

# STUDENT HANDBOOK

## 2022-2023

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WINNIPEG CAMPUS

*Updated August 31, 2022*



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## VISION STATEMENT

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The vision of Millar College of the Bible is to develop passionate, relevant servants of Jesus Christ who are shaped by the entire Scriptures.

## CORE VALUES

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**Bible Teaching:** We are committed to the comprehensive teaching of the entire Scriptures.

**Servanthood:** We are committed to developing servants of Jesus Christ through our Integral Model of Education.

**Mentoring:** We are committed to intentionally promoting mentoring relationships in our staff and students.

**Holiness:** We are committed to nurturing holiness through submission to the Holy Spirit and obedience to God's Word.

**Family:** We are committed to cultivating an atmosphere of community where we love, appreciate, and affirm each other.

**World Missions:** We are committed to the Great Commission of spreading the Gospel of Jesus Christ through local and global missions.

**Local Church:** We are committed to partnering with and supporting the ministries of the local church.

## INTEGRAL EDUCATION

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When the Bible talks about loving God, it is not one-dimensional. It is much more than simply having a solid understanding of what a difficult passage of Scripture means or being the first to volunteer whenever help is needed. This is why Millar lives out the Integral Model of Education.

The Integral Model of Education is one of the things that makes Millar unique. While knowledge is very important, some key areas of the development of our students will be missed by focusing solely on academics. It is of little value to graduate students who know a lot about the Bible but have not had their lives impacted and do not love Jesus more because of it. The aim is to develop the whole person – not just the intellect.

The Integral Model of Education takes a different approach. In our educational mandate, we address four distinct areas of development: Biblical Knowledge, Life Skills, Spiritual Growth and Biblical Character Development, and Relationships.

An important part of our Integral Model is the Education Team. The Education Team meets regularly to evaluate how each student is developing and is committed to engaging intentionally and strategically with each student in these four areas of education. The Education Team has put this Handbook together with the student in mind. In here, you will get a glimpse of our heart behind why you do what you do, as well as understand what you need to know to thrive in this context.

Our prayer is that our Integral Model of Education will produce passionate, relevant servants of Jesus Christ who are shaped by the entire Scriptures.

## COLLEGE CALENDAR

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### Fall Semester 2022

*Freshmen Arrive	Sept. 9
*Registration	Sept. 10
*Opening Sunday	Sept. 11
First Day of Classes	Sept. 12
Thanksgiving (No Classes)	Oct. 10
*Day of Prayer	Oct. 18
Semester Break/Modular Course	Oct. 25 – Oct. 30
Modular Courses	Oct. 31 - Nov. 4
Final Exams	Dec. 19-21
Christmas Holidays	Dec. 22 - Jan. 7*

### Winter Semester 2023

*Students Return	Jan. 7
*Opening Sunday	Jan. 8
First Day of Classes	Jan. 9
Modular Courses	Jan. 9-13
*Day of Prayer	Feb. 2
Semester Break	Feb. 18-26
Classes Resume	Feb. 27
*Final Exams	Apr. 17-20
*Campus Clean/Change Over	April 21-22
*Convocation Banquet	Apr. 23

*\*Indicates dates apart from normal class schedule that students are required to be on campus.*

## ACADEMIC LIFE

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We believe God's Word is indispensable for having and maintaining a relationship with God. The Word of God transforms our hearts and minds as we submit to the work of the Holy Spirit.

**For more information regarding our Academic Policy (i.e. grading systems, definitions, full discipline procedure, etc.), please refer to the Student Academic Handbook.**

### CLASS ABSENCES

We are convinced that class attendance and engagement are vital components of each course. Attendance is taken daily by the instructors. When a student regularly comes to class late, skips classes, or is inattentive in class, it shows a lack of respect towards both the instructor and fellow classmates.

While a student arriving late will be allowed to remain in class, they will be deemed officially absent for the third offense. Following the third offense, each late arrival in any course will be considered an absence.

Students who are inattentive in class may be deemed absent at the teacher's discretion. Inattentiveness includes sleeping, playing games, doing other course work in class, texting, etc.

One absence is allowed per credit hour for a course (e.g. 3 for a 3 credit hour course), though these are intended to be used for legitimate purposes only and not for holidays, extra-long weekends, or to skip class.

Millar sanctioned events do not count as absences (sports, Worship Arts, etc.) but students are advised to be proactive and find notes or listen to audio recordings of the classes they miss.

Absences caused by prolonged illness will be considered by the Academic Committee on an individual basis.

Absences over these allowances will incur the following penalties:

1 credit course	-6%
2 credit course	-5%
3-4 credit courses	-4%

Taking non-school related holidays during the semester means that a spot will not be guaranteed for that student in the next semester.

### Modular Course Absences

If a student is absent from a modular course, they will be penalized 25% per day. Students absent for more than two days due to extenuating circumstances may be allowed to audit the course (at the discretion of the Academic Dean and the course instructor).

### ASSIGNMENT DUE DATES

- Assignments are due on the date indicated in the syllabus or announced in class and at the time of day designated by the instructor. Assignments worth more than 10% are due at the main office by 5:00 PM. Instructors have the right not to accept assignments handed in directly to them or their office.
- Generally, last-minute extensions are not given. Students are responsible to get work done in advance of due dates to allow for the unexpected.
- Late assignments will be penalized 20% the first day and 10% per day after that. After four days, the assignment will receive a grade of zero. Discretionary changes may be made by individual instructors.

### EXAMS

Mid-term and final exams become the property of the instructor and will not be returned to students. Students are allowed to view and discuss their exams.

## ACADEMIC MENTORING

Millar College of the Bible is committed to helping students who are struggling academically. The first support we offer is academic mentoring. Students may, of their own initiative, ask to enter into an academic mentoring contract in order to provide focus and accountability for their studies.

The Academic Committee may also recommend academic mentoring for students who fail a major course requirement (like a midterm), produce grades far below their ability, struggle to hand assignments in on time or are unable to finish their reading on time. Each campus' committee will discuss students in this situation, and a decision will be made as to which students should be encouraged to accept a mentoring contract.

Students who commit to academic mentoring will be asked to sign a written contract that includes:

- A commitment to tracking study hours. The student will be expected to record a minimum of ten hours per week outside of class.
- Meeting with a staff member once a week for support and accountability and to discuss any questions or concerns about assignments.
- A commitment not to ask for extensions for assignments. The goal is to develop a habit of working ahead.

## ACADEMIC PROBATION

Students who have been encouraged to accept academic mentoring but have either chosen not to accept it, or have not fulfilled their contract, may be placed on a mandatory academic probation contract if they continue to fail course requirements. If they do not honor the terms of this mandatory contract, they may be dismissed or barred from returning for their next semester of studies.

## ACADEMIC DISHONESTY

A paper handed in for one course may not be handed in for a second course. All work handed in for a course must be original work for that course, unless explicit permission to reuse material has been given by the instructor.

Plagiarism is the act of using another person's work or ideas and fraudulently presenting it as one's own. This includes (points are taken from <https://www.plagiarism.org/article/what-is-plagiarism>):

- turning in someone else's work as your own.
- copying words or ideas from someone else without giving credit.
- failing to put a quotation in quotation marks.
- giving incorrect information about the source of a quotation.
- changing words but copying the sentence structure of a source without giving credit.
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Unless a professor has specifically allowed the use of material, no notes or outside sources may be used in an exam.

Millar recognizes that any type of dishonesty is a serious offence and must be dealt with using consistent diligence. Dishonesty is a dismissible offence. For an outline of this disciplinary procedure, please see the Student Academic Handbook on Populi (under files of the "Campus-Winnipeg" group).

## ACADEMIC DISMISSAL

Normally, students are barred from enrolling at Millar for at least one semester if they fall into the categories below:

- Fail or do not complete a core course.
- Did not attain a GPA of 1.5 in his or her core courses in any given semester.
- Did not attain an AGPA of 2.0 in his or her core courses over the first two years.
- Have committed a dishonest offence (as above).

If a student has demonstrated good work ethic by fulfilling their academic mentoring requirements, they may be allowed to continue their studies even if their AGPA is lower than program requirements.

## URBAN MINISTRIES

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A part of Millar's vision for an urban campus is to provide opportunities for students to engage in urban, cross-cultural, and other types of ministries alongside their courses. Situated in the heart of the North End of Winnipeg, our campus is minutes away from many ministries, including YFC, UGM, Salome Mission, Lighthouse Mission, Inner City Youth Alive, and Salvation Army. These neighboring ministries offer students the opportunity to serve in multiple ministry contexts and to explore the gifts God has given them. Involvement in these ministries will be up to the student's own initiative.

## STUDENT WORK

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Stewardship means looking after or taking care of something that is not yours. God is the creator of all things and, therefore, all is His. Those who have put their faith in Jesus Christ for salvation have also acknowledged the fact that their very life is not their own but God's to do with as He sees fit. He is gracious and kind to give us the responsibility and privilege to take care of many things. Servanthood is a principle that was demonstrated to us perfectly in Christ. The concept of servanthood is one of humility and putting aside your own interests, considering others better than yourself. It is our hope that in your time at Millar you will develop a lifelong heart and practice of serving others.

The Student Work program provides an opportunity for students to develop healthy attitudes, good work habits, and servanthood.

"Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ" (Colossians 3:23-24).

### EXPECTATIONS AND ADMINISTRATION

- Students will work a maximum of three hours a week.
- The Student Work Director assigns all student work positions.
- Students are required to keep accurate records of hours worked.
- Most student work is on a schedule and students must follow the timetable that is set for it.
- Disciplinary steps will be taken when student work is not done properly.
- Commuting students will also be assigned student work.

## FIELD EDUCATION

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God has chosen local churches to be the primary vessel for furthering His Kingdom and building up His Body. Millar loves and is committed to serving the local church. Each student will commit to a local church during the college year. This is an opportunity for you to participate in giving and receiving care from the Body of Christ while a student and gain experience in doing so for when you move on from here.

The Field Education program is designed to help students learn that ministry is part of daily life. Although ministry should be happening in residence, the classroom, on the court, and at meals, Field Education is specifically designed to integrate students into the ministries of local churches. It also provides an opportunity for students to apply what they learn in the classroom to different areas outside of the college.

To complete any of Millar's programs, students are required to be involved with a specific Field Education ministry in every semester they attend Millar.

## ATHLETICS

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### TEAM SPORTS

Our college encourages students to develop Christ-like character through sports. We want to challenge them to do their best and be disciplined in action both as Christians and as athletes. The playing field becomes a great place to learn and grow into stronger Christians. Here in Winnipeg, there are many opportunities for recreational sports that students can join at their own initiative.

### PHYSICAL RECREATION

Students are strongly encouraged to take time out of their day to exercise. Our location is a 10-minute walk from the Qualico Training Center that offers a gym and running track. We are also a five-minute drive from The Forks, 10 minutes from Kildonan Park, 30 minutes from Birds Hill Provincial Park, and 1.5 hours from Whiteshell Provincial Park. All of these locations offer many opportunities for outdoor activities and enjoying God's creation.

Our college also offers intermural sports one afternoon each week. This is a great way for students to build community and be active alongside peers and staff.

## WORSHIP ARTS

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The music program focuses on corporate worship and preparing our students to serve effectively in the church. Students lead the campus in worship three times a week during chapel services and have many opportunities to serve in local churches.

The Worship Arts Program includes:

- Chapel Worship Teams by audition.
- mentoring in Worship Leadership both on campus and in the local church.

### INSTRUMENTS & EQUIPMENT

Students are encouraged to bring their own instruments to campus. A variety of instruments are available on campus, but the scheduled Worship Teams have priority use of all college-owned instruments.

## STUDENT LIFE

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We hold to Scripture as the final authority on what we believe and how we live. Wherever the Bible gives clear commands on a subject, we are committed to complete obedience. Where the Bible does not give clear commands on a subject but displays clear principles, we are committed to applying those principles in our community living. God has called us all to the gift of community (1 Corinthians 12). Within it, there is much opportunity to grow alongside others in all aspects of life. Because we are a unique community, we have specific guidelines that allow us to fulfill our Vision Statement and to love each other well in this setting.

CLG (Community Life Groups) exist to provide intentional fellowship on campus. The Student Development team will facilitate a focus on healthy community interaction and engagement.

### LEADERSHIP

**Deans:** The Dean of Men and the Dean of Women are responsible for facilitating Christ-centered community living.

**Student Leaders:** Community Life Leaders (CLLs) and Community Life Assistants (CLAs) are selected by the Deans to be a team that leads the student body in Christ-centered community living. You will be a part of a Community Life Group, which will be led by a CLL and CLA team. Responsibilities and authority given to student leadership by the Deans may be unique in each dorm.



**Student Council:** Student Council is a team made up of the Student Body President, Vice President, Class Representatives, and Prayer Force Leader. They exist to serve the student body in community life alongside the student leaders. Student Council also serves as a liaison between staff and students.

## DAILY/WEEKLY SCHEDULE

Community life learning and parts of your education will take place outside of regular class times. Taking part in these scheduled events is just as much a priority as your class attendance.

**Chapel:** Chapel services occur every Monday, Wednesday, and Thursday at 9:50 AM. These times are for praise and worship, sharing, missions awareness, orientation, and the preaching of the Word.

**Prayer Chapels:** Our Tuesday chapel slot is a prayer emphasis chapel. You will have the opportunity to pray in small groups (Prayer Force) or as an entire student body.

**Community Development:** On Wednesdays at 1:30PM, students will participate in an activity geared toward developing community.

**Community Life Groups:** On Monday evenings from 7-9 PM, students will meet in their community life groups.

**Mentoring:** As a student at Millar, you will be involved in mentoring. You will meet with your mentor once a week to build an intentional relationship that lends perspective, creates accountability, and provides a listening ear. It is our desire for you to take ownership in mentoring here and wherever you may find yourself in the future.

## ARRIVAL DATES AND COLLEGE BREAKS

Please plan to arrive on campus on the scheduled day (not earlier or later). Each break ends at 10:30 PM on the last scheduled day. Students are encouraged to go home or to a friend's house for Thanksgiving and Easter weekends. Any extensions on breaks must be discussed with and approved by Student Life and the Academic Adviser.

## COLLEGE GUESTS

Guests are permitted on campus. If a student would like to have an overnight guest, they must ask for permission from the Deans. Students are fully responsible for their guests and are not to share door codes or keys with anyone who is not a student.

## RELATIONSHIPS

**Love God:** The founding principle of relationships is love. All other areas of growth are of no worth if the love of God is not present and growing. The principles and guidelines in this handbook are based on this foundation. We cannot love God if we do not know Him, and so we encourage you to take seriously a personal commitment to get to know God more. Directly related to the worship and love of God alone is fleeing from all forms of idolatry. God is and will be kind this year in revealing what we worship in place of Him to provide us the opportunity to love Him more purely and glorify Him above all else.

**Love Your Neighbour:** Millar College of the Bible is a unique setting where you live, go to school, do activities, and eat meals with the same people every day. Natural boundaries that we are accustomed to outside of the Millar context (e.g. different jobs, weekly commitments outside of work, having to set up times to meet with friends, etc.) are not present. Because of this, there will be lots of opportunities to choose to love your neighbour above yourself. It is often easy to feel like we are loving others well, when actually we are loving ourselves and not the community as a whole. We are drawn towards people that make us feel safe, accepted, loved, understood, needed, or respected. Although you will create friendships that will last for the rest of your life and are worth the investment, we do ask that you intentionally invest in the greater Millar community. All relationships require balance (close friends, significant other, home relationships), and you will have to determine where you focus your time, energy, or physical affection. It is often helpful to ask someone else what they observe regarding your care for the greater community and individuals.

God's desire for the Body is that we live in unity with one another. Each person comes to a community with different backgrounds, personalities, and preferences. Scripture exhorts us to live in humility, gentleness, and patience, bearing with one another in love (Ephesians 4:2). Each person comes not yet having conquered all sin in their own life and is in the process of being shaped by God. God uses the Body of Christ to bring about this transformation. We have a responsibility to address sin in each other's lives gently and lovingly. Matthew 18:15-20 and Galatians 6:1 highlight the appropriate way to do this.

God created us to live in community. It is God's desire that relationships are honouring to Him and above reproach. In all relationships, we expect students to conduct themselves with the highest moral integrity both on and off campus. This includes fleeing from sin and guarding against the appearance of sin. 1 Peter calls Christ followers to conduct themselves in such a way that others may glorify God.

In dating relationships, we ask that no physical affection be shown publicly while on campus or during Millar activities off campus. This is not to suggest that showing physical affection is inappropriate but to help our couples develop natural boundaries in their physical intimacy that our context does not provide. Individuals within a relationship should seek to be above reproach, wise, and pure in how they care for one another through physical touch when not on campus. Inviting accountability from mentors, CLL's/CLA's, Student Life, etc. is a good way to seek to be holy in this area.

In non-dating relationships (friendships with the same gender, opposite gender, or staff), we ask that students be careful in how they show physical affection. Please consider how touch intended innocently may affect the person in a way you did not anticipate and may be perceived by those around you in a way that you would not desire.

**Self-Care:** You must demonstrate that you are able to look after your own safety and well-being, including your physical, mental, spiritual, and emotional health. If you cannot deal with life challenges appropriately, get along with others successfully, ensure you will not cause harm to yourself or others, or make consistent academic progress, you will be expected to seek out and/or accept further assistance. If the college is not able to provide the level of support you require to function well in this community, you may be asked to leave for your own health and for the health of the college as a whole.

## RESIDENCE PRACTICES

Guidelines exist in order to accommodate and care for everyone in the community of Millar.

**Quiet:** Hallways and rooms in residence are to be kept from excessive noise from 10:30 PM - 7:00 AM.

**Student Curfew:** For student's wellbeing, we ask all resident students to stay in their designated student areas after 10:30 PM Sunday to Thursday. Curfew on Friday and Saturday is 12:00 AM.

**Student Safety:** If you arrive in the parking lot after dark, scan the area to ensure it is safe before leaving your vehicle. If there are any potential safety concerns or if you feel uncomfortable, ask a friend or roommate to meet you at the college door. If you are walking anywhere outside of the parking lot after dark, we ask that you do not walk alone. Never let anyone that you do not know into the building.

**Community Space:** The chapel and library are available for both male and female students from 6 AM -curfew. There is a men's lounge and kitchen on third floor and a ladies' lounge and kitchen on second floor. Male and female students are allowed in each other's designated lounges from 12-9 PM.

**Overnight Leave:** If you are planning to be away overnight, you are expected to:

- find a substitute for student work.
- communicate the plans you have made to the Deans.

If you are planning to stay with or have someone of the opposite gender stay with you in your home or someone else's home overnight, please talk to the Deans to discuss your plans.

## TIME MANAGEMENT

In seeking to steward your time well, it is important for you to maintain a schedule that is organized, prioritized, balanced, and within reasonable hours. Illness, diminished memory retention, stress, and anxiety can often be

resolved by developing healthy sleep patterns. As a student, you will have many different commitments that directly affect other people. A disciplined schedule will allow you to thrive as a student.

## **ENTERTAINMENT**

Since you are at a college that exists to develop you into a passionate, relevant servant of Jesus Christ, you should spend the majority of your (God's) time, energy, and resources pursuing experiences that will develop and prepare you for life and ministry. You may have decided to attend Millar based on this reason, but you also may not have come with that specific goal in mind. We ask you to reach beyond entertainment toward education while guarding against contempt and judgment of others who may not share the same goals as you.

Please keep the following in mind when you watch movies/TV/online content, listen to music, or play video/computer games:

- Respect and care for those around you – do not show/play/listen to content that others find offensive.
- Respect others in residence by keeping the volume at appropriate levels (especially with quiet time and curfew in mind).
- Embrace biblical principles and flee from things that promote sexual impurity, violence, profanity, occult practices, and attitudes that are contrary to Scripture.
- Be discerning with your entertainment - not pushing boundaries but determining what is beneficial to your relationship with God.

## **CELL PHONES**

Out of care for others, ask yourself in any given situation if using your cell phone at that time is distracting you from who or what is in front of you.

## **INTERNET**

Use this tool wisely and not in a way that is detrimental to your relationship with God, relationships with others, academic responsibilities, other responsibilities, or your own health.

## **APPEARANCE/MODESTY**

Every culture and community has standards that evaluate what is modest. Millar is no exception. In our pursuit of modesty, there are two driving principles that shape our decision-making: does it bring glory to God, and am I considering others better than myself? Ask yourself the following question as you leave your room each day: is my appearance beneficial and appropriate for the people and situations that I will encounter today as I seek to bring glory to God?

### **Biblical Basis:**

- Demonstrating humility rather than arrogance, egotism, or showy extravagance (1 Pet. 3:3-4)
- Loving others ahead of ourselves (Jn. 13:34)
- Not given to sensual or seductive appearance (Gal. 5:19)
- Understanding motive and intent (not drawing undue attention to oneself) (Phil. 2:3-4)
- Caution against judging others from outward appearances alone (Jam. 2:12-13)

While our broader culture promotes selfishness, comfort, complacency, and apathy, we aim to have our students live counter-culturally. We expect modesty, cleanliness, and valuing others ahead of yourselves. This also applies to off-campus college representation (e.g. Field Ed, Athletics, etc.).

### **Millar Context:**

- Sleepwear is not permitted in public areas.
- Athletic wear or sleepwear is not permitted in the chapel or classroom.
- Wearing hoods and hats in the classroom is up to the discretion of the faculty. Students may not wear hats in chapel or other on-campus services.
- There will be events throughout the college year when formal wear is required.

- Bare feet are not acceptable in buildings other than student residence.
- We ask students not to increase their number of piercings or tattoos during the college year. For specific exceptions on piercings, please speak with the Deans.

## **ALCOHOL, MARIJUANA, AND OTHER SUBSTANCES**

For the sake of community and caring for everyone in light of different backgrounds and convictions, we ask that you respect our standards while off campus, on campus, and during school breaks. The expectation is that you will abstain from the use of alcoholic beverages, tobacco, marijuana, all vape products, and non-medicinal drugs.

## **BARS/NIGHTCLUBS/CASINOS**

You should not make use of bars, nightclubs, or casinos while enrolled at Millar.

## **WEDDINGS AND ENGAGEMENTS**

Engagement is an exciting and big step for any dating relationship. It is expected that this step be discussed with the Executive Director Winnipeg before an engagement takes place during the school year. Acceptance of newly married students will be assessed on a case-by-case basis.

## **GENDER AND SEXUALITY**

The Scriptures teach that all people have immeasurable value, not because of their gender or any other personal characteristic, but because they are created in the image of God. Every person is entitled to be treated with dignity and respect in all circumstances. We believe gender is given by God at the time of conception. To allow the Scriptures to shape us in the area of understanding and living out healthy sexuality is, in part, to pursue being the males and females God created us to be physically at the time of conception. **A full policy on Gender and Sexuality is available upon request.**

## **SPECIFIC SIN ISSUES**

We understand from Scripture that every human being is born with a corrupt nature. There is a difference between a believer who seeks to obey God but struggles with temptations and someone who deliberately chooses to live in ongoing unrepentance. In light of this, individuals will be held accountable to the Millar community.

**Idolatry:** The valuing of anything or anyone above God is idolatry. We desire that you grow in the area of worshipping God above all else during your time as a student.

**Occult:** Occult practices violate biblical instruction and are not permitted.

**Sexual Immorality:** We believe Scripture takes a clear stand on sexual morality and that God views all sex outside of heterosexual marriage as sin. All students must abstain from premarital sex, extra-marital affairs, homosexual acts, pornographic materials, and other forms of immorality.

If a student becomes sexually involved with another person while enrolled at Millar, the student will be asked to leave for the duration of the semester as well as the following semester.

**Harassment:** Any form of harassment, including sexual harassment, is absolutely prohibited. Sexual harassment includes verbal abuse, suggestive or obscene letters, stalking, inappropriate touching, or any unwelcome advances. If any of the above should occur, please contact the Abuse Response Coordinator, Peter Buhler (Executive Director Winnipeg), or, in his absence, Jordan Watts (Student Life).

Millar College of the Bible will not support any effort to use Scripture, these policies, or school resources to mistreat or harass people of other religions, ideologies and/or sexual orientations, all of whom are loved by God, for whom Christ died, and for whom the gospel is also intended.

The college seeks to provide an environment that practices:

- Freedom from harm (physical, emotional, spiritual, psychological) as a result of intentional malice or undue carelessness.
- Freedom to grow and change in an environment of care, while acknowledging that care, growth, and change often include pain.
- Freedom to be heard and to participate in the community of Millar College of the Bible.
- Freedom to be forthright, to be accurate, to participate in wholesome talk, and to be surrounded by forthrightness and accuracy.

**Addictions:** Addictions related to substances, entertainment, pornography, social media, etc. may be a part of your past or the past of your fellow students. These things may be a current struggle for some while studying at Millar. We are committed to walking alongside students in their struggle, with the expectation of personal ownership in moving forward.

## HEALTH AND SAFETY

**Health Insurance:** It is your responsibility to have proper insurance coverage for medical care and hospitalization. Residents of Canada are usually protected under provincial plans. Students from outside of Canada should make sure they have adequate coverage while in Canada.

**General Health Concerns:** Health Sciences Center is five minutes from campus, St. Boniface hospital is eight minutes from campus (for emergencies), and multiple walk-in clinics (for non-emergencies) are located five to ten minutes from campus.

**Mental Health Support or Counselling:** Please contact one of the Deans so they can direct you to on-campus support or a trusted counsellor off campus.

## FACILITIES AND RESOURCES

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Winnipeg Centre Vineyard Church has been a long-lasting testament of God's work in the North End of Winnipeg. The way our property is cared for affects the Christian testimony of our college and its students.

Any damage done to Millar property deliberately or through intentional carelessness will be subject to a minimum \$50 fine based on the extent of the damages. This will be charged directly to your account. Before moving out of residence, you will need to thoroughly clean your room. A damage deposit deduction will be made for rooms not cleaned adequately. The remainder of your damage deposit will be returned to you after an inspection of your room.

## VEHICLES ON CAMPUS

- You are advised to have the proper insurance coverage on your vehicle.
- Please park only in the designated areas. The areas directly in front of residence entrances are fire and loading zones only. Licensed motorcycles are considered to be the same as other vehicles.
- Keep your vehicle locked when it is not in use. Do not leave any personal items visible in vehicle when parked.
- Be sure that anyone borrowing your vehicle has a valid driver's license and that your vehicle insurance allows it.
- You are expected to drive with courtesy at all times, yielding to pedestrians, and maintaining a speed below 25 km/hour on campus. Careless driving or speeding is not only dangerous but is also a poor testimony.
- Avoid requesting the use of someone else's vehicle unless absolutely necessary. When you must borrow a vehicle, make sure it is returned to the owner cleaner and with at least the same amount of gas in it as when you first started borrowing it.

- Whenever you are a passenger in a student or staff vehicle, always offer to pay the vehicle owner for your portion of the gas costs for the trip.

## FOOD SERVICES

The facilities available provide ample kitchen and dining space for resident students. All students are responsible for the proper use of these spaces. The kitchen, dining room, and community space will provide the setting for fellowship and service toward one another.

The kitchen provides all necessary cooking utensils, pots and pans, dishes, and cutlery. Millar will provide essential grocery items such as flour, sugar, rice, spices, oil, etc.

Students are responsible to prepare their own breakfasts and suppers and to clean up after themselves.

Every weekday lunch is a designated mealtime for staff and students (both resident and commuting). This is a catered meal.

If a student is sick and needs a meal brought to them in their room, arrangements can be made for a staff member or a roommate to deliver the meal. If you remove dishes, silverware, glasses, mugs, etc. from the kitchen, be sure to return them to their proper place when you are done with them.

When we have guests joining us for meals, please take the opportunity to practice hospitality and help our guests feel welcome.

Special diets and allergies need to be taken into serious consideration whenever cooking or cleaning.

While everyone is responsible to clean up after themselves, student work positions exist to ensure cleanliness and overall health. These responsibilities include wiping and sanitizing counter and table surfaces, sweeping and mopping floors, taking out garbage, etc.

## RESIDENCES

All residences are property of Winnipeg Centre Vineyard Church in partnership with Millar College of the Bible. Therefore, Student Life and maintenance staff have the right to enter your living space for maintenance reasons and to determine guidelines for health and safety.

Where damage has been done to the residence building and no one takes responsibility, a fine will be levied to everyone in the residence to cover the cost.

Bikes, rollerblades, and skateboards may not be used inside the campus building.

**Awareness:** Millar Winnipeg is situated in the heart of the city. Our goal is to equip you with street smarts/self-awareness, both for your own safety and the safety of others. Our desire is not that you would be fearful, but that you would be filled with compassion and love for the surrounding community, ready to serve in a responsible way.

Doors to the campus building are locked at all times. To gain access, you must use a key fob or door code given to you by the college or be let in by someone.

**Cleanliness:** Cleanliness involves both caring for yourself and your surroundings. Keeping yourself clean highlights your understanding of stewardship as well as your care for others. Caring for your room, lounges, classrooms, chapel, and other indoor or outdoor facilities is a way to steward what has been given to us. It is your responsibility to clean up after yourself in all areas.

**Room Security:** Millar is not responsible for missing items. If there is any theft within residence, please let your Dean know of the details immediately.

**Storage:** There is limited storage space in the residence. If you plan to bring bikes, hockey equipment, golf clubs, etc., we will find storage for them, but it probably will not be in residence.

**Appliances:** Appliances are normally not allowed in your room aside from one mini-fridge per room, with an added fee per semester to cover the electrical costs. If you have questions about other appliances, please talk to Student Life before bringing it on campus.

**Pets:** Pets are not allowed in residence. For any exceptions, ask Student Life.

**Decorations:** When putting up pictures or other decorations in your room, please use only green painter's tape. Sticky tack, nails, tacks, duct tape, or any other tape is not permitted.

**Maintenance:** Repairs needed or damages to WCV property must be reported in the maintenance binder in the facilities room.

**Fire Regulations:**

- To eliminate fire hazards, candles and incense (or any other open flames) may not be used in the residence.
- Flammable substances, such as oil, gasoline, gunpowder, fireworks, solvents, etc., may not be brought into the residence.
- Everyone must become acquainted with the location of the fire extinguishers in their residence.

**Emergency Numbers:** Be familiar with the emergency phone numbers posted around campus. It may be a good idea to have these numbers saved as contacts on your phone as well.

**Privacy/Integrity:** Entry into the room of a student of the opposite sex is not permitted at any time. Staff and student housing/residence is off-limits to students when the occupant is not there, unless the occupant has given permission to do so.

**Personal Belongings:** You must respect the belongings of fellow staff and students by refraining from borrowing items without permission. College insurance does not cover personal belongings.

**Campus Building:** Unauthorized entry into an area of the building, locked or unlocked, is an indictable offense and will result in a \$50 fine, reimbursement for damage or loss, and/or temporary suspension from college.

## NON-RESIDENCE STUDENTS

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Most of the guidelines outlined in this handbook apply to student families and non-residence students. Obvious exceptions would include items relating to the in-residence living arrangements.

It is a part of the Integral Model of Education that students are engaging not only in the classroom, but in all areas of student life. Non-resident students are expected to be engaged in the following ways:

- You are expected to attend daily chapel services, weekly prayer chapels, and graduation. Please notify Student Life if you are unable to attend.
- You are expected to be mentored and, if possible, mentor others.
- You are encouraged to be involved with the rest of the student body. As much as reasonably possible, you are encouraged to attend at least some of the college's social and recreational events.
- Resident students are not permitted in student family residences without the occupant present unless permission has been granted by the occupant.
- All students are expected to be a part of our noon community meal Monday to Thursday.
- Both non-resident students and student spouses are required to dress according to the same guidelines given to resident students.
- You are responsible for the quality of entertainment provided in your home for other students (see entertainment guidelines on page 8).

## DISCIPLINE AND DISMISSAL

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It is our goal to encourage self-discipline as a means of character development and attaining spiritual maturity. When college guidelines are deliberately violated, action will be taken to confront the situation. Following the biblical example, the confrontation will be entered into with the goals of repentance and restoration. Disciplinary measures may be imposed and will be administered according to the severity of the offense. With a serious offense, a contract containing stringent guidelines may be written to serve as a means of providing accountability. Millar College of the Bible reserves the right to dismiss a student for deliberate disregard of the guidelines stated in the Student Handbook (including student work, Field Ed, technology, academics, student life, etc.). In addition, students dismissed from the college for deliberate dishonesty, moral failures, etc., must wait one academic year before reapplying with new references.



## COLLEGE LIFESTYLE AGREEMENT

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I, \_\_\_\_\_, have read the Student Handbook in its entirety. I agree that, in a social and academic community such as Millar, certain guidelines are a necessary part of community living. I agree to follow the policies and guidelines detailed in this Student Handbook and I accept the help and discipline provided by the college for that purpose. If at any time I deliberately choose not to abide by these regulations, I agree to withdraw from the college. I understand that these policies and guidelines are in effect from the time of my arrival until my last day on campus, including spring tours. During the months between school years, I agree to submit to the authority of my local church.

I recognize that if I have questions about the policies and principles outlined in this Handbook, there are additional resources available to me (e.g. staff, provided documents, etc.). Should I have questions or require clarification, I will pursue these options.

I also give consent to the Education Team and its representatives to discuss my personal information (disciplinary issues, self-care concerns) with the greater Millar team (e.g. Student Life, interns, etc.) as appropriate. I accept that Millar College of the Bible will strive to act in accordance with what they deem necessary for the spiritual, moral, mental, and physical health of each individual as well as for the student body as a whole. I understand that due to privacy concerns, information on students over the age of 18 will not be shared with those outside of the Millar team without permission. However, Millar reserves the right to disclose information where required or allowed by law.

By signing below, I submit myself to the authority of Millar College of the Bible as they seek to facilitate healthy community that is conducive to my growth in all areas and that of others.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STUDENT COPY**

## COLLEGE LIFESTYLE AGREEMENT

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Date: \_\_\_\_\_

### EDUCATION TEAM COPY