

STUDENT HANDBOOK

PACIFIC LIFE BIBLE COLLEGE

2016-2017



ASSOCIATION OF BIBLICAL HIGHER EDUCATION

PLBC holds applicant status with the Commission on Accreditation of the Association for Biblical Higher Education, an institutional accrediting body recognized by the Council for Higher Education Accreditation. For more information about ABHE, visit www.ABHE.org.

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This Student Handbook presents the standards, protocol, and requirements in effect at the time of publication. Pacific Life Bible College reserves the right to withdraw or modify the courses of instruction at any time. Announcements are subject to change and do not constitute an agreement or contract.

Pacific Life Bible College Student Handbook 2016–2017. Revised 22June16.

How to Use this Handbook

PURPOSE

This Student Handbook presents the standards, protocol, and requirements in effect at the time of publication of Pacific Life Bible College's counsel and policies. The well-being of the college's community rests on the balance of the community's ability to meet the needs of the individual and vice-versa. This is achieved when everyone is aware of the rights and accompanying responsibilities to themselves, others, and the College.

By enrolling in courses at Pacific Life Bible College, you agree to comply with the expectations, policies, and procedures outlined in this handbook, as amended from time to time. The College reserves the right to make changes of any nature to the expectations, policies, procedures, and other information in this handbook at its sole discretion, with or without prior notice. Furthermore, the handbook provisions are subject to interpretation by the College.

FLOW

This Student Handbook begins with general information, that which applies to all students, and continues with specific information, that which applies to particular students.

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Welcome to PLBC

Welcome to Pacific Life!

Pacific Life Bible College is committed to training pastors and leaders for the work of the ministry. We are first and foremost a Bible college, and that is evident in every program offered. We focus on the head, heart, and hands. Students gain a wealth of knowledge and understanding, but it doesn't stop there. An integral part of our curriculum requires students to put into practice the things they are learning in the classroom.

For decades, PLBC has been known for its rich community. Year after year we hear testimonies of how God has used peers and faculty to help build strong character, heal wounds, and propel our students into a deep relationship with Christ.

It is wonderful to partner with you, as you grow and become the man or woman that you were created to be.

Welcome to PLBC, cont.

MISSION STATEMENT

Our mission as a college of biblical higher education is to support the church by equipping men and women for Spirit-empowered ministry.

FAITH STATEMENT

The Faith Statement of Pacific Life Bible College can be read here: <http://www.pacifclife.edu/index.php/General/statement-of-faith.html>.

VALUES

Pacific Life Bible College values...

THE CENTRALITY OF SCRIPTURE

We embrace the Scriptures as our authority for faith and practice and therefore the integral centre of our curriculum.

THE LOCAL CHURCH

We support the local church in fulfilling the Great Commission by guiding men and women to respond to God's call and preparing them for Spirit-empowered service to God as volunteer, bi-vocational, and full-time leaders.

SPIRIT-EMPOWERED MINISTRY

We affirm the need for the growing disciple of Christ to be continuously filled with the Holy Spirit and to do the works of God in the power of the Spirit.

INTERDENOMINATIONAL INCLUSIVENESS

We are a Foursquare College and we value interdenominational inclusiveness.

HOLISTIC EDUCATION

We foster an environment that integrates worship, character transformation, academic excellence, and a focus on ministry.

COMMUNITY

We seek to embody the person of Christ by cultivating a relational, grace-based culture of joyful obedience to the revealed will and Word of God whereby faculty, staff, and students do all things to the glory of God.

EXCELLENCE

We commit ourselves to excellence through best practices, efficient administration, quality technology, flexible delivery systems, and exceptional faculty.

Welcome to PLBC, cont.

CORE LEARNING GOALS

GOAL 1: BIBLICAL FORMATION

Increase their knowledge of the Bible and theology integrated with life and ministry.

Relative to this goal, graduates will...

- A. Demonstrate knowledge of the background, content, purposes, and themes of the Old and New Testaments.
- B. Demonstrate exegetical skills for interpreting and applying Scripture that foster and support life-long biblical learning.
- C. Demonstrate the ability to form theological positions on specific issues and appraise differing theological views.
- D. Demonstrate formulation of a Christian worldview.

GOAL 2: ACADEMIC FORMATION

Develop research, critical thinking and communication skills.

Relative to this goal, graduates will...

- A. Demonstrate research and information literacy skills conducive to life-long learning.
- B. Demonstrate ability to critique diverse thought systems in light of a Christian worldview.
- C. Demonstrate oral, writing, and electronic communication skills.

GOAL 3: CHARACTER FORMATION

Grow spiritually and in Christ-like character.

Relative to this goal, graduates will...

- A. Demonstrate awareness of being loved by God the Father, redeemed by God the Son, and empowered by God the Holy Spirit.
- B. Demonstrate growth in spiritual disciplines that foster and support a lifelong and maturing relationship with Christ.
- C. Demonstrate commitment to discern and pursue God's direction and calling for their life according to biblical principles and leading by the Holy Spirit in conjunction with the Church.
- D. Demonstrate Christ-like attitudes and values.

GOAL 4: MINISTRY FORMATION

Develop ministry values and skills.

Relative to this goal, graduates will...

- A. Demonstrate commitment to Christ's church in its local and universal expressions.
- B. Demonstrate development of natural and spiritual gifts, ministry and relational skills appropriate to their calling.
- C. Demonstrate embrace of God's mission and priorities.
- D. Demonstrate ability to articulate and share the gospel with scriptural support.
- E. Demonstrate love for all people evidenced by acts of service.

We're Here to Help You

OFFICE HOURS

We are here to help you, Monday through Friday (excluding holidays) from 8:30 am to 4:30 pm.

STUDENT DEVELOPMENT

VP STUDENT DEVELOPMENT

Dean Davey is the VP for Student Development. He directs the personal and community aspects of being a part of Pacific Life Bible College. He is here to help you grow and connect in your studies through programs like Life Groups, Chapels, student events, and lots more! Contact Dean at ddavey@pacifclife.edu.

DEANS OF MEN AND WOMEN

The office of the Dean of Men and Dean of Women is dedicated to the promotion of learning, character building, leadership and service. These offices provide support services such as housing, counseling, guidance, residential programming, and training in community and spiritual values, conflict mediation, and disciplinary adjudication.

The department's goals of promoting student learning, building character, and assisting in the preparation of promising students for positions of leadership and service are designed to expand the College's goals and values of respect, dignity, decency, and integrity.

Through the promotion of and adherence to the PLBC Community Responsibilities, student volunteerism, and service learning activities, the department trains leaders to make a world of difference.

Dean of Men:

Dean Davey ddavey@pacifclife.edu

Dean of Women:

Sue Nussbaum snussbaum@pacifclife.edu

STUDENT SERVICES

Joryli Romijn wears a few different hats at PLBC. She works with the Enrollment Department and helps to transition new students into college. She also works with the student development team to plan and execute great events for our community. Contact Joryli at jromijn@pacifclife.edu.

DIRECTOR OF RESIDENCE

Sue Nussbaum is the Director of Residence. She cares for and organizes student housing. The student team of Resident Assistants (RA's) assist the Director of Residence and the College's residents. Contact Sue at snussbaum@pacifclife.edu.

ACADEMICS

VP ACADEMICS

Dr. Ken Deeks is the VP for Academics. He administers the academic aspects of Pacific Life Bible College. He is here to help you coordinate your academic career and see that you succeed. Contact Ken at kdeeks@pacifclife.edu.

REGISTRAR

Kerry Pretty is the Registrar. The registrar is the official who maintains the personal and academic records of students, issues reports of grades, mails out official publications, etc. Contact Kerry at kpretty@pacifclife.edu

ASSISTANT TO THE REGISTRAR

Linda Coult lcoult@pacifclife.edu

PROGRAM ADVISORS

Program Advisors help each student decide which courses they need to enroll in and in what order. Program Advisors are very familiar with each program and can answer questions about courses, course selections, costs, schedules, books, etc.

www.pacifclife.edu/index.php/General/program-advisors

Apologetics

Kerry Pretty kpretty@pacifclife.edu

Associate of Arts in Theology

Kyung Baek kbaek@pacifclife.edu

BA Church Ministry & Transfer Students

Kerry Pretty kpretty@pacifclife.edu

BA Pastoral Leadership

Dean Davey ddavey@pacifclife.edu

BTh & Distance Education

Les Warriner les@pacifclife.edu

Christian Education

Sue Nussbaum snussbaum@pacifclife.edu

Counseling

Ivone Juell ijuell@pacifclife.edu

English Language Immersion

Sue Nussbaum snussbaum@pacifclife.edu

LifeLaunch

Dennis Hixson dhixson@pacifclife.edu

Music (IMM)

Lincoln Tatem ltatem@pacifclife.ca

Youth (YMI)

Dean Davey ddavey@pacifclife.edu

DISTANCE EDUCATION COORDINATOR

Les Warriner is the Distance Education Coordinator. He oversees the DE department. You can contact Les at lwarriner@pacifclife.edu.

LIBRARY SERVICES

Mark Tubbs is the PLBC librarian. He can help any student find the resources needed for academic success. Contact Mark at mtubbs@pacifclife.edu.

ACADEMIC SUPPORT COORDINATOR

Renee Hixson is the Academic Support Coordinator. She manages the Academic Support Office which offers services to students who may be struggling due to some type of disability. If the referred student is eligible for government funding, the Academic

We're Here to Help You, cont.

Support Office can assist the student with the application process. If the student does *not* qualify for government funding, the college will allow up to four one-hour tutoring visits at no cost to the student, after which students may pay for additional visits at the rate published on the fees page of the college website. The student must make an appointment with their academic advisor to seek approval for tutoring. Contact Renee at rhixson@pacifclife.ca.

ACADEMIC WORKSHOPS

A variety of free Academic Workshops are held during orientation week and other times throughout the semester. Check the PLBC newsletter for names and dates. Any student, new or returning, may find many informative and effective strategies for achieving success at these workshops.

STUDENT ENROLLMENT

DIRECTOR OF ENROLLMENT AND MARKETING

Sam Romijn is the Director of Enrollment and Marketing. Sam helps to make the transition into college as simple as possible for new students. Contact Sam at sromijn@pacifclife.edu.

FINANCE & OPERATIONS

VP FINANCE & OPERATIONS

Gerald Nussbaum is the VP for Finance and Operations. He administers the financial operations and utilization of the properties of the College. Contact Gerald at gnussbaum@pacifclife.edu.

ACCOUNTS MANAGER

Linda Warriner lpwarriner@pacifclife.edu

FINANCIAL AID OFFICER/ASSISTANT ACCOUNTS

Jack Lam jlam@pacifclife.edu

CLEMENTS CAFE

Joanne Muyco jmuyco14@pacifclife.ca

CAFETERIAL MANAGER

Jan Martinez jmartinez@pacifclife.edu

Facilities

A-FRAME

MAIN & LOWER OFFICES

The PLBC staff and faculty have offices in the PLBC Office building, lovingly nick-named the “A-Frame.”

MAILBOXES

Student mailboxes are located in the office reception lobby and are accessible during office hours, Monday through Friday 8:30 am–4:30 pm (excluding holidays).

A-FRAME LOUNGE

This is the place residents and commuters hang out to relax, play games, watch tv, and form community.

AFRAME REC ROOM

This lower floor room is the place residents and commuters hang out to play pool or ping pong, watch movies, and fix food.

FITNESS

PLBC’s Fitness Room is on the lower floor of the A-FRAME and is open to all students. It is accessible all hours. Students must use a common access key. To obtain this key, you must pay a deposit and sign out the key from the reception desk at the main office.

LAUNDROMAT

The coin-operated laundrymat is onsite for the convenience of our residents.

RESIDENCES

The remainder of the Aframe building is reserved for the men’s and women’s dorms.

MAIN BUILDING

The ground floor of the main building is the location of our cafeteria, gym, and chapel.

ROLF K. MCPHERSON LEARNING CENTER

This lower floor of the main building is the location of **classrooms LC1–LC5** and the student lounge.

CLEMENT’S COFFEE BAR

Clement’s is open Monday to Friday from 7:45 am–3:00 pm. In addition to beverages and snacks, you can purchase PLBC merchandise. We accept cash, Visa, MasterCard, and Interac.

WOLF MEMORIAL LIBRARY

The library is filled with resources catered to your topics of study and is generally open Monday through Friday: 7:45 am–4:30 pm and 6 pm to 10 pm, and Saturday 11 am–5 pm. The library has a printer (for a fee) and computers available for student use.

IMM HOUSE

The IMM House contains the offices of PLBC’s Music Department, as well as classrooms, practice rooms, and recording rooms.

CAMPUS HOUSE

The campus house is reserved for men’s residence.

PARKING

AFRAME - upper lot

This lot is designated for visitors and staff only.

AFRAME - lower lot

This lot is numbered with lots for residents only.

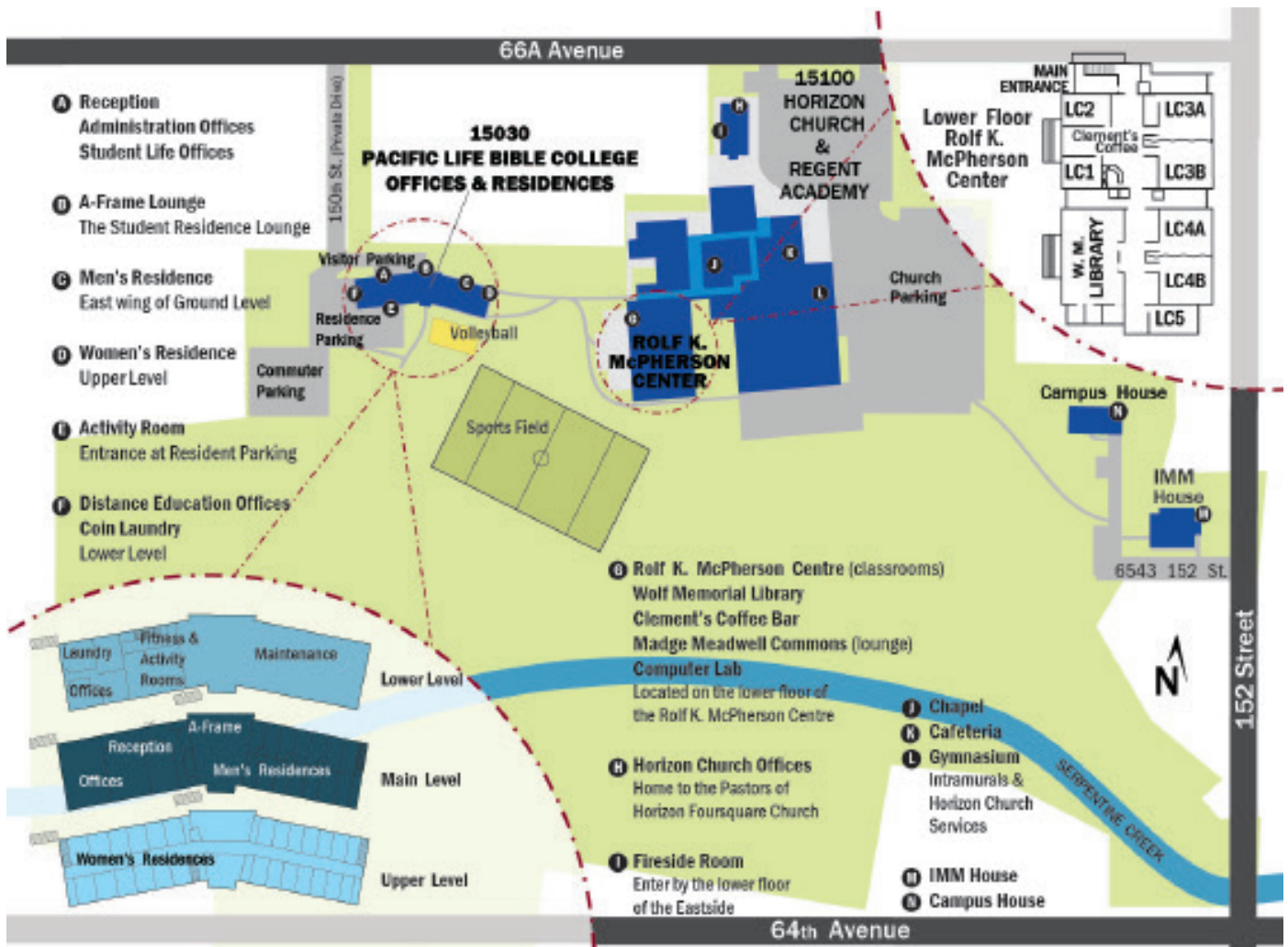
WEST LOT

This lot is for commuter students and overflow resident parking.

HORIZON AND REGENT ACADEMY LOT

This lot is shared, thus it is for PLBC counselling students only.

PLBC Campus Map



Programs & Services

LIFE EXPERIENCE & LIFE GROUPS

The Life Experience program is an accountability system designed to assist students in their spiritual growth. This program is a required track for all full-time students under age 25 and each student will be graded with a Pass or Fail (at the end of each semester) based on their completion of the program requirements. Not required for Counselling Program students.

Areas of accountability and minimum standards are as follows:

PERSONAL RELATIONSHIP WITH GOD

While PLBC recognizes that God looks at the heart, PLBC also recognizes that a heart being impacted by time spent with God reflects on the outside as demonstrated by one's attitude, discipline, and love for one another. Therefore, students are expected to maintain a healthy relationship with God by spending time in His Word, meditating, praying, memorizing Scripture, worshipping, fasting, etc.

LOCAL CHURCH ATTENDANCE

Your life as a Christian and student at PLBC is incomplete without a connection/commitment to the local church. Students are expected to attend, commit, and participate in the life of a local church. Because of the God-designed value that church membership plays in the life of a Christ-follower, students must select a local church where they can participate for at least three (3) hours each week. Students without a local church home are required to choose a local church to commit to for one school year by the sixth Sunday of their first semester.

CHAPEL ATTENDANCE

Chapel is our main time of corporate worship and sharing. Full-time students are required to attend unless they are off campus and they do not have class before or after chapel.

SPECIAL EVENT ATTENDANCE

Full-time students are also required to attend special events (campus clean-up days, spiritual emphasis days, etc.) as deemed required by the VP for Student Development.

LIFE GROUP ATTENDANCE

LIFE Groups are a peer-led, peer-attended, same-gendered group. Each group will determine a convenient time to meet for a minimum of one (1) hour a week. LIFE Group leaders will check each student's adherence to the Life Experience guidelines and assign a Pass or a Fail for each semester. Students get to choose their LIFE Group during the second week of classes.

ATTENDANCE REQUIREMENTS

Students are allowed no more than three (3) unexcused absences from any one category. Excusable circumstances include illness, out-of-town absences, and/or personal emergencies. Failure to meet these expectations will result in a failing grade and possibly further disciplinary action.

EXEMPTIONS

Students who are involved in a LIFE Group at their local church may receive special exemption from PLBC LIFE Groups. Permission must be given for this and any other exemption by

the VP for Student Development. Failure to do so will result in a failing grade. If an exemption is given, the student must ensure their group supervisor completes an evaluation by the end of each semester.

FIGURING OUT THE COURSE NUMBER

Use the following chart to determine the appropriate LIFE Experience course number:

	1 st year	2 nd year	3 rd year	4 th year
Fall:	PT100A	PT200A	PT300A	PT400A
Spring:	PT100B	PT200B	PT300B	PT400B

CHAPEL

Chapel worship services and student prayer meetings are a highlight of student life. God ministers as students open their hearts to Him in worship. Chapels also provide opportunities for practical ministry experience and to hear speakers from a variety of Christian ministries. Attendance at Chapel is required for full-time students and encouraged for part-time students. No food or drink is allowed in Chapel. Exceptions to attendance are given when a student commutes from a far distance and doesn't have class on the same day as Chapel.

MENTORING

Students are encouraged to find an upward mentor. The task of the mentor is to work with the student in clarifying goals in the areas of academics, character development, and ministry involvement. The student is responsible to schedule regular meeting times with their mentor.

PRACTICUMS & INTERNSHIPS

Practicums are supervised ministry assignments designed to give the student hands-on experience in a variety of ministries in and through the local church. Progress is monitored through reports by the student and cooperating church leaders, and evaluated by assigned faculty. This ministry experience can be earned each semester, one or two units at a time. If a student is able to invest significantly more hours into the practicum (i.e. a full-time summer internship), then a student may take more than one practicum.

COMMUNITY EVENTS

FALL RETREAT

Every September the students and staff gather at a retreat destination for a weekend getaway. This event is an important time for plugging into the community and starting the year well. All full-time students under 25 years are required to attend. Check the PLBC Calendar to see when the dates of this event are and book off work/family/ministry engagements.

CAMPUS CLEAN-UP

For the Fall and Spring semesters, we cancel classes for one day and work on various service projects on the campus or in

Programs & Services, cont.

the community. The purpose of this day is to remember that character and service are critical components to become servant leaders. Not required for Counselling Program students.

SPIRITUAL EMPHASIS DAYS

About a month into the Spring semester, we cancel classes for two days to calibrate our purpose in light of God and His call. Extended times of worship, ministry, and teaching from God's Word are experienced. Not required for Counselling Program students.

STUDENT LIFE TEAM

The Student Life Team (SLT) is comprised of Life Group Leaders, Social Life Committee members, Resident Assistants, the Gratis Leader, and Student Ambassadors. Returning students can apply to serve in one or more of these areas in February of the spring semester. Students are appointed to these areas of service by the Student Development Office.

STUDENT AMBASSADORS

Student Ambassadors serve the Director of Enrollment by hosting guests of PLBC.

LIFE GROUP LEADERS

Life Group Leaders serve the VP for Student Development and are selected based on their character, academic standing, and capacity to facilitate Life Groups. Life Group Leaders lead their Life Groups by facilitating productive weekly meetings with their group, meet weekly with a PLBC approved mentor, serve as the first contact for minor issues, and report on the status of students in their group.

GRATIS LEADER

The Gratis Leader serves the Director of Residence by administering the gratis program for residents.

RESIDENT ASSISTANTS

Resident Assistants (RA's) serve the Director of Residence by helping administrate the residence program.

SOCIAL LIFE COMMITTEE

The Social Life Committee serves the student body by planning and implementing events that build the PLBC community.

O-WEEK

"O" stands for orientation. This week is an introduction to the new surroundings and to college life at PLBC. Students are introduced to college procedures, to the staff and faculty, and to each other. O-week culminates in our college opener, the event that launches us all into the tasks and relationships that lie ahead.

STUDENT HEALTH

Students are advised to have a balanced week maintaining a healthy stewardship of one's own body, soul, mind, and spirit.

FITNESS

PLBC's Fitness Room is open to all students and is accessible to students at all hours by a common access key. To obtain a

common access key, you must pay a deposit and sign out the key from the reception desk at the main office.

The YMCA is located at nearby Panarama Ridge and offers a PLBC student discount.

INTERMURALS

Intermurals are weekly, casual sporting events that encourage physical activity, community fellowship, and fun. Intermurals are for all students.

COUNSELLING

The faculty and staff of PLBC are pastoral counsellors. You may seek out care from the Deans of Men and Women. If you need professional counselling care, the deans can arrange care with our own designated counsellor. The college will allow up to four one-hour counseling visits at no cost to the student, after which students may pay for additional visits at the rate agreed upon with the counsellor.

HEALTH CARE

Students are responsible to properly obtain Medical insurance.

You can pursue the Medical Services Plan (MSP) of BC as it is available to all residents of the province 3 months after arrival. Health Insurance BC offers a specific plan for foreign students studying in British Columbia. For the first three months it is essential to have interim coverage through a private insurance company (can be purchased through PLBC during orientation week). Health Insurance BC does not include travel insurance, so if you leave the province, you must obtain extra insurance for a nominal fee. Visit www.hlth.gov.bc.ca/msp.

Hospital, Nurse Hotline, and other emergency numbers are on 23.

Communications

YOUR RESPONSIBILITY

Pacific Life Bible College strives to communicate effectively through a variety of media. Students are expected to check frequently for mail sent to their campus mailbox and the verified email addresses on their Populi account.

As a student, you are responsible to ensure that time-critical mail and email is accessed, read, and acted upon in a timely fashion. Check your mailboxes regularly.

MAIL & EMAIL

CAMPUS MAILBOXES

Mailboxes are assigned to all students and are located in the Main Office Reception Lobby. They are accessible during office hours: Monday through Friday, 8:30 am to 4:30 pm (excluding holidays). Please respect everyone's privacy by not looking in mailboxes that are not your own.

STUDENT MAILING ADDRESS IS:

PLBC, c/o Student Name
15030-66A Ave, Surrey, BC V3S 2A5 CANADA.

OUTGOING MAIL

Outgoing mail can be placed in the outgoing mail box located at the Reception counter in the office. Postage may be purchased at reception as well.

EMAIL

The growing need for timely and efficient communication requires that PLBC institute a policy establishing email as an official means of communicating with students. In order to implement email as an official means of communication between the College administration and students, timely receipt of announcements and notifications must be guaranteed.

To this end, the College will assign an official PLBC "uniform e-mail address," normally a variation of studentname@pacifclife.ca This mailbox will be terminated if the student withdraws from the College, however, upon graduation, an alumni is allowed to keep the pacifclife.ca account for life.

Remember to check your email mailboxes regularly.

OTHER FORMS OF COMMUNICATION

PLBC uses other forms of communication as well. You may enjoy our *Facebook* pages and Chapel Newsletters. Also, student groups and student events will be posted all over campus!

WIFI

WIFI access is available to all students in the campus buildings free of charge. This includes access (with a password) to all public on-campus computers and a free PLBC email account.

ACCEPTABLE WIFI/INTERNET USAGE

PLBC offers computing resources and related technologies for use by the College community to pursue its mission. These resources are in place to provide a positive learning environment and aid the College community in their activities. If excessive bandwidth

usage is noted, access may be curtailed. Students that use the network or Internet for malicious or self-harming ways may lose their internet privileges and/or face further discipline.

Every student should beware of copyright infringement when file sharing or downloading. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Due to intellectual property laws and biblical ethics, students are not allowed to download content that is copyrighted.

PASSWORD

Your Populi password is the key to your personal information. It is important for students to keep their passwords secure at all times. Students are required to set up passwords with at least 10 characters in length containing at least one uppercase, one lowercase, and one number.

In the case of a forgotten password, contact the front office by phone, email, or in person. After the college official has confirmed the identity of the student, an email is sent to the student's "preferred" email address, or, in the case where the "preferred" email address is a pacifclife.ca address, the email is sent to the student's email address on file. The email contains a time-limited link that allows the student to set up a new password.

PERSONAL CONTACT INFORMATION

To help us keep student information secure, students are required to keep their contact information in Populi up-to-date. Please advise the office for any changes to your personal information.

Community Life

GROWING LIKE A GARDEN

Community life can be compared to a garden. At Pacific Life Bible College we want to make it a place of “good soil,” where God is the One who calls people to new levels of spiritual growth. We try to make the atmosphere conducive to growth by holding up at all times the Lordship of Christ and talking openly about the principles consistent to the Scriptures. We endeavour to welcome consistently the Holy Spirit into our midst so that He can do the work of touching people’s hearts and making them want to grow more and more into the image of Jesus. We will not try too hard to force matters of sanctification on students, nor do we seek to legislate morality, as legalism is in fact counter-productive to genuine growth. However, when God awakens individual hearts with a great desire to grow, faculty and staff will do all that is possible to be available to help. We believe in high academic standards and rigorous spiritual development; that both are mutually vital and complementary.

WHAT ABOUT RULES?

We have chosen to keep rules within this community to a minimum. People who apply to PLBC have some level of desire to grow as Christians, and allowing people space to grow, to make their own choices, sometimes even to make mistakes, seems to have borne good fruit. If someone does something that goes directly against the scriptures, it affects the spiritual life of everyone in the community, and we have taken these moments as opportunities for honest communication and growth. On very rare occasions, someone has decided that he or she does not wish to submit to Scriptural standards, or to the standards of this community, and has chosen to leave.

MAKING THE MOST OF YOUR TIME AT PLBC

“Make every effort to live in peace with all men and to be holy; without holiness no one will see the Lord. See to it that no one misses the grace of God and that no bitter root grows up to cause trouble and to defile many. “See that no one is sexually immoral, or is godless like Esau, who for a single meal sold his inheritance rights as the oldest son” (Hebrews 12:14–16, NIV). Personal growth/responsibility and community health is worth fighting for. These two components of community life combine to make PLBC an incredible place to study.

WEEDING THE GARDEN

If God is the Master Gardener, and those of us who work here are His apprentices, it may well be that He expects us to do a bit of weeding. We can still allow each young seed to develop at its own pace and in its own way, but we can definitely rid the garden of some of the elements that are likely to rob nutrients or choke living plants that are trying to grow.

In addition, this means that there is a need to determine what will be allowed in our community and what will not be. We are committed to the principle of personal freedom balanced with community responsibility.

COMMUNITY RESPONSIBILITIES

Ministry can only flow out of a life that is truly submitted to God in all areas; therefore, it is necessary that there be standards in actions, attire and attitudes, attained and maintained, on and off campus, in the lives of our staff, faculty and students. The Board of Governors have set these standards, which are consistent with the objectives of PLBC, not in a spirit of legalism, but as a means by which humility, obedience, and personal discipline may be learned. Although the Bible is not explicit on every lifestyle issue, directives are given that, if applied, create a healthy community where respect and love can grow. The biblical injunction to “love your neighbour as yourself” is the foundation for the following values:

- Value is given to self-control over self-indulgence.
- Value is given for respect for one’s body.
- Value is given for respect for one another and their property.
- Value is given to community interests over self-interest.
- Value is given when personal freedom is set aside: for the sake of a brother or sister’s spiritual growth; when its exercise might be misunderstood to give the appearance of wrong; and when an action endangers another in any way.

Respect within relationships is characterized by showing compassion, demonstrating selflessness, and being patient with others’ weaknesses. A community of believers is to be characterized by love for one another. “Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves,...have the same mindset as Christ Jesus” (Philippians 2:3,5, NIV).

SPECIFIC COMMITMENTS

These are intended to communicate in concrete form the means by which the community seeks to live out the commitment to the mission of Pacific Life Bible College. Although not all expectations are commanded by Scripture, nor offered as a definition of what is right and wrong, they are shared by the whole to build integrity in the community. Because the Community Responsibilities are intended to reflect a preferred lifestyle for those who belong to this community rather than “campus rules,” they apply to both on and off campus students.

Commitment to take responsibility for personal spiritual growth.

Each member of the body of Christ assumes responsibility to pursue personal and corporate spiritual disciplines, to resist temptation, and to seek to live in the beauty of personal holiness. It is expected that each student participate in the life of a local church at least once per week, and that full time students attend peer mentoring and chapel each once per week.

Commitment to facilitate a spiritually healthy environment.

Pacific Life Bible College is a place of personal growth and preparation for servant leadership in all avenues of life. Members of the community nurture growth through commitments to “speak the truth in love,” to accept one another, to honestly confront sin for the purpose of restoration, to uphold one another

Community Life, cont.

in personal and corporate prayer, and to worship together.

Commitment to abstain from practices not sanctioned by Scripture. It is essential that students exemplify a God-controlled life both on and off the campus by refraining from practices that are biblically condemned. Examples of these behaviors include drunkenness, gossip, occult practices, pornographic involvement, co-habitation with the opposite gender, homosexual behaviour, and any form of intimate pre-marital or extra-marital sexual involvement (Galatians 5). Students are to avoid these practices and are not to advocate, endorse, or imply acceptance of these behaviours. In addition, such attitudes as greed, jealousy, envy, lust, bitterness, unrestrained anger, and an unforgiving or condemning spirit are not acceptable.

Commitment to pursue freedom from enslaving habits and to avoid harmful entertainment. PLBC recognizes that while the student prepares for positions of spiritual leadership, he or she will often be viewed as a Christian leader by others. Therefore, commitment to discipleship includes a willingness to be released from bondage and addictions. It is expected that PLBC students refrain from the use of alcohol, illegal non-prescription drugs, or other harmful substances. Members of the community are expected to practice discretion in interpersonal relationships, entertainment practices, and to refrain from attending bars, clubs, and lounges. PLBC recognizes that together as we exercise responsibility by the grace of God the result will be development of Christ-like character (2 Peter 1:5–8) that will form a basis for effective Christian living and ministry.

PLBC recognizes that Scripture does not include specific teaching for every social practice or situation, but does provide guidelines for community life in controversial matters (cf. Romans 14).

Commitment to accept reproof and correction when needed. Those who make a commitment to hear the honest feedback provided through the community are those who continue to grow in the likeness of Christ. When difficulties arise, restoration and discipline are implemented for the purpose of building one another up. It is expected that each student reads, adheres to, enforces, and signs the Community Standards both in the application process and at the beginning of each school year.

These Community Responsibilities apply to all students of Pacific Life Bible College both during formal enrollment periods (both on and off campus) and during break periods.

You may not agree with or fully understand all of our lifestyle guidelines, but by enrolling as a student, you are choosing, freely and willingly, to abide by these standards. We regard any violation of these standards to be a breach of integrity, since each member has voluntarily chosen to associate with the community and to accept, uphold, and live by these standards. Those in violation will experience biblical restorative discipline that is redemptive in nature, seeking to reconcile the person to God and to his or her neighbour.

Anyone may report a suspected violation of the Community Responsibilities or Academic Catalogue by contacting the Dean of

Men or the Dean of Women. The person reporting the violation may be asked to submit a written report. The report should be a brief written statement citing the section of the Guidelines or Academic Catalogue allegedly violated and providing a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place; however, the College reserves the right to take action against an individual for violating the Community Responsibilities or Academic Catalogue regardless of how much time has passed since the incident. Students who knowingly make a false report of misconduct are in violation of College policy.

For more information, see the Academic Catalogue.

Code of Conduct

Membership in the PLBC College community is obtained through application and invitation. Those who accept an invitation to join the community agree to uphold its standards of conduct. In return, they gain the privilege of enjoying the benefits of community membership and undertake to work for the best interests of the whole community.

COMPLIANCE

Compliance with the code of conduct is simply one aspect of a larger commitment by students, faculty, staff, and administration to live together as responsible citizens, to pursue biblical holiness, to follow an ethic of mutual support, to demonstrate Christian love in relationships, and to serve the best interests of each other and the entire community.

Individuals who are invited to become members of this community but cannot with integrity pledge to uphold the application of these standards are advised not to accept the invitation and to seek instead an educational or employment situation more acceptable to them.

This code of conduct does not cover every eventuality, but provides concrete examples of commitment to the mission of the College and a commitment to fellow members of the PLBC community. Certain expectations flow from relevant biblical principles that are considered normative and are to be followed in order to preserve the distinctly Christian character and adhere to the distinctly Christian theology of the PLBC community. All members are expected to maintain the integrity of a commitment to this code of conduct.

To be sure, lifestyle issues are complicated. Christians have a duty to live a life of devotion to the Lord, a life of service to the body of Christ, and a life of witness to the world. How this can be accomplished is controversial at best. Many behavioural matters are open to misunderstanding and misuse, therefore we follow the biblical principle of self-respect, self-control, and the pursuit of community interests above of self-interest. Personal liberty is to be set aside when its exercise could hinder one's own or another's spiritual development or physical safety or when its exercise could be misunderstood in such a way as to hinder one's own witness or that of the College.

CODE OF CONDUCT

Members of the PLBC Community (heretofore referred to as Members) agree to:

Obey municipal, provincial, and federal law.

Members agree to conduct themselves as just and socially responsible citizens who seek to contribute to the welfare of the greater community of which the College is a part (Romans 13:1-7).

Show respect, love and consideration for others.

We believe without exception that every human being is a valuable person created by God in His image and thus possess inherent dignity at all stages of life (Genesis 1:26-27; Colossians

3:10; James 3:9). We believe that we are called to love and treat every person with genuine respect according to Jesus' command to love (John 13:34-35) and Paul's admonition to love (1 Corinthians 13).

Therefore, members of the community are expected to act with compassion, kindness, patience, respect and well-being of all people (Colossians 3:12, 1 Thessalonians 5:11). Differences of opinion on any issue are permissible, expected, and encouraged as part of the educational process. However, dialogue about differences is to be conducted with reason, without harassment of others, and in recognition of the College as a unique, faith-affirming community called to serve within the diverse society in which we live (Acts 10:34-35; 1 Peter 2:17 and 3:15).

Refrain from practices that are contrary to biblical teaching (this is not an exhaustive list).

Dishonesty. Scripture is clear, we are to love truth and despise falsehood. Therefore, members are to refrain from dishonesty in all forms, both of speech and action (Proverbs 12:22, 20:23; Colossians 3:9, Ephesians 4:25-28).

Gambling. Gambling is an attempt to gain income apart from labor and in many cases the gambling industry functions as a tax on the poor and preys on the weakness of those who need fast money. It breeds selfishness, greed and covetousness in opposition to the teachings of Christ about money, possessions, and provision (Luke 12:15). Therefore, members are to abstain from gambling (Exodus 18:21; 1 Peter 5:1-2).

Gossip. Gossip is a stealthy problem and can have devastating effects on a community such as PLBC. Scripture is clear: "Do not spread slanderous gossip among your people" (Leviticus 19:16), and "Gossip separates the best of friends" (Proverbs 16:28). Paul categorized gossip along with hate, murder and deception in 2 Corinthians 12:20. Gossip is often cloaked as concerns, venting, being honest, or even as prayer requests, yet maintain the power to denigrate. Therefore, members are to bless and be humble, rather than gossip and be divisive.

Harassment. Harassment is action or speech that demeans the value of another person, interferes with academic or work performance, or creates a hostile or offensive educational, working or living environment. Ephesians 4:29-32 instructs members to not grieve the Holy Spirit by unwholesome speech or action. Therefore, members are to love in word and deed (Romans 12:9-21), and refrain from harassment, retaliation, and hostility (Matthew 5:38-43). For the complete Harassment Policy, see page x.

Occult. God's Word to His people on the issue of the occult is very clear: do not be involved (Leviticus 19:31; Deuteronomy 18:9-14; Galatians 5:19-20; Acts 19:11-20; Revelation 21:5-9). Implicit and explicit messages are embedded in many popular entertainment options. Involvement with the occult, experimentation, reading, viewing, gaming, or actual "spiritualistic" practices, is considered spiritually harmful to the individual and the community. Therefore, members are prohibited from involvement with the occult.

Code of Conduct, cont.

Pornography. Viewing pornography is detrimental to one's spiritual growth and considered a practice that is dehumanizing and demeaning of other persons. Therefore, members are prohibited from viewing pornography (Matthew 15:18-20; 1 Corinthians 6:12-20; Ephesians 4:17-24; 1 Thessalonians 4:3-8, Romans 2:26-27, 1 Timothy 1:9-10).

Profanity. Profanity is more than just something inappropriately said, it can be what is thought, listened to, participated in, and abided in. Scripture is clear, "Set an example for the believers in speech, in conduct, in love, in faith and in purity" (1 Timothy 4:12b). "Out of the same mouth come praise and cursing. My brothers and sisters, this should not be" (James 3:10). Language, behaviour, music, entertainment or dress that is lewd, indecent, or obscene is not consistent with the goals of kindness and respect towards one another called for in Scripture. Some entertainment choices, while not inherently harmful, can hinder a person's life in Christ when engaged in at inappropriate times, places or contexts.

Therefore, members should show thoughtfulness in their words, refraining from "corrupt communication," such as profanity, crude language, cutting sarcasm, disrespectful jokes, racist or sexist remarks, etc.; and use wisdom and sensitivity for entertainment choices (Ephesians 4:29, 5:4; James 3:1-10).

Theft. Using or taking the property of another without his or her consent is the opposite of hospitality and the sharing of one's possessions exemplified by the early church; therefore, members are prohibited from taking the property of another (Mark 7:2; Ephesians 4:28; Acts 4:32-37).

Observe biblical principles for marriage and sexual relationships.

Members agree to respect the biblical teaching that sexual intimacy is to be practiced only within the context of marriage defined as the exclusive, legally-binding, covenantal relationship sealed with a ceremony and legally registered, intended to be permanent, between one man and one woman, established by God for the welfare and happiness of humankind, to mirror his love for us in Christ, to refine our character, to allow for joyful participation with God in the creative process through procreation, to secure the stability necessary for the nurture of children produced by the marital union, and to reflect the unity of the triune God (Genesis 2:23-24; Revelations 19:9).

Therefore, members agree to keep their sexual behaviour consistent within the context of this teaching and refrain from any sexual intimacy that violates the sacredness of marriage between a man and a woman such as premarital sex or sensual nakedness; sexting; pornography or anything that demeans another's personhood; permanent or occasional cohabitation; or homosexual dating or homosexual acts (Genesis Matthew 19:1-11; Acts 15:20, 1 Corinthians 6:9-13, 7:2, 11-13; 1 Timothy 1:9-11; Hebrews 13:4).

Utilize careful judgment at all times in the exercise of personal freedom.

Members are to use careful judgment in these matters

particularly when associated with the College and/or relating to other members, either publicly or privately (Romans 12:1-4, 13:8-10; 1 Corinthians 8:9-13; Galatians 5:16-6:10; Colossians 3:1-6).

Alcohol. In recognition of the diverse opinions concerning alcohol, in sensitivity to its potential misuse, and in obedience to the biblical mandate that denounces drunkenness, all college properties (including campus and residences) and any off-campus events (formal or informal) will be alcohol-free. (Luke 21:34; Romans 13:13; Galatians 5:21-23; 1 Timothy 3:3; Titus 1:7; 1 Peter 4:3).

- a. The reasons for our standards on consumption of alcohol are as follows:
 - i. Alcohol and college campuses are never a good mix;
 - ii. Alcohol consumption is a freedom that one willingly lays down for the weaker brother; and
 - iii. The sacrifice of one's freedom for the sake of another is a test of character and attitude which helps prepare oneself for serving in diverse ministry settings. With the exception of married members, mature members (twenty-five and older) living off campus, and communion services, we require all members to refrain from consuming alcohol one week before their first semester's orientation event until one week after the last semester of the school-year (including reading days and winter break). Members enrolled in the summer semester or serving on a college ministry team (i.e., LifeLaunch, Tour Team) must refrain from consumption of alcohol during their studies and ministry.
- b. In all of the above exceptions, please note members are to refrain from the following: drunkenness, promotion of consumption (i.e. online photos or word-of-mouth), and consumption on campus or at college events. Excepted members are to be extra sensitive (in most settings refrain from consuming alcohol) when in gatherings where members not eligible for exceptions are present.
- c. The legal drinking age in British Columbia is 19. Consumption of alcohol by minors (18 and under) or providing alcohol to those under the legal age is both illegal and prohibited, as is the consumption of alcohol in public.

Smoking

- a. The reasons for our standards for smoking are as follows:
 - i. For the sake of individual and community health, the College does not condone the use of tobacco or smoking substances or tobacco related products, such as vaping.
 - ii. Smoking is not in keeping with the goals and community spirit of PLBC,
- b. Therefore, all College properties (including residences) and any off-campus, residential or non-residential student-sponsored events, or casual student gatherings, will be smoke-free.
- c. The legal smoking age in British Columbia is 19. Hence, smoking by minors or providing tobacco products to those

Code of Conduct, cont.

under the legal age is both illegal and prohibited.

Drugs and Prescription Medicine

- a. The reasons for our standards concerning drug usage are as follows:
 - i. Our community embraces health in mind, body, and spirit. Drug usage can be detrimental to one's physical, educational, psychological, and spiritual well-being. Moreover, in a Christian college setting, such involvement can hinder student's growth in spiritual disciplines and seriously undermine overall testimony and effectiveness. It can also be a stumbling block for fellow members who are seeking to gain freedom from dysfunctional lifestyles associated with the drug subculture.
 - ii. This is a Drug Free Workplace.
- b. Therefore, as a lifestyle choice, members are strictly prohibited from
 - i. Participating in the use of marijuana and its associated substances, even for medicinal purposes;
 - ii. Possessing, using or consuming illegal drugs, drug paraphernalia, or controlled substances;
 - iii. Possessing, using, or abusing prescription medications without a valid prescription.
- c. Under no circumstances are these elements to be used, possessed, or distributed on or away from campus any time while a member of the PLBC community (including summers). It is strictly prohibited for members of the community to abuse or illegally distribute prescription drugs.

Treat with Utmost Seriousness Positions of Trust and Influence.

At all times, leaders are to model wise, discreet, and respectful behaviour as described in 1 Peter 5:2-4. Members must treat with utmost seriousness the position of trust and influence given when in direct authority over other members and exercise that authority with an attitude of integrity and service.

Campus Expectations

BICYCLES

Bicycle theft is a common problem throughout BC's Lower Mainland. Good quality locks or chains are recommended for all bicycles. Use the designated bike storage areas. Bicycles must not be stored in dorm rooms, hallways, stairways, lounges, or areas that impede exit from buildings. The College is not responsible for theft or damage to bicycles, mopeds, or scooters.

BUILDING SECURITY

The PLBC campus is shared with Horizon Foursquare Church and Regent Christian Academy. Traffic flow throughout our campus is controlled (visitors must report to the main office). Note the times in which certain doors are locked or unlocked. Please help us maintain the integrity of building security. Notify the main office if you notice a stranger that seems out of place on the campus. You may politely offer to help them and inform them that our campus is a "closed campus." Students must keep their Student ID card on their person and visible at all times. Please report suspicious behaviour to the police (non-emergency line is 604-502-6233).

CAFETERIA

Visitors or commuter students are welcome to purchase meals in the cafeteria by booking with the kitchen staff.

Meals must be eaten in the cafeteria. We ask that you not take meals, trays, dishes, and cutlery out of the dining hall.

CHURCHES

Visit www.pacificlife.edu/churches for a local listing of local churches.

CLASSROOM REGULATIONS

While classes are in session, it is expected that students conduct themselves in an orderly and respectful manner. Instructors are asked to raise the atmosphere of the classroom to a professional level and encourage respect for others in a healthy learning environment. Students are expected to pay attention in class. Private conversations (print or electronic), slouching, sleeping, facebooking, playing computer games, or catching up on homework will not be allowed while classes are in session.

Although discussion is often encouraged at various times in class, this is to be monitored by the individual instructor and their particular guidelines are to be honoured by each student. When given permission to speak, only do so when it is a matter of sincere concern and in line with the subject being discussed. Out of respect for the faculty and other students, do not dominate a discussion time. On points requiring further clarification or dealing with other subjects, arrange a time after the class to talk personally with the instructor. For reasons of public courtesy and decorum, food is not allowed in the classroom during class hours or in the library, except for special meetings. Beverages in bottles

or in cups with lids may be permitted in the classrooms at faculty discretion.

COLLEGE PROPERTY

PLBC property, including but not limited to, musical instruments, sound systems, LCD projectors, computers, printers, white boards, furniture, and appliances belong to the College and are not to be used or moved without permission.

CLOTHING & GROOMING

Clothing and personal appearance convey our values, roles and attitudes; it is how personal taste and expression and popular trends come together.

PLBC shares the campus with a uniformed K-12 school where its students look up to PLBC students as role models in dress and conduct.

With this in mind, three principles guide our approach to clothing, grooming, and physical appearance. They are modesty, respect, and moderation.

Therefore, we ask that students wear clothing that is clean, neat, modest, and appropriate to a Christ-focused academic setting. We also apply the principle of moderation to hairstyles (including colour); facial hair, body piercing, jewellery, tattoos, and cosmetics.

The College may require special attire for special events, including but not limited to banquets, commencement ceremonies, tour, and LifeLaunch events.

EMPLOYMENT

There are many restaurants and retail stores near the College that hire students for part-time or seasonal work.

ENTERTAINMENT

Some forms of entertainment and amusement, while not inherently harmful, can hinder a person's life in Christ if they become an obsession, or if they are engaged in at inappropriate times, places, or contexts. We therefore expect that members of our college community exercise discretion and accountability when making entertainment choices concerning, but not limited to, TV, movies (theatre, DVD), music, the Internet, reading materials, computer games, or gambling.

Since your time at PLBC is dedicated to godly pursuits, discernment in all areas of media is critical; regular exposure to the gratuitous violence, explicit sexuality, excessive vulgarity, and supernatural evil that are so pervasive in much popular cinema can adversely affect the viewer's spirituality. We ask that students employ wisdom and discernment in their choices of appropriateness, with an emphasis on consideration for others. Please allow Life Group Leaders or RA's to advise, and please respect their decisions.

Campus Expectations

EXPLOSIVES, FIREWORKS, & WEAPONS

For safety reasons, explosives, fireworks, dangerous chemicals, and flammable substances are not permitted on campus, in student housing, or at PLBC-sponsored events. The PLBC campus and student housing are weapon-free zones. Weapons of any kind, including but not limited to firearms, replica firearms, hunting knives or any knife longer than a 3-inch blade, sling-shots, bow and arrows, and BB, pellet, and air guns are not permitted on campus, in student housing, or at College-sponsored events.

FINANCIAL POLICIES

See the current PLBC Academic Catalogue for financial policies and schedule of fees.

FIRES, EQUIPMENT, ALARMS, & EXITS

Fires: Due to city regulations, fires and open flames (i.e., candles) are not permitted on campus or in student housing.

Equipment: We depend on fire equipment and signage to assist us in an emergency. Therefore, tampering, disassembling, or disengaging exit signs, fire extinguishers, or alarms are prohibited.

Exits: Certain exits and doors are to be maintained as clear paths for fire exits. We ask that you do not violate the integrity of the fire safety of our building by blocking paths with chairs or other hazards. Unless it is an emergency, please do not enter or exit the building through any window or through doors marked "Fire Exit Only."

Fire Alarms: Please note that in British Columbia it is a criminal offense to pull a fire alarm as a prank. If you hear a fire alarm, everyone must exit the building immediately and gather at our marshal area at the northeast corner of the back parking lot. Under no circumstances should you re-enter the building until the fire department or other authorities grant permission to do so.

Fire Drills: Fire drills will be conducted at random during the academic term. Please follow instructions given at that time.

Smoke Alarms: Smoke alarms can be easily triggered.

HEALTH CARE

INSURANCE

BC Medical Services Plan, www.hlth.gov.bc.ca/msp

HOSPITALS

Surrey Memorial Hospital, 13750 96 Ave, Surrey, BC
604-581-2211

Peace Arch Hospital, 15521 Russell Ave, White Rock, BC
604-531-5512

MEDICAL CLINICS

Panorama Village Medical Clinic, 15157 Hwy. 10, Surrey, BC
604-574-0481

NURSE LINE

Available 24 hours a day: 604-215-4700 *811

GENERAL HEALTH INFORMATION

www.canadian-health-network.ca

MAIL

See Communications, page 16.

NOTICE BOARDS

Please pass flyers or other advertising material by the VP for Student Development for review and permission before affixing to notice boards in the building. Under no circumstances may flyers or posters be taped or pinned to walls, doors, or windows.

PARKING

Pacific Life Bible College shares the property with several ministries with 7-day-a-week activities. Each ministry is assigned parking based on need and location. See the map on page 13.

All vehicles used by PLBC students must be registered at the office before parking a vehicle on campus. You will receive a parking decal that must be properly displayed in the designated window of your car to park legally on campus. Your decal will determine which parking lot you must use, and you will be given that information when you register your vehicle. Violators may be fined or towed or lose their parking privileges.

Parking is prohibited in grass areas, fire lanes, and in areas blocking building entrances. The parking lot in front of PLBC offices is designated for staff and visitor parking only.

Campus speed limit is 15 km/h. Watch for children. Obey all traffic signs. Note the school zone on 66A Ave!

PRANKS & RAMBUNCTIOUS PLAYFULNESS

Seemingly innocent pranks and rambunctious playfulness can easily escalate to incidents that demean personal dignity, cause damage to people or property, and result in conflict and inconvenience. For these reasons, we ask students to refrain from pranks and rambunctious playfulness that might create a safety or health hazard for others, or cause damage to college or personal property.

PRIVATE PROPERTY

Some students bring personal music equipment or computers to the College. Please do not use anyone's personal property unless permission from the owner has been given.

PLBC is not responsible for insuring any personal items belonging to staff or students, nor liable for the loss of personal property of anyone on campus. Items such as musical instruments and vehicles not belonging to PLBC are the total responsibility of the owner. Students moving into the residence should

Campus Expectations, cont.

consider contents insurance to cover their personal belongings.

PROTECTION OF PRIVACY POLICY

The College collects information for the purpose of admissions, registration, and grade record management, for student assessment and other activities associated with the College. All information gathered from applicants and students will be used in compliance with the British Columbia Privacy Act. The Registrar of the College serves as the privacy officer for student-related matters.

RECREATIONAL FACILITIES

Students have many opportunities for recreation and sports involvement: there is an outdoor field/volleyball court, gymnasium, and student lounges. A local YMCA offers student rates and boasts new exercise facilities, rooftop track, pool, hot tub, and gymnasiums.

ROLLERBLADES & SKATEBOARDS

For safety reasons, sports activities, including but not limited to skateboarding, rollerblading, and hockey are not permitted in the building, including the gym.

SOLICITING FUNDS

We request that students refrain from soliciting funds from other students to help them attend conferences, fulfill internship requirements, or go on mission trips unless approved by the VP For Student Development.

UNAUTHORIZED RECORDING

Students are required to ask permission before recording an instructor during a class period.

VEHICLES & PARKING (COMMUTERS)

REGISTER YOUR VEHICLE

All residents with vehicles are required to secure a commuter parking pass and park only in their assigned space. Commuters are not allowed to park in Visitor, Staff, or numbered Resident spaces. Parking inappropriately is subject to a fine.

ADEQUATE INSURANCE AND OPERATING CONDITION

All vehicles parked on PLBC property must carry adequate insurance (minimum of storage insurance). All vehicles must be in good operating condition.

Vehicle owners are also asked to practice diligent security practices: don't leave valuables in your vehicle, lock your vehicle, and use anti-theft devices.

SHARING RIDES

Commuters with cars are advised not to let others drive or borrow their vehicles without adequate insurance coverage.

Students that receive rides from commuters should generously compensate the car owner/driver for gas, use of their vehicle, and the driver's time.

BC INSURANCE

If you are not a BC resident and you bring a car into BC, it must be registered and insured within 30 days of your arrival or you must qualify for a student exemption. If this is not done within 30 days, you may face the following consequences: 1) If stopped by the police you may be ticketed and fined, and 2) if you make a claim due to an accident your insurance company may refuse to pay. The Insurance Corporation of British Columbia (ICBC) is the crown corporation that manages driver licensing, vehicle insurance, and registration.

You may refer to ICBC's website for the most up to date instructions. www.icbc.com/autoplan/moving-insurance/Pages/Default.aspx.

In Case of Emergencies

IN THE CASE OF FIRE

Activate an alarm (local pull station) if necessary.

If smoke is present in your location, stay close to the floor and move to the door. If the door is hot, do not open it. Seal the cracks with available cloth and call 911. If the phone is not working, open the window and hang a sheet or other material out of the window to attract attention.

If you hear an alarm, call 911, and if the door of the room is not hot (test with the back of your hand), close the windows, open the curtains/blinds, turn the lights on, leave the room and close the door leaving it unlocked. Proceed to the nearest exit (do not use an elevator), check to see if the rooms next to you are empty. Proceed to the nearest evacuation location. Do not re-enter the building.

Gather in the South field near the commuter parking lot.

Vandalism resulting in damage to smoke detectors, fire safety equipment, or false fire alarms can create a potentially life-threatening situation. Doing so will result in disciplinary action.

IN THE CASE OF MEDICAL EMERGENCY

Notify 911 if situation is critical.

Notify staff immediately: at the office during the day and directly to the RA's and Deans after hours (see posted numbers).

PLBC is not responsible for providing emergency medical transport: call the ambulance. In less critical situations, students may opt to be transported by friends or family in a private car.

IN THE CASE OF EARTHQUAKE

We do live in an earthquake zone. It is rare, but possible that they may occur at any time without warning. They can vary from a slight movement or a wave-like rolling to a severe shaking. There may be aftershocks as well. Be familiar with what to do and be prepared to act quickly.

IF YOU ARE INSIDE: Drop, cover, and hold! Get under a sturdy piece of furniture (bed, desk, table) or brace yourself in a doorway.

- Stay away from windows.
- Never leave a building in an earthquake.
- Most injuries are a result of falling objects, so do not place heavy objects on high shelves or above your bed.
- Provide for yourself a personal earthquake kit (battery-powered flashlight and radio, batteries, bottled water, non-perishable food items, supply of first aid items).
- Do not light a match or turn on light switches.

IF YOU ARE OUTSIDE: Move to an open area away from overhead hazards (power lines, falling brick, glass, or trees).

- Stay far enough away from buildings to avoid falling objects.
- Do not attempt to go inside a building.

AFTER AN EARTHQUAKE: As soon as possible, gather in the South field near the commuter parking lot.

- Remain calm and help others.
- Check for fires and notify staff and emergency services
- Limit telephone calls to emergency only.
- Do not drink water other than bottled water until the utilities are determined to be safe.
- Do not turn on light switches or light a match or use an elevator.
- Wear shoes at all times to avoid injury.
- Listen to the radio for general information.

RA's are to ensure that all students are accounted for and contact College officials. Please make an attempt to find your RA.

IN THE CASE OF POWER OUTAGE

Remain calm. Residents **MUST NOT** flush the toilets during a power outage, as the water supply depends on electricity. Comply with all instructions provided by authorized college personnel, including the RA's. Turn off any equipment that was still in service in order to avoid power surges. **DO NOT USE ANY OPEN FLAME** device for lighting purposes.

IN THE CASE OF AN ACTIVE SHOOTER

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. When in an active shooter situation, keep in mind there could be more than one shooter. Try to remain calm and use these guidelines to help plan a strategy for survival.

IF THE SHOOTER IS OUTSIDE OF THE BUILDING:

- Turn off all lights and close and lock all windows and doors.
- Close all window blinds and curtains.
- If you are able to do so safely, contact police by dialing 911 from a phone.
- If you are able to do so safely, get all individuals on the floor out of the line of fire.
- If you are able to do so safely, move to a safe place in the building and remain there until an "all clear" instruction is given by police or authorized personnel.

IF THE SHOOTER IS INSIDE THE BUILDING:

- If it is possible to flee the area safely and avoid danger, do so.
- If you are able to do so safely, contact police by dialing 911 from a phone.
- If possible, lock all doors and secure yourself in your space
- Close all window blinds and curtains.
- Get bystanders on the floor and out of the line of fire.
- Wait for the "all clear" instruction is given by police or authorized personnel.

Wolf Memorial Library

The library is a place set aside for study; therefore, there should be no extended conversation or disruptive behaviour. The library is filled with resources catering to your topics of study and is open Monday to Friday during the Fall and Spring semesters from 7:45 am to 10:00 pm and Saturdays (subject to student worker availability; times will be set within two weeks of each semester). www.pacificlife.edu/index.php/Library/wolf-memorial-library.html

For additional research, PLBC students can access the Trinity Western University Library located 20 minutes away at 7600 Glover Rd., Langley. Students must pay for borrowing privileges at TWU. www.twu.ca/library

LIBRARIAN

Mark Tubbs, email: mtubbs@pacificlife.edu

HOURS

REGULAR

Monday to Friday: 7:45 am–10:00 pm

Saturday: mornings and afternoons (TBA)

FIRST TWO WEEKS OF EACH SEMESTER

Monday to Friday: 7:45 am–4:00 pm

READING BREAK

Monday to Friday: 8:30 am–4:30 pm

SUMMER & BREAKS BETWEEN SEMESTERS

Monday to Friday: 8:30 or 10:00 am to 3:00 pm (Subject to scheduled librarian personal holidays). Call or email to inquire about specific dates.

CHRISTMAS BREAK

Generally closed the Friday before Christmas through the Tuesday after New Year's Day; subject to scheduled librarian personal holidays. Call or email to inquire about specific dates.

EASTER WEEKEND

Friday through Monday inclusive.

LIBRARY USAGE GUIDELINES

We are happy to assist you in any way we can. You can help us keep the library atmosphere conducive to study by respecting those studying and keeping talking to a minimum and at a very low volume (i.e. whispering). During the last few weeks of a semester, keeping the library quiet is a very high priority.

FOOD & BEVERAGES

No food is to be eaten in the library and only liquid in covered containers is permitted.

RESHELVING

Please leave materials you have used on a table/desk or place it on the shelving cart. A book shelved improperly is temporarily lost.

BORROWING BOOKS

All books must be checked out at the library circulation desk before they are removed from the library. If a library attendant is not available, there should be a manual checkout sheet on the circulation desk for registered patrons. Recording your name, the book title, author and copy number, and most importantly the book's barcode is required before taking the books.

RETURNING

Put books in the Book Return box, not on the shelving cart! Placing returned books in the Book Return box will ensure that they are properly checked back into the library.

LIBRARY COMPUTERS

They are available for use during library hours but internet usage should be restricted to checking email and other school-related tasks. Microsoft Office programs, electronic journals and encyclopaedias, and specialized music applications are provided. Students who wish to use the library computers must store personal work on their own storage device (i.e. USB memory stick). Students are not allowed to change any settings or install software or hardware. In times of heavy usage, students may have to reserve computer time on posted schedules. Journals, periodicals, and Bible software can be found on labeled computers.

STUDY ROOMS

Two study rooms are available in the library. Overflow study space is also available in LC4B when classes are not in session. It is to be used as a silent study space only, and should only be used with permission. Reference books and books not signed out may be used in the overflow study room with permission from a librarian.

BOOK BORROWING GUIDELINES

REFERENCE BOOKS

Books labelled with **REFERENCE, BIBLE, ENCY, DICT**, as well as **REFERENCE** journals are for use in the Library only and must remain in the library at all times. The only exception is for instructors who may check out these books for use during their classes. The material in these books can be photocopied if students need to take those portions that are of interest from the library.

RESERVE BOOKS

Books used for current courses are labelled as Reserve Books. These books can be found on the Reserve Book shelf facing the circulation desk. Loan Period = 1 week.

SHORT RESERVE BOOKS

These are library materials designated by instructors as being required for the completion of specific course assignments and needed by all students in a course. Loan Period = 2 days.

Wolf Memorial Library, cont.

REGULAR CIRCULATION

All other books in the library without specific designation. Loan Period = 2 weeks.

DVDs & VIDEO TAPES

DVDs for Distance Education courses as well as miscellaneous videos and DVDs. Loan Period = 1 week.

RENEWING BORROWED MATERIAL

All borrowed library materials can be renewed several times if no one has put the material on hold.

Materials cannot be renewed if the patron has an outstanding fine of more than \$10 or if fines have not been paid for more than 21 days.

Renewal requests can be submitted by stopping by the library circulation desk, calling the library (604-597-9082 ext 3305), or emailing the librarian.

For renewal requests submitted by phone or email, a library worker will send you an email confirming your renewal or requesting return of the materials.

LIBRARY FINES

Overdue library materials are subject to the following fines:

- **Short Reserve Books** = \$2 per day.
- **Reserve Books** = \$0.50 per day.
- **Regular Circulation Books** = \$0.25 per day.
- **DVDs and Video Tapes** = \$0.25 per day

DAMAGE

Fines are also assigned for irresponsible damage to library materials. The amount of damage is assessed by the librarian. Patrons are not charged for damage related to normal wear and tear. "Wear and tear" is interpreted at the librarian's discretion.

For minor damage, a fine of \$2 to \$10 per book can be assessed. Examples of such damage include minor water damage, repairable page tearing, and removable sticky material or minor marking on or inside the book.

For major damage (damage which makes continued use of the material untenable) the student is charged for the book plus a \$10 processing fee for softcovers and a \$15 processing fee for jacketed hardcovers. Examples of major damage include major liquid damage, removed pages, and irremovable sticky material or extensive irremovable marking on or inside the book.

For lost books, the student is charged for student is charged for the book plus a \$10 processing fee for soft-covers and a \$15 processing fee for jacketed hardcovers.

All fines are payable at the library in cash but students can request that their fines be posted to their PLBC account for debit or credit card payment.

At the end of the Spring semester, all outstanding fines for the school year are transferred to student's PLBC account. The student will receive an email before this transfer is performed so that they can address any concerns regarding their library account.

A patron's borrowing privileges are suspended when they have an outstanding fine of more than \$10 or when fines are unpaid for more than 21 days.

MATERIAL OVERDUE MORE THAN 30 DAYS

Patrons charged for the book plus a \$10 processing fee but will be informed by email before these charges are applied to their PLBC account so that they can address any concerns with the librarian.

PRINTING & PHOTOCOPYING GUIDELINES

For both printed pages and photocopies:

- \$0.05 for each single-sided

For both printed pages and photocopies:

- \$0.05 for each single-sided
- \$0.10 for each double-sided (i.e. 2 copies)

Printing and Photocopying Cards can be purchased at the library circulation desk.

\$5 fee (entitles user to a combination of 110 singled-sides printed pages or photocopies, black and white only)

Printing and photocopying in the library operates on an honour system, meaning that students track their own use of these devices and pay accordingly. Anything photocopied or printed, whether course-related or personal, needs to be paid for.

Dispute Resolution Policy

It is our desire to see all disputes between student and student, or student and staff or faculty, resolved as quickly as possible and in a way that honours our Lord.

According to Ken Sande, author of *The Peacemaker*, conflict is not necessarily bad or destructive. Even when conflict is caused by sin and causes a great deal of stress, God can use it for good (see Romans 8:28–29). As the Apostle Paul wrote in 1 Corinthians 10:31–11:1, conflict actually provides three significant opportunities. By God's grace, you can use conflict to:

“Glorify God (by trusting, obeying, and imitating him).”

“Serve other people (by helping to bear their burdens or by confronting them in love).”

“Grow to be like Christ (by confessing sin and turning from attitudes that promote conflict).”¹

These concepts are overlooked in most conflicts because people naturally focus on escaping from the situation or overcoming their opponent. Therefore, it is wise to periodically step back from a conflict and ask yourself whether you are doing all that you can to take advantage of these special opportunities.

Ken Sande recommends following *4 G's for Restoration*:

GLORIFY GOD

Ask yourself, “How can I please and honour the Lord in this situation?”

GET THE LOG OUT OF YOUR OWN EYE

First, ask yourself whether you have had a critical, negative, or overly sensitive attitude that has led to unnecessary conflict. Second, reflect on whether you have contributed to the conflict with sinful words and actions. Because we are often blind to our own sins, we may need an honest friend or advisor who will help us to take an objective look at ourselves and face up to our contributions to a conflict. When we identify ways that we have wronged another person, it is important to admit our wrongs honestly and thoroughly.

GENTLY RESTORE

In this situation, we usually go to Matthew 18:15: “If your brother or sister sins, go and point out their fault, just between the two of you” (NIV). However, if this verse is read in isolation, it seems to teach that we must always use direct confrontation to force others to admit they have sinned. If read in context, we see that Jesus was thinking of something much more flexible and beneficial. The context includes Jesus' wonderful metaphor of a loving shepherd who goes to look for a wandering sheep and then rejoices when it is found (Matthew 18:12–14). Thus, Matthew 18:15 is introduced with a theme of restoration, not condemnation. Jesus repeats this theme just after telling us to “go and show him his fault” by adding, “If he listens to you, you have won your brother over.” Then the restoration theme is emphasized a third time in verses 21–35, where he uses the

parable of the unmerciful servant to remind us to be as merciful and forgiving to others as God is to us (Matthew 18:21–35). In addition, Galatians 6:1 addresses what our attitude and purpose ought to be when we go to our brother. “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently.” Our attitude should be gentle not angry, and our purpose should be to restore rather than condemn. Finally, Proverbs 19:11 reminds us that if it is appropriate, overlook minor offenses.

GO AND BE RECONCILED

To be biblical is to be in pursuit of genuine forgiveness and reconciliation. Even though Christians have experienced the greatest forgiveness in the world, we often fail to show that forgiveness to others. To cover up our disobedience we often use the shallow statement, “I forgive her—I just don't want to have anything to do with her again.” However, how would you feel if God said to you, “I forgive you; I just don't want to have anything to do with you again”?

We also suggest that you get help when needed. None of us can make complete and lasting peace with others in our own strength; we must have God's help. But also, it is appropriate to turn to a spiritually mature person within our community who can give you advice on how you might be able to apply these principles more effectively. Please refrain from complaining to others before seeking advice from leadership; your RAs, Deans, and other members of the faculty are here to help you with these matters.

1. Ken Sande, *Peacemaker*, Grand Rapids: Baker, 1991.

Grievance Policy

GRIEVANCES AND COMPLAINTS

PLBC is committed to providing mechanisms whereby grievances and complaints will be dealt with prompt, due care. It is the College's desire to see any instance of possible grievance or complaint resolved quickly and in a Christian manner. While students may need to explore their grievance or complaint with others, all parties should avoid gossip and maligning. The Dean of Men or the Dean of Women is available for consultation and advice throughout the process.

DEFINITIONS

A grievance is a circumstance where a PLBC student perceives that an injustice, duress, or affront has occurred involving a member of PLBC and this circumstance is reported to the appropriate persons.

A complaint differs from a grievance in that a complaint may be brought forward by a third party not affected by the grievance. Complaints may be in reference to a variety of issues including behavioural impropriety, failure to fulfill contractual obligations, or failure to fulfill the expectations of the role of staff or faculty. Complaints may be made either by someone inside or outside the campus community.

INFORMAL RESOLUTION

Students are encouraged, but not required, to discuss their concerns directly with the person or persons involved, either in person or in writing. If a student is uncomfortable directly discussing her/his concern with the involved individual(s), or, after discussing it, believes that the concern is not adequately resolved, the student should utilize the formal process described below.

FORMAL RESOLUTION

A student may file a formal grievance regarding a complaint about a student, faculty, or staff member according to the procedure outlined. The grievance should be submitted in writing within thirty days after the action warranting the grievance. If the action warranting the grievance relates to conduct by a student, the grievance should be submitted to the Dean of Men or the Dean of Women. If the action warranting the grievance relates to conduct by a faculty or staff member, the grievance should be submitted to the President. If the President is the subject of the grievance then the written document should be submitted to the Academic Dean.

Students must submit in writing the following information:

Name and phone number of the person filing the grievance and the name(s) of the individual(s) or office against which the grievance is being alleged;

A detailed description of the action warranting the grievance; include how the student has been harmed or treated unfairly, the date or period of time that the action occurred, a list of any

other people who were either involved or witnessed the action, and what the student believes would be a fair and equitable resolution.

Within seven (7) business days of receipt of a written complaint, the appropriate reviewing authority (outlined above) will initiate an investigation of the complaint. The investigation will be completed in a timely fashion and within a reasonable time frame based on the nature of the complaint. Following the investigation, the appropriate reviewing authority (outlined above) will make a determination and inform the parties involved. The determination shall include remedial actions necessary, if any, to resolve the grievance. The determination of the reviewing authority shall be the final decision on the matter.

Every effort will be made to ensure confidentiality for all parties throughout the grievance process.

RIGHT OF APPEAL

Both the student and the staff member have the right to appeal the decision and may do so by submitting a written request to the President. If the President is the subject of the grievance then the written appeal should be submitted to the Academic Dean.

Harassment Policy

PLBC takes its heritage, background, and theological standing very seriously. Therefore, it will not tolerate any action that demeans the value of another person. As a result, the College condemns any type of behavior that constitutes harassment, or related retaliation, of or by any employee or student. PLBC will take any complaint regarding this type of conduct very seriously. Efforts will be made to resolve all situations in a timely fashion. Members of the college community should be aware that anyone found responsible for sexual harassment will be subject to the strictest sanctions, including possible dismissal or termination of employment.

Harassment or intimidation includes, but is not limited to, threats or actual violence against the person or his or her property, ridicule, taunting, bullying, or ostracism.

Behaviors that violate this policy include, but are not limited to:

- Verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance.
- Behaviour that creates an intimidating, hostile, offensive educational or working environment.

THREE TYPES OF HARASSMENT

HOSTILE ENVIRONMENT

A hostile environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent, and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. Purely verbal conduct rarely will be sufficient to establish a hostile environment. The determination of whether an environment is "hostile" must be based on all circumstances. These circumstances could include:

- The frequency of the conduct.
- The nature of the conduct.
- Whether the conduct was physically threatening.
- Whether the conduct was humiliating.
- The effect of the conduct on the alleged victim's mental or emotional state.
- Whether the conduct was directed at more than one person.
- Whether the conduct arose in the context of other discriminatory conduct.
- Whether the conduct unreasonably interfered with the alleged victim's educational or work performance.
- Whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or by mere discourtesy or rudeness.
- Whether the speech or conduct is protected expression under the policy.

Any single incident of sexual assault is considered to immediately create a hostile environment and should therefore be viewed as

sexual harassment under this policy.

QUID PRO QUO SEXUAL HARASSMENT

Quid pro quo sexual harassment exists when there are:

- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Submission to or rejection of such conduct results in adverse educational or employment action.

RETALIATION

For purposes of this policy, "retaliation" means:

- The student was engaged in protected activity (i.e., serving as a witness or complainant in a sexual harassment complaint); and
- A faculty member or other person with authority over the student was aware of the activity; and
- The student suffered an adverse educational action; and there was a causal connection between the student's protected activity, the faculty member's awareness of the protected activity, and the adverse educational action. An adverse educational action is any educational action that significantly interfered with the student's access to educational programs or activities.

Technically, a co-worker or fellow student cannot retaliate because neither has authority over the person who suffered an adverse employment or educational action. However, the College may sanction a faculty, student, or staff member who harasses or intimidates a person because of the person's participation in a protected activity, as described above.

PROCEDURE

If any student believes that they have been the object of sexual harassment, they may file a grievance according to the procedures outlined in the Student Grievance Policy.

If any staff or faculty believes that they have been the object of sexual harassment, they may file a grievance according to the procedures outlined in the Employee Grievance Policy.

Student Accountability Policy

ACCOUNTABILITY

While the ideal at PLBC is to encourage students to reach the highest level of self-discipline, sometimes peer accountability may be necessary. It is important that as members of a community, concerned for the growth of others, to show concern and, when necessary, to lovingly confront each other. Student community accountability may entail confrontation from a Life Group Leader, RA, or Dean. In most cases, accountability will begin at the level closest to the dispute.

DISCIPLINE

Confession. Students will sometimes voluntarily confess sinful behaviour or participation in restricted behaviour. When this occurs, our approach is to work for restoration. We want to see students experience Christ's forgiveness, be re-established in their spiritual life, and move forward with their life. Voluntary confession does not automatically mean that there will be no sanctions or consequences, but the sincerity and timing of a confession is factored into decisions. Students should be aware that there are certain actions and activities that carry with them the responsibility to pass relevant information on to the proper authorities.

Cooperation. Students who refuse to meet with the Dean of Men, Dean of Women or with the Student Accountability Committee might be subject to more serious sanctions, which can be imposed with or without their cooperation in the accountability process.

Reporting Misconduct. Anyone may report a suspected violation of the Student Handbook or Academic Catalogue by contacting a Life Group Leader, the Dean of Men, or the Dean of Women. The person reporting the violation may be asked to submit a written report. The report should be brief and submitted as soon as possible after the event takes place; however, the College reserves the right to take action against an individual for violating the Student Handbook or Academic Catalogue regardless of how much time has passed since the incident. Students who knowingly make a false report of misconduct are in violation of College policy.

Investigation. At the outset of an incident or report of an incident, the Dean of Men or the Dean of Women will notify the student(s) involved in the allegation that an allegation has been made and that it is now being investigated.

The investigation may include but is not limited to:

- Interviewing the student, staff, faculty or other person(s) making the allegation;
- Interviewing the student(s) named in the allegation, along with or separate from other parties affected by or involved in the allegation. Written confirmation of the date and time of the interview will be emailed to the student's primary email address prior to the scheduled appointment. Reasonable care will be taken to give appropriate notice and to facilitate a time that does not cause undue hardship. Students are responsible for all communication that is sent to their primary email

address;

- Interviewing relevant witnesses or other parties affected by or involved in the allegation.

SANCTIONS

Violation of College policies may result in the imposition of one or more of the sanctions listed below. A sanction is a disciplinary action that requires the student to meet certain expectations and/or complete specific requirements within a stated time frame. Sanctions that may be imposed are not limited to those listed. In certain limited situations, College officials may impose a sanction but suspend or postpone its actual implementation. Sanctions affecting the conduct of students are based on general principles of fair treatment. Sanctions will take into account the intent of the accused, the effect of the conduct on the victim and/or College community, the student's disciplinary history, whether sanctions such as education and community service are likely to change the student's conduct, and the student's needs and prospects for improvement.

While attempting to be consistent in its disciplinary decisions, the College also seeks to be fair and sensitive to the facts and circumstances of each individual case. Some sanctions may need to be more punitive due to the seriousness of the offense. Therefore, the Student Accountability Committee and Deans seek to combine a Biblical and developmental approach to the student accountability process. It is important that we see ourselves as fellow sinners in need of God's grace and to encourage the whole campus community to remember Christ's example of offering hope rather than condemnation.

Clarification of Expectations: The student will be reminded of the general or specific expectations related to college life. No record is kept. This shall be administered by a Life Group Leader, the Dean of Men, the Dean of Women, or other members of the faculty or staff.

Loss of or Restriction From Certain Activities. A student may be asked to refrain from certain activities or privileges. A record is kept in the Dean's Office. This shall be administered by the Dean of Men or the Dean of Women.

Campus Community Service. Community Service is appropriate when there is repeated failure to meet general expectations, and/or minor to serious violations of restricted behaviour. The sanction is created to emphasize an educational response toward discipline. Students within the disciplinary process who are deemed good candidates for campus community service, as a means to make restitution for their behaviour, are assigned an on-campus service project. The student is required to perform a stipulated amount of time of supervised work for the College or community within a stipulated time period. No record is kept. This shall be administered by the Dean of Men or the Dean of Women.

Written Reprimand. This sanction is appropriate when there is repeated failure to meet general expectations, and/or minor to serious violations of restricted behaviour. A restatement of the

Student Accountability Policy

Community Responsibilities and Student Handbook is made to the student, together with an official warning concerning future behaviour. This may include loss of or restriction from certain activities or privileges. A record of this incident is placed within the student's file. This shall be administered by the Dean of Men or the Dean of Women.

Fines. Payment of charges for violation of regulations. Fines are usually, but not necessarily, applied directly to the student's school account. Fines are typically used for purposes of restitution, or as a sanction during the final weeks of a semester when other forms of sanction might be less effective. A record of this incident is placed within the student's file. This shall be administered by the Dean of Men or the Dean of Women.

Disciplinary Probation. This sanction is appropriate when there is evidence of a serious pattern of negative attitude or behaviour, and/or serious violations of restricted behaviour. The purpose of disciplinary probation is to give the student a specific period of time to give evidence of repentance, compliance, and a good attitude after being made aware that his or her current behaviour is unacceptable. The time of probation is usually until the end of a semester but may be longer. Disciplinary probation usually includes stipulations, which may include, but are not limited to: counselling, restitution, limited privileges, and community service. Failure to respond well to the stipulations of probation may result in further sanctions, including but not limited to suspension, requirement to discontinue, or dismissal. A record of this incident is placed within the student's file. This shall be administered by the Dean of Men or the Dean of Women.

Restitution: This sanction involves a payment of financial compensation for loss, damage, or injury. A record of this incident is placed within the student's file. This shall be administered by the Student Accountability Committee.

Suspension: This sanction is appropriate when there is evidence of a serious pattern of negative attitude or behaviour, and/or (but not limited to) persistent minor and/or serious violations of restricted behaviour. The student is required to abstain from campus activities (which may include, but are not limited to, classes, chapels, and special events) for a specified number of school days. The student will be counted absent for classes and/or chapels that they miss and are accountable for whatever academic consequences may derive from such absences. Suspended students in student housing may also be required to move out of student housing for the duration of the suspension. Upon return to college life, the student shall be on disciplinary probation until the end of the semester or longer. Suspended students are forbidden to visit the campus or student housing (if that is stipulated) for any cause during the suspension unless permitted by the Student Accountability Committee. A record of this incident is placed within the student's file. This shall be administered by the Student Accountability Committee.

Requirement to Discontinue: This sanction is appropriate when there is severe, repeated, flagrant, or deliberate failure to follow expectations, including but not limited to minor and/or serious violations of restricted behaviour. The student is placed on

disciplinary probation and is allowed to finish the semester, but will not be allowed to continue as a student of the College after that time. After an absence of at least one semester, the student may apply for re-admittance. A record of this incident is placed within the student's file. This shall be administered by the Student Accountability Committee.

Exclusion From Commencement: This sanction is appropriate when there is severe, repeated, flagrant, or deliberate failure to follow expectations, including but not limited to minor and/or serious violations of restricted behaviour. If it is the student's final semester, they may be issued their certificate, diploma, or degree, but will be restricted from participating in the Commencement ceremonies. A record of this incident is placed within the student's file. This shall be administered by the Student Accountability Committee.

Dismissal: This sanction is appropriate when there is severe, repeated, flagrant, or deliberate failure to follow expectations, including but not limited to minor and/or serious violations of restricted behaviour. The student is removed as a member of the College community and required to leave the campus and student housing within a specified time frame. Return to PLBC must be formally requested. A record of this incident is placed within the student's file. This shall be administered by the Student Accountability Committee.

APPEALS PROCESS

When to Appeal: Students may appeal a sanction when they believe 1) they have new evidence that points to their innocence, 2) the sanctions are too harsh, or 3) the process has been unfair.

Who to Appeal To: Students may appeal accountability actions (sanctions) to the:

- **Student Accountability Committee** - if the sanction was brought by the Dean of Men/Women;
- **President** - if the sanction was brought by the Student Accountability Committee.

PROCESS OF APPEAL

Students wishing to make an appeal should do so in writing to the appropriate person or body as outlined above within 48 hours of receiving notification of a sanction.

The Student Accountability Committee will hear the appeal in a timely manner. The student(s) may have an advisor of their choosing from within the College community present in front of the committee. Only Student Accountability Committee members will be present during the committee's discussion and decision.

Students wishing to appeal the decision of the Student Accountability Committee should do so to the President.

Decisions: When a student files an appeal to the Student Accountability Committee, decisions shall be delivered orally (usually by the Dean of Men/Women) after a decision has been made and in writing within 24 hours.

Student Accountability Policy, cont.

In an appeal to the President, the decision of the President is final, and shall be delivered orally to the student after a decision is made and in writing to the student and members of the Student Accountability Committee within 24 hours.

Violations in the Last Month of the School Year: Since not enough time is left for a comprehensive accountability process, these will be dealt with by summary process rather than by due process.

DEFINITION OF TERMS

Resident Assistants and Life Group Leaders. These individuals are students who assist the deans in the administration of the community and guidelines as outlined in the Student Handbook. They serve as liaison between the student body and the deans, and provide student leadership at designated College functions.

Dean of Men and Dean of Women. These individuals are the primary personnel in the administration of student life and accountability related to community and student housing guidelines. They are also responsible for the pastoral care of students as required. The Deans are not substitutes for church pastors, but they are available for spiritual direction and counsel related to personal, relational, or spiritual concerns. The Deans are not professional clinical counsellors but can make referrals for professional care when necessary.

Restricted Behaviour. Behaviour prohibited by God's moral law, civil law, or any publication of the College, including but not limited to the Student Handbook, the Academic Catalogue, memoranda, signs, notices, and the website.

Student Accountability Committee. The committee shall consist of 1) the Dean of Men, 2) the Dean of Women, 3) the Academic Dean, 4) up to at least one other member of the faculty or staff, and 5) the President (a non-voting member). The President may appoint any member as chair, the student excepted. When hearing an appeal, the committee member whose sanction is being appealed may not chair the meeting.

Student Housing

PURPOSE OF STUDENT HOUSING

PLBC Student Housing seeks to provide a living and learning environment that encourages educational excellence, personal growth, and community vibrancy that is founded on Christian faith and values in facilities that are safe and welcoming.

STUDENT HOUSING LEADERSHIP

DIRECTOR OF RESIDENCE

The Director of Residence manages the business of the residence, the Resident Leaders, and the Gratis Supervisor.

DEAN OF MEN AND DEAN OF WOMEN

These individuals provide oversight to benefit your overall experience living in Student Housing. Information on how to contact them is found on page 10.

RESIDENT ASSISTANT (RA):

An RA will be assigned to your section of student housing. This person will assist you in many ways and is the first person you see when you need help. RA's assist the Director of Residence in facilitating the purpose of student housing. RA's also complete weekly room inspections and enforce student housing requirements.

DESCRIPTION

PLBC student housing features:

- Double occupancy rooms. Every two rooms share a toilet and shower; every room has its own sink and mirror.
- Residence rooms are furnished with twin-size bunk beds and mattresses, dressers, desks, and chairs. Additional furniture is not permitted to be placed in your room or in any common room. The resident brings personal bed linens to fit a twin size bed, towels and toiletries, and high efficiency (*He*) laundry soap. For other recommended items and prohibited items, see page 38.
- Free WIFI access.

COMMON AREAS:

- Two small self-serve kitchenettes
- A coin-operated laundromat
- A rec room with ping pong and pool tables
- A fitness room
- An outdoor volleyball court
- A student lounge with community television

MEAL PLAN

The Meal Plan is mandatory. It is included in the student housing fee of each semester.

WORK ASSIGNMENTS (*GRATIS*)

Each semester's student housing fees (room and board are based on students satisfactorily completing three hours of work assignments per week from Move-in date to Move-out date. Students that do not complete their work assignments successfully will be fined and may be suspended from studies.

See page 40 for more about gratis.

ELIGIBILITY

The resident must be a student enrolled at PLBC (preference is given to full-time students) and must be 17 years or older. Residents under the age of 18 must have a parent or legal guardian sign the *Residency Contract* on their behalf. All single students under the age of 21 are required to live in Student Housing for their first year during their studies at PLBC unless living with immediate family or legal guardians. PLBC reserves the right to require a student to vacate the residence on a temporary or permanent basis for a legitimate reason including, but not limited to failure to meet financial obligations of the College, exhibiting behaviour not conducive to the living-learning environment of our residences, or failure to remain in good standing (academic or otherwise) with the College.

BECOMING A RESIDENT IN STUDENT HOUSING

HOUSING APPLICATION

Space is limited; new and returning students must complete the "Application for Student Housing." It is recommended that you apply before July 15 for an upcoming fall semester, and before November 15 for an upcoming spring semester. www.pacificlife.edu/index.php/form/5-application-for-campus-housing.html.

HOUSING RESERVATION DEPOSIT

This non-refundable deposit secures your place in PLBC. Once you arrive, this deposit is applied to your semester housing fee.

HOUSING DAMAGE DEPOSIT

On move-in day, a "Housing - Damage Deposit" of \$200 is due. This deposit is held in your account until move-out day if your room is left clean and undamaged, key is returned, and your account has been paid in full.

REFUND

There is no refund of any housing fees or deposits for students who leave before the end of the current semester or when there is a functional withdrawal.

MOVE-IN DATE / MOVE-OUT DATE

These dates are published in the Academic Calendar.

MOVE-IN DATE

The Move-in date is the initial date that you may occupy your assigned room unless otherwise agreed in writing by you and an authorized representative of PLBC College Residence services.

MOVE-OUT DATE

Move-out date is the final date that you may occupy your assigned room unless otherwise agreed in writing by you and an authorized representative of PLBC. Charges will continue until you return all assigned keys to the college representative and you attend your check-out appointment.

Student Housing is open from September to April, and closed for the summer semester (May–August).

Student Housing, cont.

HOUSING ASSIGNMENT AND ROOMMATE SELECTION

You will receive your housing assignment upon arrival. Roommate selection is designated by the college.

PLBC reserves the right to make assignment of space, to authorize or deny room and roommate changes, and to consolidate vacancies by requiring a student to move from one residence to another. PLBC does not allow anyone to live in any residence except for the members assigned to it. Subletting or unauthorized use of rooms is not permitted. Private rooms can only be provided if the student is willing to pay the extra fee and if space is available.

CHECK-IN AND -OUT PROCEDURES

CHECK-IN

On move-in day, prior to physically moving your stuff into your new room, you must go to your room with a college representative and fill out a "Check-In/Out" Form together. You will record any damage to your room (check walls, carpet, doors, windows, dresser, desks, the bathroom, etc.) to avoid being charged for it when you check out. You will be given a room key and ID card that can access common areas during assigned hours.

CHECK-OUT

Towards the end of every semester, every resident will receive a letter with check-out appointment times and specific instructions. The most important part of moving out is the check-out procedure.

Checking out requires the following:

- Schedule a check-out inspection with the Director of Residence;
- Box up your belongings and move out of your room;
- Clean your entire room and bathroom (you are not allowed to leave tasks to your roommate/bathroom-mate [each time someone moves out the room must be spic-n-span]); and
- Submit your room key at the end of your room inspection.
- Plan your check-out in advance (communicate with your roommate/bathroom-mate and the Director of Residence).
- Clean like crazy (this helps you get more of your deposit back) and every part of your room/bathroom must be clean.
- Follow the specific cleaning instructions on the Check-In/Out handout.
- Do not leave your garbage/junk in the hall/sidewalk or in a common room (walk to the bin and throw it out).
- Lost key fee: \$25.

You may choose from the two check-out options below.

SCHEDULED CHECK-OUT OPTION

You must attend the check-out inspection appointment on the move-out date that is printed on the Academic Calendar with the appointed college representative and be 100% ready to vacate.

- The college representative will inspect the residence, collect

the keys and note any damages, failure to clean or failure to vacate.

- If the student fails to attend the check-out inspection appointment, the Express Check Out fee applies (see below) and does not allow you to appeal any billed charges.

EXPRESS CHECK-OUT OPTION

If a student cannot attend a check-out appointment during scheduled appointment times, the student must notify the Director of Residence in writing of the expected time of departure before the departure. The student must also pick up and fill out the Express Check-out form. Failure to do this will result in the loss of the entire damage deposit.

- Place your key and the check-out form in the designated envelope, and put your name on the outside of the envelope (place the envelope on the dresser). Leave the door locked.
- The college representative will inspect the residence, collect the keys, and note any damages, failure to clean, or failure to fully vacate.
- This option does not allow the student to appeal any billed charges.
- The student must pay an Express Check-out Fee of \$50.

SUMMER STORAGE

If you desire to leave some of your belongings over the summer, please follow this procedure:

- **Condition.** Everything should be in boxes that are taped shut (Except for mini-fridges).
- **Labelling.** Boxes should be labelled with your first and last name. Also number your boxes. If you have four boxes, then every box should have: "1 of 4," "2 of 4," "3 of 4," and "4 of 4" written clearly. This way you will be more likely to find all of your boxes when you come back for them.
- **Signature required.** Sign the Summer Storage Agreement (obtained from the Director of Residence or RA). By doing so, you recognize that (1) PLBC is not liable for any damage or loss of these items, and (2) you promise to pick your stuff up in due time.
- **Length of stay.** We will store your things over the summer and expect that you will remove them by September. Any stay beyond the start date of the following fall semester will have to be arranged with the Director of Residence. If there is no arrangement made, or the items are not picked up by October 1, 2015, they will become property of the college to do as we must (i.e., donate or discard).
- **Retrieval:** You will only be allowed to retrieve your property during business hours: Mon–Friday, 9–5, excluding holidays.

Student Housing, cont.

CAFETERIA

Our cafeteria serves a wholesome and nutritious menu designed to give you needed strength.

Sunday through Friday

Breakfast	7–8 a.m
Lunch	12:30–1:15 pm
Dinner	5:15–6 pm

Saturday and Holidays

Brunch	10:30–11:30 am
Dinner	5:15–6 pm

Second serves are offered 10 minutes before the close of service.

Meals must be eaten in the cafeteria. Residents are not allowed to take meals, trays, dishes, cutlery, or beverages from the dining room. Residents are not allowed to take extra food for a later snack (i.e., “an apple for the road”). Your room and board covers your food during meal times, not snacks, even if you have missed a meal. Snacks and beverages can be purchased in between meal times at the Cafeteria or Clement’s.

The only food that may leave the cafeteria are meals packaged in disposable containers for those who are sick, at work, or serving in a formal ministry capacity. Work or ministry meals must be pre-arranged.

On holiday weekends and reading breaks, meal times may change and students may be required to sign-up in advance for meals. Changes to meal schedules will be communicated to your primary email account.

COMMON AREAS

COMMON AREAS AND ACCESS

Residents should commit to keeping an open, inviting, and respectful environment in all Common Areas.

SECURITY

Main doors of common areas such as the AFrame lounge, rec room, fitness room, and laundry should remain closed and locked at all times. The gates are locked each night at 10 pm. Residents are responsible for ensuring that when a room is left unoccupied it is locked and armed if an alarm system is in place. Resident’s room keys give access to common areas, the laundry, and the dorm parking lot gate.

ROOM CARE

It is each student’s responsibility to clean up after himself or herself, especially when using common areas such as the dorm kitchenettes, rec rooms, or lounge. Planning to come back later to clean up is not acceptable and failure to comply can result in a fine.

At no time are residents to place items in common areas with a “free” sign placed on it and then abandon that item. Rather, residents are encouraged to have a clothing exchange party or post items “to give away” on the bulletin board in the A-frame.

TELEPHONE SERVICES

A pay phone is located in the Aframe lounge. The number is 604-590-9902. Please respect others’ needs when using phones. Answer all public phones politely and take messages for other students. Office and kitchen phones are for official use only.

DORM KITCHENS

Dorm rooms are for studying and sleeping; therefore, we advise you to use the dorm kitchens for food preparations, keeping food consumption to a minimum in the dorm room. The kitchen must be attended at all times while cooking.

You may use one of the designated community kitchens where you can prepare and store your marked and dated personal food. Each kitchen includes a refrigerator, a cooking surface, and a microwave. Do not eat food that does not belong to you. Abandoned or unmarked food may be thrown out with no compensation to you.

Room care. Each student is responsible to clean up after himself/herself in the dorm kitchens. Planning to come back later to clean up is not acceptable. Failure to comply can result in a fine.

Barbecuing. Barbecuing is only permitted on the grill provided on the south side of the A-Frame. If barbecuing, the grill must be attended at all times.

FINES

Whenever an infraction of community responsibilities, policies, and guidelines, occurs, a community violation fine and/or other consequence will be issued. For minor infractions the penalty is generally \$20. Students who incur three minor infractions/fines per semester may be placed on probation. Major infractions of school standards and guidelines will result in the appropriate disciplinary action as outlined in this Student Handbook.

Examples of minor infractions would be an absent or late work assignment shift (fined \$20 per shift for kitchen gratis), messy room/bathroom at time of inspection or extremely dirty at any other time, disrespectful use of common areas, boundary violations, etc. In addition to fines, extra work/gratis assignments may also be required.

STUDENT HOUSING FINES

- Gratis Shift missed: \$20
- Failure of room/bathroom inspection: \$20
- Leaving a mess in a common area: \$20
- Leaving a mess in a dorm kitchen: \$20
- Presence of unauthorized furniture: \$50 and an obligation to remove the furniture
- Noise or Courtesy Hour violation: \$20
- Entering a room or area designated for the opposite gender: \$20
- Security violation (i.e.: leaving a window open, door open, or propping a security door open): \$50

Student Housing, cont.

- Missing a Mandatory Dorm Meeting: \$20
- Community Violation: varies from \$20 and up

Fines may increase for multiple infractions of the same type.

GUESTS

OPPOSITE GENDER

Residents are to ensure that members of the opposite gender do not enter in their room.

RESPONSIBILITIES AND LIABILITIES

When entertaining guests you are responsible for their conduct and adherence to the community standards and guidelines of living in residence. Daytime-Guests are welcome to stay until midnight.

OVERNIGHT GUESTS

Overnight guests are allowed to stay with advanced permission from an RA. The student completes an "Overnight Stay" form and submits it to an RA for consideration.

Every overnight guest pays \$15 per night.

A resident may only invite an overnight-guest for a maximum of 5 consecutive nights, may only have one overnight guest at a time, and may only have 10 nights per semester in which an overnight guest stays in the room. Overnight guests are not permitted during O-week or Final Exam week.

Guests are welcome to eat in the cafeteria but must pay for their meals. If possible, please tell the kitchen staff when there will be extra guests. Residents are not allowed to share their meals with non-paying guests.

Only registered prospective students can receive free meals when displaying the PLBC Visitor ID tag and meal card (give meal card to the cafeteria staff at beginning of first meal).

KEYS, ID CARDS, AND SECURITY

Under no circumstances are PLBC keys to be duplicated or given to another individual. The fee is \$25 to replace a lost key and \$25 to replace a lost ID card. Notify the college office immediately of lost or stolen keys. Our campus security, including the security of all the children in the K-12 school, depends on this!

Residents are required to keep their room's doors and windows locked upon exiting. Main doors and common areas must be locked when left unoccupied. Any theft, damage, or suspicious activity must be reported to the RA's, the Director of Residence, and if necessary, the local police.

The fire escape door in the 2nd story residence hall must be kept closed at all times. It is sealed and an alarm will sound if opened. Using the fire escape door for any reason other than a fire, earthquake, or extreme medical emergency will be grounds for discipline.

LAUNDROMAT

Washers and dryers use quarters, loonies and toonies. Each wash cycle is \$2.00 and each dryer cycle is \$1.50. If a machine breaks, please hang the "Out of Order" sign on the unit and let the Director of Residence know via email or phone. Students are also required to supply their own high efficiency (*He*) soap, bleach, fabric softeners, etc. You may label your products with your name and store in the laundry room. Do not use what is not yours. Ensure that after each dryer load you empty the lint trap. Please be courteous and empty or transfer your load immediately following the wash and dry cycles.

LIABILITY

PLBC assumes no responsibility or liability for the personal property of students, including but not limited to fire, water damage, theft, earthquake, etc. We recommend "Content's" or "Renter's" insurance, a type of insurance that covers personal belongings. Students desiring protection must make their own arrangements for insurance.

MAINTENANCE REQUESTS

If you notice something that needs repair, whether it is in your room/bathroom, common area, or a piece of equipment (i.e., laundry machine, tv, vacuum, etc.), please send an email to the Director of Residence. Concerns expressed to leaders or staff by word of mouth are not guaranteed to be addressed.

MANDATORY DORM MEETINGS

RA's will host three mandatory Dorm Meetings per semester, not counting Housing Orientation, to communicate important information, to problem solve, and to build community. Residents are required to attend. Permission for an absence must be secured from the Resident Director in advance of the meeting time; otherwise, the student will be assessed a \$20 fine.

PEST TREATMENT

Residents shall not allow conditions to exist that in the opinion of the Director of Residence may encourage the infestation or propagation of insects and rodents. Students are required to promptly report the presence or suspected presence of pests. Authorized personnel may enter your accommodation, without notice and without your presence, to inspect for pests. Should any treatment be required, the resident will be required to comply with the prescribed treatment methods and protocol which may include preparing your accommodation for scheduled treatment. This may include relocation, cleaning, and/or removal and disposal of furnishings or personal possessions. In such an event, the resident shall not be reimbursed by the College for any laundry, disruption, relocation, loss, or loss of use of personal possessions or furnishings. Should the resident fail to follow the protocol, the resident may be held responsible for the cost of rescheduled or additional treatments of your accommodations or other portions of the residence property.

Student Housing, cont.

PROHIBITED BEHAVIOURS IN DORM ROOMS

- Indoor water or food fights
- Alterations of any kind: door locks, removing light fixtures or blinds, or placing items that partition rooms or block hallways
- Babysitting or any other commercial enterprise
- Using amplified musical instruments
- Moving furniture from one room to another room. Furniture is assigned to specific dorm rooms.

PROHIBITED ITEMS IN DORM ROOMS

- Anything that burns with a flame: candles, candle warmers, oil lamps, lanterns, incense, lighters, etc.
- Personal Furniture: couches, chairs, mattresses, etc.
- Personal wireless routers
- Television/computer monitors - over 32"
- Pets: not even for a short visit (except fish; aquarium 1-gallon maximum)
- Commercial operations
- Fireworks, weapons, and explosive materials
- Contact paper, wallpaper, bumper stickers, use of nails or screws, or adhesives that can cause damage to painted surfaces on furniture, walls, or doors of student housing (reusable adhesive putty is acceptable)
- Offensive (as deemed by the Student Life Department) decorations, signs, or poster
- Sound-producing equipment: sub-woofers, amplifiers for musical equipment
- Light fixtures or light strings unless designated safe by a UL or CSA sticker
- Appliances not permitted in dorm rooms
 - Air conditioner / Space heater
 - Hot plate / induction plate
 - Hot sandwich maker
 - Broiler / toaster oven / toaster
 - Electric pan / Any type of indoor grill cooker
 - Oil popcorn popper
 - Rice cooker (use in the dorm kitchen only)

RESIDENT CONSIDERATIONS

COURTESY HOURS

Courtesy hours (also known as noise curfew) are from 10:30 pm to 7:00 am. They are defined as times when stereos, conversations, and other sound-producing activities (cleaning, vacuuming, and cooking) are to be kept at a level that does not interfere with other students' ability to study or sleep.

Common courtesy prevails at all times. If someone asks you to be quieter, respect his/her right to study or sleep.

Lights out. While roommates are sleeping, common courtesy prevails at all times concerning lights and sound.

Dorm Hallways. Common courtesy prevails at all times. Let us be courteous of our neighbours and refrain from loudly visiting in the hallways or open doorways. Upper floor residents are asked not to run or stomp loudly in the hallways.

NOISE

Students are free to have sound-producing equipment in their rooms; however, the noise level should be controlled and kept at room volume so that neighbours both inside and outside the building are not disturbed. Speakers must not face out or be placed in windows without special permission. Failure to maintain an appropriate volume level may result in the removal of equipment from the room.

Loud instruments (i.e., pianos, guitars, and drums) are not to be played in residence unless all sound is directed through headphones.

CURFEW

Your safety is important to us. When you will be out past midnight or gone overnight, please inform your RA of your location, nature of your activity, contact information, and expected time of return. If an RA cannot be reached in a reasonable timeframe, please inform your roommate or neighbour. When late nights appear to be a contributing factor to a resident's deteriorating health or commitment as a student, mentoring and/or discipline is to be expected. In the case of overnight absences, before leaving campus, please keep in mind your responsibilities such as work assignments (gratis shifts), required student/resident events (dorm meetings), and studies. Students who desire to leave the campus overnight should complete a "Campus Leave Request" form (available in Aframe or from an RA) and submit it to an RA.

ENTERTAINMENT

Music and movies are to be played at listening level and are not to disrupt another student's study or sleep.

Please be respectful and servant-hearted. You are expected to practice a wise habit of choosing healthy, Christ-centered entertainment.

RIGHT OF PRIVACY

CONCERNING CO-RESIDENTS

Respect other students' privacy by not entering their rooms unless permission has been given. This respect is important for the privacy of every resident and the security of their belongings. Respect each other's needs during quiet time for devotions, study, and sleep.

CONCERNING COLLEGE REPRESENTATIVES

Students can expect reasonable privacy of their rooms, but under these specific guidelines rooms may be entered and inspected by staff without permission:

- Emergencies
- Need for repairs

Student Housing, cont.

- Health/safety/cleaning inspections
- Probable cause (i.e., reason to believe violations have occurred)

Staff members are to knock, state their reason for entrance, give 30 seconds for a response, and then use their key to enter.

ROOM CARE & RESIDENT RESPONSIBILITIES

ROOMS

Residents are expected to keep their rooms clean and tidy at all times. Residents are expected to respect and care for College property.

CLEANING SUPPLIES

Vacuum cleaners. PLBC supplies vacuums; however it is the resident's responsibility to treat vacuums well, empty the canisters, and return them to their proper storage location. Failure to comply can result in a fine.

Cleaning supplies. PLBC supplies all-purpose cleaner, window cleaner, toilet paper, and garbage bags.

CONSERVATION

Each resident is asked to be conservative in their use of water and electricity.

INSPECTIONS

Start looking forward to weekly room inspections conducted once a week by the RA or Dean. You are responsible for cleaning your entire room (not just your part) and bathroom. While cleaning may come easy to some, others see it as a bad habit. It would be wise for the residents of each room and bathroom to develop a cleaning rotation where every afternoon before inspection the room and bathroom are cleaned. If you are not around during room checks, the RA will enter your room at the scheduled time.

Discrepancies found during this inspection must be corrected before a follow-up inspection 24 hours later. Failure to comply may result in a fine, payable at the office and within one week, or further discipline. Ongoing issues are subject to further discipline.

SAFETY ISSUES

Local fire code requires that candles, incense, and hotplates are not to be used in the dorm rooms.

Residents are not allowed to remove or tamper with fire and safety equipment, such as smoke detectors. Doing so may result in significant fines.

All hallways and sidewalks are to remain empty and clear of any obstacles (i.e., books, garbage, boxes, shoes, etc.).

Residents of ground level rooms are to keep their mats, windows, and doors clean and presentable. Windows and doors are to be locked at all times when unoccupied.

Extension cords must be grounded (3-prong plug) and have a built-in circuit breaker (surge protector) if it has more than one outlet.

When walking in the neighbourhood after dark, please walk with another person and carry a cell phone.

Do not, under any circumstances, invite strangers into the residences. Invitations to strangers should be limited to our public services. Do not give out your address or phone number.

SECURITY ISSUES

You are responsible for taking reasonable precautions to ensure that your accommodation and the building is protected from a breach of security. This includes, but is not limited to, locking your doors, windows (even on upper floors), not propping open building entrance doors, not permitting unknown persons into residence buildings, and immediately notifying strangers or security concerns.

TRASH

The City of Surrey requires strict recycling of our trash. We must divide our trash into three bins: recycling, organics, and garbage. Follow the instructions provided on the posters on the bulletin boards. Failure to comply can result in a fine.

REGULAR REMOVAL

Trash must be placed in plastic bags and removed from your room on a regular basis to the garbage dumpster.

RECYCLE

Paper and cardboard are to be recycled in the large recycle dumpster.

ORGANICS

Organics are not to be disposed of in your dorm garbage can but should be separated out and placed in the "organic disposable bin" located in the dorm kitchen and then in the organic dumpster.

VEHICLES AND PARKING (RESIDENTS)

REGISTER YOUR VEHICLE

All residents with vehicles are required to secure a resident parking pass and park only in their assigned space. Residents are not allowed to park in Visitor or Staff spaces, or be subject to a fine.

Other information about Vehicles, Parking, and Insurance is available on page 24.

SHARING RIDES

Residents with cars are advised not to let others drive or borrow their vehicles without adequate insurance coverage.

Students that receive rides from residents should generously compensate the car owner/driver for gas, use of their vehicle, and their time.

Student Housing, cont.

WORK ASSIGNMENTS, “GRATIS”

This single aspect of community life will tell the world what kind of person you are and what kind of leader you will become. Every week you will be required to do three to four hours of work which subsidizes your room and board cost. Work assignments develop character and provide an opportunity for you to develop a stronger work ethic and servant's heart. If you choose to have a poor attitude, work assignments will become annoying, so stay focused.

At the beginning of each semester you will be assigned to a work assignment position. You will be given a job description (which includes who you report to) and job contract. Included in the contract is the weekly schedule you will be required to keep. Work assignments are the same as a job in that you must report for your position on time, prepared, and ready to do the work that is required. Failure to be punctual or diligent in your assignment will result in a \$20 fine per incident. If a student receives three fines per semester (in any area), they may be placed on stage one of dismissal (which may contain stringent requirements for the future). Further infractions will escalate the discipline process.

The majority of work assignments are in the kitchen (cleaning up and washing the dishes). Students assigned to the kitchen are required to work two 1.5 hour shifts per week. The entire 1.5 hours must be completed and if dishes are done ahead of schedule, then the chef will assign additional tasks to fill the remaining time.

If you cannot make a scheduled shift, you are required to find a trained replacement and switch shifts with them. This must be done in advance by filling out a “Shift Switch” form (available in the cafeteria, bulletin board in the office, from the Gratis Supervisor or the RAs). ALL switches must be done with a form as switching shifts is limited to five (5) times per semester. It is the student's responsibility to find someone with whom to switch. Failure to find a replacement or fill out a form will result in a fine.

Each position requires appropriate attire, and students will be instructed on what is appropriate for their position. Students are also trained in their position and are expected to complete the required tasks. Failure to do so will result in a fine. If you are unsure of what to do or how to do it, please talk to your supervisor.

Work assignment positions include kitchen crew, kitchen prep, office help, kitchen laundry/laundry room cleaning, common area cleaning, sweeping/mopping/vacuums, landscaping, and library help.

At the end of each shift, students must have their supervisor check their work and sign off on their time sheet. Unsigned time sheets will result in a fine.

Exceptions to work assignments can be made in special circumstances, where the student cannot physically or practically complete assignments. They will be charged an additional \$400 per semester. Permission must be given in advance from the Director of Residence. Payment for the \$400 is due up front at the

time of registration.

International Student Information

CURRENCY/EXCHANGE RATES

The Canadian dollar is the currency of Canada. The Canadian dollar differs from the American dollar (USD) and can be distinguished by the code “CAD.” There are paper bills for denominations \$5 or more and anything less than \$5 comes in coin form. It is Canadian slang to refer to a one dollar coin as a Loonie and a two-dollar coin as a Toonie. Since exchange rates are ever-changing, it is most beneficial to ask your bank or check exchange rates on the internet: www.travlang.com/money.

CROSSING THE CANADIAN/US BORDER

In order to cross the land border between the US and Canada, both countries require Canadian citizens and Permanent Residents to produce a single document that complies with the Western Hemisphere Travel Initiative: <http://www.getyouhome.gov>. This requirement is normally met by producing proof of citizenship such as a valid passport, as well as photo identification.

Depending on your country of origin, both U.S. and Canadian border agencies may require both a valid passport and an entry visa. If you are travelling in a rental vehicle, you must have made arrangements with the rental company beforehand and be travelling with the rental documentation on your person.

For further information about restricted items and maximum quantities of goods crossing borders in both directions, see the following websites:

- Canadian Border Services Agency: <http://cbsa-asfc.gc.ca/>
- US Customs & Border Protection: <http://www.cbp.gov>

STUDY AND WORK PERMITS

It is your responsibility to understand the regulations of Citizenship and Immigration Canada (CIC).

Please check with Canada Immigration for the latest details of the Government of Canada’s regulations concerning study and work permits: www.cic.gc.ca/english/study/work.asp.

RECEIVING MONEY FROM ANOTHER COUNTRY

If you have a local, personal bank account, personal cheques can be deposited and exchanged into Canadian currency. Many banks will allow you to keep money in a foreign denomination, so be sure to check with the bank you are affiliated with. This will make transferring money easier in your time of need or as the exchange rate varies. Be aware that cheques in a foreign currency may take a long period of time to process.

SENDING MONEY TO ANOTHER COUNTRY

The easiest and most inexpensive way to send money to

another country may be through money orders or drafts. You can obtain a money order from the post office, bank or exchange companies, though the post office is the cheapest facility. Make sure you confirm that the money order can be cashed or deposited in the country you are sending money to.

HEALTH INSURANCE

The government of BC and the College requires that all residents have health insurance (including temporary residents). See “Health Care” on page 23.

IMMIGRATION

You can call Immigration Canada 24 hours/day, 7 days/week at 1-800-242-2100. They will be able to give you information concerning immigration and citizenship programs and services, applications and information kits, and aid with calculations. Take note that they do not make any immigration decisions.

INTERNATIONAL STUDENTS HANDBOOK

CBIE (Canadian Bureau for International Education) publishes the International Students Handbook, which gives a general idea of life in Canada, as well as other practical information. This handbook is available in French and English. Orders must be paid in advance by postal money order or bank draft and sent to: CIBE, Suite 1100, 220 Laurier Ave West, Ottawa, ON K1P 5Z9. Visa is accepted by phone 613-237-4820, ext. 242.

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