784.2433 or dial **988** if you are experiencing feelings of distress or despair, including thoughts of suicide.

Rape Crisis Line: **604.872.8212**

### Hospitals

Langley Memorial Hospital - 22051 Fraser Hwy, Langley Twp, BC V3A 4H4

Ridge Meadows Hospital - 1666 Laity St, Maple Ridge, BC V2X 7G5

Surrey Memorial Hospital - 13750 96 Ave, Surrey, BC V3V 1Z2

### First Aid

First aid kits as well as naloxone kits are located on both the first and second floors of Northwest's offices. There is also an AED (portable defibrillator) and naloxone kit located next to the elevator on the first floor of the Fosmark Centre.

Emergency Services, call: **911** (fire, police, ambulance services).

This service is offered in many languages. If able, give any information about the emergency in English, then say the English name of the language you need.

**After calling 911**, call campus security at **604.513.2099**. They can assist with minor first aid as well as directing the emergency services vehicles to the Northwest offices.

Campus Security/First Aid: **604.513.2099**

Poison Control: **604.682.5050**

Suicide Crisis Helpline (Call or Text): **988**

Mental Health Crisis Line: **1.800.784.2433** or dial **988** if you are experiencing feelings of distress or despair, including thoughts of suicide.

In case of a suspected drug overdose, naloxone kits are available on both the first and second floors of the Northwest offices. There is an additional naloxone kit in the AED box next to the elevators on the first floor of the Fosmark Centre.

For information on how to recognize and respond to a drug poisoning, including how to use naloxone, visit the following: <https://helpstartshere.gov.bc.ca/StopOverdose>

For information on addiction treatment and support call the Opioid Treatment Access Line at **1.833.804.8111**

## Mental Health

There are many resources available to help with mental health and well-being. These supports are confidential and many are offered in different languages.

### Emergency Mental Health Support

Emergencies, call **911** (fire, police, ambulance services)

**BC Suicide Crisis Helpline** (Call or Text) **988** anytime day or night.  
Services offered in 140+ languages.

Mental Health Crisis Line: **1.800.784.2433** or dial **988**

This is a crisis line for people who are feeling distressed, in despair, or suicidal, or who are worried about someone else feeling suicidal. The operators can also provide emotional support and information about suicide.

Crisis Centre Chat (Online Support): <https://www.crisiscentre.bc.ca>

### Mental Health Support

Mental Health Support Line: **310.6789** (no area code needed)

Services offered in 140+ languages. Provides non-emergency emotional support and mental health information.

Mental health support and resources: <https://helpstartshere.gov.bc.ca/>.

Resources and information for youth: [resources and information for youth](#).

## Non-Emergency Health Related Resources

### Health Link BC

HEALTHLINKBC is a non-emergency resource designed to help residents of BC access health information. Visit [www.healthlinkbc.ca](http://www.healthlinkbc.ca) or dial **811**.

Health Link BC can help with any medical issue that is not an emergency. If it's an emergency, call **911** instead. Call **811** to speak to a nurse, dietician or pharmacist on the phone.

If able, tell the operator what language you need service in and they will connect you with an interpreter.

### Urgent and Primary Care Centres (UPCC)

Urgent and Primary Care Centres (UPCCs) provide access to same-day, urgent, non-emergency health care. UPCCs are often open evenings, weekends and statutory holidays (actual hours vary by clinic).

UPCCs are an alternative to visiting the hospital for issues that don't require emergency care.

Visit the following for more information: <https://www.healthlinkbc.ca/primary-care/service-type/urgent-and-primary-care-centres>

### Walk-in Medical Clinics

There are many walk-in medical clinics in BC that can help with an array of medical issues. Some clinics require you to call ahead for an appointment. For more information and to find a clinic near you visit: <https://www.healthlinkbc.ca/primary-care/service-type/walk-in-clinics>

### Pharmacists

BC residents can see a Pharmacist for many [minor ailments and conditions](#).

## Housing

### Off-Campus Housing

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

There are many safe housing options for students studying in British Columbia. Below are several resources that may be helpful in finding suitable accommodation. Please be aware that these resources are not managed by Northwest and the school does not accept responsibility for any information or housing sourced through them.

- [Study in BC Canada](#) website: cost of living calculator, what to look for when considering a rental, list of rental agencies, information on tenants' rights
- [Off-Campus Housing 101](#) website: listing of landlords seeking student renters and students looking for roommates
- [Harmony Homestay](#) website: database of homestay families

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

### Summer Housing at TWU

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

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

## Library Services

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.

Northwest students have access to 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). See Logos License Policy below for more detailed information.
- EBSCO ATLA Religion Journal Database
- Perlego
- A Korean language library at Northwest (for on premises use only)
- Korean language DBPIA Journal Database

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

## Logos License Policy

Many Northwest programs require the use of Logos. If a version of sufficient quality is not already owned by a student in these programs, one must be purchased. Northwest has arranged for a custom Logos package to be available to students at a significantly discounted price.

Students whose programs do not require Logos, along with mentors, may opt to purchase Northwest's custom Logos package and will receive Northwest's special pricing.

All those who require or wish to purchase Logos must pay the cost in full to Northwest. After payment has been received, a permanent Logos license will be issued to the individual.

For select Northwest programs, the cost of the Logos program and library is incorporated into the program's tuition fees. For these programs, students will receive a temporary Logos license at the start of their first term of study. Upon the successful completion of their program, these students will have their Logos license converted to a permanent license, which the student will then fully own and control. If the student withdraws and does not successfully complete the program, the Logos license will be revoked, and the individual will no longer have access. A student who is withdrawing from the program may opt to purchase the Logos license from Northwest by informing Northwest's bookkeeper of this decision prior to formal withdrawal. In such a case, the student will pay the remaining balance owing on their Logos license, and the license will be converted from a temporary to a permanent license.

## 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.

## 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. Students are encouraged to 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.

## Parking

### Parking and Vehicle Guidelines

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

All parking on TWU's campus is by permit or paid parking 24 hours a day, 7 days a week, 365 days a year. Daily parking passes may be purchased via kiosks located at various throughout the campus. Parking permits may also be purchased at the Parking Services office.

As parking passes are issued with a Pay-by-License Plate system, it is mandatory that you provide accurate vehicle details with regards to the vehicle license plate number. Incomplete or incorrect details may void a permit and result in a violation ticket being issued.

**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.

## Parking Restrictions

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).

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.

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.

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

## Parking Enforcement

Any unpaid violations may be license-searched through the Motor Vehicle Branch and a subsequent charge of \$25 will be added to the owner's student account. If three or more tickets have been issued a wheel lock fine of \$200 will need to be paid before the wheel lock is taken off.

Appeals: Violations may be challenged or appealed within seven (7) calendar days of issuance. Appeals will not be dealt with personally but must be emailed to [parking@twu.ca](mailto:parking@twu.ca) outlining your grounds for appeal. The person appealing will be notified via e-mail or phone of the Parking Services' Decision. All decisions based on appeals are final. Violation cancellations will be at the discretion of Parking Services only.

Violations and Fines:

- Parking in a Fire Lane or Handicapped Spot is a mandatory \$100 non-appealable fine.
- Parking in a resident lot without the appropriate permit results in a \$75 non-appealable fine.
- Parking in the Robson Underground lot and not having the required RU permit is a mandatory \$75 non-appealable fine.
- Living or camping in your vehicle on campus is a mandatory \$75 non-appealable fine.
- All other fines are \$75 and if payment is received within seven (7) calendar days of issuance, will be discounted to \$50.

## 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.

## Protection of Privacy and Information

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 Northwest Privacy Policy can be found on the policies page of the Northwest website: [Privacy of Information Policy](#)

## Refunds for Vending Machines

Students who lose money in one of the beverage 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.

## Registrars: Northwest, and TEDS

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

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

## Safety and Security

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

We desire to provide a safe, secure campus environment. Please help to keep yourself and others safe by doing the following:

- Do not prop open fire doors or any locked doors.
- Do not walk alone on the campus perimeter during evening hours. Please call Security at **604.513.2099** if you require an escort to your vehicle or to another campus building.
- Report thefts or suspicious persons or incidents to Security immediately.
- Use a lock on your computers and laptops to deter theft.

For any security concerns or suggestions, contact Security at **604.513.2099**.

## Student Code of Conduct

[Northwest Student Code of Conduct \(Academic Catalogue, page 47-52\)](#)

[Trinity Student Code of Conduct](#)

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

## 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 students studying through TEDS/TWU, who wish to withdraw from courses after registration, contact the TWU 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.