



WINTER MAILOUT



2016-2017

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Presidents Letter

Dear Vanguard Student:

I want to say hello from Vanguard College and tell you that I look forward to meeting you in the New Year! We as a staff and faculty are actively engaged in preparations for the new term.

Prayer is an important reality at Vanguard and it informs so much of what we do. As we pray, we thank God for you, and pray that your time at Vanguard is a rich and rewarding experience. It is our desire to see you encounter God in many ways while you are at the College. I am confident God will meet you in the class time, in chapel, in your relationships, in your ministry opportunities, and as you seek Him with all your heart. Your calling here is part of the plan God has for the rest of your life and we take seriously our part in your calling.

As a team, it is our desire that you encounter God in a profound way. College life can be very demanding and incredibly rewarding. Hebrews 11:6 tells us that God rewards those who seek Him diligently. This is what we desire above all else. Our academic program is excellent. Our team of staff and faculty are passionate about teaching and mentoring. Vanguard is about more than what we could do as educators and mentors. The “more” is the presence and power of God.

I encourage you to prepare for College life. Prepare your mind, because you are going to be stretched. Prepare your faith with expectancy and hope for an incredible experience. Prepare to be changed because God changes lives. He heals lives. He makes us more like Jesus in ways we could never imagine and only God can do this. This is why we passionately believe that we all need special and wonderful encounters with Christ. God meets us in so many ways, big and small, but we EXPECT Him to be here with us, to reveal Himself to us.

I also encourage you to be prepared for the unexpected. God will shape your life here at Vanguard in a way that will change the rest of your life. You can count on that!

We are excited that you will be with us in the new term in January. We are excited about what we are going to experience together. Every year at our graduation we send graduates off into ministry and are amazed at what God has done in their lives, and what He is going to do with their lives.

Thank you for choosing Vanguard College. We appreciate that you have decided to invest in yourself through this ministry.

God has called you to Himself and now to Vanguard because He wants to encounter you at every turn of life, and in every part of your being. This is our prayer for you and our sincere belief.

“WE ARE VANGUARD”

Looking forward to meeting you,

A handwritten signature in black ink, appearing to read 'Eric Derksen'.

Eric Derksen, President



Academics for 2016-2017

HERE TO SERVE

This year, our Academic Team consists of Allan Waine (Chief Academic Officer), Denise Lucyshyn (Registrar), Manjula Kuruvilla (Academic Administrator) and our Alisha Tembo (Academic Assistant). We praise God that He has directed you to Vanguard College and it will be our privilege to help you achieve your academic goals. Never hesitate to e-mail or call one of us, or stop by Alisha's desk in the Academic department if you have any questions or concerns.

REGISTRATION

Monday Nov. 28, 2016 – January 3, 2017

* New students

All new students will be registered by their program directors. Please contact your program director after Nov. 28, 2016 for registration details.

-Refer to the "Finance Fact Sheet" for payment process.

* Returning students

* Registration instructions and individual program overviews will be e-mailed to individual v-mail accounts.

* Primary communication will be through v-mail accounts. Please check this regularly to stay updated on important information. If you have difficulties logging in, please contact Alisha Tembo, our Academic Assistant at: alisha.tembo@vanguardcollege.com)

-If you wish to take a course outside your program, contact your Program Director or the Registrar.

-Refer to the "Finance Fact Sheet" for payment process.

ADDITIONAL INFORMATION

Forms

The following forms MUST be completed **BY ALL STUDENTS** online before Friday, January 13, 2017.

- a. [Release of Personal Information WITHIN Vanguard Form](#)
- b. [Release of Information Authorization to OUTSIDE Parties Form](#)
- c. [Community Conduct Standards Consent and Agreement Form](#)

Course Change Policy

Students dropping or adding a course must complete a “Course Changes Form” available with our Academic Assistant in the Academic Department. Students may make course changes, without financial penalty, up to seven calendar days following the first day of class. Any changes after this period will result in a financial penalty. A \$25.00 fee (per transaction) applies to course changes (additions/deletions) made 7 days after the first day of class (January 16, 2017)

- Students may withdraw from courses without academic penalty up to the seventh week of classes. For such an action, a Voluntary Withdrawal (VWD) will appear on the student’s transcript.
 - The tuition refund will be processed as follows:

100%	1-7 calendar days after the first day of class (Jan. 9 - 16, 2017)
75%	8-14 calendar days after first day of class (Jan. 17 – 23, 2017)
50%	15-21 calendar days after first day of class (Jan. 24 - 30, 2017)
0%	22 days or more after first day of class (starting Jan. 31, 2017)

- If a modular course is dropped after 4:30pm the Friday before the first day of class, fees will be non-refundable. Tuition is eligible for a refund 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

College preparation seminar

This 0.5 credit course is required for all new students without a minimum of 1 year successful post-secondary education, as well as all students on Academic Probation.

Police Information Check

All students are required to complete a Police Information Check for Field Education **Prior to Registration**. This will cover 4 years at Vanguard College. Students who do not meet the deadline will not be permitted to take part in field education placements. Please see the Field Education section (Page 14) of this document for more information.

Bookstore

All textbooks can be purchased at the bookstore located in the Library. If you are using student loans, you must get a Bookstore Pass from the Student Finance Officer before you go to the bookstore.

Picture ID, Lockers & Mailboxes

Get your locker, mailbox numbers, and ID photo on the first day of class (returning students).



Orientation Day For Winter 2017

First Day of Classes Schedule of Events for New Students Monday January 9, 2017

WINTER 2017

7:30 – 9:00am: Breakfast – Provided by Student Council; Basement

***8:30am: New Student Meet & Greet** –Basement

- With Dean of Students, Chief Academic Officer and Registrar

9:00am – 12:15pm: Classes as Scheduled

12:15pm – 12:50pm: New Student Orientation & Lunch - Rm. 109

• **Announcements:**

1. Dean of Students – Denise Biziaev
 - New Student Orientation/Meeting
 - Shepherd's Care
2. Chief Academic Officer – Allan Waine
 - Academic Timetable
 - Course Changes – last day without fee –January 16, 2017
 - Spring & Summer Courses
 - Modular Course Orientation: Tuesday, January 10, 2017 @ 3:00-4:00 pm.
 - Science & Religion Room 211
 - Team Evangelism & Discipleship Room 104
 - V-Mail – Use it and Check it: it's your responsibility.
 - Booklists: Updates
3. Student Success Centre – Taught by Dr. Catherine Thorlakson
 - College Prep: 3:45 - 5:45 pm (Rm. 104)
 - Wednesday Jan. 11, 2017 –Time Management & Library Skills Workshop
 - Wednesday Jan. 25, 2017 – APA Formatting Workshop
 - Wednesday Feb. 1, 2017 – Study Skills & Essay Writing Workshop

12:50 - 2:15pm – Complete paper work and essentials in the main office (ID Pictures, Lockers)

2:15 - 3:15 pm: Bible Content Assessment – Rm. 212



Schedule of Events for 2017

January

Monday	January 9	First Day of Classes
Tuesday	January 10	Modular Week Orientation (3:00pm)
Monday	January 11	College Prep (Time Management & Library Skills Workshop) <i>* Mandatory attendance for all new students*</i>
Monday	January 16	Last Day to Make Course Change <u>Without</u> Penalty
Monday	January 18	Academic Tutorial <i>* Mandatory attendance for all students notified by the Registrar*</i>
Tuesday	January 23	Last Day: Course Changes – 75% Return
Tuesday	January 24	Graduate Studies School Fair
Monday	January 25	College Prep (APA Formatting Workshop) <i>* Mandatory attendance for all new students*</i>
Thursday	January 26	Winter Dean's List Distributed
Fri – Sun	January 27-29	Breakforth Canada
Tuesday	January 30	Last Day: Course Changes – 50% Return

February

Monday	February 1	College Prep (Study Skills & Essay Writing Workshop) <i>* Mandatory attendance for all new students*</i>
Fri-Thurs	February 3-9	CFM providing childcare for PAOC Ministers Gathering in Banff
Tue-Thu	February 7-9	Ministers Gathering in Banff
Sun-Sun	February 12-19	YMI: New York City
Mon-Fri	February 13-17	Modular Week
Friday	February 17	Last Day for course withdrawl
Monday	February 20	Family Day (College Closed)
Tue-Fri	February 21-24	Reading Week
Wed-Fri	February 22-24	SIS: Pastoral Leadership in Vancouver
Friday	February 24	Last Day for Course Withdrawal
Fri-Sun	Feb 24-26	Missions Fest
Tue/Thu	Feb. 28 & March 2	Spiritual Enrichment Days

March

Friday	March 3	Preview Day
Tuesday	March 7	HMS Chapel
Wednesday	March 8	HMS Tentative Departure
Saturday	March 18	TESOL – Applied Linguistics 1
Sun – Sat.	March 26 – Ap. 1	CFM Trip to Calgary

April

Saturday	April 1	TESOL – Applied Linguistics 2
Friday	April 14	Good Friday (College Closed)
Monday	April 17	Easter Monday (College Closed)
Thursday	April 21	Last Day of Classes
Monday	April 23	HMS Tentative Return
Mon-Thu	April 24-27	Final Exam Week
Friday	April 28	Grad Rehearsal
Saturday	April 29	Graduation Banquet
Sunday	April 30	Graduation

May

Mon-Fri	May 1-5	Spring Modular Week
Monday	May 22	Victoria Day (College Closed)



Finance Department

PAYMENT IS DUE JANUARY 6/17

How to Pay in 3 Easy Steps

Step 1: Register (November 28th, 2016 – January 3rd, 2017)

- ✓ Register online or with your Program Director. (Refer to your “Look at Academics” sheet)
- ✓ An email will be sent by the Student Finance Administrator to confirm your registration has been billed and is complete. You can then log into your myVanguard account, and under *Student*, click on *My Finances* to view your owing balance.

Step 2: Pay (Full payment is due before 4:30pm on Friday January 6th, 2017)

- ✓ Log into your myVanguard account and confirm your balance.
- ✓ Pay using one of the following:
 - Credit Card over the phone or online. Pay online by using our **secure online form** located under Resources at <http://www.vanguardcollege.com/current-students/>
 - In person with Cash, Debit, Visa, MasterCard, Cheque, Money Order, Bank Draft and/or Official Tuition Vouchers.
 - RESP’s (Confirmation of Enrolment letters can be requested from the Assistant Registrar)
 - Student Loans (Proof of student loan approval is required). (See Details Below)
 - Payment plan; Sign-up in person or online. Terms and Conditions Apply. (see details below)
- ✓ **Office hours are Monday - Friday 9:00am – 4:30pm** with the exception of the following dates:

Friday December 23, 2016	9:00am – 12:30pm
Monday December 26, 2016	Closed All Day
Tuesday December 27, 2016	Closed All Day
Monday January 2, 2017	Closed All Day

Step 3: Pick-Up Your Textbooks

- ✓ Textbooks are purchased and paid for through the Bookstore in the Library. Books must be paid for at the time of purchase. If you are using student loans you must get a Bookstore Pass from the Student Finance Administrator **before** you go to the Bookstore.

Late Payment

- Students will not be permitted to attend classes if they have not fully paid by **4:30pm on January 6, 2017**
- Students not paid by 4:30pm on Friday January 6, 2017 will be subject to a **\$50** Late Registration Fee.
- An additional **\$50** will be charged each day payment is not made, to a maximum of **\$200.00**.
- In the event you are unable to make full payment by 4:30pm on Friday January 6, 2017 you must contact the Student Finance Office **BEFORE** that deadline!

How the Payment Plan Works

- 50% of tuition and fees is due by Friday January 6, 2017 (as well as a \$25 service charge)
- The balance is due in two additional payments on: *February 1* (25%) and *March 1* (25% or final amount owing).
- Payments must be presented when signing-up for the payment plan.
- Further information is available on page 30 of the Student Hand Book

Student Loans

- Apply early! When can you apply?
 - Once you have been accepted into Vanguard College, check with your provincial loan provider and if their application is available, then you can apply!
- **Any Government required paperwork must be sent promptly to the address provided in the documents.**
- Register for your courses early!
- Once you are approved for student loans the Student Finance Administrator will confirm your enrolment and submit a tuition remittance request on your behalf.
- Student loan money is sent directly to the College to cover your tuition and fees, the remainder is sent to the student.
- If your student loans are not enough to cover your tuition and fees, you will be notified by the Student Finance Administrator.

Questions/Concerns

Have questions about paying, student loans or tuition and fees? Visit our website or contact our Student Finance Officer:

Email: studentfinance@vanguardcollege.com

Phone: 780-452-0808 ext. 103 or toll-free 1-866-222-0808

Website: www.vanguardcollege.com/admissions



Enrolment Services

Congratulations! You've been accepted to Vanguard College and we are so excited to see what God has in store for you. It has been our pleasure to help you through the application process. Once on campus, Student Life will continue to take care of you, as our department moves forward to assist students who are considering Vanguard College for next year.

So how can you stay connected with us after you arrive on campus? Well, WE need YOU to help us spread the word about Vanguard. Here's how you can get involved after September:

Council of Student Ambassadors

This is a hand-picked group of students from across the school who help us do what we do best—spread the word about Vanguard. If you're passionate about the school and love people, it's a great way to get involved! Please contact us if you're interested.

Be the Bridge

Refer a friend and get paid to do it! Fill out the form on our website if you know someone that is interested in Vanguard College. If we have never been in contact with them (or it's been a couple of years), then you'll be eligible to receive \$500 towards tuition (only if they end up attending the school, of course)! Get those forms in early and often!

Tours

Do you know someone that is interested in checking out Vanguard for the day? Let us know so that we can make arrangements with them to discover what we are all about. If you'd like them to come with you for the day, no problem! Just please let us know and make arrangements for them to swing by the office, because every pre-arranged tour gets their application fee waived!

If you have any questions, before school begins in September, please don't hesitate to call (1-866-222-0808) or email us (enrolment.counselor@vanguardcollege.com).

Whatever it is, don't hesitate to ask—we'll do our best to help you out.



Second Home Initiative

So, you're moving out on your own, maybe for the first time, maybe not, either way we're here to help you out.

The 2nd Home Initiative is a joint project between Enrolment Services and Student Life, designed to help make your transition here as easy as possible.

Before September, the Enrolment Services Department is here to assist you with the following services. After September 1, the Student Life Department will be more than happy to assist you.

Airport Pickup

If you need a ride to your new home when you arrive in Edmonton — we will pick you up. Simply email us your flight number and arrival time. See you at the airport!

Grocery Runs

We know that it is possible to walk to the grocery store near Vanguard but it is always more difficult to walk home with your groceries. Because of this, Vanguard offers this service throughout the year! Talk to our Student Life department to find out more and sign up for this service.

Student Housing Assistance

If you are wanting more info on student housing, or are looking for an alternate place to rent then feel free to contact Kate at kate.hutchinson@vanguardcollege.com or check out our Facebook page for the Vanguard Housing Network at [Vanguard Housing Network](#)

Safe Walk

No one likes to walk home alone after dark. For this reason we have a safe walk program in place. If you would like to know more about it, please contact our student life department.

If you have any questions before Orientation Days, please don't hesitate to call (1-866-222-0808) or email us (enrolment.counselor@vanguardcollege.com).

Whatever it is, don't hesitate to ask—we'll do our best to help you out.



Student Life

Dear Student,

Things have not slowed down at Vanguard College as we get ready for the coming year and this is definitely true with Student Life. There have been changes, new plans, and some good oldies coming back!

First off we are putting together a great team.

- Zach Sloboda as the Student Body President
- Kristina Johnson as the Student Life Student Assistant
- Denise Lang as the Associate Dean of Students
- and Denise Biziaev, as the Dean of Students.

I am very excited about this year's team and how we will be able to lead and shape student life at Vanguard College.

Zach has some great plans to see community take place at the college plus adding his flavour of fun and care. I really look forward to seeing what kind of stamp that he puts on the college this year.

We have some new plans with sports this year plus reviving some sports from past years. We will have ball hockey, a female zumba class and our men's soccer team, the Vanguard Generals, will be returning to the indoor soccer field.

As always we look forward to chapels and the spiritual climate that they foster at Vanguard College. Tuesday chapels will focus exclusively on worship and the message being delivered, while Thursday chapels will be ministering to the college community through a number of different and creative ways.

Also, there are plenty of chances to build community with affinity groups, practicums, and retreats.

Last, but not least, I have attached the Standards for Community Life while attending Vanguard College. **It is required that you read this and give back the statement confirming that you have read it entirely, on Registration day. Consider it your first assignment!**

If you have any questions or ideas for the coming year please call (780-452-0808) or email me (denise.lang@vanguardcollege.com) and I would be happy to speak to you!!!

Denise Lang
Associate Dean of Students



Field Education

Greetings from the Field Education department!

We look forward to having you join us in the fall and in preparation for our school year, here are a few things you need to be aware of:

Training for Interaction with Minors and Vulnerable Persons

All new and transfer students are required to attend this short training. This training will be provided for you during the new student orientation time.

Field Education

All full-time students must complete a minimum of 140 hours (for first year students) and 160 hours (for upper year students) of ministry during the school year, or about six hours per week each semester. It is our goal that students grow in greater responsibility each year, developing skills and experiencing new challenges. Please begin to pray about what new challenges God may be calling you toward in the area of practical ministry.

In the second week of school students will have the opportunity to meet supervisors from various churches and agencies in Edmonton. You are encouraged to attend a "Ministry Fair" that is being held here at Vanguard on Thursday, September 15th 2016. The Ministry Fair will allow these ministry groups to find Bible college students to assist them. If you do not already have a practicum placement figured out this will provide you with a great opportunity to do so. Your program directors and the Field Education Director are committed to helping you find a good fit with a ministry in Edmonton this year. You will need to have found a placement by the third or fourth week of school so please keep this in mind.

Police Checks

All accepted students will be required to provide a vulnerable sector search police check that has been designated specifically to Vanguard College in order to register for classes. You are responsible to ensure completion of the Police Check and will incur all fees associated with this.

If you live in the **Edmonton area** you can get more information about how to do a police check here: [Police Information Check](#)

If you now live or will be living outside of Edmonton while attending Vanguard, the procedure for completing your police checks is slightly different. If this applies to you, please go to the RCMP or police department in your jurisdiction and ask them to complete a police check for you. Again **this police check must be completed and proof of this is required before you may register for school.**

We look forward to seeing you in the fall and helping you become successful in what God is calling you to do!

Ron Powell
Field Education Director, Vanguard College