

A black circular logo containing the text 'COLUMBIA BIBLE COLLEGE' and a small mountain range icon above the word 'COLUMBIA'.

COLUMBIA  
BIBLE COLLEGE

2023 - 2024

# STUDENT HANDBOOK

# CONTENTS

## WELCOME .....1

## STUDENT SUPPORT SERVICES ..2

Academics .....	2
Academic Support.....	2
Counselling Services.....	2
Disability Services .....	3

## FACILITIES.....5

Bicycles.....	5
Columbia Recreation Facilities.....	5
Dining Services .....	5
Holy Grounds .....	6
ID Cards .....	6
Library Services .....	6
Lost & Found.....	7
Parking .....	7
Textbook store .....	7

## LIFE AS A RESIDENT.....9

## LIFE AS A COMMUTER ..... 10

## SPIRITUAL LIFE ..... 11

## ACTIVITIES AND INVOLVEMENT

## ..... 12

Athletics .....	12
Music Practice Rooms.....	12
Recreation.....	12
Student Leadership.....	12
Student Council (StuCo).....	13

## COMPUTER & INTERNET

## TECHNOLOGY ..... 14

Computers .....	14
-----------------	----

Microsoft 365 and Teams.....	15
Photocopying/Printing.....	15

## COMMUNITY AT COLUMBIA .. 16

The Basics of Life at Columbia .....	16
Columbia’s Vision.....	16
Columbia’s Core Values .....	16

## STUDENT COMMUNITY

## COMMITMENTS ..... 18

Relationship with Others.....	18
Protection of self.....	19
Protection of Property.....	19

## STUDENT ACCOUNTABILITY

## PROCESS..... 20

## APPEAL PROCESS ..... 21

## SAFETY ..... 22

REES .....	22
Immunity Policy .....	22
Consent.....	22
Emergency Notification System.....	23
Fire Safety .....	23
Lockdown.....	24
Protection of Privacy and Information .....	24
Security .....	24
Theft & Damage.....	24

## CAMPUS MAP..... 25

Emergency Response Guide .....	26
Additional Emergency Procedures .....	27
On Campus Emergency Numbers.....	27
Off Campus Non-Emergency Numbers.....	27
Off Campus Mental Health Crises Numbers.....	27
Off Campus Medical Clinics .....	27

# WELCOME

Welcome to Columbia Bible College! We are pleased that you have chosen to study at Columbia and look forward to journeying with you!

CBC's Student Development team strives to cultivate a healthy community that inspires growth, well-being, spiritual development, and transformation in every student that walks through our doors.

This handbook is full of helpful information to guide you through your time with us, so please take the time to familiarize yourself with the contents.

Please don't hesitate to contact us at [studentdev@columbiabc.edu](mailto:studentdev@columbiabc.edu) if you have any questions!



(L-R) Mike, Adrian, Niamh, Chrissy, Riley, Ben

# STUDENT SUPPORT SERVICES

## ACADEMICS

The [Academic Manual](#) is available on the Columbia website and contains all policies regarding attendance, assignments, examinations and more. Students are expected to inform themselves of all academic policies by reading the manual.

## ACADEMIC SUPPORT

The goal of Academic Support is to create an open, friendly place for students to learn Columbia's academic expectations, discuss learning challenges, and receive help so that they can be confident and efficient in their work.

Academic Support staff recognize that the desire for discipleship and biblical education draws students from every walk of life. Columbia's students come with a variety of aptitudes, learning styles, educational backgrounds, and life experiences, giving each student a unique set of abilities and challenges when it comes to college-level academic work.

**Academic Support offers students one-on-one coaching** in important academic skills and strategies, such as time management and personal organization, effective study habits, reading strategies, citation & research skills, and writing at the college level. This is a free service. To book an appointment, visit our [online booking tool](#).

See the [Academic Support webpage](#) for more information and resources.

## COUNSELLING SERVICES

If you are starting at Columbia Bible College for the first year or if you are a returning part time or full-time student, counselling is available for you! There are a lot of adjustments and changes that you need to navigate when you go to school. Whether you are on campus or are a commuting student, don't underestimate the adjustments and possible need to talk to someone, even if you have never needed to talk before. The counselling center is here for any difficulties you are having.

The counselling administrator will help you find a suitable counsellor and/or resources that will be helpful in tackling your challenge. Counselling is at an exceptionally low rate of \$20.00 per session. This is probably the lowest rate to enter counselling you will find, so please take advantage of this wonderful resource.

Because of the popularity of counselling, your session times are in demand. Therefore, a missed session, without notification, will result in a \$30.00 no-show fee. Help us meet the demand for counselling by giving notice that you will miss a session.

The counselling offices are located on the second floor of the Student Centre building. Columbia respects the right to privacy and keeps counselling sessions confidential. During the intake appointment, the counselling supervisor will discuss guidelines and limits of confidentiality.

For any questions regarding counselling, please contact Aaron Roorda (as of September 5). To book a counselling session, complete the [online booking form](#) as the first step. You will be contacted within a few days to schedule an intake appointment; following this appointment you will be assigned a counsellor. Weekly or bi-weekly sessions are available.

## DISABILITY SERVICES

Students living with identified disabilities (including physical, sensory, learning, or mental health), may find it necessary to request some adaptation to reduce barriers in learning or living situations at college. The Student Development department includes Access Equity Services, designed to assist you as an effective self-advocate in the pursuit of equity and reasonable access and accommodation. Access Equity also assists the wider CBC community to develop appropriate responses towards issues of ability, disability and access on our campus.

### *Here are some general, but important, details to keep in mind:*

- Access Equity Services must be initiated by self-identification; without it, the College will not implement any accommodation plan. Students who believe their specific circumstances require accommodation will be required to supply appropriate documentation in a timely manner, and to participate fully in the access development process.
- Students are not required to use Access Equity support while at Columbia. Students who live with limitations imposed by disability, but who do not choose College-supported assistance, will be assumed by the College not to be in need of accommodations for equitable access.
- Appropriate (reasonable) accommodations in structures or procedures within Academic, Community Life (Residence or Commuter), Registration, Food Service or other departments will be recommended by AE Services as necessary. Students should be aware that accommodation solutions are developed on an individual basis, and will be designed in keeping with the best interests of the individual student, the College community, and Columbia's academic standards.
- It is important to be aware of the differences between the terms "equity" and "equal" as applied at Columbia Bible College. Where the concept "equal" concerns the state of being identical in number, size, amount, position, status or treatment, the concept of "equity"

pursues justice, fairness, and a reasonable equivalency of treatment or position across differing situations. CBC's Access of Equity Services are designed to promote equitable, not equal, circumstances.

If a student would like to explore Ability, Disability, and Access Equity Services, they should contact Student Development staff.

# FACILITIES

## BICYCLES

Bicycles are to be parked in designated areas only; they may not be kept in rooms, halls, stairwells or walkways. Access to a bike locker is available upon request, contact the [Male RD](#) to register. Bikes should be locked when stored. Insurance is highly recommended.

## COLUMBIA RECREATION FACILITIES

### *Columbia Place*

The home of Columbia Bearcat Athletics, Columbia Place includes regulation sized volleyball and basketball courts, a fully-equipped fitness center, change rooms and a therapy room.

All facilities are available during scheduled hours unless previously booked. All students must present their Columbia Bible College student card for entrance into the fitness center and gymnasium, and must sign-in upon arrival. During the school year, please see the gym schedule posted at Columbia Place for regular hours.

*Proper gym attire (including non-marking gym shoes) is required at all times during facility use. Lockers are available for use free of charge. Locks are not supplied so please bring your own.*

### *Back 40*

The Back 40 is Columbia's on-campus outdoor field. On sunny days students can be found playing impromptu games of soccer, spike ball, or ultimate Frisbee.

### *Recreation Lounge (Blounge)*

The Recreation Lounge is located in the basement of the Student Centre. This multipurpose room includes pool tables, ping pong, foosball, a lounge area, TVs and is home to the student-run Holy Grounds Cafe.

### *Women's Only Fitness Room*

There is a women's only fitness room conveniently located in the basement of Redekop Hall.

## DINING SERVICES

Chef Randy and his dining services team are passionate about serving a variety of healthy, homemade food choices to all students, faculty, staff, and guests throughout the day. Located in the Student Centre, the Dining Hall is a great place to connect, meet with instructors, and refuel!

Dining Hall service hours are posted in the cafeteria, in residence, and [online](#). The Dining Hall accepts cash, debit, MasterCard, VISA and the CBC Meal Card (Student Card). Please note that

dishes, cutlery, and other kitchen supplies may not be taken out of the Dining Hall or the Clearwood Room.

If you have any dietary allergens or restrictions, you should contact or meet with the Chef ([Randy.Richardson@columbiabc.edu](mailto:Randy.Richardson@columbiabc.edu)) to discuss your personal situation. He will identify your restriction and keep track of student allergies. Please note that the College is unable to accommodate lifestyle dietary choices and no meal plan exemption will be given for this.

For further food services information, including meal plan options and menus, check out the [Dining Services](#) page on the CBC website.

## HOLY GROUNDS

Holy Grounds is CBC's student-run café which is located in the basement lounge of the Student Centre. The Café is regularly open on Tuesday nights following Vespers, as well as weekday mornings. Visit the [Holy Grounds website](#) to view their menu, opening hours and pre-order your favourite drink!

## ID CARDS

Student ID cards are issued for the following use: athletic event admission, meal plan purchases, signing out library resources, building access, printing/scanning, vending machines, security verification, and to secure student discounts at various vendors within Abbotsford.

If a student loses their ID card, they must notify an [IT Department](#) staff member immediately, so that a hold may be placed on the card for its use to be disabled. In order to maintain campus security, students are highly encouraged to disclose the incident of a lost card. If the card is not found, the student can purchase a replacement card for a \$25 fee.

## LIBRARY SERVICES

Looking for a quiet place to study? Come to the Columbia Bible College Library, located on the 2<sup>nd</sup> floor of the Resource Centre. You have a choice of comfy chairs, sofas, cubicles, or large tables, with wireless access and plug-in access for laptops. Group study rooms are also available.

If you need research sources for your assignments, you've got access to over 44,000 books and periodicals on site, plus over 118,000 e-books and journals online. There's an extensive collection of material on theological and biblical studies, church history, Anabaptist/Mennonite studies, and the contemporary church, plus lots of information to support all of Columbia's program majors. If you need help, library staff are eager to help you find the material you need.

For access to even more resources, all CBC students are eligible to register with the Trinity Western University (TWU) Library, the University of the Fraser Valley Library, and the Fraser



Valley Regional Library (FVRL), at no cost; students simply need to present their student card when registering.

For information on library hours, loan periods, fines, guides for research and writing term papers, and policies on holds and reference materials, visit Columbia's library [website](#).

## LOST & FOUND

General student lost and found is located at the Student Development Office on the 2<sup>nd</sup> floor of the Student Centre. All valuable items (i.e. rings, keys, ID cards), will be located at the front office reception in the Resource Centre. Columbia Place also has a lost and found located in the foyer of the gym.

## PARKING

Students who have their vehicles registered with the college are welcome to park on Columbia's campus. Students should ensure that their parking pass is displayed, that they are parked in the correct designated area, and that they have valid insurance to avoid a fine or towing at the owner's expense.

Students are encouraged to ensure all valuables are removed from their cars, and to consider using an anti-theft device.

Academic Year Permits are valid from September 1<sup>st</sup> to April 30<sup>th</sup> of each academic year.

### ***The costs are as follows:***

- Commuters \$160 +GST
- Residents \$200

Students need to register their vehicle on via the [Parking Permit Application form](#) found on [myCBC](#) before coming to the Front Reception Office to purchase and pick up a parking pass. Passes may be purchased at any point in the academic year at a prorated rate. If for any reason you decide to no longer park on campus, you may return your parking pass to the Front Reception Office to receive a refund on a prorated basis. Students are permitted to park in the parking lot on the west side of the Student Centre with the exception of the reserved spots designated for visitors. Parking in reserved or visitor spots may be fined.

Camping, overnight sleeping or residing in or under any parked vehicle on College property, including the construction of temporary or permanent shelters is strictly prohibited.

## TEXTBOOK STORE

The Columbia Textbook store is located on the first floor of the Resource Center beside Reception. The textbook store carries all current semester textbooks and a limited supply of

past semester textbooks. Hours are Monday through Friday, 8:00am – 4:30pm. For more information on textbook lists and return policy, see the [Columbia website](#).

# LIFE AS A RESIDENT

**Living on campus puts you in the centre of Columbia's community.** You'll be able to roll out of bed and make it to class in five minutes. And everything you need — room, dining, classes, library, fitness centre — is all right here. Super practical!

**But the best part of living on campus goes beyond all that:** you'll have the opportunity to engage in the ultimate experience of community. Living on a floor with a group of girls or guys, sharing space with fellow students from all over BC, Canada, and even the world, you'll make incredible friends and have an amazing time (late night pizza runs!). You'll also learn how to encourage and be encouraged and grow into an all-around better human being.

Students are not required to live on campus but are encouraged to consider this option because of its many advantages. First year students under the age of 20 who do not live with parents during the school year are required to live on campus.

**Ben Smith** and **Niamh Reynolds** are staff **residence directors**. They live on-campus and oversee junior, sophomore and senior housing.

When you live in residence, you will be part of a **unit**. Units are led by student **resident leaders (RLs)**, who will help you settle into life in res and stay connected with you all year. Your first unit meeting will be during O-Week.

In general, living in residence is available for full-time students only. Any requests for exceptions to this policy must be submitted, in writing, to the respective Residence Director. On-campus housing is offered on a first-come, first-served basis. Students are encouraged to apply early. To apply for residence and learn about residence options visit our [website](#) or read through our [Residence Handbook](#).

# LIFE AS A COMMUTER

Every year about half of our students commute to campus - some from just next door and some from North Vancouver or Chilliwack. What we hear over and over from our commuter students is that Columbia can be a home away from home, especially when you take the time to hang out on campus before, between, and after classes. You'll meet incredible people and enjoy plenty of opportunities to engage in the encouraging, Christ-centered community that is so central to the Columbia experience.

The Commuter Program is led by the Commuter Director and an enthusiastic team of Commuter Hosts. The team organizes events and opportunities for students to connect with one another, including free bi-weekly commuter lunches!

More information on commuter life please visit our [webpage](#).

# SPIRITUAL LIFE

All students are encouraged to participate in the many opportunities for spiritual growth on campus. We want to intentionally create space for you to express your faith and be challenged to deepen and grow in your walk with God. As part of our community of faith, you will have faculty, staff and fellow students be with you every step of the way.

## *Chapels*

Gathering as a community for worship and discipleship is a priority at Columbia. Student led worship and input from various faculty, students and guests challenge and inspire us to deepen our walk with Jesus. Chapel meets on Thursdays from 10 am- 10:50 am. Regular attendance at chapel is strongly encouraged.

## *Vespers*

Vespers is a one-hour, student-led, on-campus worship gathering every Tuesday evening from 9-10pm, often with prayer preceding and/or following the corporate worship time.

## *Worship Teams*

Every year, worship teams are formed to provide worship leadership in our chapel and Vesper services. We will be looking for talented and passionate musicians to be part of these teams.

## *Chaplain*

Columbia's chaplain is on campus three days a week and available for conversation, prayer and mentoring. He can be reached at [Henry.Zukowski@columbiabc.edu](mailto:Henry.Zukowski@columbiabc.edu).

## *Prayer Room*

The prayer room is a quiet place where you can go to pray alone or with a small group. It is located on the south side of the Student Lounge on the second floor of the Student Centre.

## *Small Groups*

There are many student-led groups on campus that enable you to connect more deeply with your fellow students as you explore aspects of your spiritual life such as prayer, Bible studies, book studies and service. The Student Council Spiritual Life Chair coordinates these groups.

## *Local Church Engagement*

Although Columbia is a faith community that offers fellowship and great ways to serve, our community isn't meant to replace participation in a local church. We encourage you to expand your community beyond Columbia by becoming part of one of the many diverse and dynamic congregations in and around Abbotsford. If a service practicum placement is carried out at a local church, the student is encouraged to attend that church.

# ACTIVITIES AND INVOLVEMENT

## ATHLETICS

Our varsity athletics program consists of the Men's and Women's Volleyball and Basketball and competes in the following athletic conferences.

- Pacific Western Athletic Association (PACWEST)
- Canadian Collegiate Athletics Association (CCAA)

Bearcat home games take place on campus at Columbia Place. For more information about the Bearcats and their game schedule visit the [athletics website](#) or stop by the gym. And remember, come on out and support your Bearcats! Go 'Cats Go!

## MUSIC PRACTICE ROOMS

Designated individual music practice rooms are available on the first floor of the Teaching Centre. These are open to anyone who wishes to practice with a piano. The Bunker, a room also available for individual and group music practice, is located in the basement level of the Student Centre, within the Rec Room. A sign-up sheet and schedule are on the Bunker door, and priority is given to Chapel and Vespers teams, as well as Travelling Ministry Team. For access to the bunker you must contact [Shar Warkentin](#) to receive a door code.

Students are reminded that the general campus quiet hours are between 10:00pm-7:30am.

## RECREATION

Campus Recreation exists to promote and provide opportunities for fitness, fun, and community through participation in a variety of recreation programs including intramurals and tournaments, fitness classes, and other recreation events, as well as drop in gym and fitness centre times. In providing a broad range of activities, we seek to offer an opportunity for every student to engage in a lifestyle of physical activity and wellness. If you have any questions, suggestions or requests, please feel free to visit us in Columbia Place or check out the [Campus Recreation](#) page on our website. We look forward to serving you!

## STUDENT LEADERSHIP

Student Leadership is a great way to get involved on campus, and to build leadership skills, while serving peers. Student Leadership positions are available in the dorms (Residence Leaders), in the commuter lounge (Commuter Hosts), through Student Council (Executive positions and Committee Chairs), in the Athletic Program (Campus Reps and Recreation) and for select positions with Worship Arts and the Holy Grounds Café.

Applications are open in February for the following year. For job descriptions, requirements and applications, students are encouraged to look at the [Columbia website](#) or visit the Student Development Office.

## STUDENT COUNCIL (STUCO)

The mission of the Columbia Bible College Student Council is to foster an environment that nurtures and challenges students to grow in their relationship with Christ, expand their worldview and discover their passions in a safe place through active involvement in the student body and the surrounding community. StuCo is positioned to be a bridge between the administration/faculty/staff and the student body. Minutes from StuCo meetings are available for your viewing outside the Student Council Office (located on the second floor of the Student Center). Student Council's constitution, policy and bylaws can be viewed on the [Columbia Website](#).

Student Council consists of the following:

*The Executive:*

President, Vice President of Communications, Vice President of Finance.

*The Committee Chairs:*

Spiritual Life, Social Life, Arts and Communications, and Columbia Athletics Bridge.

The Dean of Students acts as the StuCo advisor.

### *Student Initiatives*

Students who have ideas for new events, clubs, or general initiatives, are encouraged to fill out a Student Initiative Proposal and submit it to Student Council, for approval and potential funding.

# COMPUTER & INTERNET TECHNOLOGY

## COMPUTERS

Personal computer use is welcomed and encouraged. Wireless Internet access is available throughout the campus, and direct internet access is available via ethernet cable in all dorm rooms. Students can find the WIFI password by logging onto their [myCBC](#) student portal. Specifically designated wired network ports are available in the Library. Use of 3<sup>rd</sup> party Internet providers (i.e. Shaw, Telus) is strictly prohibited.

Columbia requires that all computers connecting to any of its networks have current and up to date antivirus software running, in order to protect everyone. Many new computers come with free trial antivirus products that last for a limited time, and then stop running until purchased. If a student does not wish to pay for an antivirus product, there are many free solutions available. For Windows 8 and newer computers, Windows Defender is built in. For Apple computers, Columbia recommends [Avast](#).

### *Guidelines for Computer and Technology “Best Use”*

- Please remember that public workstations located in the library are property of Columbia and are provided for student use only.
- Please be considerate of the needs of all students regarding the amount of time you spend working at a station in any single session. This is especially important during the high-volume times around mid-terms, finals, and due dates.
- Sharing of wireless passwords with outside users is prohibited.
- Use of College-owned computers and networks is subject to Columbia Bible College policies. With the use of social networking sites (i.e. Twitter, Facebook, YouTube, etc.), all e-communication should be guided with dignity, honour, and respect.
- Viewing inappropriate material or communication while using any of Columbia’s workstations or network services is strictly prohibited and will be addressed according to the Disciplinary Process guidelines.

IT Services works diligently to ensure problems are addressed efficiently, appropriately, and permanently. If a student is having trouble connecting to Columbia’s student wireless network, or any college systems, they are encouraged to submit any request to [technology@columbiabc.edu](mailto:technology@columbiabc.edu) or visit the 1Card Services Office in the Student Centre.

Keep in mind that Columbia’s IT Services are here to assist with the College-based systems and networks (workstations, WIFI, etc.), not students’ personal computers or software.



## MICROSOFT 365 AND TEAMS

Each student is assigned a Columbia email address and can use it to access Microsoft 365 online applications (Word Online, Excel Online, Outlook, etc) and Teams. Columbia uses Microsoft Teams to deliver its online classroom content in addition to providing an online community for you to connect with your fellow students. Additionally, all official Columbia email will be sent to your [students.columbiabc.edu](mailto:students.columbiabc.edu) account.

The email account follows a *firstname.lastname@students.columbiabc.edu* naming format (if you have multiple first or last names, the spaces will be removed. For example, if your name is Travis Van Bergen, your email address would be *travis.vanbergen@students.columbiabc.edu*).


To log in, go to [www.office.com](http://www.office.com) and sign in with this email address. Your account will be assigned a temporary password (which you will receive from Admissions) and you will be asked to change it upon first logon.

Microsoft Teams is free to download, and can be installed on any Mac, Windows, Android or iOS device.

## PHOTOCOPYING/PRINTING

Student printing/photocopying is available for a fee throughout the campus. Students must have money in their general account for these services to function.

Printers are available in the Library, the lower floor of the Teaching Center, and the Student Center Quiet Lounge.

From any internet-connected computer, students can submit documents in PDF format for printing. This is done by using a browser to sign in to <http://printing.columbiabc.edu/> and logging in with the Microsoft 365 Username and password. Clicking the  button is the fastest and most convenient method of logging in. Print jobs can then be released from any available printer. Students are only charged for pages printed, not documents submitted to the queue. Documents that have not been printed are deleted from the queue after 24 hours.

Photocopying, scan to E-mail, and scan to USB are also available at any of the three printing locations.

# COMMUNITY AT COLUMBIA

## THE BASICS OF LIFE AT COLUMBIA

Columbia Bible College is a Christian learning community with a mission to equip people for a life of discipleship, ministry, and leadership in service to the church and community. People come to Columbia from a wide variety of life experiences. Some of have just begun to discover what it means to follow Jesus and others have been intentional Christ followers for many years. Some students will live in residence, while others will commute. Students, staff and faculty may also come from many different countries. We bring all this diversity together to form a welcoming, hospitable, generous, just and truth-telling community that we hope will inspire growth, well-being and spiritual development for all students. You are invited to become part of this Christ-centered, kingdom-focused, world-impacting community at Columbia Bible College.

## COLUMBIA'S VISION

### *Our Vision: Christ-Centered, Kingdom-Focused, World-Impacting*

“By God’s grace, Columbia Bible College will be a thriving, Christ-centered post-secondary institution, embodying and promoting God’s kingdom vision of transformation for the church and world as reflected in Scripture, and developing Christ-followers who are maturing spiritually, academically, and ethically – inspired and able to positively impact their careers, churches, and communities.”

## COLUMBIA'S CORE VALUES

### *Following Jesus wholeheartedly*

We worship Jesus Christ as the one true King and seek to model a life that embodies his transforming work in the world (Hebrews 12:1-3).

### *Pursuing the truth with humility*

We are curious and courageous, seeking truth, building trust, and bearing witness to what we believe by the power of the Holy Spirit (Matthew 7:7-8).

### *Caring for the good and growth of one another*

We believe people matter because they are created in the image of God. We invest in relationships, pursue growth, and seek to cultivate a Christ-centered community (1 Peter 4:8-11).

*Doing together what needs to be done*

We commit to and engage in God's holistic mission to reconcile all things to himself, together we lean in, and together we serve (Colossians 3:23-24).

# STUDENT COMMUNITY COMMITMENTS

Columbia Bible College is a school that desires the kind of growth and change in students that translates into new and healthy life patterns- intellectually, spiritually, relationally and practically. While students at Columbia Bible College may have a variety of personal views on lifestyle issues, it is expected that they will agree to balance personal freedom with a loving concern for others, living by the responsibilities of community membership described below. The College believes that your decision to attend Columbia equals a commitment to live within the community expectations as you participate in the life, studies, activities and ministries of the College. As part of the application process, you are asked to commit to the standards and behaviours for community life outlined below:

## RELATIONSHIP WITH OTHERS:

### *Respect for Others*

All students are expected to pursue healthy relationships marked by selfless love, forgiveness, honesty, respect and the fair treatment of all human beings. At Columbia we are committed to seeking to address issues of disagreement and conflict with others in love and peace. Each member of our community is asked to contribute to the best of their ability to their own learning and the group effort of learning, avoiding the competitiveness that places their own self-interest above the needs of others.

### *Dress*

It is expected that a student's dress should give evidence of a gracious Christian lifestyle. Appropriate apparel, including footwear and shirts should be worn at all times in public buildings, including the Dining Hall.

### *Harassment*

Columbia is a place for belonging. This sense of belonging is meant to be inclusive of all, and therefore, harassment of any kind is prohibited. Harassment is a form of discrimination based on personal characteristics (e.g. race, gender, physical disability). We view harassment as a failure in our responsibility to honour the dignity of each member of our community. Columbia's full harassment policy can be found on our [website](#).

### *Healthy Sexuality*

Columbia Bible College acknowledges sexuality as a gift from God and encourages healthy relationships in both dating and marriage. Columbia recognizes sexual intimacy as a blessing of human sexuality and affirms marriage between a man and a woman as its proper context. Students are expected to act with maturity in both public and private, treating one another with honour and respect.

Students are expected to refrain from immodest public displays of affection and from sexual intimacy outside of marriage on campus. Cohabitation by individuals who are engaging in a romantic relationship is not permitted in campus housing.

### *Sexual Violence*

Columbia is committed to creating and maintaining a learning environment in which all individuals are treated with respect and dignity, free from sexual violence. Sexual violence is physical or psychological violence carried out through sexual means or by targeting sexuality. While consent represents a minimum standard for healthy intimate relationships, we see sexual violence as betraying our calling to love and respect one another and to pursue Christian integrity in sexual behaviour. Consent is present when clearly understandable words or actions manifest a knowing, active, voluntary, present and ongoing agreement to engage in specific intimate conduct. Columbia's full sexual misconduct policy can be found on our [website](#).

## PROTECTION OF SELF:

### *Alcohol*

Columbia strongly encourages abstinence and rejects drunkenness as an acceptable behaviour. The possession /consumption of alcohol, possession of empty alcohol containers, and alcohol intoxication is prohibited on campus, including in Residences.

### *Cannabis, Tobacco, Vaping*

Columbia is a smoke free campus. Smoking, vaping and use of e-cigarettes are prohibited anywhere on the Columbia campus including all Columbia buildings as well as outdoor spaces, parking lots or any vehicles on Columbia property.

### *Drugs and Illegal Substances*

The use of illicit drugs, or the abuse of prescription drugs is unacceptable for members of the Columbia community. To possess, use, produce, sell, exchange or otherwise distribute any illegal drug on campus, including in Residence or otherwise is strictly prohibited.

### *Entertainment and Gaming*

Columbia students will not participate in activities or the use of materials, whether digital or in print, that are dehumanizing, degrading, exploitive, hateful or gratuitously violent. Students are to consider these restrictions in their gaming practices.

## PROTECTION OF PROPERTY:

### *Respect the Space and Property of Others*

Every member of the Columbia community plays an important part in maintaining a safe and respectful living and learning environment. Students are expected to receive permission before entering another's room/home or using or borrowing possessions. Members of the opposite

gender may only enter dorm rooms during Open Dorm (see the [Resident Handbook](#) for Open Dorm hours). Roommates and housemates should not be disturbed by noise or intrusive actions.

### *Care and Stewardship of Facilities*

Community members respect the operating hours of all facilities, and therefore do not enter campus facilities without authorization or during unauthorized times. Students will take care to not damage, deface or destroy the facilities or property of the College. They will not use the College property, facilities, equipment or materials for unauthorized purposes.

### *Dangerous Objects*

To ensure the safety of all members, students will not possess firearms, explosives or other weapons on campus. The use of firecrackers, paintballs, air-soft or paintball guns are not permitted on campus or at College-sponsored events.

## **STUDENT ACCOUNTABILITY PROCESS**

Columbia seeks to be a caring community that models Christian character and embodies values such as respect, trust, cooperation and honesty. Counsel and accountability are integral parts of the growth process of life at Columbia. Students are encouraged to seek counsel from faculty, staff and student leaders at any time regarding spiritual, social, academic, vocational and personal concerns. Accountability includes both the giving of encouragement and the exercise of restraints. It is intended to assist the individual in reaching personal and community goals. As outlined in Matthew 18:15-17, responsibility for this process is shared by every member of the community. That is, members have high expectations of each other and show our care for each other by encouraging responsible choices as well as confronting and correcting those choices which are irresponsible, and which undermine the shared community commitments we have made to each other.

Initial contact regarding any complaint involving students should be directed toward a Resident Director or the Dean of Students either in person or in writing. Any concerns communicated via the Incident Report form found on the [website](#), will go directly and immediately to the Dean of Students and the Associate Dean.

A description of Columbia's four-step Accountability Process can be found at the following link: [Student Accountability Process](#)

# APPEAL PROCESS

It is the desire of Columbia Bible College to deal with all student complaints regarding the College in a fair and equitable manner. The student will not be subject to any form of retaliation as a result of filing a complaint.

Should a student choose to submit an application to appeal a decision following ratification of the Lead Team, they must do so in writing to the President within 36 hours of the decision. The application for appeal will be evaluated by the President on one of the following three grounds:

- Bias and/or unfair treatment - i.e. procedural error, improper investigation, discrimination, etc.
- The sanction does not suit the infraction/behavior.
- New information has become available - i.e. new witness, a fact unknown when the original decision was made.

For more details about the appeal process please see the following link: [Appeal Process](#)

# SAFETY

The individuals who make up our Columbia community are our greatest asset. It is because we value the safety of our students that we have implemented the following safety policies and procedures:

## REES

### REES (Respect, Educate, Empower Survivors)

Columbia provides all students personal access to REES which is a trauma-informed, survivor centered online reporting platform for those who have experienced sexual violence of any kind. A student may wish to choose a reporting option that immediately forwards the report to the Columbia Dean of Students.

**Respect** that survivors have diverse needs and that a range of reporting options should be available. Providing anonymous data allows a survivor to be counted and have their voice heard.

**Educate** survivors by providing information about Columbia's sexual violence policies and procedures, community resources and supports, evidence collection and retention, healthcare considerations and reporting options.

**Empower** survivors by providing options about how, when and to whom they share their story.

**Survivors** are at the centre of the work REES does. They are deeply committed to developing reporting tools that are survivor-centred and trauma-informed. The benefits in reporting can include personal empowerment, validation, perpetrator accountability, and a chance to try to prevent the perpetrator from offending against others.

## IMMUNITY POLICY

Columbia Bible College recognizes that some individuals may be hesitant to disclose or report sexual violence in cases where they have been using alcohol or drugs at the time the sexual violence took place. Individuals disclosing or reporting incidents of sexual violence will not be subject to actions for violations of Columbia's policies related to alcohol or drug use at the time the sexual violence took place.

## CONSENT

Columbia is committed to encouraging students to develop a holistic, faith-based sexual ethic and expects all students, staff and faculty to adhere to a culture of consent. Columbia strongly encourages its community members to communicate openly, honestly and clearly about their actions, wishes and intentions when it comes to sexual behaviour, and to do so before engaging



in intimate conduct. It is the responsibility of the initiator of sexual activity to obtain consent at all stages of sexual engagement.

Consent is the ongoing voluntary agreement of a person to engage in a sexual activity. More specifically, Consent:

- is active, not passive or silent or the absence of “no”;
- cannot be assumed or implied from previous Consent to similar activities or from anything else;
- is required regardless of the parties’ relationship status or sexual history together;
- cannot be given by a person who is incapacitated by alcohol, drugs or some other reason, or who is unconscious, under the age of consent or otherwise incapable of providing consent;
- can be revoked at any time, whatever other sexual activities have taken place;
- can never be obtained through an abuse of power, threats, intimidations, coercion, manipulation, misrepresentation or other pressure tactics; and
- cannot be obtained if the individual abuses a position of trust or authority.

As members of the Columbia community, we can foster a culture of consent by:

- Always asking for consent before and during sexual activity
- Always respecting the answer
- Listening to the values, likes and dislikes of partners and not pushing those boundaries
- Stopping when asked or told to stop
- Understanding rape culture and rape myths, and working to eradicate these in our community and throughout our spheres of influence

## EMERGENCY NOTIFICATION SYSTEM

All Columbia community members will automatically receive emergency notifications on MS Teams as well as through our intercom system.

## FIRE SAFETY

Fire alarms, sprinklers and extinguishers are our first line of defence in case of a fire. Community members are asked to value these tools and only use them as necessary in real emergencies. In the event of a fire alarm, all students are required to exit the building immediately and report to staff and student leaders. Students are not permitted to re-enter the building until the fire department or appropriate designate, grants permission.

On-campus fires are not permitted, due to municipal fire regulations, and for the safety of our community.

## LOCKDOWN

A lockdown is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate danger. Lockdown drills may occur at any time. If a lockdown is signalled, all members of the Columbia community should immediately shelter in place in a locked room with the lights off and blinds drawn. All-Clear announcements will be made via the loudspeaker system and MS Teams only once a drill is complete or it is safe to no longer shelter in place. During a lockdown, community members should not answer the door or evacuate the building (even if the fire alarm is sounding) until the All-Clear announcement has been given.

## PROTECTION OF PRIVACY AND INFORMATION

In accordance with the laws of British Columbia, students have the right to access information that is in their student file. The exception to the above right is information that has been submitted to the college in confidence by a third party (e.g. references). In addition, students have the right to have their information protected. Thus, Columbia Bible College may not give out personal information regarding any student without the student's permission.

## SECURITY

Security personnel are responsible for the security of persons, possessions, and buildings. They are required to keep a written record of all activity and unusual incidents on a nightly basis. Students must notify Security immediately in case of fire, suspicious movement, and other emergencies. Security will be in contact with appropriate community agencies. The security phone number is found under Emergency Procedures at the end of this handbook or on the back of your Student ID card.

## THEFT & DAMAGE

In the case of any theft or damages on school property, students are asked to fill out an [Incident Report](#) that will go directly to the Dean and Associate Dean of Students. Students are also asked to notify their Residence Director if the theft or damage occurred in a College Residence.

# CAMPUS MAP



# EMERGENCY RESPONSE GUIDE

**EMERGENCY/SAFETY CONCERNS: 604-853-7010**

COLUMBIA BIBLE COLLEGE 2940 CLEARBROOK ROAD, ABBOTSFORD, BC V2T 2Z8



## FIRE

### EVACUATE BUILDING

- Give directions to meet at designated evacuation location
- Pull fire alarm, if possible
- Call 911 then 604-853-7010
- Evacuate
- Close doors behind you, however do NOT lock the door
- Use stairs, not elevators



## EMERGENCY

### CONTACT EMERGENCY SERVICES

- Medical emergency
- Call 911
- State your full name, nature and exact location of emergency
- Call First Aid Attendant listed below
- Emotional crisis: call Counselling Services Supervisor (#326)
- Safety concerns: suspicious persons/ activities call 604-853-7010
- Maintenance emergencies: related to facilities call 604-853-7010



## VIOLENT INCIDENT

### RUN-HIDE-FIGHT

#### RUN

- Take a safe assessable escape path
- Help others escape, if possible
- Call 911 when you are safe

#### HIDE

- Lock and barricade your hiding place
- Turn off lights and silence your cell phone
- If the fire alarm sounds, do not leave your hiding place

#### FIGHT

- Fight as appropriate to your personal safety

**FIRST AID PERSONNEL FOR STUDENTS: CALL 604-853-3567 THEN EXTENSION**

CONTACT	CERTIFICATION	LOCATION	EXTENSION
Niamh Reynolds	First Aid	Student Centre	421
Ben Smith	OFA Level 2	Student Centre	321

**FIRST AID PERSONNEL FOR STAFF: CALL 604-853-3567 THEN EXTENSION**

CONTACT	CERTIFICATION	LOCATION	EXTENSION
Tara Walker	OFA Level 2	Resource Centre	327
Ben Smith	OFA Level 2	Student Centre	321

## ADDITIONAL EMERGENCY PROCEDURES

For safety concerns, call Security 604-853-7010 (24 hours).

1. **In case of minor injury or illness:** Call for, or send person, to one of the Campus First Aid personnel (listed above).
2. **In case of accident:** Call the female Residence Director (604-853-3567 ext. 421), male Residence Director (604-853-3567 ext. 410), or the Dean of Students (604-853-3567 ext. 354).
3. **For emergencies related to facilities:** Call the Residence Director.
4. **Immobile Elevators:** Call 604-853-7010 and then call the Campus First Aid personnel.

## ON CAMPUS EMERGENCY NUMBERS

For Emergency (Police, Fire, Ambulance), call 911.

## OFF CAMPUS NON-EMERGENCY NUMBERS

**Non-Emergency Abbotsford Police Number:** 604-859-5225

**Poison Control:** 1-800-567-8911

## OFF CAMPUS MENTAL HEALTH CRISES NUMBERS

**Mental Health Support Line: 310-6789** (*No area code needed*) Call for yourself or a friend.

**Crisis Line Fraser-Abbotsford 604-951-8855** Call about anything general or for suicide help.

**BC 1-800-SUICIDE: 1-800-784-2433**

**Telecare Crisis & Caring Line 604-853-9099** Trained Christian volunteers ready to deal with a variety of issues. Confidential.

## OFF CAMPUS MEDICAL CLINICS

There are a number of available medical clinics in Abbotsford. Listed below are clinics which do not require a family doctor (Consider calling to confirm hours as these tend to change frequently). Students must bring a provincial health care card or medical insurance card to visit a clinic.

CLINIC NAME	ADDRESS	WALK IN HOURS	PHONE #
Abbotsford Village	#302-3050 Sumas Way	<b>M-Sat:</b> 9am – 12:30pm	604-504-7145
Allwood	#102-2752 Allwood St	<b>Call for hours</b>	604-850-6893
Cannon Clinic	#140-1575 McCallum Rd.	<b>M-F:</b> 8:30am – 3:30pm	604-853-3311
OliveTree	#172-2655 Clearbrook Rd.	<b>M-F:</b> 8am – 4pm	778-771-4480
Dahlstrom	#200-31205 Maclure Rd	<b>M-Sat:</b> 8am – 3pm	604-853-6667
Gladwin	#106-2955 Gladwin Rd.	<b>Call for hours</b>	604-851-5677
Meadowfair	#8-31940 South Fraser Way	<b>M-F:</b> 9am – 7pm	604-864-9082



## **COLUMBIA BIBLE COLLEGE**

2940 Clearbrook Rd  
Abbotsford , BC, Canada, V2T 2Z8

**Phone:** 604.853.3358

**Toll-Free:** 800.283.0881

**Fax:** 604.853.3063

**Email:** [admissions@columbiabc.edu](mailto:admissions@columbiabc.edu)

[columbiabc.edu](http://columbiabc.edu)

***BE KNOWN.  
MAKE A DIFFERENCE.***

