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CALENDAR OF EVENTS – 2008/2009

FIRST SEMESTER

Arrival of Student Council, RD's, RA's	September 12
Arrival of Returning Students	* September 14
Arrival of First Year Students	* September 15
Opening Sunday	September 16
Registration	September 17
Classes Begin	September 18
PAC Soccer Tournament (NBC hosting).....	September 21 - 22
PAC Soccer Tournament (Millar).....	***October 5 - 6
NBC Promotional & Dinner Theatre	October 12
Reading Week.....	November 3 - 11
Missions Conference	**November 18 - 20
Walkathon	November 23
Alumni Weekend	**November 23 - 25
Christmas Cantata.....	December 15
Semester Ends.....	December 21

SECOND SEMESTER

Classes Begin	January 7
PAC Soccer Tournament (NBC Host).....	***February 8 - 9
PAC Soccer Tournament (Millar).....	***February 29 - March 1
Reading Week.....	February 20 - 26
Day of Prayer.....	March 3
three60five 2008.....	**March 7 - 9
PAC Soccer Playoff (Bethany).....	***March 14 - 15
Final Exams.....	**April 14 - 18
Grad Banquet	**April 19
Graduation	April 20

* Students are expected to arrive in the afternoon ** Closed Weekends ***NBC will only be attending 4 out of the 6 PAC soccer tournaments.

DAILY SCHEDULE

Monday — Friday Noon

7:45 a.m.....	Breakfast
8:30 a.m. – 10:15 a.m.	Classes
10:35 a.m. – 11:15 a.m.	Chapel
11:25 – 12:15 p.m.	Classes
12:30 p.m.	Lunch
1:25 – 5:30 p.m.....	Elective Classes, Student Work/Ministry, Study, Personal Time
5:30 p.m.	Supper
9:00 p.m. – 7:00 a.m.	Quiet in dorms
11:00 p.m.	In Dorms

Friday

Midnight.....	In Dorms
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Saturday

10:30 a.m.	Brunch
5:30 p.m.	Supper
11:00 p.m.	In Dorms

Sunday

8:30 a.m.....	Breakfast
1:00 p.m.	Lunch
5:30 p.m.	Supper
10:00 p.m.	Quiet in dorms
11:00 p.m.	In Dorms

FACULTY AND STAFF DIRECTORY

Faculty

President/Faculty	Wes Fehr
Academic Dean/Faculty/Retreat Coordinator	
Faculty/Student Ministry.....	Dr. Bob Clary
Dean of Men/Faculty/Athletic Director.....	Lindsay Anderson
Music Director/Ministry Teams/Faculty.....	Mark Koop

Adjunct Faculty

Cultural Anthropology.....	Denise Hodgman
Family Life	Marv Penner
Hebrews/Interpersonal Care & Counseling.....	Dan Esau
Introduction to Missions.....	Don Pickel
Issues in Missions	Len Nation
Women's Ministry.....	
Youth Culture	Larry Parschauer

Staff

Registrar/ESL	Bryan Driedger
Reception/Bookstore.....	Lynda Driedger
Maintenance	Jake Braun
Finance & Facilities Manager	Kendall Dyck
Dean of Women/Librarian	
Enrollment Director.....	Jenny Out
Executive Assistant	Amanda Anderson
Food Services Manager.....	Delores Nickel
Assistant Cook.....	Colleen Braun
Residence Dean	Jen Sherwood
Residence Dean	Brad Skeldon

Welcome to the NBC Community...

On behalf of all the faculty and staff and our families, we are pleased to see that you've chosen to study here with us.

We exist in order that each student will have the opportunity to experience personal growth in following Jesus, as His disciple. There are many opportunities for growing spiritually while here this school year. How much you grow will depend on two factors: the work of the Holy Spirit of God, and your response in applying His biblical truth in your life.

Living in community like this has both unique opportunities and challenges. This place will be different from most others you will experience in your lifetime. Demonstration of the fruit of the Spirit becomes an essential for a community that works well. You are an individual valued for your unique contribution to the whole community. However, individual desires are not the primary focus for our community. We seek to love God and others more than ourselves, meaning we seek their desires above our own. You will find that there is an inter-relatedness and an interdependence that you cannot get away from without "checking out" of the NBC community completely. You'll find this in several areas. Some examples are in:

Studies: We are a school after all! The classroom and the assignments are a major vehicle for growth. It is important to catch yourself quickly if you're saying "No" to *fun things*, with "Nah, I have to do homework." Be encouraged that God will meet you as you study His words and what others have to say about the Christian life. This reflects the fruit of discipline in your reading, reflecting, and relating. Being a good steward of this opportunity will pay off, regardless of grade achievements.

Staff and Faculty: This place is "not the same" in summer. NBC just wouldn't exist without students. NBC's size allows for the opportunity to *really* get to know staff and faculty and their families (and pets sometimes too). Each person working here believes in the college's mission and wants to see you growing and take part in growth too. The Student Development Department specifically is there to be a listening ear. The door's always open, except if someone else is already talking to a Dean - but don't give up. The door will open again.

Community: You are a part of a campus community which is itself part of the larger community of Nipawin. Our relationships on and off campus reflect Jesus; sometimes poorly, sometimes well. Glorifying God in the community of Nipawin or NBC should be each student's focus.

In a nutshell, you will hear this theme of "community" repeated often during your time at NBC. Because we are a diverse group of people with various preferences, this Handbook spells out what is expected of you as a student as we live together in community. We are responsible for one another in our activities of worshiping, learning, praying, working, and playing together. Our goal is to have the unity described in Ephesians 4:15,16.

This Handbook exists not to inhibit freedom, but to help each of us find greater freedom for service and love. The Handbook does this by setting out standards we have agreed to regarding our shared lives here. When signing "My Commitment to the Community Standards of NBC" you agree to follow the guidelines set out in this Handbook as well. We seek to serve Jesus Christ in an atmosphere free from attitudes of distrust, dishonesty, selfishness, damaging criticism, disrespect, unethical conduct, and irreverence.

Our prayer is that you will grow in the grace and knowledge of our Lord Jesus Christ.

Lindsay Anderson - Dean of Men

ACADEMIC INFORMATION

I. REGISTRATION

- A. **Academic Load** - Since classes are a central aspect of the program and purposes of NBC, it is expected that all resident students will carry a full load of classes.
- B. **Academic Program** - Each individual student is registered for the program of his/her choice. Counseling of undecided students in the area of program and academic load should be done prior to registration if possible, or shortly thereafter. Three-year students are encouraged not to make program changes after the middle of their Junior year, unless the alternate program requirements have already been met.
- C. **Course Registration Changes** - Registration changes or withdrawals for non-required courses should be done as soon as possible. Withdrawal after the third class period of the course will result in the loss of tuition fees for the course. In no case will tuition be refunded for withdrawals after September 30.

Withdrawals after one week will be shown on the transcript. Withdrawals after midterm will receive an "F" grade. **The Registrar must be consulted for all registration changes.** Following are the transcript designations:

WF = Withdrawal - Failing WP = Withdrawal - Passing Ex = Extension Granted F = Fail

- D. **Auditing** - Students may request to audit a course. Students auditing a course are not required to complete assignments or take examinations, but simply take the course for their personal enrichment. No credit is granted for auditing a class, but students must register for the class. The fee for auditors is 50% of the regular tuition rate. Those who audit a course(s) are still required to attend all classes and be attentive.

Students may register for audits provided they are doing well with the required load. All audit registrations require Registrar and instructor approval. Students cannot drop an audit class without first consulting the Registrar. Changes from audit to credit or credit to audit must be made within the time allowed for course changes.

II. CLASS CONDUCT AND ATTENDANCE

As a Christian student, it is assumed you desire to be a good steward of the learning opportunities provided at NBC. The following guidelines are designed to aid you, your fellow students, and your instructors in achieving these goals during your time here.

- A. **Conduct** - One of the guiding principles of the NBC community is mutual respect and courtesy. **Leaving the classroom** while class is in session is a distraction and disruption to fellow students and the instructor. Therefore, students are asked not to leave during class except for illness related needs, as breaks are provided between classes.

Students are also expected to refrain from distracting activities or behavior in class. General attentiveness is also expected. Failure to adhere to these conduct expectations may, at the instructor's discretion, result in a "late" or "absence" on a student's attendance record.

- B. **Punctuality** - Being on time is important as a courtesy both to the instructor and fellow students. Therefore, each student is expected to arrive ready for class at the prescribed time. The Deans will be notified if students are late repeatedly for period 1 classes, and may be required to go to breakfast.

Lates will be monitored. **Two lates** count as one absent.

- C. **Absences** - It is expected that students will attend and be attentive in all scheduled classes. However, we realize there is a need for occasional exceptions. Therefore the following policies have been adopted.

1. A student is allowed "**discretionary absences**" in a class equal to the credit hours of the class plus one, without any penalty (i.e., 3 hr class = 4, 2 hr class = 3, 1 hr class = 2).
2. If the allowable amount is exceeded, grade penalties will be applied as follows: 5% for the 5th, 5% for the 6th and 10% for each additional absence (i.e., in the case of a 3-credit class).

Note: Instructors are not obligated to inform students of late and absence totals. Students are responsible for tracking their attendance.

3. **Absences the day before or immediately following any "long weekend" will count double.** Each 50-minute time block of course instruction is considered one class period for counting purposes.
4. Students are not required to give account of these discretionary absences. However, all short-term illnesses (e.g., headache, "not feeling well," cold, etc.), and personal needs/events (e.g., weddings, business, personal problems, etc.) fall within your discretionary absences. Excused absences will not be granted for the above reasons.

D. Excused Absences

1. Requests for excused absences will be considered only in the case of prolonged illness (i.e., over two days), absences due to Student Ministry, emergencies, or similar extenuating circumstances.
2. In the case of **prolonged illness** the Residence Director must be consulted. The Dean of Education may request a doctor's referral.
3. In order for any absence to be excused, including Student Ministry, students must complete an "Excused Absence Request Form." Request forms must be submitted to the Dean of Education within one week of the class missed. Forms are available at the student mailboxes.
4. Regardless of the circumstances (including excused absences), students must attend a minimum of 70% of the classes to be eligible for course credit.

III. GRADING & TRANSCRIPTS

Assignment Grading - Grading is done in numerical form. The grades are compiled at the end of the semester for each subject and a final grade is issued. The instructor may use the method of marking on the curve if needed. The **passing grade** for a course is **60%**. A semester report is given after the end of each semester. Grading is done according to the grading index below.

GPA Reporting: Grade points (GP) are given for each hour of credit according to the grading index as follows:

4.0 = 92-100	3.6 = 86-88	3.0 = 80-82	2.3 = 73-75	1.7 = 66-69	1.0 = 60-62
3.8 = 89-91	3.3 = 83-85	2.7 = 76-79	2.0 = 70-72	1.3 = 63-65	0 = below

To determine the grade points earned in any given subject, multiply the grade point value of your grade by the number of credit hours in the subject. Example: a mark of 81% in a 3-hour course, would be 3.0 multiplied by 3(hours) for a total of 9 grade points earned for that course.

The grade-point average (GPA) is determined by adding the total grade points earned and then dividing by the total number of hours taken. This gives an accurate representation of the student's academic performance for that semester. An accumulated GPA simply means that after every semester all past grades are calculated to give an accumulated GPA rating. **Note:** Students are responsible to ensure the accuracy of transcript records. Questions regarding the accuracy of transcripts should be directed to the Dean of Education.

Grade Appeals: An appeal to change the grade on an individual assignment must be made to the Instructor within one week of grade notification. If a student is not satisfied that his/her appeal has been adequately considered, they may appeal to the Dean of Education. All such appeals should be submitted in writing, including the assignment in question.

IV. COURSE ASSIGNMENTS

- A. **Format of Assignments** - In order to provide consistency in faculty expectations and to enhance the ease of reading student papers, we have outlined certain expectations for the format of papers. **All work submitted must be on 8.5 x 11 inch, unlined white paper, and must not be hole-punched.** Also, seniors must type all class work, while juniors and freshmen are strongly encouraged to type all papers. Students must also consult the NBC Study Guide for additional format requirements and guidance for papers.
- B. **Submission of Assignments** — Assignments are due at 5:00 P.M. on the due date specified in the course syllabus. All assignments must be submitted to the faculty slots in the Bookstore.
- C. **Completion and Quality** — Students must complete all assignments valued at 20% or greater to pass the course; failure to do so will result in a maximum course grade of 50%. Instructors are not obligated to accept assignments that are not deemed to meet minimum requirements.
- D. **Late Assignments** - Late assignments will not be accepted for modular courses or any other classes the faculty may designate.
1. When accepted, late assignments (maximum of 3 days) will be penalized 10 marks per day, excluding Sundays (i.e. grade = 80% - 1 day late = 70%). Late assignments must indicate the actual date submitted in the bottom, right corner of the title page in addition to other title page requirements. If the student fails to do so, it will be considered that it was submitted on the day that the instructor is first aware of the assignment.
 2. **Submission Deadlines:** The deadline for submission of late assignments is 3 days after the original due date, excluding Sundays, non-class days and any school breaks. On Saturdays assignments may be submitted at the Bookstore by sliding them under the door. Work submitted after this deadline will not be accepted. The three-day late provision does not apply to due date extensions.
 3. Late assignments are to be submitted in the faculty/staff bookstore mailboxes for proper processing, not directly to the instructor.
 4. **Discretionary Lates:** In order to help students deal with times of general busyness and stress, extra-curricular involvement, short-term illness, personal/family events, computer "glitches," etc., each student will be allowed 5 discretionary late days per semester. "Discretionary lates" can be used to "extend" an assignment due date. Some assignments, however, may not be extended, including class presentations, quizzes, assignments due during a modular class (i.e. not assignments that are due after the module), and any other assignments designated by the instructor. In spite of "discretionary lates," assignments submitted more than 3 days after the original due date will not be accepted.
 5. Once a student has used all 5 "discretionary lates," regular penalties will apply to any additional late assignments. The Registrar will keep a record of "discretionary lates" for grading purposes, but will not be responsible to remind students when they have used up their limit.
- E. **Due-Date Extensions** - Extensions will normally only be granted for emergencies or prolonged illness. General busyness and stress, extra-curricular involvement, short-term illness, personal/family events, "computer glitches", etc., are not usually grounds for an extension. Late penalties as outlined above are generally applied in these situations.

Procedures: Students needing an extension for an emergency or a prolonged illness must complete an "Extension Request Form". These can be obtained from the student mailboxes in the lower level of the Ad. Building across from the chapel and should be submitted at the Faculty and Staff bookstore mailboxes. The Registrar and then the Instructor must approve the extension. Upon approval of the request and subsequent return of the "Extension Request Form", the student must then attach the form to the assignment when it is submitted.

- F. **Supplementary Assignments** — A supplementary assignment may be requested from the instructor in any given course. The assignment will have a value of 10%, and shall not increase the course grade above 95%. The request for a supplementary assignment must be made at least two weeks before the last day of the class.
- G. **Photocopy Policy** — Student fees cover handouts received in class. There may be times when a student is required to photocopy material as a part of an assignment or presentation. The student is responsible for these copying costs, unless the instructor grants special permission. The instructor must personally discuss the exception with the receptionist beforehand.

V. EXAMINATIONS

- A. **Final Exams** - are administered each semester. Students must attain 50% on the final exam to pass the course. Students failing to do so will receive a maximum final course grade of 50%. Instructors, in consultation with the Dean of Education, may waive this requirement in individual cases.
- B. **Midterm or Sectional Exams** - will be given at the discretion of the instructor, and written during a regular class period. No more than one midterm exam will be scheduled for one day.
- C. **Exam Rewrites** - may be requested for any exam. The application for such a rewrite must be made to the Registrar within one week of the return of the grade, and must be written within two weeks of the return of the grade. The fee for exam rewrites is \$20.

The Instructor will either give the same exam and average the two grades, or modify the original exam and use the new grade. The student should prepare thoroughly in order to show mastery over a previous deficiency. No student will be allowed to rewrite more than two exams during one exam session (i.e., midterm or final)

- D. **Exam Rescheduling** - For extenuating circumstances, a student may present a request to the Dean of Education to have an exam rescheduled. Upon approval, a \$20 fee (per exam) will be charged to the student's account, except in the case of personal emergencies.

VI. COURSE UPGRADES

- A. Students with a final course grade of 50%-64% may request an upgrade from the Registrar. **The writing of an upgrade is a privilege** and should not be viewed as an easy way out. The maximum course grade attainable is 65%. The course upgrade fee is \$35.
- B. The deadline for request and completion of an upgrade is 12 months after the end of the original class. Ideally, upgrades should be completed by the beginning of the next year's fall semester.
- C. The upgrade assignment will be given by the Registrar, in the area of course work failed or not completed. The minimum grade required for the upgrade assignment is 10/15 to pass the course, regardless of the current course grade. Generally, an upgrade assignment or exam will be more extensive than the previous course requirements.
- D. Upgrade privileges will be granted only once for each course. If the upgrade is not successful in raising the course grade to 60%, the course must be retaken or replaced with another course. A maximum of 6 courses may be upgraded during a student's course of study at NBC, with a maximum of four from the same academic year.

VII. GRADUATION REQUIREMENTS

As noted in the school catalogue, the following are requirements for graduation: faculty approved Christian character, satisfactory completion of the credits and program requirements as outlined in the NBC catalogue, and a minimum of one year or thirty hours of resident study at NBC.

Potential graduates who have failed courses that are required for graduation **may** participate in the Graduation Activities if they have only one "outstanding" course requirement (due to failure or

incompletion.) **Or**, they may participate if they require no more than two upgrades (from the final semester only) and if the Dean of Education has processed those upgrades. Foundations For Life Certificate recipients may have one "upgrade" in process from the current semester and still get their certificate.

Diplomas and certificates will be withheld until all academic requirements have been completed, and all accounts are paid. Students have up to three years to complete outstanding requirements after leaving NBC without any additional fees. After two years individuals can expect to pay a reactivation fee in order to reactivate their file and determine current graduation requirements (programs may have changed during the intervening years). The reactivation fee will be equal to the current hourly tuition fee.

VIII. ACADEMIC PROBATION

A. Philosophy and Criteria

1. Since one of the primary purposes in attending Bible School is growth in knowledge and understanding of God and His Word, the school considers it a serious matter when students fail to achieve their academic potential. Probation exists in order to assist students toward attainment of potential, and to diligence in studies.
2. Students may be placed on academic probation when one or more course grades fall below 1.0 grade points (60%), or when three or more assignments are overdue at any given time (including assignments past the submission deadline).
3. Academic probation will result when the poor performance is due to signs of indifference, unused academic ability, or excessive involvement in extra-curricular activities. Low grades alone need not necessitate probation.
4. The Dean of Education will determine when a student is liable for probation, although all faculty are involved at various stages of the probation process.

B. Steps of Academic Probation

The Dean of Education will administer probation and oversee the student's academic progress using the following steps:

1. **Academic Warning** - Freshmen who fail to submit two or more assignments or a course grade below 60% (1.0 GPA) will be issued an "Academic Warning." A student will only receive one "Academic Warning" in the same school year. **Juniors and Seniors should not expect to receive an Academic Warning.** The Dean of Education will evaluate progress over a two-week period.
2. **Academic Probation (Level 1)** - Students who have received an Academic Warning and fail to raise course grades sufficiently or fail to complete assignments within the time allotted, will be placed on Academic Probation for a minimum of two weeks.

This will involve Supervised Study. The student will be required to submit work and complete tasks as scheduled by the Dean of Education or an appointed staff member. The student may also be asked to study in the library or in their room at designated hours. Probation may include other terms of probation at the Dean's discretion.

When a student has previously been on Academic Probation during the current school year, he/she will automatically be placed on probation if they have more than one late assignment or a failing course grade.

In all cases of Probation, students must receive/request official notice from the Dean of Education that probation has been lifted.

3. **Academic Probation (Level 2)** - Students who have been placed on Academic Probation (Level 1) and fail to raise course grades sufficiently, or fail to complete all work within the time allotted, or who demonstrate lack of cooperation with the terms of probation, will be

placed on Academic Probation for an additional two weeks. Additional terms of probation will also be implemented at this stage.

4. **Semester Probation or Suspension (Level 3)** If a student has not made the necessary improvement, probation will be in effect until at least the end of the current semester.

Suspension - In the case of students, who continue to demonstrate lack of motivation and indifference or fail to comply with the terms of Academic Probation, the Dean of Education will recommend suspension for a minimum of three days or withdrawal as a student at NBC. The student will meet with the President to implement the recommendation.

C. Terms of Academic Probation

At the discretion of the Dean of Education, a student on probation will be subject to some or all of the following:

- Will not be granted any extended weekend or special leave privileges (except for family emergencies).
- Submit notebooks periodically for inspection and/or meet regularly with the Dean of Education and/or their faculty advisor to discuss their academic progress.
- Will be limited to one Student Ministry assignment or activity per week.
- Will not be permitted to participate in: drama productions, school athletic teams, or any other extra-curricular club as specified by the administration.
- Forfeit the privilege to be on a music or drama tour team.
- Will not be permitted to run for or hold any student body or class office, including membership on any student committee. In the case where a student has been elected or appointed to such an office before being placed on probation, another election will be held or a new appointment made and the probationer will be replaced.

Note: All probation will be filed in the student's permanent record.

IX. ACADEMIC INTEGRITY

Nipawin Bible College exists to train its students for effective Christian service and leadership. Therefore, a high level of integrity is expected in all areas of school life.

Plagiarism is to be conscientiously avoided. "Plagiarism" means giving the impression that you have written something original when, in fact, you have borrowed (words or ideas) from someone else without acknowledging that person's work. Examples include: copying another student's work, using an author's ideas without proper footnotes, using unauthorized aids in exams, submitting the same material for credit in more than one assignment or course without permission from the instructors involved, and other forms of deceit are strictly forbidden.

The Faculty Committee will deal with cheating and other forms of academic misconduct. Infractions will receive penalties in relation to their seriousness. These penalties may include: re-doing the assignment, failure of the assignment or exam, failure of the course, probation, delay or denial of graduation, suspension, or expulsion.

X. LIBRARY RESOURCE POLICIES

Reserve Books

All books must be signed out before removal from the library. **Books marked for "Reserve" are not to be removed from the library under any circumstances**, except by special permission from the Librarian or while being used in the 3rd year classroom, after which time they must be returned to the library.

Failure to follow the above expectations is a serious violation and will be dealt with as such. In the case of reserve materials, students removing them from the library deprive fellow students of

access to the necessary resources to complete a given assignment. Students who violate the library sign-out policy or the reserve material policy will receive a “0” on the assignment for which the resources were used.

Overdue Materials/Fines

NBC will impose at \$0.50 fine per book per day for overdue materials. One grace day will be extended if the book is returned the day after it is due. Failure to clear up accounts by the end of each semester will result in consequences such as not being permitted to participate in sporting events, banquets, final exams, etc., (pending severity of fine). Lost books result in a fine worth the replacement cost of the item, and damaged books result in a fine worth a portion of the replacement cost of the item.

COMMUNITY LIFE

The following is the form you signed prior to acceptance and enrollment at NBC, indicating your agreement with and commitment to the Community Standards of Nipawin Bible College.

My Commitment to the Community Standards of Nipawin Bible College

The mission of Nipawin Bible College is to see people intimately know God and the Bible, grow spiritually in a vibrant community of faith, and serve faithfully in the world with integrity, passion, and relevance.

In order to accomplish this mission, members of the NBC community need to engage in an unhindered pursuit of personal growth in knowledge, character and action. Consequently, NBC strives to maintain a distinctly Christian environment.

Membership in the NBC community is obtained through application and invitation. Those who accept an invitation to join the community agree to uphold its standards of conduct. In return, they gain the privilege of enjoying the benefits of community membership and participate in working towards the best interests of the whole community.

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

Individuals who are invited to become members of this community, but cannot with integrity pledge the application of these standards are advised not to accept the invitation and to seek instead a setting that is more acceptable to them.

Values and Standards

The Student Handbook reflects the values that help preserve the distinctly Christian character of the NBC community. These foundational values include:

- Believing in the inspiration and authority of the Bible means members of the community voluntarily submit to its teaching.
- The pursuit of personal holiness means members of the community strive to live distinctly Christian lives.
- Realizing our partnership in the Campus Community means members of the community place the welfare of the other members as more important than their personal preferences.

These core values become principles of Christian conduct that all members of the NBC community are expected to follow. The standards that result from these principles are intended to reflect a preferred lifestyle for those who belong to this community, rather than “campus rules.” They apply both on and off campus. All members of the community are responsible to:

- Conduct themselves as responsible citizens.
- Engage in an honest pursuit of biblical holiness.
- Make the goals of the College their own goals.
- Limit the exercise of their Christian liberty in accordance with the best interests of the other members of the community and the goals of NBC.

It is recognized that not every student will have personal convictions that are wholly in accord with the following applications of NBC standards. However, all students are responsible to:

- **Obey the law and conduct themselves as responsible citizens who contribute to the welfare of the greater community.** Among other things, this includes conduct that disrupts classes or the

general operation of the College. This also includes demonstrating respect for the property of others and of the College.

- **Obey Jesus' commandment to His disciples echoed by the Apostle Paul to love one another.** In general this involves showing respect for all people regardless of race or gender and regard for human life at all stages. It includes making a habit of building up and encouraging others, showing compassion, demonstrating unselfishness, and displaying patience.
- **Refrain from practices that are biblically condemned.** These include (but are not limited to): drunkenness, swearing or use of profane language, harassment, racism, all forms of dishonesty (including cheating and stealing), abortion, involvement in the occult, and sexual sins (including premarital sex, adultery, homosexual behavior, viewing of pornographic/sexually explicit material). Furthermore, married members of the community agree to maintain the sanctity of their marriage and to take every possible step to avoid divorce.

Utilize careful judgment in the exercise of personal freedom. This entails the responsible use of time and material resources, and the honest pursuit of knowledge including regular attendance at classes, chapel services, and College events. It also requires that members of the community abstain from the use or possession of alcoholic beverages, tobacco in any form, other forms of substance abuse, all forms of gambling, and that members of the community maintain modest, inoffensive behavior in personal relationships. Co-ed living arrangements are not acceptable for unmarried NBC students. Furthermore, because many contemporary forms of amusement are of questionable value or diminish one's moral sensitivities, members of the NBC community are to use discernment in their choice of entertainment (including music, movies, videos, card games, computer games, live productions, and dancing). Keep in mind that dancing is not permitted on campus; neither may the College or student groups sponsor dances.

This application of the community standards of NBC is not offered as a legalistic definition of right and wrong. Rather, it provides concrete examples of a commitment to the mission of Nipawin Bible College and a commitment to the fellow members of this Christian community. Scripture may not command the specifics of these expectations, but nonetheless, they are desirable and necessary if all the members of this community are to have freedom to achieve their personal goals in their Christian life. Consequently, all students are required to commit themselves to follow this application of the community standards and maintain the integrity of this commitment.

The following guidelines reflect two considerations: **Biblical principles**, and "**institutional preferences**." The Bible establishes clear guidelines for many areas of life. We have sought to incorporate those values into the NBC community. There are also areas where the Bible allows personal freedom on a matter. In some of these areas we, as a college, have made choices that we believe are important for the overall health of the NBC family and the accomplishment of our purposes. These institutional preferences are not intended to stand in judgment of the practices of other Christians outside the NBC campus. As well, students are asked to appreciate "the spirit of the law," not just "the letter of the law."

To help the student maximize their Bible college experience, these guidelines reflect the priority NBC places on studies, ministry, and relationships. Compliance with these guidelines is one aspect of a larger commitment from all the staff, faculty and students. This larger commitment is to live together as responsible citizens, pursuing biblical holiness. As we pursue this goal we seek to follow an ethic of mutual support, to show Christian love in all relationships, and to serve the best interests of each other and the entire community.

"The Commitment to the Community Standards" outlined the larger picture. What follows reflects more of the detailed, day-to-day, issues of student life.

I. DORM LIFE

A. Residence living

The transition from living at home, in your own room, to living in a dorm setting with a roommate and multiple hall-mates, is not always an easy one. It requires a change in thinking: you must not only consider what you want to do, but **what is best for the other members of your campus community.**

It is in the dorm setting that relationships flourish or falter. Campus life places all the residents in an unusual setting of having to function in very close quarters, and this is especially so in the dorms. Life at close quarters can create stresses and tensions in a relationship. Building, nurturing, and restoring relationships is hard work, but it is hard work that brings long term benefits.

For these reasons students are reminded that our campus goal is to help each of you develop character traits that reflect the Spirit of God at work in your life. Among those traits are: mutual respect, mutual accountability, mutual submission, and mutual care. Our goal is to create an atmosphere that is conducive to the growth of each individual, so that each student can move toward his or her Christian maturity.

We realize that these guidelines will not always please everyone. They are general, with the interest of the larger student body at heart. We all must accept that the observance of these guidelines is for the benefit of many, not just one individual. We ask each student to work hard at appreciating the spirit and intent of these guidelines.

Before you arrive on the NBC campus you will be asked to read this handbook and acknowledge your willingness to function under its guidelines by signing the enclosed form. NBC has established these guidelines, not to restrict, but to maximize the benefits of community life on campus. Should you ever come to a place where you have a question about any of these guidelines, your first responsibility is to discuss the situation with the Dean of Students, or the Dean of Education. The Deans are open to suggestions, concerns and new ideas.

All single students are expected to be dorm residents, except under special circumstances approved by NBC.

B. Conduct in Residences

Even though Christian liberty is something we all enjoy, each student is expected to conduct him/herself with thoughtfulness and concern for the rights and needs of fellow students and to show respect for those in charge.

"Do not look out only for your own interests but also for the interests of others" (Phil 2:4).

It takes this commitment from every one of us to build a healthy and vibrant Christian community.

One tangible way to show respect for your dorm mates is through quietness during appropriate times. First and foremost this involves the time between 9:00 p.m. and 7:00 a.m. Sleep is a fundamental human need (just as necessary as air, food and water!). You are not entitled to deprive another of a good sleep. The right to sleep and the need to study, by your dorm mate(s), **ALWAYS** supersedes your right to be noisy or disruptive.

RD's and RA's will submit weekly Dorm Reports to their respective Dean. Individuals who have been inconsiderate will face varying degrees of consequences, depending on the infractions, and the repeated nature of the action.

C. Residence Leadership

The Student Development Department (Dean of Students, Dean of Women, Residence Directors), are staff members who give oversight to the dorms. Residence Assistants (RAs)

have been provided as well, to better meet the individual needs of each student and to assist in providing an atmosphere conducive to personal study and interpersonal growth.

RD's and RA's are chosen because of their heart and vision for campus life and their interpersonal skills and spiritual gifts. They too are learning and discerning their giftedness. Their purpose is to serve the student and to ensure that Christian community is developed and maintained. RD/RA responsibilities include counseling, guiding, advocacy, and maintaining a safe, comfortable, and secure residence. Your support and partnership in catching their vision for your new home helps make their goals a reality.

It is our desire that NBC provide an environment of security and order, where each person can live in dignity and realize his/her greatest potential. Each student is expected to recognize and respect the responsibilities undertaken by the RD/RA and to cooperate with them in all respects.

D. Quiet Times

Students are expected to be diligent and disciplined in their use of time for study, and assignment preparation. Students are to be considerate of others' need to study as well. While you may have your work up-to-date, remember that others will be working on a different schedule than you. We are a small college and quiet places are often hard to find. Certain locations like the library, dorm rooms, and classroom three are prime study areas. To help create reliable opportunities for study, please observe the following Quiet Time guidelines.

- **All Times** – The Library and Third Year classroom (Computer Lab) are **always designated as Quiet Study Zones**. Group study and conversations are to be held elsewhere. Computers in the Third Year classroom and Library are for writing and research, not for email, or non-academic Internet browsing. Browsing and email are done in the Dining Hall Student Lounge.
- **9:00 p.m. – 7:00 a.m. Sunday night to Friday morning** -- Quiet Time in the dorms for those who wish to study.

E. Individual Rooms

The Deans assign rooms and roommates at the beginning of each school term. Request for a change in room arrangements may be made to the Dean of Students.

Make the room cozy and "homey", but do not damage it. For hanging pictures, posters, etc., please purchase "Funtak" from the Bookstore, for use on walls only, not ceilings! Do not use tape or nails! No altering or painting of the rooms is permitted without prior consent from the Dean of Students. Posters and wall hangings must be in good taste and reflect the shared values of the NBC community (e.g. most movie posters do not accomplish this). If in doubt, check with RD/RA.

To ensure proper sanitation and to prevent undue damage to rooms, students are expected to keep rooms clean and neat. Resident Deans are allowed to check rooms informally for cleanliness and suggest cleaning within a certain time frame.

F. Damage/Repairs

A \$50 damage deposit will be required from each dorm resident. The student is expected to fill out a "Room Report Form" at the beginning of their residency and make a detailed report of the condition of their room. The deposit will then be refunded after the school year ends and after sufficient time for NBC to check and clean the room.

In order to keep residences in the best possible condition, it is important that each student report damages and/or potential hazards to the RD. Damage to school property will be charged to the students involved. This may include one individual or the whole group. In the case of dorm damage for which no one is willing to take responsibility, all the dorm residents may be held jointly responsible.

Charges will be based on the following rate: a \$25.00 flat rate plus any other costs. In the case of wall damage further charges of 15 cents/sq. ft. for repainting plus any additional expense that is not covered by the flat rate.

G. Electrical Appliances

Safety regulations do not allow for hotplates, electric blankets, or any other appliances with a heating coil to be used in the rooms. Coffee makers, curling irons, and blow dryers are permitted. Please use the designated areas for ironing clothes!

H. Telephones

Our public phones do not take change, but require a phone card or a calling card. Phone cards may be purchased in the NBC Bookstore.

Please be considerate of others in your use of the residence phones. Family or friends from home may be trying to get through to another student. Please minimize the length and number of calls to other dorms as we have ample time to visit during the day. These calls are hardly ever necessary. Give off-campus friends and family ample opportunity to call our students. Use of public phones (Dining Hall/Gymnasium) are for very short public usages.

I. Meals

All meals are to be eaten in the Dining Hall. Food from the Dining Hall is only available during scheduled meal times. No food is to be taken from the Dining Hall for others who were not present at the meal, other than in the case of illness. In that case, the RD/RA may give permission to have meals taken to the dorm.

If you are planning to miss meal it shows good stewardship to inform the Food Services Department as soon as you know, so they can adjust the food quantities and reduce leftovers.

To encourage a wide variety of friendships, the host/hostess will set-up seating plan for the Dining Hall, which will be revised on a weekly basis. It will be in effect for Lunch and Supper meals, Monday to Friday. All dishes and cutlery must be returned promptly.

A special dietary menu is available to those who require it for medical reasons. The fee is \$100 per semester.

J. Visiting Guests

We are more than happy to accommodate your campus guests. Please register all guests with the Dean of Students, Resident Dean or Dean on Duty and show consideration to your roommate. Meals will be available for them at the regular prices (Breakfast \$4.00, and Lunch/Supper \$5.00). Each guest will be able to stay free in your room for 2 nights each year, after that they will need to pay a room charge of \$10 per night.

Any visitors not staying overnight must leave campus by curfew. Visitors may qualify for the "Visiting Guests Scholarship" if they plan to attend NBC. Check with the Recruitment Department for details.

Note: Transients or hitchhikers are not to be invited on campus.

K. Other Residence Guidelines

The residences of the opposite sex are strictly out of bounds. At no time should students be loitering around or talking through the windows or around the doors of these residences. Such conduct is inappropriate and infringes on the privacy of other people in that dorm.

Firearms, explosives, or fireworks are not permitted in the residences. Firearms must be submitted to the Dean of Students to ensure that they are properly stored.

Due to fire code restrictions, any flammable material (i.e., gasoline, oil) and incendiary devices (i.e., matches, lighters, and candles) are not permitted in the dorms.

Residence hallways must be kept clear of hockey equipment, mattresses, chairs, boxes, etc.

Practical jokes that may cause emotional, relational, physical, or property damage are to be avoided. Common sense and forethought are the keys here. The basic rule: When in doubt...Don't! There is a strong likelihood that emotional/relational damage occurs when an individual or group is singled out as the target of ongoing practical jokes. Remember that we are called to build one another up, not to tear one another down. Students are also expected to own up to practical jokes and are expected to restore things to their original state as applicable.

II. ENTERING & LEAVING THE CAMPUS

A. General Procedure

Any student leaving campus needs to let either a fellow student or dorm leadership know where they are going. This is important, in case an emergency arises in which we need to contact you immediately, or there is a problem and we need to account for all residents.

Students are to be in residence by 11:00 p.m. Saturday through Thurs., by 12:00 p.m. Friday. Doors will be locked at these times and entry for late arrivals can only be gained by reporting to the RA/RD.

Permission to be late for curfew can be requested from the Residence Dean. If you are unavoidably detained, contact your RD as early as possible. Campus leaves at other times may be requested from the Dean of Men/Dean of Women.

B. Weekend Leaves

A weekend begins Friday after the last class or campus responsibility (whichever comes last) and ends Sunday at 11:00 p.m. Guidelines for a weekend leave are as follows:

1. Forms for weekend leave must be filled out and submitted to the Dean of Students before the Friday of the desired weekend. Substitutes for Student Ministry and Student Work are the student's responsibility and must be cleared by their respective supervisor(s).
2. Closed weekends: Weekend leaves will not be granted during weekends of special events such as exams, conferences, three60five, seminars, tournaments, or other special campus events.
3. Loss of weekend privileges may occur if these privileges are abused (returning late, failing to get substitutes for responsibilities, etc.).

C. Holidays and Semester Breaks

The college will be closed during Christmas and Reading Weeks. All students are expected to make arrangements to be away from the campus during these times. Exceptional circumstances will be considered and must be approved by the Dean of Students well in advance. There will be no access to the Dining Hall during this time. Students may stay during Thanksgiving, and be assured of meals in the Dining Hall.

D. Early Arrivals

An application to the Dean of Students office will need to be made if a student is wishing to arrive earlier than the scheduled starting date of a semester. An early departure fee may apply at Christmas and/or at graduation (see NBC catalogue).

E. Early Departures

Students are not allowed to change exam dates for early departure at Christmas or Graduation. Please note that airline tickets should be purchased in September to avoid issues. An early departure fee may apply at Christmas and/or at Graduation. See NBC catalogue for more details.

III. MEDIA & ENTERTAINMENT

A. Music

Due to the variety in tastes of music, the fact that some people are more sensitive about their music than others, and the reality that the sound of your music easily echoes to the next room and down the halls, some guidelines are necessary.

Please evaluate the content and volume your music, so that it does not have a negative effect on those around you. Just because you feel like listening to some tunes at a particular moment does not mean everyone around you does too. Each resident must be permitted the right to their own choice of quiet or noise in their own room. Students are encouraged to use headphones when listening to music in dorm, but if you are not using headphones the volume needs to be low and the music confined to one's own room (or vehicle as applicable).

While at NBC we want to maximize opportunities for the Holy Spirit to influence our lives and mold our hearts. Please understand that we are not passing judgment on an individual or their music. However, because music creates and influences our moods and affects the atmosphere in a room and a dorm, we believe that some limits are helpful and necessary, in the best interest of all students.

Therefore, music with lyrics that compromise the listener's testimony or are offensive in the area of morality is not allowed. If specific rulings become necessary, the following principle will be used: "Any music which, in the opinion of NBC, promotes values, character, attitudes or moods contrary to Scripture, will be disallowed." Though "secular" music is not prohibited, these guidelines will rule out the vast majority of secular music. Students are encouraged to select edifying music from the wide range of quality Christian music available. Remember that whatever is received into the mind affects an individual's Christian character (Phil 4:8).

B. Computers

1. Personal Computers

The primary role of the computers on campus is to facilitate and enhance the student's academic pursuits. Students are welcome to bring their own computer system.

Computer games are to be handled with discretion. Each student must recognize that most of them are addictive by nature. They have their place, but they can become all-consuming of our free time. If you wish to use your computer for activities other than course work after curfew, check with your roommate to be sure it does not disturb their sleep.

The content of computer games should not be promoting values contrary to those fruits of the Spirit that God is trying to build into each one of us. As with the desired content of music, games must not promote behavior contrary to the teachings of the Bible (i.e. violence, sex, occult themes, and profanity). Games that are morally offensive, or are in direct opposition to a clear teaching of Scripture, or promote a lifestyle contrary to the character we are seeking to build while you are at NBC, are not permitted on campus. If

there is any question of content in a computer, there will be an investigation by the Dean of Students. Material deemed unacceptable will be sent to your home residence.

Inviting others to use your computer is done at the owner's discretion and risk. You are responsible for your computer.

DVD movies, including downloads, are not to be viewed on personal computers.

2. School Computers for Student Use

A number of computers are set up in classrooms 2 & 3. These provide students with email and Internet access. Please respect the needs of others that wish access to the computers. Avoid monopolizing a computer while others are waiting.

NBC expects students who make use of the Internet/e-mail to exercise integrity and purity. Access to the Internet is for the purpose of assisting you in your studies at NBC and for communication. You will find a number of library periodicals identifying web sites that are beneficial for research and placement opportunities.

C. Movies

As with music and computer games, discretion is expected in the use of this form of entertainment. Students of NBC are expected to be mindful of the sensitivities and standards of their fellow students. Again, we do not want to pass judgment on any individual, but we believe that the best interest of all our students requires certain guidelines.

1. Videos

For students (single or married) who are inviting other students to watch a video:

1. Preview the video. Don't trust someone else's "review."
2. Make your choices based on the values of the others you are inviting, and not just your desires. We do not want to have students encouraging other students to watch material that is in opposition to the values of Christ, and the desire of NBC to foster spiritual growth.
3. Limit your choice to G or PG (Cdn rating). If you find an exception to this, make your request to the Dean of Students. Also, do not assume that a G or PG rating means acceptable content for everyone. Always err on the side of caution.

NBC's TV/VCR/DVD Player may only be used with permission of the Dean of Students and is generally not available for any secular videos, regardless of the rating.

2. Movie Theatre Attendance

Discretion is expected in this form of entertainment. Being mindful of the sensitivities and standards of others is encouraged and expected. The following guidelines will help the student in making good choices regarding movie theatre attendance:

- a. Evaluate the movie by accessing web sites such as pluggedinonline.com or screenit.com to determine if there is any questionable content.
- b. Make your choices based on the values of Christ and commitment to spiritual growth.
- c. Limit your choice to G or PG (Cdn rating). If you find an exception to this, make your request to the Dean of Students. Also, do not assume that a G or PG rating means acceptable content. Always err on the side of caution.

D. Games

No gambling of any type is permitted, whether with money or items associated with gambling. Further, because there are varying views regarding the use of traditional playing cards, students are asked to use careful discretion when using playing cards while on campus. Playing cards are to be limited to use in the dorms and Dining Hall lounge only.

IV. DRESS & GROOMING

Students are asked to recognize that personal appearance, cleanliness and grooming, while not a matter of spirituality, can either enhance or inhibit our witness for Jesus Christ. Accordingly, men and women are exhorted in Scripture to dress modestly and attractively. Eccl. 7:18 says, "*The one who fears God will avoid all extremes.*"

Styles come and go and personal tastes in apparel vary with each person. Clothing styles are assumed to reflect an inner attitude and character. To convey a positive image of both the student and the college, NBC promotes moderation when it comes to our dress code. Students are expected to dress modestly and reflect clothing styles that do not attract undue attention to themselves. For instance, men must wear shirts at all times.

If the Dean of Student's Office considers dress and grooming habits unacceptable, students will be required to make the necessary changes.

A. Types of Dress

1. **Class / Casual Dress** — Pants of a dressy nature or jeans and a shirt, t-shirt, or sweater. Items with rips, worn pieces, or inappropriate messages are not acceptable. For health regulations, shoes must be worn in public buildings (non-dorms) at all times.
No tank tops are permitted for either ladies or men. Athletic wear, such as sweat pants, shorts, sports jerseys, and sweatbands, is not considered class dress.
2. **Semi-formal Dress** — Formal or casual pants, excluding denim jeans, and a casual shirt/top, excluding t-shirts or athletic shirts. The intent is to avoid being too informal, yet not requiring formal dress. Running shoes are not considered semi-formal.
3. **Formal dress** — For ladies, skirt and casual shirt/top (not t-shirts or athletic shirts), or dresses. For men, dressier pants, shirt and tie or equivalent (i.e. turtleneck or mock turtleneck of a dressier style). The intent is that it be dressy in nature versus informal.

Notes: Headwear, such as hats and toques are not permitted in class, church services, meals, chapel, choir, meetings or conferences.

B. Occasions/Events

1. **Classes:** Class/Casual Dress. (Class dress is expected while in the Administration Bldg. during office hours.)
2. **Sunday Morning Church Services:** Semi-formal Dress
3. **Chapel Leaders and Worship Team:** Semi-formal Dress
4. **Seminars, conferences, evening church services:** Semi-Formal Dress
5. **Student Work:** Casual Dress or as appropriate. Check with your supervisor.
6. **Banquets:** Formal Dress
7. **Travel for the school:** subject to the discretion of the supervisor
8. **In-Dorm Meetings:** relaxed, modest dress
9. **Dining Hall:** class/casual dress, or neat and modest shorts or sweatpants.

C. Grooming

Hair should be neat, clean, and avoiding all extremes (long, shaved, color etc.) While a student at NBC, earrings for men are not acceptable, either on or off campus. Students are not permitted to wear nose, lip, tongue, eyebrow rings, etc.

V. RELATIONSHIPS

Bible College presents unique opportunities for lifelong friendships, and it can also be a great place to meet a life partner. These relationships, properly balanced with attention to personal spiritual development and ministry training, make Bible College a unique and blessed experience.

Recognizing the need for priorities and balance, the following philosophy and guidelines have been established for those who find themselves in a dating style relationship. These boundaries are not intended to restrict but rather provide direction in light of our unique campus environment.

A. Couples

Healthy dating relationships require the foundation of a strong love for God, a deep respect for each other, an understanding of personal desires, and an uncompromising commitment to integrity, both as individuals and as a couple.

Acting with integrity and purity begins in your relationship with God. It is also influenced by your entertainment choices and your thought life. True love respects and protects, it looks out for the good of the other, not the selfish desires of an individual.

Campus relationships are affected by the close quarters of NBC. Because of our close proximity to one another and involvement in mutual activities, it is possible to become very ingrown as a couple. Spending every waking moment together is not healthy for any couple, nor does it reflect life outside our setting. A healthy dating relationship allows each person room to develop other relationships. We do not want you to sacrifice your other friendships at NBC.

Not every male/female relationship becomes a “couple.” Such non-dating friendships are encouraged as a less threatening, lower risk style of getting to know one another without some of the baggage that can arise from jumping into a dating relationship too quickly.

We believe the following guidelines encourage a healthy balance between time on your own, time together as a couple (and possible couples) and time in the NBC family.

- Keep focus on all aspects of your life as a Bible College student. This includes things like your studies, your devotional time with the Lord, and your responsibilities to build up and encourage all your fellow students.
- Set specific time to spend together. The weekdays can be full with other obligations. Try to spend your larger blocks of time together on weekends.
- Set high standards of respect and godliness.
- Make use of mixed group outings and friendship relationships. Try not to enter the potential entanglements of dating too quickly. Let a dating relationship grow naturally out of a great friendship instead.
- Couples are to refrain from public displays of physical affection (i.e. kissing, holding hands, any kind of physical embrace, etc.) while on campus, at church, and on school functions.
- During classes, chapel, conferences, church services, special events, and other occasions where we are doing things together as a group, couples are asked to mix freely, and seek to meet the needs of their fellow students. Couples demonstrating an unhealthy or inappropriate relationship, or who become focused mainly on themselves to the exclusion of their fellow students or their studies, may face dating restrictions.
- Couples are expected to conduct themselves with integrity, respect for themselves and others, exercising good judgment regarding their reputation and Christian testimony.
- Special requests regarding any of these guidelines should be made to the Dean of Students.

Please remember: These guidelines for social life are intended to assist the student find a balance in their social life and to free you from problem situations that may arise because of haste, inexperience and the unusual closeness of a campus situation. We sincerely want you to enjoy healthy, vibrant, and God-honoring relationships.

Note: NBC has established a **Sexual Harassment Policy** for the protection and security of students and staff. A copy of this policy can be obtained from the Dean of Students.

B. Engagement & Marriage

Students planning to become engaged during the school year are strongly encouraged to gain parental consent. Should students desire to marry during the academic year they will only be allowed to complete their year of studies by special permission from the Dean of Students.

The Dean of Students is able to advise couples regarding potential issues and problems, as well as provide assistance and resources for those dating, planning for marriage, as well as those who are already in a marriage relationship. Students seeking to enhance their relationships are encouraged to seek out this material.

C. Married Students

While married students are part of the campus family, they also have their own private needs. The leadership of NBC would like the married students to understand the principles involved in the guidelines above, and where applicable (especially re: entertainment, class dress), apply them to their relationship with the single students on campus.

Integrating married students into campus life is not an easy task. It takes a cooperative effort from both married and single students and the staff. A staff advisor to the married students is appointed each year. The advisor will call a meeting early in the year to discuss school policies and activities.

All married students are encouraged to participate in student body activities. Also, during special events and exceptionally busy times of the school year, married students will be asked to assist in Student Work related activities. Either the student or the non-student spouse can fulfill this requirement.

VI. STUDENT COUNCIL

There are many opportunities for students to become involved in campus activities. The Student Council (StuCo) of NBC has the responsibility of helping foster a healthy spiritual and social atmosphere on campus and establishing a positive relationship between the NBC Administration and NBC student body.

The Student Council is composed of a Faculty Advisor (Dean of Students) and an SC Executive (President, Vice-President, Treasurer and Secretary). Student Council is responsible to supervise and facilitate all student body activities, (i.e., conferences, three60five, tournaments), and to give leadership to the student body regarding all matters of student life.

Students contribute to the cost of student activities and dorm/ lounge furniture, equipment and upgrades and student services in a variety of ways:

- **Student Activity Fee:** This fee is paid at the beginning of each semester and covers the cost of this Handbook, and provides funds for major student body outings, and for furnishings in lounges and dorms. It also makes up for any shortfall in the collection of money for the child the student body sponsors through World Vision.
- **Canteen/Pop Machines:** Student Council seeks to have low canteen costs. Through the marginal profit made on the sale of this merchandise, and through recycling revenue, funds are made available, for class parties, special outings, and dorm activities.

- On occasion, StuCo will plan a fund-raiser, usually for a specific project.

Elections for the Student Council representatives are held at the end of the school year. Student Council supervises other student committees and representatives, including: Reception & Decoration (Rec & Dec) Committee, Sports and Social Committee and Class Representatives.

The first Student Council Meeting of every month is set aside for input from all the above-mentioned committee and class representatives. This allows StuCo to know what is being planned and to be aware of the various needs of each committee and class. All students are expected to support the activities that planned by their Student Council.

Minutes of all Student Council meetings are posted on the bulletin board across from the mailboxes. Students are welcome to attend all meetings. A copy of the Student Council Constitution is available from the Dean of Students, and on each classroom board.

VII. FACILITIES

- A. The **Dining Hall student lounge** is available for table games, group parties, etc.
- B. **Bookstore** hours are usually 8:30 am to 5 pm Monday to Friday.
- C. **Laundry facilities** are provided in the Dining Hall basement and in the Dorms. These have been paid for as part of your Rental Fee. Please do not abuse these machines by overloading them. Students found to be abusing these machines will lose the privilege of access to these machines. Men may do their laundry on odd numbered dates while women may do their laundry on even numbered dates in the Dining Hall.
- D. Students are encouraged to utilize the **NBC Fitness Centre**. Due to the dangerous nature and cost of replacing the equipment we would ask the only those over the age of 16 be admitted into the centre. Students wishing to use the weight room must sign out the key from their Residence Dean. Non-resident students may acquire a key from the Athletics Director. All students who wish to use the centre will pay a \$10/semester fee. Please report any damage to the Athletics Director.

VIII. CHAPEL and CHURCH ATTENDANCE

- A. **Chapel** — All students are expected to attend each chapel service. The chapel is to be quiet beginning at 10:35 a.m. in preparation for the worship and ministry time to follow. Chapel is designed to provide:
 - Regular opportunity for the student to worship God.
 - Exposure to and challenges from the Word of God.
 - Understanding and appreciation of the worldwide Body of Christ.
 - Opportunities for students to use their gifting to minister to each other.
 - Opportunities to be a supportive, unified campus body of believers.
- B. **Church** — Students are also expected to be in attendance at a local church every Sunday they are on campus. This includes Sunday School and morning Worship service. Exceptions to these expectations must be cleared with the Dean of Students. Additional expectations and issues in relation to church involvement are as follows:
 1. Selection of a Church must be made within three Sundays after the opening of school.
 2. It is expected that students will attend that church throughout the school year.
 3. Sunday Evening services are not always available at every church, but if offered, attendance is encouraged.
 4. Students may select the church of their choice providing:
 - a) The school is not responsible for providing transportation, (see also “Student Use of School Vehicles”).
 - b) The church needs to be approved by the school as “Evangelical.”

- c) The Student Ministry department, upon consultation with the student, may at times designate the church attended because of one's Student Ministry placement.

IX. EXTRA-CURRICULAR ACTIVITIES

Campus activities outside the classroom are a major part of Bible College training. All our students are encouraged to develop their spiritual gifts, interpersonal skills, and personal abilities and interests through the diverse opportunities available by means of extra-curricular activities. However, students need to avoid becoming over-committed, and lose sight of one's main goal in coming to NBC.

X. PERSONAL PROBATION

As has been noted throughout this handbook, these guidelines and rules of conduct are given with the intent of enhancing the campus atmosphere and maximizing the spiritual goals each person brings when coming to a college such as NBC. They are in place for a reason.

If you have a problem with any of these rules it is your responsibility to talk with the respective Dean or supervisor. You are not free to take matters into your own hands, to change the rules, nor to disregard the rules. If we are to function as a healthy Christian community we must follow the biblical guidelines of "speaking the truth in love," mutual respect and mutual accountability. We expect all students to appreciate the spirit of these guidelines and the ends to which these guidelines point.

All students must sign and submit the form "My Commitment to the Community Standards of NBC."

If you have a problem with another student, a staff or faculty member, it is your responsibility to go to that person and make things right. If they have offended you, or you discover that you have offended them, the Bible is clear on whose responsibility it is to approach the other (Matt 5:23-24; 18:15-17; Luke 17:3-4).

We realize that most people do not come to a Bible college because they have their "act together." Rather a person comes here to grow in the grace and knowledge of our Lord Jesus Christ. Along the way there will be failure. A teachable spirit is one that is open to reproof and correction because that person wants to grow in a way that honors their Lord. Whether that reproof comes from a peer or a teacher, it is to be given for the purpose of helping the other person grow. These types of experiences, though unpleasant at the time, are normal for every follower of Christ.

However, if in the course of the school year if it becomes apparent that a student is:

- becoming uncooperative with those in leadership at NBC (Instructors, RD's, RA's, Supervisors, or other Staff),
- failing to fulfill commitments they have made in order to serve on school committees,
- not demonstrating respect for fellow students,
- in some other way making a negative contribution to the desired campus atmosphere, that individual will be invited to a private meeting with the Dean of Students.

The goal of meeting with the Dean will not only be discipline, but also understanding and clarification. If, after meeting with the Dean, the student continues to show indifference to the larger needs of the NBC community, disciplinary measures will be taken.

The continuance of the problem(s) will be met with any number of sanctions. There are a variety of options available for sanctions:

- suspension from an athletic team,
- suspension from a ministry team,
- not being granted special leaves (except for family emergencies),
- removal from any campus committees on which they serve,
- not being permitted to run for or hold any student body or class office (*If a student has been elected or appointed to such an office before being placed on probation, there will be another election or the appointment of a replacement),
- being restricted to dorm or room for a specific period of time,

- suspension from school for 3 days.

The duration of a student's sanctions will vary according to the situation. The NBC Executive will examine each case. When the administration sees evidence of positive improvement and notice steps of growth in the individual, the sanctions will be lifted.

Should the situation not improve after disciplinary action has been taken, the only recourse is expulsion. If expulsion proves necessary, a letter will be written to the family of the student, as well as the home church, explaining the reason for such action. Probation will also be noted in a student's permanent record. Criminal offenses that occur on campus will be automatically reported to the local RCMP detachment.

XI. STUDENT WORK

Student work is a means of minimizing the costs of our student's education. Student Work is, in reality, a type of invisible income. Rather than employing numerous maintenance staff, students fulfill many of the janitorial duties. It also provides the student with an opportunity to develop a sound work ethic. Your future employers will want to know about your work experience, perhaps even Student Work.

All students are required to do approximately 6 hours of student work per week. Students will not receive credit for work done in an unsatisfactory manner. Married students are not listed for regular work but will be called upon on special occasions to help with Student Work.

Weekend and other short periods of leave interfering with student work must be covered by a substitute. The student is responsible for arrangement and approval of all substitutes.

There will be times throughout the school year when students will be asked to help, over and above their regular Student Work hours (Christmas, Probe, Graduation).

Students who prefer not to be involved in the Student Work program can pay a fee: the provincial minimum wage, times the normal number of work hours required per semester.

XII. VEHICLES

- Traffic Regulations:** 30 km per hour is the maximum speed on campus. There are many small children on campus. Please DRIVE CAREFULLY. Do not drive on the fields or in the ditches for any reason.
- All vehicles must be registered with the Dean of Students at the beginning of each semester. **Parking** spaces and plug-ins will be assigned at that time. Use the designated parking spaces. Please do not park your vehicle on the road in front of the dorms, or dining hall.
- Use of **any motorized vehicles** (motorcycles, snow machines, ATVs) on campus requires the **use of helmets by driver and riders**. Failure to comply with this requirement will result in the loss of the privilege of using these vehicles on NBC property.
- Students ignoring vehicle guidelines will lose the privilege to use the student parking area.
- Student Use of School Vehicles:** Students use school vehicles for a variety of school functions. Only those who have been authorized by the Business Manager may drive school vehicles. Each time a student wishes to use an NBC vehicle they must get permission and keys in advance from the Business Manager.

School vehicles are occasionally made available for events/functions that are not directly related to the NBC program (i.e., weekend ministries, tournaments, Student Ministry), provided a minimum number of students travel in the vehicle and a minimum fee be charged per student.

Students driving school vehicles are not permitted to pick up hitchhikers.

XIII. ATHLETICS

A. General Information:

Students are encouraged to participate, not only in those activities with which they happen to be familiar, but also to avail themselves of the opportunities to learn new ones.

School sport teams will be selected by the Athletic Director or the team coach. The following items are considered when selecting team members: academic standing, approved Christian character, and an acceptable attitude toward campus responsibilities.

Students who miss class(es), chapel, or student ministry or work assignment due to illness are expected to also miss their sports involvement (including NISL) that day and evening.

NBC will not sponsor any "competitive" or organized team sports on Sundays. Informal recreational games and activities on and off campus are permitted on Sundays. The gym will normally be open on Sunday from 1:30-4:30.

B. NBC Athletic Involvement Guidelines

Purpose: The overriding purpose of athletics at NBC is the development of a Christ-like attitude and witness through team competition. Other purposes such as physical exercise, the development of personal discipline, and learning to work as part of a team are also important. In addition, the athletic program of NBC shall emphasize participation over competition, whereby all students of all skill levels are given opportunity to participate.

NBC will field men's and ladies teams in the following sports (as interested students, leagues, and coaching staff allow): outdoor soccer, indoor soccer, volleyball, men's hockey, basketball, and floor hockey.

In scheduling practices and games, coaches are asked to keep in mind the overall academic and non-academic involvement of the students. The scheduling of games and practices should be arranged together with the Dean of Education and the Dean of Students.

1. NBC teams will participate in no more than 6 athletic tournaments during the year, preferably 3 per semester.
2. Students on athletic teams must display a teachable Christian character. They must be willing to listen and to learn both in skill development and in Christian attitude and conduct. Any display of temper or uncontrollable behaviour will not be tolerated and may lead to disciplinary action (i.e., suspension from participating on a team).
3. Students expecting to play on a team are expected to attend all practices. If for any reason a student cannot be at a practice, such a reason must be cleared with the coach before the practice. Failure to do so can lead to suspension from the team.
4. A student's involvement in athletic teams is a subject to Academic, Student Ministry, and Student Work requirements. Therefore, any scheduling or time conflicts must be governed by this order of priority, both for practices and games.
5. Since sports team participation is a privilege, sports involvement is not to be used as an excuse for handing in late assignments or not having completed Student Ministry or Student Work. Students who are not able to keep up with their work and responsibilities may be asked to leave the team, or asked not to participate in the first place.
6. In the event that course grades drop as a result of sports participation, students will forfeit the privilege of participating on sports teams.

XIV. NBC COMPUTER LAB USE

One of the key purposes of access to the Internet is to assist you in your studies at NBC. Many of our library periodicals are identifying web sites, which are beneficial for Christian study and ministry opportunities. It is also important to have access to computers to compile and type your papers. For this reason we are doing our best to provide resources for these goals to be accomplished.

There are numerous computers dedicated to word-processing in the computer lab (room 3). The Internet access computers in the 3rd year class lab are prioritized for academic research. If they are not being used for that purpose you may do other web browsing. If someone should require them for research then you are expected to give them priority.

It is expected that students who make use of the Internet/e-mail will exercise integrity and purity. In addition, the following are considered as inappropriate computer use:

1. Password violations: sharing accounts, trying to access or use someone else's account.
2. Changing any system, program or preference settings.
3. Accessing inappropriate material on the Internet.
4. Deleting files from the computers that are not yours.
5. Copying files from another student for assignment purposes.
6. Possessing, using, or transmitting unauthorized material (i.e. copyright protected)
7. Sending messages which contain offensive content (e.g. profanity, racial slurs, threats, etc.)
8. Intentional introduction of a virus to a school computer.
9. Demonstrating a security problem to other users.

We trust you will use the computer lab in a responsible manner. Violation of any of the above policies will result in suspension from use of the computer lab and possible personal probation.

XIV. FINANCIAL MATTERS

A. Personal Money Management

If there is ever an opportunity for a student to learn the discipline of personal budgeting it is at Bible School. With limited resources and ample opportunities to spend money, it becomes important for each student to sit down and work out a budget and then stick to it. The following are some brief guidelines to use in establishing a budget.

1. Write down the total money available to you for the school term.
2. Subtract your fixed costs i.e.: tuition, room & board, academic fees, etc.
3. Divide the remainder by the number of months you will be at school to know the amount available each month.
4. Make sure your budget includes things such as: tithing, transportation, clothing, entertainment/recreation
5. Work hard at controlling impulse spending. Trips to the Dairy Queen, etc., are great, but could result in a major shortfall at the end of your school term if not kept within the monthly allotted amount.

A student must pay all outstanding bills (tuition, room & board, fines and Student Work debt) at the end of each semester. Students with outstanding debt from the previous semester will not be admitted for the next semester unless arrangements are made with the Finance & Facilities Manager.

B. Scholarships, Bursaries and Awards

An increasing amount of financial assistance is available to students attending NBC. This assistance is available both by application and by award, and is generally applied to the current semester of studies.

Assistance is given to students with genuine financial need, and is in good standing in academic and other aspects of school life. Applications for assistance are made available each year through the office of the Dean of Education. Students are asked to consult the NBC catalogue for an updated list of the various awards and bursaries and scholarships that are available to them.

XV. OTHER

- A. **Choir:** NBC sponsors a community-wide Christmas Cantata, which has become a highlight for the town and area churches during the Christmas season. All students may participate in the NBC Cantata Choir during the fall semester. Whether singing or not, assistance with and attendance at the cantata may be required.
- B. **Medical:** Students should make sure that all medical and hospitalization cards are up to date and in order. The school cannot be responsible for bills due to neglect concerning your medical coverage.
- C. **Kitchen:** Students are not permitted in the kitchen. Access to food in the pantry, fridge or freezer is restricted to your Student Work responsibilities. If you need access get permission from the Food Services Manager.
- D. **Pets:** Students are not permitted to have pets on campus.
- E. **Fire/Safety Regulations:** All halls, entrances, and stairs must be kept clear at all times. Students are responsible to avoid situations that have the potential of being fire hazards. Fire drills may occur at any time.
 - **Fire Prevention:** The following articles are prohibited from the dorms: candles, oil lamps, firecrackers, ammunition, and cleaning fluids such as gasoline, solvents.
 - **Fire Regulations:** Deliberately turning in a false alarm is subject to severe discipline and is a criminal offense.
 - **Turning On a Fire Alarm:** Any fire should be treated as dangerous and reported to the RD, NBC office, Deans, President or other staff member immediately.
 - **Use of Fire Extinguishers:** It is important to become familiar with the location of fire extinguishers and how to use them. Directions are stamped on the extinguishers. They are located at the end of each hallway near an exit.
 - **Caution:** Point the extinguisher only at the fire.
 - **Evacuation:** Move as quickly as possible to the nearest exit moving a distance of at least 100' from the building.
- F. **Scented Items:** Students and campus family members are asked to be sensitive to those with environmental allergies in their use of room sprays, perfumes and colognes, and deodorants.