



BURMAN UNIVERSITY

2019-2020 Student Handbook

Fall 2019

Two men were walking through a field one day when they spotted an enraged bull. Instantly they darted toward the nearest fence. The storming bull followed in hot pursuit, and it was soon apparent they wouldn't make it. Terrified, the one shouted to the other, "Put up a prayer, John. We're in for it!"

John answered, "I can't. I've never made a public prayer in my life."

"But you must!" implored his companion. "The bull is catching up to us."

"All right," panted John, "I'll say the only prayer I know, the one my father used to repeat at the table: 'O Lord, for what we are about to receive, make us truly thankful.'"

I am sure you are thankful that you are not being chased by a bull. I hope you are thankful to be on the campus of Burman University. I know the faculty and staff are delighted you are here; our prayer for you while you study here is that you will be blessed in all aspects of your life.

I hope you will take time to search and find all that this campus offers. Academically, we have faculty who are eager and willing to help you succeed. Socially, there are a lot of clubs and organizations you can be a part of. Physically, there is a Physical Education Centre that can fit your workout needs as well as intramurals throughout the year. Spiritually, we hope that each one of you will find many opportunities to meet Christ and desire to have a relationship with Him.

I hope each of you will take time to be connected with each other, with your professors, and also with Christ.

God Bless,
Stacy Hunter
VP Student Services

*(first published in 2008)

INDEX OF CONTENTS

CONDENSED PHONE EXTENSION DIRECTORY	3
STUDENT HANDBOOK	4
STUDENT RIGHTS AND RESPONSIBILITIES	4
Right of Admission	Right to Fair Play
Classroom Rights and Appeals	Right to Appeal
Right of Association	Right to an Advocate
Right of Discussion, Communication, Petition	Right to Privacy
Right of Publication	Right to Report
STUDENT LIFE	5
Academic Honesty / Agendas	Lockers
Assumption of Risk / ATM	Lost and Found
Automobiles	Modesty and Appropriateness
Bookstore	Newspaper
Cafeteria	Non-Motorized Riding Devices
Campus Communication	On-Campus Advertising
Campus Security	Parking Regulations
Chaplains	Personal Entertainment Choices
Communicable Disease	Pictures
Computer Labs	Public Display of Affection
Copy Machines	Redemptive Discipline / Policy
Copyright	Registration / Use of Vehicles
Discipline, See Redemptive Discipline	Sakala Success Centre
Dormitory Expectations	Selling
Drivers	Sexual Violence
Electronic Communication	Sexuality Statement
Emergency	Student Agendas
Employment	Student Bank
Firearms, Explosives and Weapons	Student Conduct
Fire Equipment	Student Directory
Fundraising	Student Insurance
Games	Student Lounges
Guidance Advisors	Student Services
Harassment	Substance Use / Policy
Hazing, Injuring or Degrading Others	Teachers 'N' Touch
Health Services / Hospital / Walk-In Clinic	Transportation
Housing / Policy	Tutoring
ID Cards	Vegetarian Food
International Student Assistance	VP for Student Services
Internet Access	Web Page
Library	Yearbook
STUDENT PROGRAMMING.....	22
Campus Meetings & WISE Programming	Spiritual Nurture
Campus Ministries	Student Clubs & Organizations
Gymnasium Use	Student Government
Herr Lectures	Student Leadership
Intramurals / Athletics	Student Missions
Musica Poetica	Sunday at 4
Programming Guidelines	Test Week Extra-Curricular Activity
Sabbath Observance	Tours/Trips
BURMAN CAMPUS MINISTRIES.....	26
CLUBS / TEAMS / ORGANIZATIONS, STUDENT GOVERNMENT	27
CAMPUS MAP	30

CONDENSED PHONE EXTENSION DIRECTORY
Off-campus (403) 782-3381 and extension
On-campus extension only
Dial 9 before any cell or off campus number

Academic Administration, VP	4031	Marketing & Enrolment	4127
Academic Services, Registrar	4026	Mathematics	4030
Accounting Services	4123	Modern Languages	4139
Admissions, Officer	4006	Music Dept.	4079
Advancement	4009	Newspaper	4295
Arts, Division Dean	4086	Outward Pursuits Dept.	4071
Audiovisual Coordinator	4033	Parking	4135
Biology Dept.	4181	Philosophy	4081
Business, School of	4039	Phone Help Desk	4021
Campus Connections (newsletter)	4034	Physical Education Centre	4054
Campus Ministries Office	4155	Political Science	4087
Chaplains	4033	President's Office	4147
Counseling/Career Dev	4141	Property Management	
Counselor	4149	Commercial	4012
Custodial, Supervisor	4073	Residential (Campus)	4011
Digital Media	4198	Psychology & Beh. Science	4083
Dormitory, LVH Front Desk	5000	Registrar/Academic Services	4026
Education	4096	Religious Studies	4046
English	4086	Sakala Success Centre	4141
Facility Maintenance	4130	Science	4051
Finance - Student Financial Services ..	4017	Security Emergency	403-318-8221
Financial Admin, VP	4012	Social Eyez	5199
Food Services, Director	4070	Student Association	4296
Gen Studies, Arts/Science	4150	Student Employment	4016
Hilltop Hideout	4107	Student Financial Services	4016
Housing, On-Campus	4011	Student Fin. Aid Officers	4011, 4013
Human Resources	4470	Student Services, VP	4033
Information Technology	4021	Switchboard	0, 5000
International Studies	4087	Transportation	4135
Library	4101	Wellness	4048
Mail	4138	Yearbook	4295

STUDENT HANDBOOK

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

STUDENT RIGHTS AND RESPONSIBILITIES

Burman University recognizes and upholds the following student rights while emphasizing that rights and freedoms come with commensurate responsibility:

Right of Admission

Student organizations, education programs and activities are open to all students. Furthermore, all students are entitled to be free from discrimination as guaranteed in the Alberta Human Rights Act.

Classroom Rights and Appeals

Students are evaluated academically on the basis of scholastic performance, not on opinions or conduct in matters unrelated to the academic standards of the course. If students feel that their academic right has been violated, they should speak with the instructor. If the matter is not settled satisfactorily, they may then appeal to the department/school chair and the division dean. If satisfactory resolution does not follow, students may appeal to the Vice President for Academic Administration and finally to the Academic Grievance Committee by following the procedures outlined in the Academic Grievance Procedure located in the Academic Regulations section of the calendar.

Right of Association

Students are free to organize and join associations to promote their common interests, consistent with the purposes and policies of Burman University. All organizations may submit to the Vice President for Student Services nominees for faculty advisors/sponsors of their own choosing.

Right of Discussion, Communication, Petition

As members of the university academic community, students are free, individually and collectively, to express their views on issues of policies and procedures and on matters of general interest to the students, both consistent with orderly proceedings and with the functions and objectives of the institution. Student organizations are free to examine and to discuss questions germane to the objectives of Burman University and to express opinions in public sessions. Interchange of views is encouraged between students and faculty, person to person, in discussion groups or meetings, or by written documents. The conduct of such discussions is to be in accord with the Christian spirit espoused by the institution.

Right of Publication

Student communications media, such as the student newspaper (Aurora Chronicles) and yearbook (Aurora Borealis), are aids in establishing and maintaining an atmosphere of responsible discussion and intellectual exploration on the campus. They communicate the activities and interests of the students, as well as help form student opinion. In order to maintain consistency with the mission and values of the institution, the Vice President for Student Services is to approve all non-academic

material (including political, religious and business leaflets, petitions and surveys to be signed by students, faculty, staff and administrators) prior to distribution on campus. Students may appeal the decision of the Vice President for Student Services to the Campus Life Committee.

Students who wish to distribute academic surveys must first obtain the approval of a faculty member who will apply for distribution approval from the Research Ethics Committee. No survey will be administered without having the approval of the Research Ethics Committee.

Disciplinary action may result from use/distribution/publication of non-approved materials.

Right to Fair Play

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

Right to Appeal

Students have the right to appeal in writing to the Chairperson of the Discipline Appeal Committee the decision of any action, including suspension or dismissal, taken by the Discipline Committee. Students may also appeal other decisions by following the criteria for appeals outlined in the Student Non-Academic Appeal Process Policy found on the university website under Student Services and the academic calendar for academic issues.

Right to an Advocate

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

Right to Privacy

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

Right to Report

Persons or groups who believe they have been, or are being treated in an unjust, unethical or discriminatory manner may appeal in writing to the Vice President for Student Services for corrective action and redress.

STUDENT LIFE

Academic Honesty. Burman University expects integrity, including academic honesty, from all members of the university community. Therefore, all forms of academic dishonesty are unacceptable. This includes the use of technology in any form to perform an act of academic dishonesty in or out of the classroom. Instructors reserve the right to forbid any type of electronic device (computers, calculators, cell phones, MP3 players, iPods, PDAs, etc.) to be used in the classroom, especially during examinations. Academic dishonesty includes plagiarism, cheating, and misrepresentation. (For more information, see "Academic Honesty" in the Academic Regulations section of the current *Academic Calendar*.)

Agendas, (4033). A free mobile productivity app called *Bright Space Pulse* can be download from the App Store or Google Play; a hardcopy booklet is available at Student Services.

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

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

Automobiles, (4130). All students who bring motor vehicles, including motorcycles, to the university must register them at the Transportation Department Office within 48 hours of arrival. The fee to register each vehicle is \$75+GST per year for dormitory students and \$50+GST per year for community students. This fee must be paid at the time of registering the vehicle and cannot be billed to a student account. A copy of the entire Automobile Policy is available at the Transportation Department, Ext. 4130.

Some car plug-ins are available. Charges:
Sept. to April - Dorm \$125+GST for plug-ins as available
Sept. to April - Community no plug-ins available

Bookstore, (403-782-4414). Students may purchase books, school and sundry supplies, from the Adventist Book Centre, located in the mall near campus.

Cafeteria, (4070). The cafeteria provides scheduled vegetarian meal service in cooperation with academic and employment schedules. Commuter students, faculty and staff are welcome to purchase meals; cash, cheques, Visa, Mastercard and American Express are accepted as payment.

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

The cafeteria offers a catering service to groups of 10 to 200 for functions that are held on-campus. Advance notice of up to two weeks is required to obtain this service.

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

Campus Communication, (x4034). The campus newsletter, currently called *Campus Connections*, is digitally published each Thursday during the academic year. It is available on the Burman website and by e-mail.

Campus Security, (x4135). Working closely with local police authorities, campus security guards patrol the property of the university and assist in the maintenance of peace and order on the campus.

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

Chaplains, (x4033). There are two chaplains available on campus to foster spiritual growth in the lives of students. Our chaplains serve to provide spiritual counsel, to enable students in ministry and to promote a spiritual environment on campus through the student-led Campus Ministries organization. Under the direction of the chaplains, Campus Ministries coordinates a wide variety of services, ministry opportunities, programs and special events. The chaplain's offices are located in the Student Services suite on the main floor of the Administration Building.

Communicable Disease. The university recognizes that persons suffering from life threatening communicable illnesses have a right to continue in their regular work or academic pursuits as long as they are capable of carrying out the duties and obligations associated with those pursuits. Individuals who contract a life threatening communicable illness are entitled to continue in their employment or studies provided the health, safety and well-being of others are not endangered. The complete policy can be found on the university website under Student Services/Policies.

Computer Labs, (x4021). There are several computer labs located on campus:

1. Administration Building Downstairs Lobby has four stations. Amenities: Multifunction colour printer with "scan to e-mail" and "print from USB" capabilities.
2. Science Centre Computer Lab, with fourteen stations, is housed on the second floor of the Chan Shun Science Centre, room 217. Amenities: Multifunction colour printer with "scan to e-mail" "print from USB" capabilities.
3. Lakeview Hall has twelve stations with shared CD/DVD burners. Six stations can be found on each mezzanine. The printer is in the lobby.
4. The Library has sixteen stations, some with touch screens, and a printer. Colour printing is also available for a fee.
5. Music Computer Lab is on the second floor of West Hall. There are five stations and a printer.
6. OP has four stations. Amenities: Multifunction colour printer with "scan to e-mail" and "print from USB" capabilities.
7. McKibbin Centre Lounge has one station. Amenities: Multifunction colour printer with "scan to e-mail" and "print from USB" capabilities.
8. Social Eyez has a colour printer with "print from USB" capability.

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

Shaw Go WiFi is available at most publicly accessible locations on campus.

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

Copyright. Please read and follow the campus Copyright statement as posted near copy machines and listed at the beginning of computer programs. The complete policy can be found on the university website under Student Services/Policies.

Dormitory Expectations, (x5000). Handbooks for dorm life and dorm expectations are available on the website. There is a dorm orientation planned for the beginning of each term to help orient each student to dorm expectations. It is advisable that if a student is unsure of expectation that they would ask. Not knowing is not considered an excuse.

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

Electronic Communication. The campus Gmail system is the standard for electronic communication between students, faculty, staff and administration. All students will have a Gmail

account created for them at registration. All messages concerning items for sale should be sent to the Items4Sale@burmanu.ca address, and users may configure options for receiving these messages. Campus accounts will be removed in October for all non-students but alumni e-mail accounts will be retained for future use. Please consult our policies at <http://www.burmanu.ca/computerservices/policies>.

Emergency. Call 911 to notify local authorities whenever there is an emergency that threatens the well-being of people or property so they can care for the emergency. In addition, it is also important that campus personnel be made aware of the emergency at [403-786-9009](tel:403-786-9009). We recommend that this number be programmed into your cell phones now. This campus emergency number is attended to 24-7 and the attendants know who else to contact with the details callers provide. For all maintenance emergencies, such as a broken water pipe, please contact Facility Maintenance at [403-318-8220](tel:403-318-8220). For security emergencies, such as a suspicious person, please contact Security at [403-318-8221](tel:403-318-8221).

Look for the Emergency Protocol Information pamphlets that are hanging on the wall in every dorm room, in all department offices and in public areas on campus to reference as needed. If, at any time, your safety or the safety of others is in question, call 911.

Employment, (x4016). Many on-campus jobs are available during the school year, work opportunities are posted at this link <https://www.burmanu.ca/studentemployment> Stop by Student Financial Services, located on the first floor of the Administration Building, or call x4016 for more information. The complete policy about the Expectations of Employment can be found on the university website under Student Services/Policies.

Firearms, Explosives and Weapons. Illegal or unauthorized possession of weapons, explosives, or firearms is strictly prohibited. Any person who possesses, uses, or threatens others with any firearm, explosive, or weapon, is subject to arrest and/or disciplinary actions. (Refer to City of Lacombe Bylaws #224 #270) The complete policy including exceptions and definitions can be found on the university website under Student Services/Policies.

Fire Equipment. Illegal use of or tampering with fire-protection equipment such as fire alarms, fire escapes, fire extinguishers and fire hoses is in violation of the campus, City of Lacombe and Provincial fire ordinances. Violations will be subject to a fine and/or discipline. (Refer to City of Lacombe Bylaw #270, Section 19, 20.)

Fundraising. Persons, clubs, groups, and organizations wishing to hold a fund-raising event, including fundraising for personal gain, on the Burman University campus are subject to programming guidelines in accordance with policies outlined in the Student Handbook.

Permission for the event will be from the Campus Life Committee (CLC). Request forms may be obtained in the Student Services Office. Ample time should be allowed to process the request. The Calendar of Events lists the dates when the CLC meets. The complete policy can be found on the university website under Student Services/Policies.

Games. Members of the university have agreed to respect the Vision, Mission, and Values of Burman University. Thus, the games one plays need to align with the Vision, Mission, and Values of the university. Most games fall within five major categories: physical games, tabletop games, video games, role-playing games, and simulation games.

Examples of activities that would not support the Vision, Mission, and Values of the university are:

1. Engaging in any activity that is prohibited by provincial or federal law.
2. Participating in gambling activities.

3. Engaging in any activity that is sexually explicit.
4. Engaging in any activity that exhibits extreme violence.
5. Participating in any activity that tends to deprive any person of their rights, or exposes any person to hatred or to affront their human dignity.
6. Participating in role-playing games that have occult themes.

Guidance Advisors and Faculty Mentors, (x4141, x4208). Faculty and staff of the university actively support students in the attainment of their personal goals. The opportunity for informal mentoring, counseling and guidance occurs as a result of daily contact between students and their instructors, deans and supervisors.

Once a student receives full admission status, an advisor will work with all first-year students to help select courses and begin their degree programs. If the need for further academic counseling arises during the year, or should it be necessary to drop part of their course work, students should counsel with the Registrar and the advisor in their department. Students must officially withdraw from a course in order to ensure that their registration in that course is removed. *Not attending classes does not officially withdraw students from or cancel their registration in any course.* Both the first-year advisor and all faculty mentors are genuinely concerned about students' academic experience and problems. If a student is not sure about something, please ask! We are here to help.

The Director of the Sakala Success Centre and Mental Health provides a variety of services to students. Please refer to the section entitled, Sakala Success Centre.

Harassment. Burman University recognizes its moral and legal responsibilities to protect its students, staff and faculty against harassment. A harassment policy and related procedures have been established to deal with this serious issue. Due to the nature of the issue of harassment, the policy and procedures are regularly revised and updated. Persons seeking information on this issue are therefore encouraged to check the university website under Student Services/Policies. There is an additional policy concerning Sexual Violence and a document outlining Sexual Violence Reporting Procedures in the same website location.

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

Health Services. An emergency care service is provided for all students as needed. Well-qualified physicians, dentists and hospitals are available within the area. Refer to your Student Medical Insurance (We Speak) coverage to determine what other Health Services are available to you.

Hospital and Walk-In Clinic.

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

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

Housing, (x4033). Burman University is a residential campus and dormitory housing is available in a number of locations. Students are encouraged to live in one of these residences. The Administrative Residence Hall Dean will assign living locations based on a variety of criteria. Those students wishing to live outside of the dormitory should see the Housing Policy that follows.

- A. Fall and Winter Semesters (September through April)
Students should align with one of the following categories below to be eligible for non-dorm residence:

1. Students who have completed 60 semester hours of coursework may live out of the dormitory if they choose. For students who have Burman University approved Student Missionary Taskforce service: Add to the total earned academic credits an equivalent of 15 credits per semester served as a SM to a maximum of 30 equivalent credit totals.
 2. Students with less than 60 semester credits may also live outside of the dormitory under one of the following conditions:
 - a. Students 21 years of age or older.
 - b. Students living with parents, grandparents, siblings (age 22 or older), direct aunts or uncles who reside in the same home. Newly married couples of less than one year are discouraged from housing students.
 - c. Students taking less than 9 credits per term.
- B. Students may live out of the dormitory after completing one full year (30 credits) in residence at the university under the following conditions:
1. Students living with faculty, staff or in a home approved through the Student Housing Committee. An approved home would be: living with a family (not in a separate suite of the home), a home that supports the guidelines and policies of Burman University and where same gender occupies the available rental space.
 2. Have demonstrated model citizenship* during the academic year in dormitory.
 3. Receive final approval from Student Services.

Once aligned with either Category A or B the following criteria apply:

1. All students with less than 60 credits must receive clearance from Student Services prior to finalizing out-of-dorm housing.
2. Students living in non-dormitory housing are expected to follow campus policies and guidelines.

Out-of-Policy Requests

A unique situation may be considered on its own merit with the welfare of the student in mind. This means that occasionally a student may request to the Dorm Housing Committee exception to the Student Non-Resident Housing Policy as follows:

1. A request must be made in writing.
 2. Students may submit requests for non-dorm housing once per semester. Requests must be made at the Student Services office prior to the beginning of the semester.
 3. Exception to the Student Non-Resident Housing Policy does not establish new policy.
 4. The decision of the Dorm Housing Committee is final.
 5. Consideration is given on a case-by-case basis.
- C. In order to encourage student cooperation and keep students from calculating a fine into their monthly finances, an unreasonable fine amount of \$1000 per term may be assessed, if a student is in blatant disregard of the Student Non-Resident Housing Policy or the Dorm Housing Committee's decision.
- D. Summer Sessions (May through August)

All non-married students are privileged to live out of the dormitory if they choose to do so during the summer.

*Model Citizenship is defined as:

- a. Supportive of and in compliance with campus policies including dormitory policies relative to leave privileges, worship attendance, rules and regulations of the dormitory.
- b. Have not been under discipline or on non-academic probation during the year.
- c. Have a cumulative GPA meeting the minimum eligible for the student's academic program, have not been under academic restriction or probation in the preceding two terms.

ID Cards, (x4017). All students receive a picture ID card at the Student Financial Services Office. (The same picture may be used in the Aurora Borealis yearbook.) The ID card can be used to preload funds for the cafeteria, access your on-campus residence, check books out at the library and provide entry into certain student locations such as the Chatter Box and campus student lounges. They can be programmed at Lakeview Hall for all resident students and at Student Services for non-resident students. By accepting the ID card the cardholder agrees to the terms and conditions of the following agreement:

Cardholder Agreement

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

1. **Use and Ownership of the ID Card**
Your card may only be used by you. It is the property of Burman University. Your card may be cancelled or revoked by Burman at any time and must be returned upon request.
2. **Lost or Stolen Cards**
If your ID card is lost or stolen, you must notify the Student Financial Services Office immediately to permit its cancellation. Such notification must be made in person or by telephone to (403) 782-3381 x4015 or x4016. Until such notification has been received, you will be responsible for all use of your card, whether or not such use is authorized by you. The replacement fee for lost or stolen cards is \$10.
3. **Personal Information**
Burman University creates and collects information for the purposes of producing the official identification card for students and staff of the university and for administering all services associated with the card. Individuals who accept this ID card consent to the collection of personal information, including the digital image used to produce the card and the use of the same digital image and information in the student directory, *FACES*, and the yearbook, *Aurora Borealis*.
4. **Fines**
All Library fines incurred and/or all lost or damaged materials borrowed on the card will be the responsibility of the cardholder.
5. **Changes to the Terms**
Burman University has the right to amend these terms by posting or displaying such amendments on campus bulletin boards and from the time of such posting or display, you shall be bound by such amendments.

International Student Assistance. While the Registrar is the International Student Advisor, Burman University utilizes the expertise in several departments to act as a team to ensure the well-being of the international student.

Admissions guides the new international student through applying and gaining final admission to the institution and, when the process is complete, issuing and delivering the Official Letter of Acceptance required for immigration purposes and instructions on where to apply for a study permit.

Student Financial Services provides information on the financial requirement for the new and continuing international student, information on working in Canada while on a study permit, registration assistance with the provincial health care agency and, if required, information and documents required for obtaining a SIN if working on-campus.

Registrar Services provides academic advisement and course registration assistance for all international students as well as issuing the in-course Official Letter of Acceptance required to renew a study permit.

Student Services, specifically Residence Deans, provide housing placement and assist with integration into the non-classroom side of the international student's experience. Nearly 100% of the international students at the institution are residential for the first two school years.

Internet Access, (x4021). Most buildings on campus have wireless network access. There is a BURMAN-Guest network for campus guests, a BUSTUDENT for regular student use and a BUADMIN network providing more security and access to other on-campus resources. Detailed information is available at Computer Services or on their website. Burman University aggressively blocks web content that is deemed to present a security threat or expose a computer to malware or adware. Access to blocked sites may be granted by contacting Computer Services.

Library, (x4101). The library offers study spaces, computer access, resources and services in support of the academic programs. A Burman University ID card gives students local borrowing privileges as well as the option to request any of the six million items shown on the NEOS Catalogue. The library home page (www.burmanu.ca, click Library) is also a gateway to hundreds of e-reference sources and over 60 journal databases. Through the library's membership in the NEOS Consortium and the Lois Hole Campus Alberta Digital Library, Burman students have equal access to resources that were previously available only at the large institutions.

Lockers, (x4033). A variety of both short-term and long-term lockers are available for use at Burman University in the Chan Shun Science Building, the McKibbin Centre, upstairs in the Administration Building, at Outward Pursuits and in West Hall. These lockers are intended primarily as a convenience for commuter students for the temporary storage of textbooks, references, articles of outer clothing, personal lab equipment and other such items as may be necessary in the normal day-to-day conduct of the responsibilities of a student.

1. Users must be officially registered as a student in order to obtain locker space on a first come – first served daily basis and must provide their own padlock.
2. The student is responsible to keep his/her locker locked at all times. Burman University is not responsible for any theft, loss and/or damage to property in connection with locker use.
3. No perishable food and drink or water without a secured lid may be kept in the locker. With the exception of rental lockers, all locks will be cut on lockers not vacated at the end of the day and will be cleared of all materials. Items not picked up from Student Services Lost and Found after ONE (1) week will be donated to charity.

4. For public safety and sanitary concerns, flammables, corrosives, and other dangerous goods, including weapons of any kind, are strictly prohibited in the lockers.
5. Access to lockers corresponds to the hours of operation for each individual building. Special arrangements cannot be made to access buildings that are closed.
6. Individuals are responsible for any damage to their lockers and are asked not to mount any stickers, labels, tape or any sort of graffiti on the interior or exterior surfaces of the locker. Magnets may be used on the interior to post notes if necessary.
7. Please report any problems with a locker immediately to the office of Student Services.
8. Burman University reserves the right to have the lockers periodically inspected.

A select number of lockers may be individually reserved for semester-long use by filling out a request form at Student Services, signing to agree to specified requirements and providing a \$25 user fee.

Any questions about lockers can be directed to the office of Student Services at Ext. 4033.

Lost and Found, (x4033). Student Services operates the main lost and found service on campus. The residence hall also provides a lost and found service.

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

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

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

1. **Modesty:** Appearance should not be immodest or draw inappropriate attention. Scripture warns against preoccupation with dress or appearance to the neglect of inner beauty (1 Tim. 2:9, 1 Peter 3:3, 4).
2. **Appropriateness:** The Christian's appearance should accentuate rather than distract from the inner qualities/character essential to a consistent testimony. This includes developing cultural sensitivity to appearance and the humility to give up personal preference in order to prevent barriers to ministry or service.
3. **Neatness:** Appearance needs to demonstrate cleanliness and care.
4. **Distinctiveness:** God-given sexual identity calls students to dress in ways that are characteristic to specific gender (1 Cor. 11:2-16).
5. **Health:** Concern for health requires proper care of physical bodies in matters of personal hygiene and fitness.

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

1. **Expectations for All Students:**

- a. With freedom comes responsibility. As a community, responsibility lies to and for each other. If dress or appearance is questioned by a staff member or another student, their inquiry or admonition should be accepted with a spirit of humility and deference.
 - b. Appropriate dress for special events such as Vespers, Sabbath Schools and church services would be semi-formal. Casual dress is the general custom for the classroom.
 - c. Clothing should not be torn, patched, sloppy in appearance, dirty or overly tight. Jeans, slacks, trousers and gym shorts must be worn above the hip level.
 - d. Hair should be neat and not extreme in style.
 - e. Modest attire should be worn outside of individual rooms in the dorm.
 - f. Jewelry and body piercing is discouraged. Scripture promotes dressing jewelry free. It is hoped that students will understand that dressing "jewelry free" at Burman University is not seen as a matter of morality, but as part of the Adventist heritage of simplicity and authenticity.
 - g. Forms of dress and adornment which imply endorsement of immoral, hateful, racist, occult or drunken behavior are not allowed (ex: alcohol logos, occult symbols, subculture attire).
 - h. Swimsuits are to be modest in style.
2. **Specific Expectations for Men:**
- a. Shirts are to be worn at all times on campus. Exceptions may be made for athletics.
 - b. Hats and other head coverings are to be removed upon entry to the church and chapel.
3. **Specific Expectations for Women:**
- a. Women's clothing is to be of a non-revealing style and material, giving particular attention to necklines, hemlines, midriff and armholes. Strapless clothing is considered inappropriate.
 - b. Dresses, skirts, shorts and tunics are to be a modest length. Miniskirts and short shorts are inappropriate.

Newspaper, (x4074). *The Aurora Chronicles* is a student run publication with the purpose of communicating the thoughts, literary and artistic abilities of the student body. You will find it posted online and distributed at several locations on campus.

Non-Motorized Riding Devices. Burman University encourages the use of non-motorized devices on the University's campus while also ensuring a safe environment for pedestrians, reducing the risk of personal injury to pedestrians and to device riders, and to avoid damage to university facilities caused by inappropriate use of such devices.

A. For non-motorized riding devices such as Snowboards/Skis/Sleds

Burman University is on a hill with many slopes. Riders use these slopes "at your own risk."

- 1. The use of any Burman University property of any kind that might reasonably be expected to incur damage because of such use is strictly prohibited.
- 2. Popular riding location include: on the hill between Lakeview Hall and Lake Barnett; on the hill between Chan Shun Science Centre and Lake Barnett; and on the hill opposite the church beside the elementary school, and south of the cafeteria.
- 3. Burman University strongly advises riders to wear a helmet and be considerate of others around them. Stay safe.

B. For non-motorized riding devices such as bikes, boards, skates

Use of these devices are regulated as follows:

1. Devices are approved for use as transportation on university property, but cannot be used in any manner that places pedestrians at risk; their use for acrobatics, racing or other stunts is strictly prohibited.
2. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes, provided they yield the right-of-way to pedestrians.
3. Devices are prohibited within any building on Burman/PAA campus or on any surface features (e.g. handicapped ramps, benches, lawns, or other architectural features) that might reasonably be expected to incur damage because of such use. Persons using roller-skates or inline-skates must remove them before entering any campus building.
4. No person riding a non-motorized device shall exceed a reasonable and proper speed under the existing conditions. In no instance shall any person operate a non-motorized riding device at a speed greater than 15km/h on sidewalks and pedestrian pathways.
5. No device should carry more persons at one time than the number for which it is designed to carry.
6. No riders should attach their device or themselves when riding on a device to any moving motor vehicle.
7. Bicycles should be parked in designated parking areas only. Other devices need to be stored in locations that do not impede pedestrians or people with physical disabilities. They should not be left on ramps, entrances, hallways, stairwells, or classrooms.

Failure to adhere to these guidelines could result in loss of your non-motorized device.

Burman University is not responsible for any accident or injury one might receive due to riding such devices on Burman University campus. The riders of such devices will also be responsible and liable for any accident or damage done to people or property on Burman University campus.

On-Campus Advertising, (x4033). All materials posted on campus must be consistent with the values and objectives of the university. All non-departmental items (which includes but not limited to: off-campus advertising, Burman club events, events not in the current *Calendar of Events* etc) must come through Student Services for approval and date-stamped before placed on any bulletin board on campus. Faculty/staff have the right to remove items from the bulletin board in their building if the bulletin board is becoming too cluttered or outdated items are left.

Info-screen advertising is also available on request when a jpg file is emailed to Student Services. Once they are approved they will be placed on appropriate screens around campus.

If you are selling an item, please send out the information to items4sale@burmanu.ca

Other forms of advertising need to be approved through Student Services as well. These include, but not limited to, mailbox mail, bulletin announcements/inserts, or newsletter announcements.

The use of computers for commercial use and advertising on the Burman network is defined under the Computer Use Policies found on the Burman website at this link: <https://www.burmanu.ca/informationtechnology/policies>.

Parking Regulations, (x4135). Residence hall students are requested to park their vehicles only in their assigned lot and space. Commuter students who use motor vehicles are requested to park in areas designated for commuter student parking. The university does not assume responsibility to furnish electricity for car block heaters. The university does not assume responsibility for any damage, vandalism, theft or any other complications which might arise while motor vehicles are on campus. See <http://www.burmanu.ca/security/parking> for more details.

Personal Entertainment Choices. Students are encouraged to make positive choices when it comes to entertainment. Entertainment choices, whether on or off campus, should not include such things as dancing/clubbing, or activities associated with the presence of alcohol, tobacco or drugs.

Pictures, (x4034). Professional pictures of the graduates are taken each year. Electronic proof portfolios are sent to each graduate to choose which one to put into the *Aurora Borealis* yearbook and which ones to possibly purchase.

Public Display of Affection. When determining how to publically display affection members of the campus community should choose behaviours that are fully in harmony with the historical and cultural traditions of the Seventh-day Adventist Church and the following biblical principles: living the self-controlled, upright and godly lives; renouncing sexual immorality and impurity; protecting your reputation; and, not needlessly offending those who observe your behaviour.

Redemptive Discipline. The Office of Student Services, Departmental Directors, Deans of the Residence Halls, along with the Discipline Committee, have the responsibility for the administration of discipline. The Vice President for Academic Administration consults and collaborates with the Office of Student Services on matters arising in the respective areas regarding student discipline such as academic dishonesty, plagiarism, insubordination, harassment and abusive situations.

Consistent with the Student Services Mission, the goal of discipline is character development through the process of the redemptive activity of Christ. Within the context of guiding students to the Redeemer, there are five qualities or goals of the university that students are expected to embrace and to which the university is committed to teach as worthy ethical considerations. They are as follows:

1. **Respect**
 - For self as God's creation
 - For individuality
 - For people in general
 - For diversity of others
 - For the university's philosophies
2. **Safety**
 - Personal and physical safety
 - Emotional safety of self and others
 - Freedom from harassment or bullying
3. **Protection of Property**
 - Attention to personal belongings
 - Attention to the protection of the property of others
 - Preserving the property of the university
 - Respecting and maintaining the rights of others
4. **Keeping on Task**
 - Attendance at worship opportunities and spiritual development
 - Recognizing the importance of diligently and consistently attending classes
 - Developing a strong work ethic
 - Functioning within priorities, time-lines, limitations and boundaries
5. **Appropriateness**
 - In speech

- In dress depicting modesty in one's clothing and appearance
- In relationships

To support these principles, the policies included in this Student Handbook were developed. Each policy has been aligned to give support to the overall development of the student and in an effort to ensure the student's academic success. Please reference the Discipline Policy that follows:

The philosophy of discipline at Burman University is that its process must be redemptive. Discipline is characterized by firmness and love. Fairness and justice, mercy and grace, must always be operative factors.

The objective of administering discipline is ultimately that the student can experience the redemptive activity of Christ. In that quest, self-government and self-discipline are to be achieved along the way as students walk in the liberty of Christ, seeking His precepts.

When a problem of student conduct arises, the Vice-President for Student Services, or one designated, investigates the matter and decides how to apply the university policy. Minor penalties are assessed informally. Decisions for suspension or dismissal will be made by the Discipline Committee.

There are certain criteria a student can follow to appeal a decision by the Discipline Committee. The Student Non-Academic Appeal Process Policy outlines that criteria and provides the steps for making an appeal.

The following is a recommendation for Discipline Policy for students who are to be separated from the university by a suspension:

Enrolment in the university is a multi-faceted experience with the goal of attaining the vision and mission of Burman University as upheld by the core values which are modeled by the administration, faculty, staff, and students. In the unfortunate event when, as part of the restorative discipline process, a student is suspended from classes and possibly from the campus, the student's academic program is impacted. During a period of suspension and the student's absence from class, the faculty member is not obligated to assist the student in obtaining lecture notes, rescheduling of assignments, tests, or other required activities. The chair of the Discipline Committee will notify the Registrar who will notify the teaching faculty.

Registration and Use of Vehicles, (x4135). All vehicles operated or parked on the campus by students, faculty or staff members must be registered during the regular university registration and must display a current campus permit. (For fees see Financial Information section in the Academic Calendar.) Please refer to the "Drivers" heading in this section if you wish to transport anyone in your vehicle. Any vehicle brought onto the campus during the school year must be registered with Facility Maintenance within 48 hours of arrival. It is the responsibility of the vehicle owner to notify Facility Maintenance when the vehicle is sold or a new license number is obtained. It is the responsibility of the vehicle owner that insurance is valid at all times.

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

The use of all motorcycles or snowmobiles on campus is governed by the same policy that governs other motor vehicles. Motorcycles are to be ridden only on well-defined roads. Facility Maintenance or campus security personnel will answer questions concerning trails or roads for cycles. Snowmobiles are not to be ridden on campus property. See <http://www.burmanu.ca/security/parking> for more details.

Sakala Success Centre, (x4141). The Sakala Success Centre, housed on the lower floor of the Administration Building, is a facility designed to meet the needs of students by offering the following services:

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

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

Sexual Violence. Burman University is committed to providing all individuals with a safe, positive learning and living environment free of sexual violence. Burman University prohibits all forms of sexual violence including, but not limited to, sex-based intimidation and harassment, sexual harassment, domestic violence, dating violence, and stalking. Instances of sexual violence, in any form, will not be tolerated. Should such issues arise, there is a policy that outlines procedures designed to effectively address these issues in a timely manner, prevent recurrence, and support individuals affected. This policy is not and should not be construed to be an alternative or replacement for the criminal justice system. Rather it provides avenues through which the campus community may work to create a healthy learning environment. The complete policy and a document outlining Sexual Violence Reporting Procedures can be found on the university website under Student Services/Policies.

Sexuality Statement. We hold that all people, regardless of their sexual orientation, are loved by God and should be treated with respect, fairness and kindness. To promote healthy relationships and in adherence to biblical principles, and the historical and cultural traditions of the Seventh-day Adventist Church, students on the campus of Burman University are expected to refrain from any form of sexual intimacy outside the marriage covenant.

Student Agendas, (x4033). Burman University uses the D2L learning management system that offers a free mobile productivity app called Bright Space Pulse. Download it at either the App Store or Google Play. You will be able to access course information from your professors, check your grades and use it as a personal activity calendar/agenda. Hardcopy agenda booklets are available for your use at Student Services.

Student Bank, (x4017). Students may deposit funds in the Student Bank at Student Financial Services and may make withdrawals at any time during office hours.

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

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

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

Students who become involved in any of the aforementioned inappropriate activities may be counseled, disciplined or separated from the university for a time. Illegal activities will be reported to local authorities. Action may be taken by Dean's Council, Discipline Committee or by an appropriate administrator. Remembering these basic guidelines will make time spent at Burman University safe, fun and memorable.

Student Directory, (x4033). The student directory, *Faces*, which contains student pictures & information, is provided near the beginning of the year to each student. It is produced through Student Services.

Student Insurance, (x4033).

1. Medical Insurance

All students residing in Alberta have Alberta Health Care services in addition to the *We Speak Student* coverage as offered through the university. Every student, unless they choose to opt out, has access to a number of extended health benefit packages including a Balanced Plan, an Enhanced Drug Plan, an Enhanced Dental Plan and an Enhanced EHC/Vision Plan. Details can be found online at <https://wespeakstudent.com>

We Speak Student provides all Burman students with yearly accident insurance as well as travel coverage for outside of Canada regardless of whether they opt out or not.

All US and international students must have Alberta Health Care coverage, regardless of any other health insurance coverage held by the individual or family. It is the responsibility of students to arrange for Alberta Health Care coverage during registration at the Student Financial Services Office. A copy of your Canadian Study Permit is required and must be issued for 12 months in length.

2. Personal Content Insurance

Dormitory residents only:

Although Burman University cannot accept responsibility for any loss of or damage to the personal property of any student, Burman has engaged an insurance company for partial coverage to care for loss due to damage or destruction of personal property. The annual cost to the student of \$53 is included in the Dormitory Package: the coverage is only available while in Canada.

Each dormitory student has a:

- a. Misc. Property Coverage with a limit of \$2,000 coverage with a \$100 deductible
- b. Comprehensive General Liability of \$1,000,000 with a \$500 deductible
- c. Tenants Legal Liability in the amount of \$100,000 with a \$500 deductible

Non dormitory students:

Students or parents/guardians of students not living in the dorm should obtain coverage through their family homeowners' insurance policy or through additional personal tenants' insurance policy for personal property loss due to theft and property damage.

Any personal property loss due to theft or property damage while on a school sponsored activity will not be covered by Burman University but covered by the personal homeowner insurance or personal tenant insurance.

3. Travel and Trips Insurance

We Speak Student provides each student with travel insurance when outside of Canada.

Any personal property loss due to theft or property damage while on a school sponsored trip will not be covered by any Burman University insurance but it is the sole responsibility of the student to obtain personal insurance. Dorm students may have limited coverage if loss occurs within Canada as defined in the student insurance document found online under Current Students/Student Services/Policies.

Student Lounges. *Social Eyez*, found in the ABC Christian Store mall, is a spot for social gatherings and events. It has a kitchenette with ample seating, tables, a TV, printing services, a phone: x5199 and a performance area.

The *Hilltop Hideout*, in the lower level at the cafeteria, houses a large games room with a comfy TV area, some tables, a phone: x4107 and a personal device charging station. A full kitchen and serving deck is available upon request.

To book an event in either of these locations, contact Student Services at x4033.

Student Services, (x4033). The Office of Student Services is located on the main floor of the Administration Building. The Vice President for Student Services and the chaplains are available in these offices. All requests for programs, off-campus housing and other non-academic/non-finance requests must be filed through this office.

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

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

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

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

Collegiate Adventists for Better Living (CABL) is an organization on campus to help educate students to make healthy choices regarding addictions.

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

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

For a copy of the entire Substance Use Policy that includes procedures and sanctions, please check the university website under Student Services/Policies.

Teachers 'N' Touch, (x4034). Faculty and staff members are involved in a prayer ministry that includes every student on campus. Prayer care packages are distributed to remind each individual student that someone is praying for them. Student Services personnel wish to be informed of any special needs.

Transportation, (x4135). Transportation to and from the campus is the responsibility of the student. The university provides the following options for students:

1. **Airport Shuttle:** A shuttle service is available to transport students to and from the Edmonton and Calgary airports on specific dates correlating with planned school breaks as indicated in this calendar and on the Burman website. Please submit an Airport Student Reservation Form, found at <http://burmanu.ca/transportation> at least two weeks in advance: these shuttles run only if seats are reserved on it. Be aware of late fees. **Check the shuttle schedule before you book your flight and remember there are no afternoon or evening shuttles on Fridays.**

2. **Individual Service:** The Burman University Transportation Department might be able to provide individual service to students needing a ride at a specific time but this option is not guaranteed because of limited vehicle availability during non-shuttle days.

Additional rates apply as indicated on the reservation form. For help: (403) 782-3381, ext. 4135

Public Transportation is available as follows:

- a. **BOLT** is a regional transit service between Lacombe, Blackfalds and Red Deer. Bus route details have been posted online by the City of Lacombe at <http://www.lacombe.ca/living/bolt-transit> Every Burman student has a university bus-pass that makes travel into Red Deer available.
- b. **Red Arrow** bus service transports to and from Calgary Airport from Red Deer. Reservations must be made ahead by calling 1-800-232-1958 or by going to their website <http://www.redarrow.ca>.
- c. **Lacombe Taxi – Beck’N’Call Cabs Inc.** (403) 877-3357
- d. **Owens Taxi** (403) 782-0271

Tutoring, (x4141). For students desiring to supplement classroom instruction with one-to-one help, a tutoring program is available at no cost to students at the Sakala Success Centre.

Vegetarian Food. Burman University’s objective is to offer attractive, appetizing and wholesome meals to a diverse population following the principles of healthful living. Because of this, the university will only offer vegetarian foods at venues and events where the university determines the menu.

Vice President for Student Services, (x4033). The Vice President for Student Services is available by appointment to talk with students regarding all aspects of university life. All student concerns are significant enough to discuss.

Web Page. Address: www.burmanu.ca. This site offers all kinds of useful information for current or prospective students.

Yearbook, (x4163). The *Aurora Borealis* is an annual publication containing student/faculty ID pictures, professional grad pictures and snapshots of events occurring during the school year and is distributed at the end of Winter Term to each full-time student.

STUDENT PROGRAMMING

Campus Meetings & WISE Programs. Campus Ministries provides several opportunities each week for the campus to come together. PowerUp meetings and CAYA (come as you are) programs feature presentations by guest speakers, and are included in the academic program to enable students to receive useful information that will enrich their spiritual, mental, social and physical well-being. PowerUp meetings are held weekly at 11 o’clock on Tuesday mornings in the Ad Building Chapel. CAYA services are Fridays evenings at 7:30 at the College Heights Church.

In addition to weekly programs, a Week In Spiritual Emphasis (WISE) is scheduled each semester to reinforce the vision, mission and core values of our school. Regular attendance of all students, faculty and staff is highly encouraged. All offices are requested to close during PowerUp and WISE meetings.

Requests for seminars, student presentations or guest speakers must be submitted to the VP Student Services for orderly coordination of events.

Campus Ministries, (x4033). Campus Ministries (CM) is a student-led organization, coordinated by the university chaplains. CM seeks to provide opportunities in five key areas:

1. Personal Spiritual Growth - helping the Burman Community discover and develop a vibrant, personal relationship with God.
2. Corporate Spiritual Awareness - increasing the awareness of God's presence and action in the Burman Community through corporate spiritual experiences in both small and large group gatherings.
3. Corporate Social Interaction - developing greater appreciation for and share experience among the variety of cultural and sub-cultural expressions within the Burman Community.
4. Experience in Service - providing opportunities to discover, develop, and exercise a passion for service through social interaction, volunteerism and community service, and Christian witnessing opportunities, both on-campus and in local, regional, and international communities.
5. Experience in Leadership - working with students to discover and develop skills in Christian leadership that will continue to serve them beyond their time on campus.

To get involved, contact a university chaplain at x4033, or email campusministries@burmanu.ca.

Gymnasium Use, (x4054). No food or drink (except water) is allowed in the gymnasium. Changing shoes is preferred. Shoes should be clean and self-inspected before use on the playing surface; all shoes must have non-marking soles. Please refer to complete policy under Student Services/Policies on the website.

Herr Lectures, (x4077). The Herr Lectures in the Humanities feature presentations by highly qualified speakers on issues of public interest and provide a forum for dialogue, open discussion, and reasoned debate in Central Alberta. The series is named after two of Burman University's retired professors, Dr. Denise Herr and Dr. Larry Herr. Upcoming, thought-provoking events can be found at <https://www.burmanu.ca/herrlectures>.

Intramurals/Athletics, (x4060). Intramurals and Athletics provide our students with competitive sport opportunities. Intramurals involve students on teams that play within the school and Athletics, or club sports, play against teams outside the school. To participate on an athletic team, students must maintain a minimum cumulative GPA of 2.000 with no failing grades the previous semester. The student must also be on a non-probationary citizenship standing.

In both programs, the emphasis is on sportsmanship, exercise and enjoyment. Winning, although desirable, should be a secondary goal.

Musica Poetica, (x4079). Musica Poetica is a Sabbath evening worship program which includes instrumental/vocal music and readings by Burman University students and faculty. Admission is free.

Programming Guidelines. The guidelines for campus programming have been compiled to assist in maintaining a positive Christian atmosphere on the campuses of Burman University and PAA, and to foster the development of the mental, physical, social and spiritual well-being of students. Please find the complete list of guidelines under Student Services/Policies on the website.

Sabbath Observance. The Sabbath is a day to remember our Creator God, to rest from secular activities, to deepen our relationship with God and others, and to help others know God. Sabbath is observed at the university from sunset Friday to sunset Saturday. Students are expected to conduct themselves in a way that upholds the best of what the Sabbath represents. All are invited to enhance their Sabbath experience by participating in CAYA, Sabbath School, Sabbath worship services and Sabbath afternoon outreach opportunities.

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

Student Clubs and Organizations, (x4037). The university encourages participation in a variety of clubs and organizations which contribute to the student's intellectual, physical, social and spiritual development. See the list of active clubs and organizations available on campus near the end of this section of the handbook or online at <http://www.burmanu.ca/studentservices/clubs>. Guidelines for (re)registering clubs can be found at the bottom of that webpage.

Student Government, (x4296). The Student Association (SA) has been organized for the purpose of allowing student leadership to be involved in the decision-making processes of the university. It includes the SA executive, the student delegates and the student publications. Every student is automatically a member of the Student Association. The SA executive serves as a liaison between the students and faculty and administration. Its representation on committees and boards gives the school a balanced approach to its governance. It also serves to provide students with activities and programs that reflect the interests of the student body.

SA officers are elected annually, during the winter term, by the student body and receive a stipend for their work. The SA executive is comprised of a President, Executive VP, Financial VP, Communications VP and Social VP. The SA hires a Director of Student Life and a Secretary General to accomplish tasks that are extraneous to existing executive responsibilities. The student delegates, on the other hand, are the student body representatives to the SA and its members are appointed to represent different sectors of the student body based on the population of students within those sectors. The delegates are then nominated to serve on any Burman University Committee that does not have the required student representation. For more information on policies and procedures, a copy of the SA Constitution is available for review at the library and at the Student Services office.

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

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

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

To be eligible for a leadership position a student must:

1. have a cumulative GPA of at least 2.250 (The SA Constitution requires a cumulative GPA of 2.500 in order to hold an SA office.)
2. be supportive of and in harmony with the policies and regulations of the university
3. be enrolled in a minimum of six credits per term
4. be cleared through the Campus Life Committee and Cabinet

Student Missions, (x4033). Excited about the imminent return of Jesus Christ, Burman University believes that a student's total education also involves learning the joy of service to God and people. As such, students may choose to join the Student Missionary Program, which is part of the worldwide Adventist Volunteer Service, and to serve abroad for a period of time in various parts of the world.

Many service positions are available to student missionaries: teachers, student chaplains, youth directors, and dormitory deans are just some of the many opportunities worldwide. Students

planning on applying for placement as a student missionary would find the course RELG 250 Introduction to Cross-Cultural Missions, or the program Passport to Missions offered by Adventist Volunteer Services, of immense value in deciding about becoming a student missionary.

Sunday at 4, (x4079). Sunday at 4 is an eclectic professional concert series, bringing renowned national and international classical and folk/world musicians to Burman. More details can found at <https://www.burmanu.ca/sundayat4>.

Test Week Extra-Curricular Activity.

A. On Campus Extra-Curricular Activities

To recognize the need students have for additional study time during examination week, and recognizing the desire of most students to become involved in extracurricular activities, it is recommended that all Burman/PAA organizations and departments refrain from planning extra-curricular activities during **the exam week period**. (It is understood that this does not include the regularly scheduled Saturday evening programs, as indicated in the official *Calendar of Events*)

B. Off Campus Extra-Curricular Activities

Academic and other organizations may not schedule off-campus extracurricular activities, extra practices/obligations or field trips for students during: (1) the week prior to the final examination period; or (2) the final examination period.

Tours/Trips, (x4033). Details regarding student trip insurance, medical requirements and sponsorship responsibilities are available on the university website under Student Services/Tours and Trips. The specific policy can be found on the university website under Student Services/Policies.

BURMAN CAMPUS MINISTRIES
Greater Calling, Greater Community

2019-2020 Volunteer Opportunities, (x4033)

ON-CAMPUS MINISTRIES: *Providing ministry, spiritual guidance, and encouragement to others in the Burman Community.*

Students seeking to minister to or be ministered to by their peers on campus will find a variety of ways to be involved. **Small Groups, Prayer Ministries, Sabbath School, AY, and Kid's Church** allow you to be active in sharing and deepening your relationships with God and each other while staying on campus. Watch for notices about what's happening, where and when, and how you can get involved.

OFF-CAMPUS MINISTRIES: *Providing support, encouragement, and opportunities to share the Gospel of Christ and the message of Adventism with others beyond the Burman Community.*

We recognize that Burman University is part of a larger community in Central Alberta and beyond. As such, there are many different ways to share - by word and by action - with those who may not yet know the Good News we have to tell. **Aboriginal Peoples Ministries, Sunshine Bands, Urban Ministries, Prison Ministries, Soup Kitchen** and **Service Days Projects** allow our Burman family to reach out to specialized community groups in meaningful ways to positively impact their lives for now and for eternity. Watch for notices about what is happening, where and when and how you can get involved.

WORSHIP MINISTRIES: *Coming together as a campus community, to express our love to God, remember and celebrate His loving acts, grow in our knowledge of Him, and offer Him our adoration and praise.*

The spiritual life at Burman has a regular rhythm of corporate worship, throughout the week and throughout the year. Weekly **PowerUp** services allow student groups and faculty/staff members to come together and build one another up in their spiritual experiences. These services are held weekly on Tuesdays at 11:00am. **CAYA** (7:30pm on Friday) invites the community to begin the Sabbath together on a high note, and worship experiences continue throughout Sabbath with **Afterglow** (Fridays after CAYA), **IGNITE** (Sabbath mornings Second Service) and **Adventist Youth (AY)** (Sabbath afternoons). Near the beginning of each semester we also have a **Week In Spiritual Emphasis (WISE)**. To use your talents in music, drama, speaking, poetry, art, multimedia, audio-visual and more, contact the university chaplains or the CM Worship & Music Director.

Missions: *Connecting Christian volunteers with national and international mission opportunities ranging from short-term mission trips (a weekend to 2-10 weeks) to mission positions that can last from one to several years.*

The Missions Team works to prepare students for service in cross-cultural settings, as well as provide support and encouragement to student missionaries while in the field and upon return to campus life. Burman partners with a number of organizations to provide long- and short-term mission opportunities, such as **Adventist Volunteer Services, Adventist Frontier Missions, Adventist World Aviation, Maranatha Volunteers International, and A Better World**. In addition, we work with other departments and clubs on campus such as **Share Him / Religious Studies Department** to provide opportunities for more evangelistic-style mission opportunities. Contact the chaplains or the CM Missions Director to find out more about the many mission projects through which we are developing ongoing presence and impact in the world. Be sure to apply early!

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

We are always open to new ideas and opportunities for making a difference in our campus community and in the world beyond our hilltop. Contact the university chaplains at x4033 or campusministries@burmanu.ca to see how we can help you make an impact for God in the lives of others.

BURMAN CLUBS / TEAMS / ORGANIZATIONS & STUDENT GOVERNMENT INFORMATION

***Academic Clubs**

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

Business Club	Outdoor Club
Dental Study Club	Pre-Med Club
Drama Society	Psychology & Behavioural Science Club
Educators' Guild	Scholars' Club
French Club	Theology Club
International Studies Club	Wellness Club

***Athletic Teams (Bobcat)**

These teams function under the guidance of an Athletic Director. Students may be required to "try-out" for these teams.

Men's Basketball	Women's Basketball
Men's Indoor Soccer	Women's Indoor Soccer
Men's Volleyball	Women's Volleyball
Hockey	

***Student Government**

The following offices are filled annually through student elections or by appointment:

Student Association/Publications

President	Director of Student Life	Newspaper Editor
Executive VP	Secretary General	Yearbook Editor
Financial VP		
Social VP		
Communication VP		

Student Delegates

Thirteen delegates represent the sectors listed below:

- Lakeview Hall (Women), Lakeview Hall (Men)
- Maple Hall and Riverton Hall
- Community/Married
- Division of Arts
- Division of Science
- School of Business
- School of Education
- Athletics
- Freshmen
- Upperclassmen
- Senior Class

***Touring / Performing Organizations**

Acronaires – Acrobatics/Gymnastics
Chamber Singers / Choral Union
Burman University Chamber Orchestra

***Special Interest Clubs**

Bahamian Club

This group promotes its dynamic cultural awareness while providing a safe and respectable environment for everyone's cultural diversity on our campus and in our community.

Burman Black Student Alliance

This group promotes interest in understanding, awareness and cooperation between Burman University and its students, provides support and assistance for minority related events for its members, and fosters positive interaction within the minorities represented on the campus of Burman University and its community.

Burman Running Club

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

Burman University Ghanaian Association

This association seeks to empower and encourage students on our campus to learn about the Ghanaian culture and the history behind the rapid growth of the SDA Church in Ghana.

Burman University Latin American Association

This organization seeks to share the diversity of Hispanic cultures with the university and provide a positive atmosphere of unity with the events they provide.

CABL – Collegiate Adventists for Better Living

This group promotes a substance abuse free lifestyle.

Drumline/Step of Burman University

This group is for drummers and step team members who have a desire to enhance school spirit at social events.

Filipino Cultural Club

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

First Year Club

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

Haitian Club

A social group open to all students to appreciate Haitian culture through food/entertainment.

Intersectional Feminist Society

This society focuses on the empowerment of women and other minorities on campus.

Jamaican Association

The purpose of this association is to give those of Jamaican background a sense of belonging in the Burman community while engaging in activities that will strengthen the bonds between others to bring all people together to appreciate the Jamaican values and culture.

Master Guide Club

This ministry promotes and enhances youth leadership in SDA churches and schools to reach into the community with a heart of respect and service for God, His creation and His church.

Pneuma Linnes Theorius (PLT)

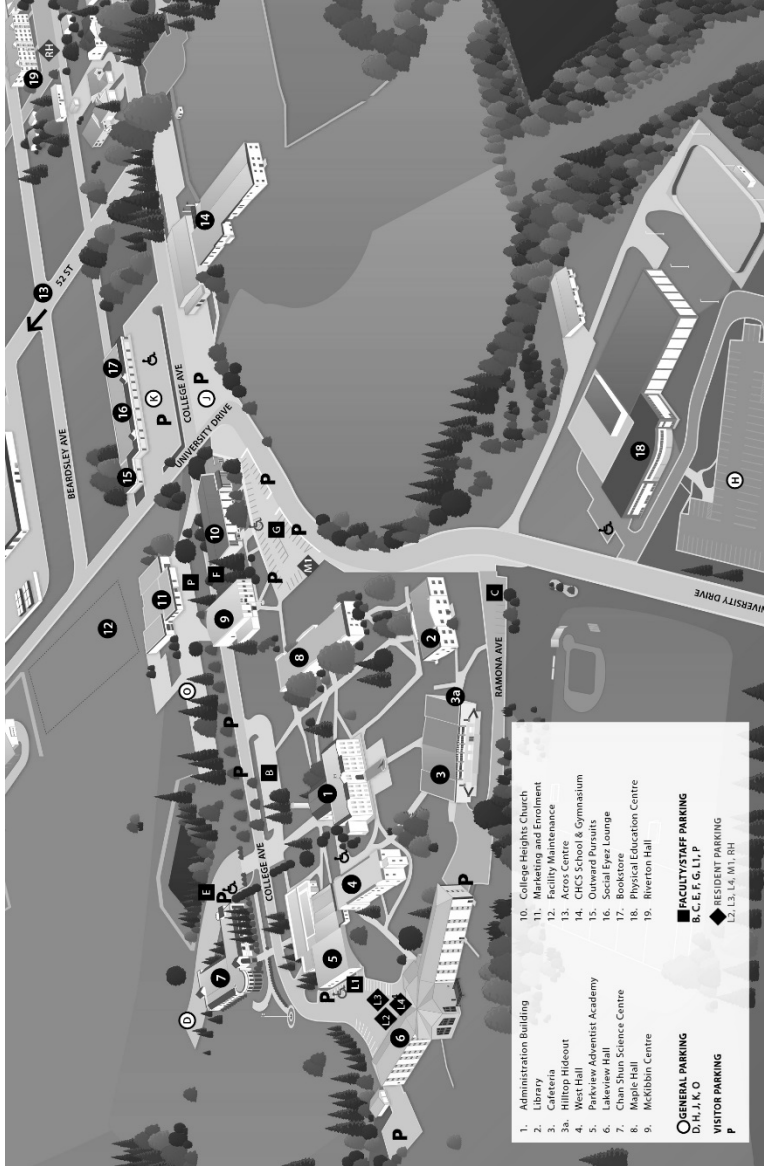
All dorm residents are automatically members of this residence hall club. There are various social, spiritual and cultural activities planned throughout Fall and Winter semesters.

Senior Class

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

Unspoken Testimony

This musical club uses American Sign Language to promote spiritual unity.





NOTES: _____
