



STUDENT
HANDBOOK

Publication Date:
December 7, 2017

Effective:
2018/19 Academic Year

TABLE OF CONTENTS

Message from the President	5
COMMUNITY CONDUCT STANDARDS.....	6
College Mission.....	7
I. STUDENT ACADEMIC INFORMATION	8
ACADEMIC APPEALS	8
ACADEMIC LOAD, COURSE OFFERINGS and WORKING WHILE IN SCHOOL	8
ACADEMIC STANDING	8
APPEAL PROCESS FOR ACADEMIC STANDING	9
ATTENDANCE POLICIES	9
Chapel Attendance	10
CHANGING PROGRAM OF STUDY	10
CLASS ETIQUETTE	10
COURSE ALTERNATIVES.....	11
COURSE CANCELLATION	11
COURSE CHANGES.....	11
COURSE DELIVERY	11
COURSE FAILURE.....	12
DEAN'S LIST.....	12
ELECTRONIC DEVICE POLICY	12
EMPHASIS PROGRAMS.....	12
EXAMINATION POLICY.....	12
FIELD EDUCATION.....	12
FINAL EXAMINATIONS OVERVIEW.....	12
GRADUATION	13
Graduation Honours	13

Graduation Requirements.....	13
Graduation Speaker.....	14
PLAGIARISM AND CHEATING	14
Penalties.....	15
Appeals for Plagiarism.....	15
RECORDING OF LECTURES	15
SCHOLARSHIPS, BURSARIES AND AWARDS	16
STUDENT CARE CENTRE	16
Disability Policy.....	16
TRANSCRIPTS.....	16
VANGUARD COLLEGE LIBRARY SCHALM MEMORIAL COLLECTION.....	17
WITHDRAWING FROM COLLEGE.....	17
II. STUDENT LIFE INFORMATION	17
STUDENT SPIRITUAL LIFE.....	18
Weekly Chapel Periods.....	18
Fall Reset Days and Winter Spiritual Enrichment Days	18
Community Discipleship Groups and Affinity Groups	18
STUDENT MINISTRY ASSIGNMENTS.....	19
PLANNING FOR ENGAGEMENTS AND MARRIAGES	19
Wedding Ceremonies	19
SPIRITUAL LIFE ATTENDANCE STANDARDS	19
Chapel and Church Attendance.....	19
STUDENT DRESS STANDARDS	20
DISCIPLINE AND DISMISSAL POLICY	20
Academic Dismissal.....	20
Non-Academic Dismissal	21
STUDENT GOVERNMENT AND ACTIVITIES	21

Student Council	21
Student Employment and Field Education	21
Recreation and Athletics	21
Yearbook	22
FACILITY AND PROPERTY USAGE	22
III. STUDENT SERVICES INFORMATION	23
STUDENT ORIENTATION	23
STUDENT COMPLAINTS AND GRIEVANCES	23
STUDENT CARE CENTRE	24
COUNSELLING SERVICES	24
Academic and Personal Counselling	24
Professional Counselling	24
STUDENT FINANCIAL SERVICES	24
Payment Plan	25
T2202A	26
Course Changes	26
Adding a Modular Course	26
Dropping a Modular Course	26
Dropping a Block Course	27
Dropping a Cluster Course	27
Canada Student Loans	27
STUDENT GENERAL INFORMATION	28
STUDENT MEDICAL INFORMATION	29

MESSAGE FROM THE PRESIDENT

I want to welcome you to Vanguard College! I am grateful that you are here and we all look forward to a great year together - a life changing year. We have been praying for you that you would experience the presence and ministry of the Lord Jesus Christ. I pray that you would grow in every way as a person and as a follower of Christ and that this year would create a foundation for what lies ahead. We as a faculty and staff are here to help you succeed. If you are new to Vanguard, at least you know you are not alone!

At Vanguard College we believe in both commitment to Christ and commitment to each other. We want to flourish as a community and this Handbook brings us together under an attitude of mutuality and respect. All of the community rules in this handbook are simply common standards and, as a student at Vanguard, you make a commitment to abide by them while you are here. We recognize many different backgrounds and convictions in the Church and Kingdom of God, but these are important to us now as we connect with each other during our season at Vanguard College.

The establishment of these rules and policies is with a specific goal in mind: We all want to experience the person and presence of Christ Jesus in the power of the Spirit and we want nothing to hinder our pursuit of Him. Perhaps some of these rules seem foreign to you or restrictive. Please accept our policies as what is best for all of us as a community of believers. Abide by them with a willing spirit.

May God bless you abundantly this year. I am very glad you are here.

Eric Derksen

President

Vanguard College

COMMUNITY CONDUCT STANDARDS

Our goal is to “develop innovative Spirit-filled leaders” and your ongoing total spiritual and personal growth is a high priority at Vanguard College. This is the mindset, heart and philosophy behind the standards outlined below. We believe that in order to achieve this goal and fulfill our commitment to you, accountability is needed. This is often informally by peers or leaders, but also happens pastorally by Program Directors. There are occasions that this accountability undergoes a formal process through Vanguard’s Restoration and Discipline Committee.

It is also important to note that some of the standards that we believe will enable your spiritual and personal life to grow, adheres to and reflects the Pentecostal Assemblies of Canada (PAOC) standard.

Every *Follower of Jesus* Should...

1. Live a life that shows and tells people about Jesus (1 Pet. 3:15). Also live a life of regular prayer and the application of scripture to your actions (1 Thess. 5:17-18; Jam. 5:16; Titus 2:8)
2. Show that there is evidence of the fruit of the Spirit in their lives (Gal.5:22-23)
3. Live out the truth that all people are the unique image bearers of God, from conception to death (Gen. 1:27; Psalm 8:3-8, 139:13-16)
4. Love what God says is good and abhor what God says is evil (Amos 5:15.; Rom. 12:9b, 6:19)
5. Run away from all sexual immorality (1 Cor. 6:18) and honour the sanctity of marriage as a married student (Heb. 13:4)
6. Be a wise steward of your time, mind and body (1 Cor. 6:19-20; 1 Tim 4:8a)

Every *Vanguard College Student* Should...

1. Refrain from all activities/practices which are spiritually, psychologically or physiologically harmful to themselves or others. Thus, while enrolled at Vanguard College, community members will not be in possession or personally use alcohol, tobacco products, vaping, or any other substances of abuse.
2. Refrain from all forms of public and private gambling.
3. Refrain from all forms of pornographic material (watching, reading, listening).
4. Refrain from any form of homosexuality. This is interpreted and applied as including the promotion of the homosexual, lesbian, bisexual or transgendered lifestyle or self-identifying as such.
5. Only have sexual intimacy with their spouse.
6. Refrain from any form of physical, emotional and verbal abuse against another individual or group.
7. Refrain from the viewing or use of any occult material.
8. Be wise with encounters with the opposite sex. It would be unwise to be alone with someone of the opposite sex in your place of residence and co-ed habitation is strictly prohibited. Therefore, only siblings will be allowed to live with each other.
9. Dress modestly. You are training for ministry so the principles of 1 Corinthians 8-9 should guide you in your appearance. Dress in a way that is in good taste and would not cause anyone to stumble. When going on Vanguard ministry trips, your leader will tell you what would be appropriate attire for the ministry context you will be in. Please see Student Dress Standards for more information.

If, in the judgment of the college administration, a community member is deemed to be disregarding the above biblical guidelines and standards in these areas, or with any known breach of this agreement, he/she may be subject to disciplinary action, in accordance with the guidelines of the College Restoration and Discipline Policy. For more information, copies of the Vanguard College Discipline Policy may be obtained from the office of the Dean of Students.

COLLEGE MISSION

“Developing Innovative Spirit-filled Leaders.”

The Vanguard College graduates will be:

DEVELOPING

- Diligent in studying the Word of God.
- Equipped to exercise their ministry gifts and abilities.

INNOVATIVE

- Prepared to minister within the culture, according to Scripture.
- Creatively influencing their world for Christ.

SPIRIT-FILLED

- Empowered to minister in the fullness of the Holy Spirit.
- Showing evidence of the fruit of the Spirit.

LEADERS

- Equipping and mobilizing others for growth and service through community.
- Trustworthy servants, leading with strength of character.

I. STUDENT ACADEMIC INFORMATION

For a more detailed explanation of current academic policies, students may view the college's Academic Policy Manual by request to the Registrar. Please also refer to the Vanguard College catalogue. Policies are subject to change by the Academic Committee.

Please note for policy matters, the first day of classes in the fall semester is the Tuesday after Labour Day.

ACADEMIC APPEALS

1. Students wishing to appeal a final grade may do so up to 30 days after marks are submitted to initiate an appeal.
2. Students disagreeing with a mark assigned must:
 - a. First discuss the issue with the Professor involved in an attempt to resolve the disagreement
 - b. If the matter is not resolved, students should discuss this with the Academic Dean
 - c. Then, if necessary, to proceed with an Academic Appeal Application to the AC.
 - d. The Committee will fully investigate the appeal before making its decision. In all cases, the decision of the Committee will be final and binding on both parties. Students will be notified of the Committee's decision by an official letter.
 - e. Students can appeal the Academic Committee's final decision to the President.

ACADEMIC LOAD, COURSE OFFERINGS AND WORKING WHILE IN SCHOOL

1. Vanguard operates on a three-semester system: Fall, Winter, Summer Sessions.
2. The normal academic load in credit hours per week during each semester is 12-15 credits plus 3 practicum credits. Full-time students are those taking 12 or more credit hours per semester. Part-time students are those taking less than 12 credit hours per semester.
3. Students who are registered for 6 credits in the Summer session will be considered full time only for the purposes of Student Loan Funding.
4. For increased course loads approval must be given by the Program Director (18-21 credit hours) or the academic committee (24+ credit hours).
5. It is recognized that some may find it necessary to work in order to provide for family or personal matters. Working over 18 hours a week in a job or in field education is strongly discouraged and written permission to do so must be obtained from your program director. Each department may enforce a stricter policy, please see your Program Director for more information.

For more specific information, please see the Vanguard College Catalogue.

ACADEMIC STANDING

Students with both a term GPA and cumulative GPA of 2.0 are considered to be in good standing. Student with a GPA below of 2.0 may fall under the following categories of Academic standing.

For Degrees and Diploma Students

1. Dismissal: GPA below 1.0/ Two or more semesters below 1.7/ Cumulative below 2.0 for 3 semesters/ 4 Fails for Degree. Dismissal may be for a period of 1 semester to up to a maximum of 3 years.

2. Probation: GPA between 1.0 and 1.69/ Two Academic Warnings
3. Probation: Cum GPA below 2.0
4. Warning: GPA between 1.70 and 1.99

For Certificate Students

1. Dismissal: Failed 3 or more courses
2. Probation: Failed Max. 2 Courses / GPA below 1.69
3. Academic Probation Cum Below 2.0
4. Warning: GPA between 1.70 and 1.99

Students who fall into one of these categories listed above, will be sent an official letter from the Registrar's office. This letter will outline specific conditions of which the student will be required to attain. This may include Completion of SURGE, reduced course load and/ or term GPA requirements.

APPEAL PROCESS FOR ACADEMIC STANDING

The student has the right to appeal a decision made in response to **academic standing** on the following grounds:

1. There is evidence available that was not considered in the decision.
2. There is evidence of prejudicial treatment in the decision.
3. Appropriate process as outlined was not followed.

A decision by the Academic Committee may be appealed to the **Academic Dean** in writing within thirty days of the student being informed of the decision stating the basis on which the appeal is warranted. The decision of the President is final.

ATTENDANCE POLICIES

At Vanguard College regular class attendance/participation is vital for student learning and progress. Students are discouraged from being absent, arriving late or leaving early from classes. Attendance is required for all courses in which the student is enrolled.

Students are required to regularly attend classes according to the following standard as listed below. This includes classes missed for any reason including Ministry absences. It is the responsibility of the student to be aware of the policy as stated in each course syllabus and closely track their attendance with the professor for their classes.

- Course consisting of a 50 minute class: 7 classes of missed time is allowable
- Course consisting of a 75 minute class: 5 classes of missed time is allowable
- Block Class: 2 classes of missed time is allowable
- Practicum Classes: 2 classes per semester of missed time is allowable
- Modular and Cluster Courses: ½ day of missed time is allowable

Students who exceed the maximum limit of absences will automatically fail the course.

Professors have the right to implement or enforce a more stringent absence or late policy if they so wish and they may also request extra work in lieu of any time missed in class.

The Professor will immediately notify the Office of the Registrar if this is the case. If a student is absent for more than the allowable limit due to extenuating circumstances, they may be eligible to receive a Voluntary Withdrawal (VWD) from a course rather than a fail. The student will submit an Appeal within 5 business days of their final absence to the Office of the Registrar to initiate the process for receiving a VWD. The Registrar has the right to request supporting documentation to help determine if a VWD will be administered. Refunds for VWDs will be administered according to the current refund policy.

Extenuating circumstances are considered to be prolonged illness or other medical reason, death in the family, family emergency.

Professors are responsible to record absences for students and correspond with students regarding absences or lates. Copies of attendance records must be submitted to the Academic Department for filing with the course syllabus and final grades at midterm as well as at the end of each semester.

CHAPEL ATTENDANCE

Students will be permitted to miss five chapels each semester.

If a sixth absence occurs, the student will need to meet with his or her Program Director, who will decide on whether or not any marks (up to a maximum of 10%) should be deducted from the student's practicum mark (if a deduction in marks is warranted, the Program Director will inform the student's practicum teacher).

If a seventh absence occurs, the student will meet with the Dean (or Associate Dean) of Students to discuss his or her continued Chapel absences. If warranted, then the final practicum grade will be adjusted to a maximum of 60%.

Mandatory attendance is required for Spiritual Enrichment Days and Reset Days.

CHANGING PROGRAM OF STUDY

1. All students changing their program of study must complete a Program change form.
2. The former and new Program Director, Academic Dean, and Registrar will review the request before approval will be granted.

For more information regarding academic requirements, please see the Vanguard College Catalogue.

CLASS ETIQUETTE

During the semester, if a professor is absent from a class and the students have not been informed that the class is cancelled, students must wait 15 minutes in the classroom for the professor to arrive before they are released from class.

Punctuality at all Vanguard College functions is required. Students must not enter or leave the classroom during the course of a class without the approval of the instructor.

COURSE ALTERNATIVES

Alternative course options such as a PAONL track or requests for Alliance History are available to students. Please contact the Academic Department for further information.

COURSE CANCELLATION

Before a semester starts, Vanguard College reserves the right to cancel classes due to low enrollment or other extenuating circumstances. Whenever possible, students enrolled in the cancelled classes will be notified at least three weeks before the start of the class. Students will be refunded all money paid for the cancelled class.

No professor may cancel more than 2 hours of a course without doing a make-up class.

COURSE CHANGES

1. The course drop policy is as follows:
 - a. 1-7 calendar days after the first day of classes 100% refund of tuition and fees*
 - b. 8-14 calendar days after the first day of classes 75% refund of tuition
 - c. 15-21 calendar days after the first day of classes 50% refund of tuition
 - d. No Refunds Thereafter
2. A \$25.00 fee per course will be charged for each change submitted after the seventh day following the first day of classes.
3. Students may withdraw from courses without academic penalty up to the eighth week of classes in each semester.

*A portion of your fees are non-refundable. For more information regarding course changes please refer to *Section III: Student Services Information (Student Financial Services)*.

COURSE DELIVERY

Courses are available both online and on campus in the following formats:

1. **Regular Courses:** for on campus courses, classes are offered throughout the semester from September – December and January – April.
2. **Cluster Courses:** offered on weekends or evenings.
3. **Block Courses:** three hour classes offered both during the day and evenings.
4. **Online Courses:** all online courses are on a 4 month rotation and can start on the 15th of any month. On campus students are required to contact the Academic Office for approval prior to registering for an online course.
5. **Independent, Directed and Modified Studies:** students requiring alternative course deliveries are required to contact the Academic Department.

COURSE FAILURE

Please see the Vanguard Catalogue for more information.

DEAN'S LIST

To acknowledge academic excellence, Vanguard College has established a Dean's List, which publicly honours the students who have excelled in their studies over a particular semester. A grade point average of 3.5 or higher with a course load of 12 or more credit hours is required to be on the list. The practicum grades are considered in the Winter semester when calculating Dean's List GPA's.

ELECTRONIC DEVICE POLICY

This policy is only pertinent for First year students.

For the purpose of cultivating a learning environment that is free from distractions the use of Audio Devices, Smart Phone, or Laptop Computers is not allowed. Students are required to bring a paper copy of a Bible as use of electronic copies on phones or other devices will not be allowed. Students who insist on using such devices will be asked to leave the room and be marked absent.

EMPHASIS PROGRAMS

Students wanting to add an emphasis must maintain a 2.3 GPA to be eligible. The emphasis requires that the student complete at least 75% of the practicum hours in the Introductory, Intermediate or Senior practicum courses OR 50% of the practicum hours in the Internship practicum courses.

EXAMINATION POLICY

Tests or mid-term examinations may be scheduled throughout the semester. The re-scheduling of Midterm Examinations will be considered on an individual basis.

Please consult your course syllabus as details vary per course and for each professor.

FIELD EDUCATION

Please consult the Field Education Manual or Vanguard College Catalogue for more information.

FINAL EXAMINATIONS OVERVIEW

1. Exam Conflicts

- a. When a student finds that he/she is scheduled to write two examinations in the same time slot the student shall notify both professors of the situation and take the following formula to determine which exam shall take precedence.
 - i. The senior course, whether core or elective, shall take precedence over a freshman/junior level course.
 - ii. The course found in the students' major area of specialty shall take priority over a non-major course.

2. Emergency Situation

- a. In an emergency situation (e.g. sudden family crisis, severe personal illness) that prohibits students from writing one or more examinations, students should contact the academic department. In the case of illness, documentation from a doctor must be provided for the request to be considered.
- b. The examination (or a revised version of it) will either be written at a later date or students will be awarded the grade earned thus far in the course plus the class average for the examination. The second option however, is subject to certain conditions. (If the examination to be written is a mid-term, the class average will not be an option. The examination must then be rescheduled).

3. Extenuating Circumstances

- a. Students making special arrangements with the instructor must also obtain from the Academic Office a Re-Schedule of Final Examination Form.
- b. Students may be given permission to take an alternate examination after the last day of class before the scheduled date under extenuating circumstances.
- c. Students who qualify must complete the appropriate application form. The request must be approved by the instructor, the program director and the academic department and on file at the Academic Office a week before the date of the scheduled examination
- d. Students given such permission will be required to pay a fee of 20% of the course tuition fees to cover the costs associated with the alternate exam.
- e. If applicable, students must also complete a "Disclosure of Information Form" concerning examinations written outside prescribed times. Students agree not to discuss the content of the examination with anyone else until others have written the examination. Failure to meet this requirement may be forfeiture of the course and/or further disciplinary action.

GRADUATION

GRADUATION HONOURS

In order to be considered for graduation honours, a student must:

1. Exemplify excellent Christian character in attitude and spirit.
2. Be a student at Vanguard College for at least one year (30 credit hours).

Honours will be given on the following basis:

To Graduate With:	Grade Point:
Honours	3.0
High Honours	3.5
Highest Honours	3.85

GRADUATION REQUIREMENTS

1. Students in all programs of study must have successfully completed all required core and elective courses in order to participate in graduation ceremonies.
2. Diploma and Degree students are required to achieve a minimum overall Grade Point Average of 2.0

3. The student must demonstrate satisfactory completion of all Field Education Program requirements as outlined in the Field Education Manual and program practicum.
4. The student must meet faculty-adopted standards regarding Christian character.
5. The student must have his/her financial account fully paid in order to participate in graduation ceremonies and to graduate. This also includes Library fines.
6. Candidates for graduation must complete the LAUNCH.
7. Candidates for graduation must complete the entering and exiting Bible Content Assessment and the Graduate Survey.
8. All candidates for graduation are required to fill out an "application for Graduation" form.
9. The Deadline for the submission of a Graduation Application is February 1st.
10. After February 1st, Students will be required to pay a late fee.
11. Students who have not applied for graduation before February 1st and have not paid the fee are not eligible to graduate.
12. It is the student's responsibility to be aware of all programmatic requirements for graduation. Please see program director for more information.

GRADUATION SPEAKER

In order to be eligible as a grad speaker, students must have a minimum cumulative GPA of 2.5.

PLAGIARISM AND CHEATING

It is the student's responsibility to conduct themselves in a responsible manner and avoid academic dishonesty including plagiarism and cheating. Plagiarism and cheating are serious academic offences subject to penalty.

1. Cheating covers a variety of actions, but may include:
 - a. Obtaining information or material from another student or other unauthorized courses during an examination.
 - b. Passing information or material to another student during an examination, or permitting another student to observe answers during an examination.
 - c. Possessing or attempting to acquire or distribute unauthorized material relating to an examination.
 - d. Unauthorized use of another student's work and representing or attempting to represent the work as your own.
 - e. Submitting the words, ideas, images or data of another person as the student's own in an essay, project, or any other academic writing is plagiarism. Students must acknowledge the source of their resource materials, whether direct quotations, summaries, paraphrases, ideas, and images.
 - f. Resubmitting one's own work more than once without referencing one's self.
2. The three fold criteria for a student to be found guilty of plagiarism:
 - a. No mention of the author in the text
 - b. No quotation marks included
 - c. References were not footnoted

PENALTIES

When a Professor discovers student plagiarism and/or cheating; the Professor will meet with the student individually to inform them that plagiarism is suspected and outline to the student that the following will take place:

1. The paper will be reviewed by the Professor in conjunction with Registrar/ Academic Dean to determine the level of plagiarism.
2. The Registrar will formally notify the student regarding the level of penalty applied.

The following penalties will be applied dependent upon the degree of plagiarism as determined by the Professor and Academic Dean:

1. 1st Offence Plagiarism:
 - a. 60% of the assignment and a warning Letter from the Registrar,
 - b. 40% on the assignment and their name placed on a central plagiarism registry,
 - c. 0% on the assignment or course failure and their name placed on central plagiarism registry and possible referral to the Discipline and Restoration Committee where they will face disciplinary action, according to the terms and conditions laid out in the Vanguard College Discipline Policy.
2. 2nd Offence Plagiarism:
 - a. 40% on the assignment and name placed on a central plagiarism registry and a 2nd warning letter from the Registrar (with notification sent to Program Director),
 - b. 0% on the assignment or course failure and name placed on central plagiarism registry and possible referral to Discipline and Restoration Committee where they will face disciplinary action, according to the terms and conditions laid out in the Vanguard College Discipline Policy,
 - c. In the event that a student has received 2 zeros (2nd time plagiarizing), they will automatically be penalized as per 3rd Offence Plagiarism.
3. 3rd Offence Plagiarism:
 - a. 0% in course and student will automatically be referred to the Discipline and Restoration Committee where they will face disciplinary action, according to the terms and conditions laid out in the Vanguard College Discipline Policy.

Where the professor and Academic Dean disagree on the level of plagiarism, a 3rd party may be requested to review the paper.

APPEALS FOR PLAGIARISM

The student may appeal the decision of the Professor (for assigning 0%, 40% or 60%), in writing, to the Academic Dean, then to the Academic Committee. The student may appeal the decision of the Disciplinary Committee and/or the AC, in writing, to the President.

RECORDING OF LECTURES

The recording of lectures or the use of any other audio-video equipment is not permitted unless cleared by the instructor prior to the event. Each instructor's decision shall be final.

SCHOLARSHIPS, BURSARIES AND AWARDS

Numerous scholarships, bursaries and awards are presented annually to students who qualify and excel in certain designated academic and practical areas. For more up-to-date information on Scholarships, Bursaries and Awards and Deadlines, please see our Vanguard College Catalogue.

STUDENT CARE CENTRE

The Student Care Centre (SCC) at Vanguard exists to help every student to reach his or her full potential. We offer a number of services, all at no cost to students, which are designed to help every student achieve success. These services include the following:

1. A peer tutoring centre is available for students. Please sign up at the Academic Office in the Main Office.
2. For those students who require it, we also provide readers and/or scribes to help them through any learning challenges they may have in these areas in tests and assignments
3. We are also pleased to consult with students to help them with an Individual Education Plan (IEP) to continue what they may have had in secondary school (i.e., if they were on an Individual Programme Plan - IPP).
4. If further assessments are required, a consult with SCC personnel will be possible to schedule.
5. SCC provides a quiet space for students to come and relax or quietly do homework in a calm peaceful environment. We also provide two computers equipped with a text to voice and a voice to text software for students can benefit from that. The door is always open and you are always welcome!
6. For more information, email studentcare@vanguardcollege.com

The SCC also runs LAUNCH (required for all incoming students) and SURGE (required for students on Academic Probation or students returning from dismissal). Whether you need help formulating an IEP, need some extra assistance with tests or assignments, or want to have a paper proofread by one of our peer tutors, let us know how we in the SCC can serve you!

DISABILITY POLICY

Vanguard College's Student Disability Policy addresses students with documented physical, learning and psychological disabilities. Please contact the Registrar for a copy of the complete Disability Policy.

TRANSCRIPTS

Transcripts will be issued to another educational institution, the credentialing body, agency or employer, subject to the following:

1. There is a \$10.00 fee for one transcript and a \$5.00 fee for each additional transcript requested at the same time. Payment is required before the transcript request will be processed.
2. Individuals must sign a *Transcript Request Form* granting permission and authorization to release their transcript.
3. Transcripts will not be released unless the student's college financial account is paid in full.

VANGUARD COLLEGE LIBRARY | SCHALM MEMORIAL COLLECTION

Our Library is part of the NEOS Library system, a consortium of college and university libraries in northern Alberta. There are over ten million items available to Vanguard Students in the NEOS Collections.

See www.neoslibraries.ca for more information or talk to the Vanguard College Library staff.

Students are encouraged to make full use of the library and its contents, as in many respects the library is the center of their academic life. Your Library Guide sets out guidelines and regulations for use of the library. Your student picture ID card allows you to sign out resources from the library.

There are 6 computer workstations available for students to use in the library. Printing services are also available at \$0.10 per page. Please see the Library circulation desk for more information.

Library hours are as follows:

- Monday-Thursday 8am-10pm; Friday 8am-4pm;
- Closed during Chapels (Tuesday 115-245 and Thursday 1050-1150), Weekends, and Stat Holidays.
- The library desk is unavailable for service during lunch hour (1130-1230) daily.

Visit our website for more details www.vanguardcollege.com/library

WITHDRAWING FROM COLLEGE

Students withdrawing from their studies at Vanguard College must complete a Notice of Voluntary Withdrawal form, to be forwarded to the Academic Dean and the Registrar.

Students considering withdrawing from their studies at Vanguard College must consult their Program Director. Tuition refunds for a student withdrawing from college will be processed according to the following schedule:

- 100% refund on Tuition and Fees* (1-7 calendar days after the first day of classes)
- 75% refund on Tuition Only (8-14 calendar days after the first day of classes)
- 50% refund on Tuition Only (15-21 calendar days after the first day of classes)
- 0% refund on Tuition Only (22 days or more after the first day of classes)

**A portion of your fees are non-refundable. After 7 Days no fees will be refunded.

II. STUDENT LIFE INFORMATION

Student Life Department exists to provide opportunities and support for physical, emotional, spiritual and mental health. In addition, we promote a strong sense of community, uphold the community standards and shape the spiritual tone of Vanguard College.

Welcome to the Vanguard College community, we are honoured to have you!

Vanguard is a Christian academic community that is deeply committed to providing you with the best possible training for biblical and healthy spiritual leadership in and outside of the church. We commit ourselves to helping you develop into an innovative, Spirit-filled leader with integrity, upright character and who lives a life above reproach. Further, we want to help you grow in your likeness and relationship with Jesus Christ.

With your acceptance to Vanguard College, you have acknowledged that you are also committing yourself to the above. That said, all students attending Vanguard College are expected to read, understand and abide by the following policies and guidelines as outlined in this Vanguard College Student Handbook and will have signed the covenant regarding the Community Conduct Standards.

STUDENT SPIRITUAL LIFE

Your ongoing total spiritual and personal growth is a high priority at Vanguard College and several aspects of life that we believe will enable that spiritual life to grow have been included below.

WEEKLY CHAPEL PERIODS

On a weekly basis we gather as a community to engage in corporate worship.

Tuesday: We focus on the worship and have a speaker bring the Word. Often there is a response time and opportunities for prayer.

Thursday: This chapel focuses on building community at Vanguard and our surrounding community. They are creative in nature, with Student Council and Student Life leading them. This is also the chapel where we have announcements and communicate what is happening at Vanguard.

FALL RESET DAYS AND WINTER SPIRITUAL ENRICHMENT DAYS

Each semester, Vanguard students, staff and faculty actively engage in services that are intentional in time, space, and nature, in order to 'be still and know' amidst the busyness of life. In the Fall semester during RESET Days, one day of classes and activities are given over to special meetings of devotional or inspirational nature. During both RESET Days and Spiritual Enrichment Days, Students are introduced to the teaching of one or more well-known special guest speakers, who minister in several plenary sessions. These services are tailored to encourage the college community to integrate Biblical knowledge into their hearts and lives.

COMMUNITY DISCIPLESHIP GROUPS AND AFFINITY GROUPS

First year students enrolled in the Life in the Spirit and/or Personal Formation & Discipleship course will meet weekly in an assigned Community Discipleship Group (CDG) for a time of small group discipleship.

Upper year students are welcome to partake in an optional Affinity Group for some small group discipleship.

STUDENT MINISTRY ASSIGNMENTS

See Field Education Manual for complete details.

PLANNING FOR ENGAGEMENTS AND MARRIAGES

The most important decision that you will ever make is surrendering your life to Jesus and making Him Lord of your life. We would argue that the second most important decision that you will make is deciding whom you will marry.

Proverbs says, “For lack of guidance a nation falls, but many advisers make victory sure” (Pro. 11:14 NIV) and we consider it wise for you to seek out Godly wisdom and healthy advice regarding this life-changing decision. In terms of Vanguard’s involvement, we strongly recommend that you speak to your Program Director and the Dean of Students about your intentions, and so each may provide you with support, insight and valuable input throughout the entire process, as required.=

In the spirit of advice giving, here are 6 questions for you to think about if you are considering getting engaged.

1. Have you known each other long enough and well enough?
2. Are both of you mature in your relationship with Jesus?
3. What are your parents, guardians, or valued elders’ thoughts and advice on this possible marriage?
4. Do you have a good mentor that you can connect with and seek out additional Godly wisdom?
5. What are your plans for pre-marital counselling?
6. What is your financial plan?

WEDDING CEREMONIES

The academic year is busy and various levels of stress can be expected. The engagement and wedding planning seasons are also very busy and can create additional stress which, when combined with pursuing your studies, can be unmanageable for many. For this reason, Vanguard College strongly discourages that weddings take place during the academic year (Sept-Apr, including Christmas break).

We understand that there are unique circumstances which may dictate the date of one’s wedding. If you would like to get married during the academic year, we request that you engage in a conversation with both your Program Director and the Dean of Students so they can be fully informed and can provide you with input and support.

SPIRITUAL LIFE ATTENDANCE STANDARDS

CHAPEL AND CHURCH ATTENDANCE

Vanguard College has initiated a structure to assist you in gaining fuller reward from participation in a variety of activities designed to strengthen spiritual development and your walk with God.

1. All full-time students (**students taking 12 or more credit hours per semester**) are required to attend chapel services, Spiritual Enrichment Days, and Sunday services at their local church. Records will be kept of each student's attendance at all of these functions, and attendance is included in student's Field Education grades. Any exceptions must be approved by their Program Director.
2. Students will be permitted to miss (5) chapels each semester. If a sixth absence occurs, the student will need to meet with his or her Program Director, who will decide on whether or not marks (10%) will be deducted from the student's practicum mark. If seventh absence occurs, the student will meet with the Dean of students to discuss his or her continued Chapel absences.
3. Students taking under 12 credit hours per semester are encouraged to attend chapel services, but are not required to do so.

Student attendance is expected at all Spiritual Life Activities in the semester and required at RESET and Spiritual Emphasis Days. Only in rare extenuating circumstances will the Dean of Students grant semester-long exemption from participation.

Note: chapel excusals of an ongoing nature are to be requested from the Dean of Students. Once the request is granted the Program Director, the Field Education Department and the Practicum Professor will all be notified via email by the Dean of Students. The Field Education Department will keep a record of these types of excusals. The student is also encouraged to keep a record of this.

For more information, please review the Field Education Manual or contact the Field Education Director.

STUDENT DRESS STANDARDS

Though the college does not wish to major on minors, we must also recognize that personal appearance is a part of our Christian testimony. We value modesty and place great emphasis on the importance and significance of choosing to separate one-self from the pervasive suggestiveness of our culture. With that said, all Vanguard College students are expected to be well groomed, modestly dressed, and in good taste. Attire, including apparel and jewelry, should be appropriate to the campus of a ministerial training College and that which would be offensive to the standards and/or practices of our College and/or constituency should be avoided, in keeping with the principles of 1 Corinthians 8, 9. These Biblical precepts remind us that Christian leadership will always avoid being a stumbling block to others, and may have to waive some of their personal rights for the good of the Body of Christ.

Students representing the college in public ministry (e.g. Choir, ministry teams, preaching assignments, internship, etc.) must dress appropriately to the environment in which they will be ministering. Exactly what is "appropriate" dress should be determined in advance in consultation with their Program Director, Course Instructor and the local church pastor.

If you are in doubt of any of the above information concerning student dress standards, please speak to the Dean or Associate Dean of Students.

DISCIPLINE AND DISMISSAL POLICY

ACADEMIC DISMISSAL

Please refer to *Section I: Student Academic Information* for more information.

NON-ACADEMIC DISMISSAL

1. Non-Academic Dismissal will be handled by the Restoration and Discipline Committee directly or upon referral by the Academic Committee.
2. Students may be dismissed from the College for Non-Academic reasons for up to 5 years.
3. The Registrar, in conjunction with the Dean of Students, will notify the student of his/her dismissal in writing within 24 hours of the decision rendered.
4. When a student is receiving a Non-Academic dismissal, the Dean of Students will notify the AC that the student is being dismissed.
5. The Registrar records a Non-Academic dismissal on the student's transcript, including the length of dismissal. The exact reason for the dismissal is not included on the transcript.
6. A copy of the file will be shared with a trained professional for assessment and ongoing resource, as determined by the Restoration and Discipline Committee.

For more information, copies of the Vanguard College Discipline Policy may be obtained from the office of the Dean of Students.

STUDENT GOVERNMENT AND ACTIVITIES

STUDENT COUNCIL

Each year, a Student Council President is selected, who then forms an appointed council. The council consists of various members from different programs and class years, and facilitates different activities and chapels. They also lead and serve as the official voice of the Student Body.

STUDENT EMPLOYMENT AND FIELD EDUCATION

Working when studying has increasingly been discouraged at Vanguard College because of the heavy academic load. It is recognized that some may find it necessary to work in order to provide for family or personal matters. These students should realize that they may have to reduce their academic load proportionately, as well as forgo some other extra-curricular activities. Working over 18 hours a week in a job or in field education is strongly discouraged and written permission to do so must be obtained from your Program Director. Each department may enforce a stricter policy, please see your Program Director for information.

RECREATION AND ATHLETICS

While there is no formal physical education program at Vanguard College, students are urged to involve themselves in various voluntary programs organized by the College or Student Life. Each year, Student Life seeks to provide affordable recreational activities, including men's and women's fitness classes, casual drop-in sports, registered/organized sports teams via city-wide organizations, and other recreational opportunities according to student initiative or demand. Inquiries about athletics may be directed to the Dean or Associate Dean of Students.

Ongoing arrangements are being made with local recreation facilities. If you require more information, please visit the Student Life department.

YEARBOOK

The College yearbook is prepared by student initiative under the direction of a student editor and the Dean and/or Associate Dean of Students.

Please review the Field Education Manual for more information.

FACILITY AND PROPERTY USAGE

Vanguard College's facilities are multi-use, serving a number of private and public groups, in addition to the students, faculty and staff of the College. We ask that the utmost care and respect is demonstrated when using our facility and property.

Chapel: Use of the Chapel for purposes other than prayer, apart from the chapel hour and classes, must receive prior approval from the Academic Department.

Classrooms: When classes are not in progress, classrooms may be used as study rooms, for Student Council and some for musical practice.

Computer Facilities: Located in the library, computer facilities are available on a first-come, first-served basis for use by Vanguard College students only.

Gymnasium: The gymnasium is available for student use. Please visit the Student Life department for more information on scheduled hours of operation.

Library: Students are encouraged to make full use of the library and its contents. The Vanguard Library Guide sets out guidelines and regulations for use of the library. Library hours are as follows:

- Monday-Thursday 8am-10pm; Friday 8am-4pm;
- Closed during Chapels (Tuesday 115-245 and Thursday 1050-1150), Weekends, and Stat Holidays.
- The library desk is unavailable for service during lunch hour (1130-1230) daily.

Please refer to *Section I: Student Academic Information (Vanguard College Library | Schalm Memorial Collection)* for more information or visit our website (www.vanguardcollege.com/library).

Music Practice Rooms: Available to students in the music program, or with prior permission from the Director of School of Worship.

Prayer Room: The prayer room is open every day at 7:00 am for prayer use only. Meetings and/or events may take place here, as organized by Vanguard Administration.

Student Care Centre: Please refer to *Section I: Student Academic Information (Student Care Centre)* for more information.

Student Lounge: The Student Lounge is on the lower level and is available for college-wide use. Students should consult with the Dean or Associate Dean of Students as to social or recreational use of the Student Lounge.

III. STUDENT SERVICES INFORMATION

STUDENT ORIENTATION

The New Student Orientation serves as an opportunity for incoming students to become familiar with the College facilities, its faculty and staff. In addition, students will be provided with important information and experience community alongside others who are anticipating their first year at Vanguard. Throughout the year, students will also have various individuals available to help ease their adjustment to College life, including their respective Program Director(s) and Coordinator(s), Student Care Pastors, Student Ambassadors, and/or upper year students.

STUDENT COMPLAINTS AND GRIEVANCES

Vanguard College is committed to providing a community in which all individuals are treated with respect, and dignity, and are free from harassment. The College considers harassment a serious offence which will not be tolerated and a full Harassment Policy has been established. Copies of the full Vanguard College Harassment Policy are attainable from the office of the Dean of Students upon request.

The College is interested in providing an atmosphere consistent with its goal of “developing innovative, Spirit-filled leaders” for vocational and lay ministries. Policies, rules, regulations, and guidelines are established as a framework for fostering community life and fulfilling the ongoing purposes of the college.

The College desires to deal fairly with all persons, including students, faculty, staff, administration and guests. Should a student have a complaint or grievance, they should follow the Scriptural pattern to resolve the matter:

- Stay calm. Be quick to listen, slow to speak, and slow to become angry (James 1:19).
- Pray about the matter. Let God give you wisdom to find the right approach to the solution of the problem (James 1:5).
- Discuss the matter respectfully with the student, faculty or staff member involved (Matt 18:15).
- If an understanding is not reached and the issue involves another student, talk to the appropriate college authority (Matt 18:16-17). This may be the student’s Program Director, the Dean of Students, or the Academic Dean.
- If the conflict is not resolved at this point, students may address a letter to the President stating the problem or request. The President will either make a decision or will refer the matter to the Operations Council. The President and/or the Operations Council are the final avenue of appeal in the college.

The Association for Biblical Higher Education (ABHE) standards, with whom Vanguard is accredited, require that institutions have published procedures for addressing formal student complaints and grievances and that there be equitable and consistent treatment of employees and students consistent with published policies.

Students dissatisfied with any aspect of college academic, spiritual, professional or social life may file complaints at any time with the Association for Biblical Higher Education (ABHE), with whom Vanguard is accredited. Supporting documentation must be submitted The address is:

Association of Biblical Higher Education (ABHE)
5850 T.G. Lee Blvd., Ste. 130
Orlando, FL 32822
USA
(Tel. 407-207-0808)

Complaints from individuals, institutions or programs, or agencies regarding an institution's or program's significant noncompliance with ABHE Standards, policies, or procedures will and supporting documentation must be submitted in writing to the Director, Commission on Accreditation via email at coa@abhe.org or postal mail at 5850 T.G. Lee Blvd., Suite 130, Orlando, FL 32822. The Complaints will be handled by the Director, Commission on Accreditation processed by the Commission on Accreditation staff in accordance with the Policy on Complaints Against an Institution or Accredited Program. The nature of these complaints, method of handling, and disposition will be included in the Director, Commission on Accreditation's report to the Commission on Accreditation.

STUDENT CARE CENTRE

Please refer to *Section I: Student Academic Information (Student Care Centre)* for more information.

COUNSELLING SERVICES

ACADEMIC AND PERSONAL COUNSELLING

Students who encounter difficulties in their spiritual life, academic load, social relationships, etc., are reminded that Faculty members, Program Directors and Community Discipleship Group leaders are available to counsel and help in solving student problems. As well, professional counselling with a registered psychologist or counsellor can be arranged at the discretion of the Dean of Students.

Please note that Faculty functions as a care giving team and mental health issues, academic issues, or any other issues may be shared amongst faculty as necessary, with the student's permission. If you have any privacy concerns please speak to the Dean of Students.

PROFESSIONAL COUNSELLING

Vanguard College has made arrangements for student counselling needs in the event that a student requires professional counselling from a registered psychologist. Please contact the Dean of Students for more information.

STUDENT FINANCIAL SERVICES

Please note for policy matters, the first day of classes in the fall semester is the Tuesday after Labour Day.

All tuition and fees for the semester are due and payable on or before the last business day before the first day of class. Students will be charged \$50 for each day that payment is late to a maximum of \$200. No student will be registered unless one of the following conditions is met:

1. Tuition and fees for the semester are paid in full on or before the last business day before the first day of class.
2. Application has been made to the Financial Advisor who has approved an alternate payment plan.

Students not yet in receipt of their student loan must provide a Notice of Assessment in order to register.

Students will not be permitted to attend classes if they have not paid their tuition and fees by the last business day before the first day of class, or have not made alternate arrangements for payment of such fees.

Students unable to provide full payment, for the semester, may take advantage of the payment plan option. *Please see section below Payment Plan for further information.*

The tuition rate to take a course for audit is 1/3 the credit rate. Audit students have a one year time period from the course start date, to switch to credit. The tuition fee to transfer to credit will be the tuition rate at the time of registration into the credit course.

PAYMENT PLAN

Application is made at time of payment by filling out the *Payment Plan* form. Conditions will be explained and signed by both the advisor and the student. This payment plan is not available to students taking fewer than 6 credits per semester.

1. 50% of tuition and fees are due on the last business day before the first day of class. Two subsequent payments of 25% of tuition and fees will be due on October 1, November 1 in fall semester, or February 1, and March 1 in winter semester. A \$25.00 service charge is required per semester.
2. Post-dated checks/ credit card number/ or pre-authorized debit form (accompanied by a void check or bank account printout) **must** be presented at time of registration, or registration may be refused.

Service charges will be added to the first payment.

The College reserves the right to refuse registration to a student who appears to have no ability to make payment.

Students who do not pay by the end of the semester will be:

- unable to receive transcripts
- unable to graduate
- unable to return for the following semester or register for IBOLT
- charged 1.5% interest per month on remaining balance until account is clear

A \$20.00 per incident charge will be applied to accounts the day following a missed payment (i.e. the 2nd of the month). N.S.F checks will be charged \$15.00 (in addition to the \$20.00 if necessary.) N.S.F. checks must be replaced with a certified check, cash, money order or credit card. If the 1st of the month falls on a non-school day, the student is expected to make payment the first school day following.

Students participating in college sponsored ministry trips (i.e. HMS overseas outreach) must have their student accounts paid in full as a condition of going on the trip.

T2202A

T2202A's (Tuition Income Tax Receipt) are made available to students online through the academic software system. Students will be informed when they are available and will be responsible to print them out.

COURSE CHANGES

Provision is made for course changes without financial penalty from 1-7 calendar days after the first day of classes. Course change fee is also waived this first week. Courses may be dropped, added or changed during this time by completing the *Course Change Request* form.

- A \$25.00 fee per course will be charged for each change.
- The Administrator will apply a credit to the student's account upon receipt of a "Course Change Request" form. Students will be contacted by the SFA regarding credit on their account after the add/drops have closed.
- Tuition refunds for course drops will be processed according to the following schedule:

100% Refund of Tuition and Fees* (1-7 calendar days after the first day of classes)

75% Refund on Tuition only (8-14 calendar days after the first day of classes)

50% Refund on Tuition only (15-21 calendar days after the first day of classes)

0% Refund on Tuition only (22 days or more after the first day of classes)

*A portion of your fees are non-refundable

- After 7 Days no fees will be refunded.

ADDING A MODULAR COURSE

- Students must apply to take a Summer MOD.
- Payment is due by 4:30pm the Friday before the start of the modular course.
- Payment received after 4:30pm on the Friday before the start of the modular course will be subject to a \$50 late fee.
- As per Academic policy, Students may add a modular course without an add fee up to 9:00am on the first day of modular classes. However they will be subject to the late payment fee.

DROPPING A MODULAR COURSE

The following refund schedule applies to tuition when a modular course is dropped:

- If a Modular Course is dropped before 4:30pm on the Friday before the first day of class, the student will receive a 100% refund on tuition and fees. With the exception of the following:

- Course Trip Fees attached to a modular course are refundable 1-7 days after the first day of classes for the Fall and Winter semester. After this course Trip Fees are non-refundable
- If a modular course is dropped after 4:30pm the Friday before the first day of class, fees will be non-refundable, but they will be eligible for tuition. The tuition refund will be processed as follows:
 - Friday by 4:30pm –100% Refund
 - Monday by 4:30pm – 75% Tuition Refund
 - Tuesday by 4:30pm – 50% Tuition Refund
 - After Tuesday 4:30pm – 0% Tuition Refund

DROPPING A BLOCK COURSE

Payment in full must be made prior to or by the end of the first block class. A withdrawal may be made subject to the following tuition refund schedule;

- If the class is dropped on the first day, the student will receive a 75% refund.
- If the class is dropped on the second day (class) the student will receive a 50% refund.
- If the class is dropped on the third day (class) or later, the student will receive a 0% refund.

DROPPING A CLUSTER COURSE

The following refund schedule applied to tuition when a cluster course is dropped:

- If a cluster course is dropped on the first day, the student will receive a 75% refund.
- If a cluster course is dropped on the second day, the student will receive a 0% refund.

Fees are non-refundable.

The day of withdrawal or course change is determined by the date the Business Office is in receipt of the official *Course Change/Withdrawal Form*. Requests expressed to a faculty member or made verbally will not be accepted as official requests. This applies to private instruction as well. Any departures from this policy warranted by special circumstances (compassionate reasons) require Operations Council approval.

Regular day students enrolled in a night class are subject to the same refund policies.

CANADA STUDENT LOANS

Vanguard College is approved for Canada Student Loans through the Alberta Government. Students must apply for loan funding with their province of residence.

The College will instruct Student Loans to forward all funds, due for tuition fees, directly to the College.

Students are asked to apply early for student loans document in order to ensure money is disbursed quickly. Students are asked to sign and send any documents sent by student aid promptly to the address given.

For any additional inquiries, please stop by the Student Finance office.

STUDENT GENERAL INFORMATION

1. **Bus Passes:** Vanguard College students who wish to buy a monthly pass from ETS are eligible for a discount. To receive this discount, they need to buy the monthly pass at the Churchill Square LRT station downtown and bring their student I.D. card.
2. **College Email:** *Gmail.ca* is Vanguard's official email service. Upon applying to Vanguard College, each student will be assigned a Vanguard College email address. For simplicity and consistency, the format will be: john.doe@v-mail.ca. **Please note that all official college communication will come to this email account**, so it is advisable that students check this regularly. The college will not send emails to any other email account.
3. **College Office:** Office hours are 9:00 a.m. - 4:30 p.m. Monday through Friday.
4. **Divorced or Remarried:** If you are divorced and remarried, or married to a divorced person, please acquaint yourself with technicalities relative to credentials and the Pentecostal Assemblies of Canada.
5. **First Aid:** First Aid Kits are located at the Main Office, Library, and Faculty wing.
6. **Lockers:** Lockers will be assigned prior to the commencing of classes. Lockers should be secured with a combination lock at all times. However, please note that the lockers are the property of the college and the college maintains the right to search a student's locker, if necessary. Please use the locker with this in mind. **Lockers must be emptied and cleaned out by the last day of exam week.** After that time, remaining items will be donated or disposed of.
7. **Loss of Property:** The College is not responsible for the loss or damage of a student's *personal property* that is left on school premises either during or after school hours. Reimbursement for loss or damage to personal property used for school purposes off campus will be considered on an individual basis by the Operations Council upon written request.
8. **Mailboxes:** Mail for students will be placed in student mailboxes in the Student Lounge area (lower level). Student mail may be received at the College address, although, because of the non-dorm nature of the school, it is advisable to receive mail at their home addresses.
9. **Photocopying:** Students may use the photocopier in the library. Please enquire at the library information desk for applicable cost.
10. **Posters:** Announcements for posting on the *bulletin board* must be left at the general office for approval and posting. School-wide posters can be placed throughout the school, while program or department specific notices are to be posted on their respected bulletin boards.
11. **Public Telephone:** There is no public telephone on the premises, but if you need to make a call please speak to our Administrative Assistant at the Main Office.
12. **Student I.D. Cards:** I.D. cards are issued to every student early in the semester. These facilitate removal of books from the library, inter-school library use, discounts on book purchases at various Christian bookstores, and student admittance rates to various functions. Student ID Cards may entitle you to discounts at various venues. See the Student Life Department for more information.
13. **Vehicles:** Parking passes can be purchased on a semester basis from the main office. Parking passes must be visible when parking in the Vanguard Parking Lot. Parking is permitted where specified. It is expected that all laws and motor vehicle regulations be observed. Please do not park in the parking stalls that have been reserved for faculty, staff, visitors or handicapped persons. Those who do, or park in the parking lot without a Vanguard College parking pass. will be ticketed by the City of Edmonton.
14. **Visitors:** Visitors must sign in upon arrival. Visitors may be brought to classes, if space permits, and the appropriate faculty member gives approval. Young children are not permitted to enter the classroom, except with the permission of the instructor.

STUDENT MEDICAL INFORMATION

Hospitals in the Edmonton area:

Grey Nuns Community Hospital, 3015 - 62 Street (450-7000)

Misericordia Hospital, 16940 - 87 Avenue (484-8811)

Royal Alexandra Hospital, 10240 Kingsway Avenue (477-4111)

U of A Hospital, 8440 - 112 Street (492-8822)

Medicentres (Walk-in Clinics, open 7 days a week)

Belvedere Medicentre, 12720 – 66 Street (475-3681)

Castledowns Medicentre, 15277 – 113A Street (457-5511)

Medical Clinics in the College Vicinity:

Inglewood Medical Clinic, #104, 11817 – 123 Street (452-1354)

Links Associate Clinic, #104, 11910 – 111 Avenue (454-0351)

Medical Clinic 97, 10659A – 97 Street (428-8111)

Dental Clinics in the Vicinity:

Northtown Dental Associates: (780) 478-6131
295-9450 137 Avenue NW (In North Town Centre)
Edmonton, AB T5E 6C2

<http://www.norhtowndentalassociates.ca/>

Westmount Dental Centre: (780) 454-1114
1121 Westmount Shopping Center
Edmonton, AB T5M 3L7
<http://www.westmountdental.ca/>

Pharmacies in the Vicinity:

Shopper's Drug Mart

Kingsway Garden Mall
192, 1st Level
Edmonton, AB



Publication Date:
December 7, 2017

Effective:
2018/19 Academic Year