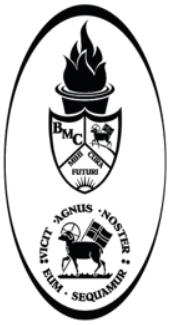
BETHLEHEM MORAVIAN COLLEGE

# Student Handbook



2026-2027

*Mihi Cura Futuri*




# Bethlehem Moravian College

# Student Handbook

## 2026-2027

# Welcome




# OWLS

# Introduction

Welcome to the Official Student Handbook of Bethlehem Moravian College.

You will discover important information about campus life, helpful services, and the procedures that support your academic progress. Every student receives this handbook, and taking the time to read it will help make your journey smoother.

By joining Bethlehem Moravian College, you agree to follow the guidelines and regulations presented here. Not knowing a rule does not exempt you from it.

The College may update these regulations when needed and will aim to share changes as soon as possible.

**Bethlehem Moravian College**
Malvern P.O.
St. Elizabeth
Jamaica W.I.

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@bmceducation

@bmceducation

Bethlehem Moravian College

Bethlehem Moravian College

Updated June 2026

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## Prayer for Our Students

Heavenly Father,

Thank You for the opportunity to learn, to grow, and to prepare for lives of purpose and service. As we begin each day, grant us wisdom to understand, curiosity to seek knowledge, and discipline to use our time well.

Guide our thoughts, words, and actions so that we may uphold honesty, integrity, and respect in all that we do. Strengthen us when our studies become challenging, give us courage to persevere through difficulties, and remind us that every obstacle is an opportunity to grow in character and resilience.

Help us to value our lecturers, classmates, and every member of the College community. Teach us to encourage one another, celebrate each other's successes, and offer support to those who are struggling. May our campus be a place where kindness, understanding, and unity flourish.

Bless our families and loved ones who support us throughout our educational journey. Protect us in our daily activities, keep us safe in our travels, and watch over our physical, mental, emotional, and spiritual well-being.

As we develop our knowledge and skills, may we also grow in wisdom and compassion. Help us to use what we learn not only for personal success but also to make a positive difference in our communities, our nation, and the world.

May all that we do bring honour to You and reflect the values of excellence, service, and love.

In Your holy name we pray.

**Amen.**

## Message from the Chairman



Dear Students,

The pleasure is mine to welcome you to Bethlehem Moravian College. Whether you are joining our community for the first time or returning to continue your studies, I am delighted that you are part of an institution with a proud heritage of academic excellence, Christian values, and service to Jamaica and the wider world.

At Bethlehem Moravian College, our motto, Mihi Cura Futuri ("My Care is for the Future"), reflects a commitment that extends beyond preparing students for examinations. It speaks to our responsibility to cultivate knowledgeable, compassionate, ethical, and innovative graduates who are equipped to make meaningful contributions to their professions and communities. Every decision made by the Board of Management is guided by this enduring commitment to your future and to the continued advancement of the College.

As Chairman of the Board of Management, I want to assure you that your education, personal development, and well-being remain central to our work. The Board provides strategic leadership and oversight to ensure that Bethlehem Moravian College continues to offer high-quality academic programmes, responsible governance, sound financial stewardship, and a learning environment where every student has the opportunity to succeed. While much of our work takes place behind the scenes, it is all directed toward strengthening the College and enriching your experience as a student.

Bethlehem Moravian College is more than a place of learning. It is a community where character is shaped, lifelong friendships are formed, and leadership is developed. I encourage you to participate fully in college life by embracing your academic responsibilities, engaging in student activities, seeking support whenever needed, and treating others with dignity and respect. Your contribution to this community is invaluable, and each of you plays an important role in strengthening the culture and legacy of our institution.

**Mr. Lowel Morgan**

Chairman of the Board of Management

## Message from the Principal



Dear Students,

It is my distinct pleasure to welcome both new and returning students to Bethlehem Moravian College, a place where history, vision, and heartfelt care unite.

Your presence here is more than just an academic journey; it is a lifelong adventure of growth, discovery, and purposeful impact. *Mihi Cura Futuri* calls us to look beyond today, nurturing your talents, passions, and hopes with diligence and unwavering support. As principal, my deepest commitment—our collective commitment as educators—is your future, ensuring that every step you take leads you closer to your dreams.

At Bethlehem Moravian College, we believe education is transformative. Our classrooms are places where curiosity sparks innovation, critical thinking births solutions, and diverse perspectives foster empathy and unity. Here, each experience—whether joyful or challenging—helps you chart the course toward your brightest horizons.

As you begin or continue your journey at this noble institution, let our shared motto inspire you to care deeply about your own future and the future of others. Strive for excellence, show compassion, and remain open to new experiences. Empower yourself to become not only a skilled scholar, but also a leader who enriches the world and uplifts those around you.

We are proud to have you here with us at BMC.

**Mr. Albert Corcho**

Principal

## Message from the Vice Principal (Academic Affairs)



Dear Students,

Welcome to Bethlehem Moravian College, a place where tradition meets new horizons and every day offers the opportunity to forge ahead.

As you begin or continue this remarkable journey, remember that your academic pursuits are at the heart of your academic transformation. Here, learning is not only about textbooks and exams—it is about engaging with knowledge, not being afraid to ask questions, and opening your mind to new things. Each course, each project, and every interaction with faculty and classmates is a chance to strengthen your curiosity, develop your unique talents, and build a foundation for lifelong success.

Bethlehem Moravian College cherishes the dreams and ambitions you bring. Our lecturers and staff are dedicated to guiding you—helping you rise to academic challenges, celebrating your achievements, and supporting you in moments of doubt. You are part of a nurturing community where your voice matters, your goals are valued, and your growth is celebrated. As you walk our halls, may you be empowered to embrace learning with courage and joy. Let your academics be about a passion that shapes your future and leaves a lasting mark on the world.

**Dr. Sharon Gardner**

Vice Principal of Academic Affairs

## Message from the Vice Principal (Student Services)



Dear Students,

It is my absolute pleasure, as Vice Principal of Student Services, to welcome you to Bethlehem Moravian College. At this institution, we believe that education is not only about acquiring knowledge, but also about developing the character, resilience, and skills you will need to navigate an ever-changing world. This institution is built on the values of integrity, discipline, and service, and we are committed to nurturing those values in every student who walk through our doors. Over the coming weeks, months, and years you will be challenged academically, personally, and socially. There will be moments when you feel the pressure of deadlines, the weight of expectations, and the pull of distractions. Notwithstanding this, you will discover your strengths, uncover hidden talents, and form friendships and networks that will last a lifetime.

Here at Student Services, we are your advocates and your support system. We are here to ensure that you not only survive but thrive in your time here. Whether it is through counselling, career development, clubs and societies, wellness programmes, or simply lending a listening ear, our department exists to help you reach your fullest potential.

Remember, the future you desire is not built by chance, it is built by choice. You are the architect, and this is your blueprint. Move with courage, determination, and faith. Empower your future by giving your best self to every opportunity and challenge whatever comes your way. We are excited to walk alongside you as you begin or continue this transformative journey. Let us work together to ensure that when you leave here, you leave with not just a qualification, but with a vision, a purpose, and the confidence to take on the world.

**Mrs. Claudene Blythe-Miles**

Vice Principal of Student Services

## Message from the Registrar



Dear Students,

Welcome to Bethlehem Moravian College! Whether you are beginning your academic journey with us or continuing a path you have already started, it is my pleasure to extend warm greetings to you from the Registry.

At the heart of the Registry is a commitment to ensuring your academic experience is as seamless, informed, and well supported as possible. Guided by our college motto, Mihi Cura Futuri ("My Care is for the Future"), the Registry is dedicated to managing your academic records with integrity and precision, facilitating timely registration and enrollment, coordinating course scheduling, and overseeing graduation and certification processes. Our role is to serve as the backbone of your academic progress, empowering you to focus on your learning and personal growth, whether you are taking your first course with us or your last.

The work we do may often happen "behind the scenes," yet it is essential to your academic success. We understand that each student's path is unique, and we strive to offer personalized support tailored to your needs. New students may be navigating course selections and getting acquainted with our systems for the first time, while returning students may be verifying their academic standing or preparing for graduation. Whatever stage you are at, the Registry is your partner.

Together, let us honor the spirt of *Mihi Cura Futuri* by caring deeply about your future and working tirelessly to help you realize your fullest potential. We look forward to supporting you every step of the way in your academic journey and celebrating your achievements as they unfold.

**Mrs. Kamala Miller-Bent**

Registrar

## Message from the Guild President 2026-2027



Dear Peers,

With a heart filled with gratitude, pride, and a deep sense of responsibility, I extend warm greetings to every member of the Bethlehem Moravian College community. It is an honour and privilege to serve as your Guild President for the 2026–2027 academic year. As we begin this new chapter together, we do so under a vision that is both a promise and a movement: "Reigniting Bethlehem."

Bethlehem is more than an institution, it is a symbol of perseverance, excellence, faith, service, and transformation. For generations, these halls have nurtured educators, leaders, innovators, and change-makers who have carried the values of Bethlehem into communities across Jamaica and beyond. The legacy left by those who walked these corridors before us is one of sacrifice, determination, and an unwavering commitment to making a difference.

As your Guild President, I believe that true leadership is rooted in service. My commitment is to advocate for every student, create opportunities for growth, encourage collaboration, and foster an environment where every individual feels valued and empowered. The Guild of Students will strive to be a bridge between the student body and administration, a platform for innovation, and a driving force for positive change.

As we embark on this journey, I encourage each student to take pride in wearing the name Bethlehem. Participate fully, lead courageously, support one another, and leave this institution better than you found it. Let us not simply remember the greatness of Bethlehem, let us be the generation that restores its spirit, strengthens its legacy, and reignites its flame for years to come.

The future of Bethlehem is not something we wait for; it is something we create together.

Let us rise. Let us serve. Let us lead. Let us reignite Bethlehem.

**Mr. Collin Powell**

President of the Guild of Students 2026-2027



# Section 1

# ABOUT BETHLEHEM MORAVIAN COLLEGE

*Mihi Cura Futuri*

# History of Bethlehem Moravian College

Bethlehem Moravian College was established in 1861 under the auspices of the Moravian Church in Jamaica. It is situated in the cool hills of Malvern at the peak of the Santa Cruz Mountain, in the parish of St. Elizabeth.

Over the years, Bethlehem has been one of the foremost tertiary institutions offering quality Teacher Education Programmes to young Jamaicans. Bethlehem started as a female institution but has since become co-educational. The college has an ever-expanding growing population, and has been contributing to the development, of not just the Malvern community, through employment, and continuing education for its adult learners, but the entire nation.

In 1998, the name of the College was changed from Bethlehem Teachers' College to Bethlehem Moravian College to reflect the multidisciplinary status. This created the scope for the institution to better serve the needs of its diverse constituents and to mold the lives of young Jamaicans.

The College offers Associate Degrees in Business Studies, Hospitality Tourism Management, Criminal Justice, Early Childhood Education; Undergraduate Programmes in Business Studies, Computer Science, Office Systems and Administration, History and Social Studies, English Language and Literature, Double Major Mathematics, Primary and Early Childhood Education. There is also a Master of Education in Curriculum and Instruction. Pre-College for students requiring CSEC subjects to matriculate and the Evening Institute catering to both college students and external students pursuing CSEC subjects.

In an effort to remain relevant to the community, the College has developed a vibrant Outreach Programme, through which resources are provided for Cooperating Schools in the areas of Mathematics, Language Arts, Music, Information Technology, Physical Education and Professional Development. Over time, the College has also forged linkages with tertiary institutions, nationally and internationally (Canada, the United States of America and England). Students have been exposed to cross-cultural experiences, and to a variety of pedagogical techniques and cutting-edge technology.

Through the organization of the Council of Community Colleges' Work Experience Programme, students are also given the opportunity to work overseas and earn financial returns as well as academic credits.

Bethlehem Moravian College has an outstanding reputation in Teacher Education and the delivery of programmes in Business and Hospitality Tourism Management.

Graduates can be found at all levels of the education system in Jamaica, across the Caribbean Region, and in the Diaspora. It is one of the best of its kind in the region and continues to maintain the high standards of excellence for which the institution is renown. The College has earned accreditation for its Associate of Science Degree Programmes in Business Studies and Hospitality Tourism Management.

# Our Vision

**THE CARIBBEAN'S PREMIER TERTIARY INSTITUTION WHOSE GRADUATES ARE POSITIVELY TRANSFORMING SOCIETY.**

# Our Mission

"TO CREATE A HARMONIOUS, EQUITABLE, AND PROSPEROUS SOCIETY BY HOLISTICALLY DEVELOPING NATION BUILDERS."

Our Core

# Values

- CHRISTIAN PRINCIPLES
- RESPECT
- ACCOUNTABILITY
- FAIRNESS
- TEAMWORK
- STAKEHOLDER CENTRIC

*Mihi Cura Futuri*

# Diversity Statement

**Bethlehem Moravian College is committed to providing equality of educational opportunities to all students. Equal access to opportunities is provided for students to learn in an environment where there are individuals from varied backgrounds and with differing characteristics. These include, but are not limited to race/ethnicity, religion, spiritual beliefs, nationality, age, gender, marital status, socio-economic background, disability, political affiliation and philosophical perspective.**













## The Emblem and its Use



The emblem of Bethlehem Moravian College features the traditional Moravian symbol of the Agnus Dei (the Lamb of God). It depicts a lamb with a halo carrying a flag bearing the Christian Cross, representing Jesus Christ as the sacrificial Lamb and symbolizing purity, peace, hope, and the Christian values upon which the Moravian Church was founded. The emblem also incorporates the College's Latin motto, Mihi Cura Futuri ("My Care is for the Future"), reflecting the College's commitment to preparing future generations through quality education and service.

The Bethlehem Moravian College emblem, logo, seal, letterhead, and other official identifiers are the intellectual property of the College. They serve as the official visual identity of the institution and shall be used only for authorized College purposes. Their use must preserve the integrity, reputation, and identity of the College.

The following standards apply whenever the College emblem is reproduced in print or digital format:

1. The emblem shall be used only for official College documents, publications, promotional materials, certificates, presentations, and other authorized institutional communications.

2. The emblem should normally appear in the upper left corner of official documents or centred on certificates and other formal awards issued by, or jointly with, the College.

3. No text, graphics, or decorative elements should appear above or immediately to the left of the emblem.

4. The official colours, proportions, and design of the emblem must be reproduced accurately. The emblem shall not be altered, stretched, distorted, cropped, or combined with other graphics.

5. The emblem shall not be enclosed within borders, shapes, or decorative frames, and sufficient clear space should be maintained around it to ensure visibility and prominence.

6. The emblem must not be used in any manner that could misrepresent an official endorsement by the College or bring the institution into disrepute.

7. The emblem shall not be associated with obscene, defamatory, discriminatory, political, commercial, or otherwise inappropriate content that is inconsistent with the values and reputation of the College.

8. Students, staff, departments, organizations, and external parties shall not create, modify, or reproduce variations of the College emblem without prior written authorization from the College administrators.

9. The College letterhead, seal, and other official insignia may only be used by persons or offices authorized to conduct official College business.

10. Personal, commercial, or non-College use of the emblem or any official College insignia is prohibited unless expressly authorized by the College administrators.

# Governance

The College is a public higher learning institution under the auspices of the Ministry of Education, Youth, Skills, and Information and the Moravian Church in Jamaica and the Cayman Islands.

The College is governed by the Board of Management. A Chairman is appointed to provide strategic leadership and ensure the institution fulfills its educational and fiduciary mandates.

The College is headed by a principal. There are also two vice principals and three academic deans.

The documents of the college governance are:

- The Constitution of Jamaica
- The Education Act (1980)
- Rules and Regulations defined by the Teachers' Colleges of Jamaica (TCJ) and the Council of Community Colleges of Jamaica (CCCJ)
- Decisions of the Board of Management and Academic Boards
- Policies: Administrative and Academic Guidelines and Procedures

The College is also subject to other legislations such as:

- The Contractor-General Act (1983)
- The Occupational Safety and Health Act (2017)
- The Disabilities Act (2014)
- The Data Protection Act (2020)

# Departments

| Language Arts | |
|---|---|
| **Head of Department** | Mrs. Eulah Palmer-Temu |
| **Senior Lecturer(s)** | Mr. Oswyn Mckenzie, Mrs. Audrey Hanson, Ms. Barbara Hurlock, Dr. Norman Pottinger |

| Business | |
|---|---|
| **Head of Department** | Mr. Hervin Rodney |
| **Senior Lecturer(s)** | Ms. Nadine Black, Ms. Junie Johnson, Mrs. Sadie Wright-Burge |

| Information and Communication Technology (ICT) | |
|---|---|
| **Head of Department** | Mr. Isaac Onywere |
| **Senior Lecturer(s)** | Ms. Rohan Simpson, Dr. Kereen Tatham-Brown |

| Mathematics | |
|---|---|
| **Head of Department** | Mr. Shane Frith |
| **Senior Lecturer(s)** | Mrs. Coleen James-Evans |

| Science | |
|---|---|
| **Head of Department** | Dr. Audette Bailey |
| **Senior Lecturer(s)** | Mrs. Charmaine Wisdom-Tomlinson |

| Social Studies | |
|---|---|
| **Head of Department** | Mrs. Samone Patterson |
| **Senior Lecturer(s)** | Ms. Coleen Clemetson |

| Education, Visual and Performing Arts | |
|---|---|
| **Head of Department** | Mr. Michael Malcolm |
| **Senior Lecturer(s)** | Dr. Abrilene Scott, Mrs. Charmaine James-Miles |

| Hospitality and Tourism Management | |
|---|---|
| **Head of Department** | Dr. Sandra Tomlinson-Chin |
| **Lecturer(s)** | Mrs. Juley Wynter-Robertson, Ms. Charmaine Bogle, Mr. Witcliffe Doyley |

| Early Childhood | |
|---|---|
| **Head of Department** | Mrs. Kadie-Ann Daley-Salmon |
| **Lecturer(s)** | Mrs. Analiasa Howlette-Brown, Mrs. Judy Thompson-Charoo |



# Section 2

# REGISTRATION & ENROLLMENT

*Mihi Cura Futuri*

# Academic Programmes Offered

## Teaching Programmes (JBTE [UWI]/TCJ)

- **Bachelor of Education – Early Childhood Education (Full & Part Time)**
  Concentration in:
  - Mathematics
  - Language Arts

- **Bachelor of Education – Primary Education**
  Specializations in:
  - Language Arts and Social Studies
  - Mathematics and Science

- **Bachelor of Education – Business Studies**
  - Major – Business Studies, Minor – Accounting
  - Major – Accounting, Minor – Business Studies
  - Major – Business Studies, Minor – Office Systems and Administration

- **Bachelor of Education – Business and Computer Science**
  - Double Major – Computer Science
  - Major – Business Studies, Minor – Computer Science
  - Major – Accounts, Minor – Computer Science
  - Major – Computer Science, Minor – Accounts
  - Major – Computer Science, Minor – Mathematics
  - Major – Computer Science, Minor – Business

- **Bachelor of Education— English**
  - Double Major – English Language and Literature
  - Major – English and Literacy

- **Bachelor of Education – Mathematics**
  - Double Major – Mathematics
  - Major – Computer Science, Minor – Mathematics

- **Bachelor of Education – Social Studies**
  - Major – History, Minor – Social Studies
  - Major – Social Studies, Minor – History
  - Major – Social Studies, Minor – English

- **Postgraduate Diploma in Education (Part Time)**
  Applicants must have a Bachelor's degree in a subject area taught in the secondary system.

### CCCJ Programmes

- **Bachelor of Science – Business Administration**
  With specializations in:
  - Human Resource Management
  - Finance and Management
  - Marketing
  - Accounting

- **Bachelor of Science – Hospitality and Tourism Management**
  With specializations in:
  - Hospitality Management
  - Tourism and Entertainment Management

- **Bachelor of Science – Robotics and Artificial Intelligence**

- **Associate of Science – Business Administration**

- **Associate of Science – Criminal Justice**

- **Associate of Science – Hospitality and Tourism Management**
  With specializations in:
  - Food and Beverage Management
  - Travel and Tourism Studies Management

### Sixth Form Pathway Programme

Students can pursue two years of Sixth Form with us and enjoy the $60,000.00 grant from the government.

### Pre-College/CXC Evening Institute

This is for candidates who need qualifying CSEC subjects for Tertiary education.

# Admission

The matriculation requirements for the various programmes are outlined in the most current update of the Handbooks of the Examining Bodies: Teachers Colleges of Jamaica (TCJ), Council of Community Colleges of Jamaica (CCCJ), University of the West Indies (UWI) and their respective programme brochures.

Students have a personal obligation to ensure that they keep updated on these issues.

## Special Matriculation Provision

Under special circumstances, students may be admitted to a programme without having the full entry requirements. In this case, these students are expected to obtain the necessary qualification by the end of their first year in the programme. Students who fail to obtain the additional qualification will be deemed to be Entry Qualification Barred (EQB). EQB students will not advance to year two without the requisite qualification.

## Mature Entry

Mature students may be admitted to the TCJ Programme. Further details may be obtained from the Registry via **bethlehemregistry@bmc.edu.jm**.

## Application Process

The following documents must be submitted with the application form:

1. Proof of academic qualifications
2. **Two (2)** letters of recommendation/character references
3. Two passport-sized photographs

Online applications may be done at **https://www.isims.bmc.edu.jm/apply**.

Completed online application forms are required with the following supporting documents:

1. CSEC (CAPE results are accepted as well) or official academic transcripts from previous tertiary institutions
2. Proof of English proficiency (if the applicant is from a non-English-speaking country)
3. Registration/Biodata Form
4. Passport-sized photograph
5. Application fee
6. Medical forms
7. Character or academic references

Factors that may lead to a student's admission being revoked:

- Submission of fraudulent documents e.g., CSEC results
- Theft and damage to property at Bethlehem Moravian College
- Tampering with transcript and other college-related documents.
- Violating the College's policy on alcohol or drugs (which is subject to sanctions up to and including expulsion from the College).
- Infractions with legal implications.

Admission status is communicated from the Office of the Registrar.

### Admission Requirements for International Students

All international students are required to possess at minimum a High School Diploma or Certificate Equivalency/Proficiency/International Baccalaureate or other international qualification with a grade point average of 2.5 and above. Students must have at least five equivalent subjects based on the area of specialization to include Mathematics and English Language.

All qualifications are submitted to the University Council of Jamaica (UCJ) for equivalency by the Registry.

In addition, Jamaica's government requires a student visa or extension of stay for all international students studying in the country. Students must apply for this within the time given upon arrival, usually before the end of their first semester. This process is handled through Passport, Immigration and Citizenship Agency (PICA).

Feel free to contact the registry for additional information.

## Orientation

Orientation involves a week of activities that all new students must attend. This week comprises fun activities, events, and presentations designed to create connections with other students as well as with our Bethlehem Moravian College faculty and staff and allow new students to become familiar with campus resources.

### Frequently Asked Questions (FAQs)

1. **When is orientation?**
   The schedule for orientation is usually communicated to new students ahead of the week of activities. However, orientation typically takes place during the last week of August (subject to change) prior to the start of the new academic year.

### 2. Do I live on campus during the period?

Students who wish to stay on campus will have the opportunity to do so. They will also benefit from additional information sessions in the evenings. Students who opt to commute to campus each day are advised to arrive on time.

### 3. What are the meal arrangements?

Students are responsible for their meals during the orientation exercise and for the duration of the semester. There are various food options available on campus for sale.

If residential students wish to prepare meals on the dorms, they are asked to bring necessary implements such as pots, pans, and plates.

### 4. What do I wear during orientation?

For the day sessions, female students are asked to present in their correct College uniform. If your uniform is not yet available, professional wear is accepted. Male students are asked to wear a white or sky-blue shirt along with a black, navy-blue or grey pants.

For evening sessions, female students should wear long skirts; males must ensure that their pants are at their waists. Shirts (t-shirts, polo shirts or button-up shirts) must not have derogatory logos or messages.

Outfits should be accompanied by shoes not sandals. Students with a visible injury or those who present with a medical certificate may be permitted to wear sandals or alternative footwear.

**Note:** A special luncheon is usually held to culminate the orientation exercise. The dress code for this occasion is semi-formal.

### 5. What should I take to orientation?

All students should bring the following to Orientation:

- Identification and TRN
- Pencil, pen, and notebook
- A portfolio to carry important documents
- A water bottle to stay hydrated (a water cooler is in the cafeteria to fill water bottles)
- A watch or an electronic device to keep time
- Appropriate clothing for variable weather conditions
- Comfortable walking shoes
- Snacks (as mealtimes are staggered)

- Umbrella and raincoat

Students who will be on campus during the orientation exercise should bring:

- Cooking and dining utensils
- Sunscreen
- Basic toiletries (i.e. shampoo, conditioner, toothbrush, toothpaste, etc.).
- Robe and/or shower slippers (bathrooms are communal).
- Bathroom and bedroom linens including 2 towels, a washcloth, a pillow, a pillowcase, a mattress pad, and a blanket.
- Please bring appropriate attire (shoes, track pants, etc.) for exercise.
- A light jacket or a long sleeve shirt for the outdoor evening activity with Campus Recreation.
- Basic First-Aid supplies (band aids, pain killers, antibiotic ointment, alcohol wipes, etc.)
- Any prescribed medication

Refer to Section 10 for additional information with regards to housing.

## Registration

### Registration Procedure

- Registration of students for any programme at the College entails the following:
  - Receipt of an acceptance letter from the College (for new students)
  - Payment of requisite fees at the respective banks
  - Completion of the Registration/Biodata Form
  - Submission of the Payment Vouchers along with the completed Registration Form at the Registry
- Registration is scheduled for a two-week period prior to the start of the first semester, a week prior to the start of classes in the second semester and the first week of the summer semester. The dates are indicated in the students' registration package (for new students), the College's Student Management System, and the Calendar of Events.
- Students will use the current Student Management System (iSIMS) to complete the registration process for courses. Students will not be able to register without payment of fees.
- Registration for courses means that the students have also registered for examinations.
- Unregistered students will not be allowed to attend classes or to occupy campus housing.

## Late Registration

Registration after the designated period will attract a late payment of one percent (1%) of the current school fee. Students who have not completed the registration process because of extenuating circumstances will be required to appeal in writing to the Principal before the expiration of the stipulated two-week period. Failing to do this will result in the student having to withdraw from the programme for that semester.

## Special Registration for Students Trailing Courses (Returning Students)

Students during their course of study must fulfill all the requirements for the various Examining Bodies (CCCJ, TCJ and JBTE [UWI]). As such, students who have one or more courses outstanding are required to register within the first four weeks of the beginning of each semester.

## Transfer

- Students who are desirous of transferring from one programme to another within the institution, must make their request in writing to the Registrar within the first four weeks of the academic year. Transfer is subject to approval. If the transfer is granted, students are required to re-register to reflect the new status. Students who fail to adhere to the required procedure will not be allowed to transfer to a new programme.
- Students desirous of transferring from Bethlehem Moravian College (BMC) to another institution must make their request in writing to the receiving institution as well as to the Registrar of BMC. The Registrar, upon receipt of notification from the receiving institution, will forward the necessary documents.
- Students transferring from another institution to BMC, and whose documents have been forwarded, will go through the normal registration procedure.

## Withdrawal

1. **From Programme:** Students who are desirous of withdrawing from a particular programme must make the request in writing to the Registrar within four weeks of registration.
2. **Leave of Absence:** Students who are desirous of breaking their period of studies due to extenuating circumstances must make the request in writing to the Registrar, before the beginning of the academic period for which the break is needed. According to CCCJ and TCJ Regulations, this period cannot exceed one year. Students who fail to comply with these guidelines will be required to withdraw from the programme.

## Official Class Lists

Students whose names do not appear on the class lists in iSIMS will not be admitted to classes, neither will they be able to access college facilities, such as Library, Computer Lab, the Student Management System or Health Services.

Students must therefore ensure that their registration status is up to date.

## Student Identification

- Every student will receive a valid identification card at the end of the registration process. This card is the property of the College and must be surrendered on request by the Administration.
- Students should be wearing their identification cards in order to access the various campus facilities. The card is also important for accessing examinations.
- Replacement of lost ID cards will attract a cost of $1000 to be borne by the student. Request to have cards remade is done through the Student Affairs Officer located at the Student Services Building.




# Section 3

# STUDENT FINANCING

*Mihi Cura Futuri*

## Fees and Tuition

Students cannot register for classes on the current Student Management System (iSIMS), sit examinations, or access certain registry services or other institutional resources until financial obligations are fulfilled.

Students who attend classes and access the resources of the institution without payment of their tuition are doing so in breach of the College's policies.

Those students in the Bachelor of Education with Advanced Standing Programme (BEASP) are required to pay their tuition by credit. This means students will register for the number of credits they are able to finance in each semester. They are not subjected to the 50/50 payment plan.

All resident students are required to pay a maintenance fee of Ten Thousand Dollars ($10,000.00) each year effective September 1, 2022. This fee is a non-refundable fee.

## Payment of Fees

All tuition/boarding fees must be paid via any of the following methods:

- Bank vouchers at accepting NCB branches
- Online bank transfers to College's NCB account (see details below)
- Bill Payment via the NCB Online banking platform
- ABM machines (NCB customers)
- POS terminals on campus

**Banking Details**

**Name of Bank:** National Commercial Bank

**Branch:** Santa Cruz

**Account Type:** Current

**Account Number:** 891005776

All other fees are paid at the Main Cashier located at the Administrative Office.

## Proof of Payment

Students should send all tuition and boarding payment receipts or vouchers online to the Bursary Department via **bursary@bmc.edu.jm** or present the physical document(s) to the office.

If students opt for email, they should include in the message:

- Student's Name (First and Last Name)
- Student's ID Number

- The amount paid towards your tuition and/or boarding fees
- Any attachments that show proof of payment

Where a student is awaiting financial aid, proof of the agreement must be presented in the form of a commitment letter or letter confirming receipt of financial assistance from the awarding institution. If a student is using the Students' Loan Bureau (SLB) for financing, the application status must be at a 'C' or 'D' to be granted financial clearance.

These students, however, must pay their miscellaneous fees by end of September each year, as these financial institutions do not pay this part of the fees.

Payment plans are available at the discretion of the College's Administration. Students may choose any of the payment options outlined.

### Financial Clearance

Financial clearance is granted when a student has paid all outstanding balances for fees charged during an academic year. The current Student Management System (iSIMS) helps to automate this process.

In addition, approval for financial clearance can be granted at the discretion of the Principal or his designate.

Processing of financial clearance is completed at the Bursary Department, specifically student receivables.

## Financial Policy

- **Non-Refundable Fees:** All students are required to pay various non-refundable fees. These fees are service charges within the various departments for which they are charged. The following are the non-refundable fees:

  - Registration fee
  - Late Registration fee
  - Guild fee
  - Student Insurance Premium
- **Failure to Honour Financial Obligations:** Students who fail to pay their tuition fees will be prevented from accessing the College's facilities, and from sitting examinations. Students who have outstanding tuition fees will not be able to collect their certificates, diplomas or degrees.
- **Refund Policy:** All refunds to a student who withdraws from the College will be based on the date on which the Registrar's Office receives the request in writing

from the student. There will be no refund of registration, service charges, and other fees which are expressly stated as being non-refundable.

The table below illustrates the terms of payment under this policy:

| Semester (First or Second) | |
|---|---|
| **Before Classes Begin** | 100% Refund |
| **Week 1 to 4** | 90% Refund |
| **Week 5 to 8** | 50% Refund |
| **After Week 8** | No Refund |

Full refund within the first eight weeks is granted in cases of documented medical reasons.

## Financial Aid

Students may access financial assistance from institutions and programmes, including those listed under Scholarships and Bursaries. Information relative to application and eligibility may be obtained from the Student Services Division.

### Scholarships and Bursaries

Consistent with the College's commitment to ensure academic excellence, efforts are made to secure external financial assistance for students in the form of Scholarships and Bursaries. Those currently available are:

- Ministry of Education Financial Assistance Grant
- Ministry of Finance and Public Service Scholarships for Public Officers
- Ministry of Finance and Public Service Tertiary Grant for Children of Public Sector
- Jamaica Values and Attitudes Programme (JAMVAT)
- Ministry of Education Specialized Scholarship (MSTVETT)
- NCB Foundation Scholarship
- JPS PowerUp Scholarship for Teachers' College Students
- Carreras Community College Scholarship
- Hanover Charities
- VM Foundation Scholarship (STEM, Future Plan, Master Plan)
- JMMB Joan Duncan Scholarship
- JWN Foundation Scholarship

- Burger King Open Male and Female Tertiary Scholarships
- JBI Hoilett/Lambert Scholarship
- Betting Gaming & Lotteries Commission Grant
- Jamalco Community Scholarship
- JN Foundation Scholarship
- Guild of Student Grants
- BEMCAA (College Chapter)
- BEMCAA (New York Chapter)
- Tryall Scholarship Fund
- Moravian Scholarships
- CHASE Fund (students training in Early Childhood Education)

Students may speak with the Student Services Division representative or a member of the administrative team (bursary, registry, etc.) for specific details regarding the above scholarships.

### Loans

Students may fund their tuition by way of educational loans through some commercial banks, credit unions or other financial institution. Another loan option for students is through the **Students' Loan Bureau (SLB)**.

### Grants

Based on the needs of students and the availability of resources, a limited number of students may benefit from grants obtained through the Student Services Division. The College is working to expand these resources.

### Work and Study

A limited number of job opportunities exist on campus for students to work and supplement their finances. This is not applicable to students in the Continuing Education Programme, Career Advancement Programme, or those in the Bachelor of Education with Advanced Standing Programme (BEASP). Students who have an interest in this programme must submit an application to the Office of the Vice Principal of Student Services or the Student Development Manager

In addition, there are existing opportunities provided for students to be involved in the Work and Travel Overseas Programme. Information is posted on the notice boards as well as on the Student Management System.

# Frequently Asked Questions

## Students' Loan

**1. If my loan is approved by the Students' Loan Bureau (SLB) and I have completed all the necessary procedures at the Bureau, will Bethlehem Moravian College ensure that the Bureau makes the payment on my behalf?**

No. It is the responsibility of the student to ensure that the Students' Loan Bureau would have made payment on their behalf to the College. Students can either check with the Students' Loan Bureau, the current Student Management System, or with the Bursary Department, to verify that payment has been made.

**2. If I am being sponsored by the SLB, do I still have to pay my miscellaneous fees?**

Yes. Loans from SLB only cover the cost for tuition. Students must make an effort to pay all other fees before they are able to register for classes.

**3. How will Bethlehem Moravian College treat excess funds received from the Students' Loan Bureau?**

The College will return all excess funds to SLB.

**4. What will happen if I receive a full sponsorship/scholarship after being approved for the Students' Loan?**

The student is required to immediately inform both the Students Loan Bureau and the Bursary Department.

## Registration

**5. Will I be allowed to register for a new academic year with a balance outstanding?**

No. Students will only be permitted to register once they fulfilled all financial obligations to the College.

**6. Will I be allowed to register with a Commitment Letter from a sponsor?**

Yes, once the letter is approved by the Bursary Department the student will be permitted to register, provided the commitment meets the minimum financial

clearance requirement. However, the student must ensure that the sponsor settles the remaining balance on time.

## Examinations

### 7. If my account has an outstanding balance, will Bethlehem Moravian College give me the opportunity to complete my final exams?

No. Students are given exam clearance after full payment of tuition and other fees. Students with outstanding balance will not be permitted to sit final examinations.

## Statement of Fees

### 8. Can I get an official statement of my account balance?

Yes. Students can obtain a statement from the Bursary Department. Students may also visit the Student Management System for a system generated balance.




# Section 4

# ACADEMIC AFFAIRS

*Mihi Cura Futuri*

# Academic Management Support Units

The Academic Management Support Units serve as central support structures within Bethlehem Moravian College, providing the resources, systems, and services necessary to enhance teaching, learning, research, and academic administration. These units work collaboratively with academic departments, faculty members, students, and administrators to ensure that the institution maintains high academic standards, promotes scholarly excellence, and delivers quality educational services. The Academic Management Support Units facilitate research development, quality assurance, information management, and access to learning resources, thereby contributing to the overall effectiveness and continuous improvement of the institution's academic programmes and operations.

## Research Unit

The Research Unit is responsible for fostering a culture of inquiry, innovation, and scholarly excellence within the institution. It supports faculty members, students, and researchers in the planning, execution, and dissemination of research activities. The unit provides guidance on research methodologies, proposal development, ethical compliance, and publication processes. It also promotes collaborative research initiatives, organizes research seminars and conferences, and facilitates the sharing of knowledge that contributes to academic advancement and societal development. Research activities coordinated through this unit help strengthen the institution's reputation and support evidence-based decision-making.

**Contact:** research@bmc.edu.jm or diangriffiths@bmc.edu.jm

## Quality Assurance Unit

The Quality Assurance Unit is responsible for promoting and maintaining academic excellence through systematic monitoring, evaluation, and continuous improvement of institutional processes and programmes. The unit develops and implements quality assurance policies, coordinates programme reviews, supports accreditation activities, and ensures compliance with national and international educational standards. Through the collection and analysis of institutional data, stakeholder feedback, and performance indicators, the Quality Assurance Unit helps identify areas for enhancement and supports the institution's commitment to delivering high-quality teaching, learning, research, and support services.

**Contact:** paulwilliams@bmc.edu.jm or orlettegreen@bmc.edu.jm

## College Library

The College Library acts as a key center for academic assistance, research, and self-directed learning. It grants access to a diverse array of resources, such as physical books, eBooks, academic journals, multimedia content, and electronic databases, to aid in coursework, projects, and personal growth.

The library features quiet study spaces, computer stations, printing and photocopying facilities, and support from knowledgeable library personnel. Orientation sessions are conducted to introduce students to the library's offerings, with continuous help available for research and referencing inquiries.

Students are encouraged to utilize the online catalogue and digital databases, accessible via the College's website. Additionally, the library organizes workshops and provides guides to enhance information literacy and research skills.

All users must comply with the library's policies on borrowing, conduct, and the responsible use of resources.

### Mission Statement

Bethlehem Moravian College Library is the nucleus of the College and its surroundings. Bethlehem Moravian College Library is committed to providing access to information to meet the diverse and changing information needs of its clients. The library supports the College's mission of research, teaching, learning, and public service through:

- Collection development in all formats
- Community outreach
- Integration of new technology applications
- Collaborations and partnership with stakeholders and other institutions.

### Vision Statement

The Bethlehem Moravian College Library supports the College's mission by enhancing the educational goals outlined in its mission and curriculum.

The library will enrich the learning experience for the students, faculty and staff by:

1. Promoting intellectual freedom and access to local, regional and global information resources that will expose them to world knowledge and information that will position them in the global marketplace as critical thinkers, skilled personnel and nation builders.

2. Being an active partner in the college learning community, endeavouring to provide access to quality information, efficient delivery and service in pursuit of the college's mission.

3. Providing our community with an information experience that is integral and highly valued by the college and a model research library to satisfy their informational and research needs.

## Opening Hours

The opening hours for the library are:

- Mondays to Fridays: 8:30 a.m. to 4:30 p.m.

- Closed on weekends and public holidays.

## Library Rules

- Quiet Environment: The College library is a designated space for study and research, and maintaining a quiet environment is essential. Students and visitors are required to keep noise to a minimum, avoid excessively loud conversations, and ensure that mobile devices are silenced.

- Food and Drink: Consumption of food inside the library is strictly prohibited, as crumbs and spills can attract pests and damage books and other resources. Only water in spill-proof containers is allowed in most areas.

- Borrowing or Removal of Library Property: No library material should be removed without prior permission from the relevant library personnel(s). Items borrowed from the open shelves (general lending) may be borrowed for up to a period no greater than two (2) weeks. Students must present with student ID or be in uniform if they wish to obtain materials such as books from the library.

- Handling of Books: Books that were borrowed should be placed in the designated return area or handed directly to library staff. Students should not attempt to reshelve the book(s) themselves.

- Computer Use: Computers are only to be used for academic purposes. Use of the computers to access inappropriate content/material, such as pornography, or using them for gaming, is strictly prohibited.

## The Collection

The College library's collection comprises books, journals, an audio-visual collection, pamphlets and past papers. This collection covers a variety of subject areas offered by the College.

## References

The Reference Section contains encyclopedias, dictionaries, the West Indies Collection, and other sought-after materials. These items are mainly intended for use within the library but can be checked out for overnight or weekend periods, depending on availability and staff approval.

Both Reference materials and those in the Reserved Books Collection (RBC) are typically limited to library use, with exceptions possible at the library staff's discretion.

## Online Databases

The Bethlehem Moravian College Library utilizes three primary academic databases that provide access to thousands of academic journals, electronic books, and dissertations from around the world. These databases include:

- EBSCOhost
- ProQuest (accessible when utilizing the College's networks)
- ProQuest EBook Central

Students and staff can access these databases online via the College's website.

## Document Services

The College library offers services such as printing, scanning, and photocopying. Students who wish to print or photocopy documents must present with their printing cards.

## Queries

The College library assists students with their queries; however, students must give the library staff sufficient time to source the information, especially if the information has to be obtained from other locations such as other libraries.

## APA Referencing

Students may request assistance with formatting their documents in the APA format.

## Turnitin

Turnitin is an academic integrity and originality checking service provided through the College Library to support teaching, learning, and research. It allows students to review the originality of their assignments by comparing them with a comprehensive database of academic publications, websites, and previously submitted papers. The resulting similarity report helps students improve their academic writing, use sources responsibly, and cite references correctly. The use of Turnitin also assists the College in upholding the principles of honesty, fairness, and academic integrity expected of all members of the Bethlehem Moravian College community.

In instances where students require further information regarding Turnitin, they may consult the College librarian.

**Contact:** library@bmc.edu.jm or mariemullings@bmc.edu.jm

## Coursework

Coursework pieces are to be submitted to the Deans' Secretary who will issue a receipt to students as proof that their work has been collected.

## Examinations

### Examination Periods

The final examination periods for both TCJ and CCCJ are December, May and July of each academic year.

Students who are referred in particular courses have the opportunity to re-sit those exams during one of the examination periods.

### Referrals

1. There are three categories of referrals:
   - Students who have completed the academic year but cannot be promoted because the number of outstanding credits exceed the number permitted under TCJ and CCCJ requirements.
   - Students who are promoted and carrying courses.
   - Students who have completed the programme but have courses outstanding.

2. In some instances, a particular course may not be offered. Students should consult with the Office of the Vice Principal of Academic Affairs to ascertain the list of courses that will be offered for that particular semester.

3. Students pursuing TCJ Programmes who are referred in any course are required to do an intervention before re-sitting the examination.

4. Students who are referred in any of the categories identified above should consult with the Registrar for guidance on these issues.

### Withdrawal from Examinations

Where a student withdraws from an examination in courses prior to the date set, that course will be considered as incomplete. A student withdrawing from an examination must do so in writing to the Principal or Vice Principal of Academic Affairs no less than 48 hours before the examination is held and provide justifiable reason for the request.

A course classified as incomplete will be treated in the same way as a candidate sitting a course for the first time; that is, the student is not referred.

## Absence from Examinations

Candidates who have not officially withdrawn from a course and who do not sit an examination for which they have been entered shall be deemed to have failed the respective course with a grade of F.

## Re-sitting Examinations

Students are responsible for completing the following:

1. Pay the re-sit fee at the Bursary.
2. Register for the course with the Registry.
3. Attend classes.

Re-sit schedules will depend upon the discretion of the College, the request of the student, and whether the course is being offered and examined in that semester.

## Clearance for Examinations

The following are the steps to which students must adhere prior to the sitting of the examinations:

1. Obtain Financial Clearance from the Bursary.
2. Students who have not fully met their financial obligations are required to have consultation with the Principal or a Vice Principal.
3. Collect Examination Cards from the Registry.

### Note:

- The schedule for the distribution of Examination Cards is issued by the Registrar. Students who are financially cleared will go directly to the Office of the Registrar to collect their examination card or generate it using the current Student Management System (iSIMS).
- Those students who have not met their financial obligations must be given approval by one of the Vice Principals before their cards are distributed.
- Students are expected to check the accuracy of the information printed on their Examination Cards and report errors and omissions immediately to the Registrar.
- Examination Cards and ID Cards must be presented at each examination.
- Students are allowed to use national identification cards, such as a passport, a driver's license or a national voters' identification card.
- Students are urged to consult the Schedule of Examinations emailed or posted on notice boards as drafts at least one month prior to the beginning of the examination period. This is to allow students to identify clashes, omissions or other irregularities. Students are responsible for reporting these irregularities to the Vice Principal of Academic Affairs or the Office of the Registrar immediately.

- Students are expected to check the notice boards or the email copy for the final dates and times of their respective examinations and ensure that this information is reflected on their Examination Cards.

## Examination Policies

Student are advised to pay careful attention to the following directives:

- **Examination Compliance:** Students must have attended ninety percent (90%) of their classes in order to sit their examination.
- **Identification:** Students must be properly identified in order to sit an examination and must be in possession of a valid examination card. No student will be allowed to sit an examination without an examination card.
- **Late Arrival:** Students who arrive late may be admitted during the first thirty (30) minutes of an examination. Those who arrive after the first thirty (30) minutes will not be admitted. No extra time will be allowed for late entrants.
- **Leaving the Room:**
  - Students are not allowed to leave the examination room during the first or last thirty minutes of the examination unless there are exceptional circumstances. Whenever a student is to leave the examination room, he or she must be accompanied by an invigilator.
  - A student may be allowed to leave the examination room after and before the last thirty minutes provided that he or she surrenders his or her question paper and answer booklet. In this case, there will be no re-admittance of that student to the examination.
  - Any student who leaves the examination room without permission will be penalized, and such action may be treated as an automatic failure.
- **Extraneous Material:** Students are not allowed to take any of the following into the examination room: bags, books, notes, cell phones, Kindle, iPad, iPod, tablets, calculators, other electronic devices, or rough work paper. An area will be provided for the safe storage of bags for the duration of the examinations.
- **Removal of Examination Material:** Examination material must not be removed from the room by students. This constitutes a breach of the examination policy.
- **Absence from Examination:** Student who are deliberately absent from an examination without a proper or valid excuse may be treated as having failed that examination.

For information regarding cheating and other policies, please consult the Handbook of the relevant Examining Body.

## Grade Point Average (GPA) Calculation

The GPA is a quantitative measure of a student's performance. It is the average obtained by dividing the total number of grade points earned by the total number of credits attempted.

## Posting of Grades

All students are required to check the Student Management System for their final results. Coursework grades are issued by the course lecturers before students sit examinations.

## Promotion

According to TCJ Regulations, no student can progress to Year Two having failed courses totaling more than **twelve (12) credits**. No student can progress to Year Three having failed courses totaling more than **twelve (12) credits**. Permission to be promoted with credits exceeding these numbers must be given by the Vice Principal of Academic Affairs. Each request will be assessed on its own merit.

Students who are required to repeat the Academic Year will be placed on an Academic Plan and may be allowed to do a maximum of fifteen credits per semester. These students must have consultation with the Vice Principal of Academic Affairs prior to Registration.

Under CCCJ Regulations, student promotion is based on the number of credits attained. Students with more than **nine (9) credits** outstanding will not be promoted to the second year of the programme.

## Issuance of Grade Slips

As soon as grades are submitted, students may view their unmoderated grades on the Student Management System. Students will be notified when moderated grades are available. The process will take about three months for completion. At such time, moderated grades can be viewed on Student Management System. Where a printed grade slip is needed, students must appear in person or submit a letter of request to the Registrar.

## Honour Roll

Before the annual Award Ceremony, the Registrar's office will release the names of students obtaining the required GPAs for the Principal's Honour Roll and Honorary Mention. The Principal's Honour Roll includes those students obtaining a GPA of **3.6 and above**. The Honorary Mention includes those students obtaining a **3.00-3.59 GPA**.

# Student Records

The Registrar is the custodian of all student records. These records are kept in the Registry.

## Student Personal Data

At the beginning of the academic programme, students must ensure that their personal data are accurate and should advise the Registrar of any changes.

## Transcripts

A College Transcript is a complete and unabridged academic record, without deletions or omissions, prepared for the purpose of communicating information concerning a student.

The College prepares and issues three categories of transcripts:

- **Official Transcript:** This includes a statement of a student's status, the signature of an authorized official and the legal seal of the College. An Official Transcript is sent directly from the College to an institution, agency, or individual upon receipt of a written request from the student.
- **Unofficial Transcript:** This shows a listing of courses for which the student has enrolled. The academic achievement of the student is indicated in terms of a grade for each course. An Unofficial Transcript is issued on request of students for their personal use. It does not include the authorized signature nor the official seal of the College.
- **Incomplete Transcript:** This is a partial transcript given to students while they are pursuing their programme of study. It shows a listing of the courses they have completed and the respective grades awarded for each course. These are usually distributed each semester.

## Progress Report/Status Letters

Applications for Progress Reports, Status Letters and recommendations must be directed to the Office of the Registrar. These applications can be made via email, or in person. The preparation of these documents will attract a fee to be borne by the student, which is payable at the Bursary.

Processing of these applications will require three to five working days.

## Document Fees

- Status Letter - $400.00
- Official Transcript (24 hours) - $2,200.00
- Official Transcript (3 weeks and beyond) - $1,500.00

- Unofficial Transcript - $800.00
- Additional Tamperproof Envelope - $600.00

## Student Record Policy

### Privacy and Disclosure

Student records are private and are handled with the strictest confidentiality in compliance with The Data Protection Act (2020).

As such, these are held in safe keeping and can only be viewed by the Registrar and authorized members of Administration. Student information cannot be disseminated to unauthorized persons without written permission from the student. Student may view their records after making the appropriate request to the Registrar.

## Programme Policy

### Electives

In addition to Core Courses, students are required to take electives (courses for self-development) which, though not timetabled, are examined for official record. Each student is required to complete at least one elective during the first year of college. Electives are normally offered during the first semester of the academic year.

### Absence from Classes

Students are required to attend all classes. Students who are absent for more than ten percent of contact hours for any course will be deemed non-compliant and will not be eligible to sit the respective examinations. Students who are deemed non-compliant for a particular course may appeal in writing to the Vice Principal of Academic Affairs at least one week before the examination.

Students are free to visit the environs of the College outside of class hours. However, students who must leave the premises during class hours must ensure that they have a leave of absence duly signed by an authorized person, such as an Administrator or a Resident Advisor. Leave of absence forms will be signed only for those who have legitimate reasons.

### Plagiarism

- Plagiarism is defined as an attempt to present the work of others, whether written, oral or otherwise, as the student's own creation. This may include but not limited to cutting and pasting information from web sources, copying from

printed texts, newspapers, journals, magazines, books and other printed materials, without recognizing the author of such works.
- The Turnitin system has been implemented at the College to electronically test students work for signs of plagiarism.
- Sanctions for plagiarism includes, but is not limited to failing the assignment, examination, course, or the entire programme, depending on the extent of the offense.

### Cheating

Cheating is defined as any act committed by a student, which contravenes examination rules and regulations, with intent to benefit unfairly by it. Cheating includes:

- Having forbidden notes, electronically prepared material, cellular phones, laptops and or other recording devices in examinations.
- Writing on body parts, clothing, examination cards and other conceal materials.
- Verbal and visual dishonest exchange of information between students.

Students who are found in breach of these regulations will be subjected to the sanctions as prescribed by the requisite examining bodies, TCJ, and CCCJ.

### Cancellation of Programme, Course, or Specialization

The College reserves the right to discontinue any programme, course, or area of specialization that attracts insufficient enrolment, is no longer academically or financially sustainable, or cannot be adequately supported due to limited resources, including the availability of qualified academic staff. Where such circumstances arise, the College will, where practicable, implement a teach-out plan to enable students who are already enrolled to complete their programme of study.

### Prerequisite Courses

This refers to courses that students must complete successfully before they can register for other courses at a higher level. These courses are usually indicated on programme syllabi. Students must adhere to these guidelines for successful completion of their course of study.

## Graduation Policy

In order to be eligible for graduation, students must satisfy the programme requirements as stipulated by the relevant Examining Bodies. Students must have attained a minimum overall Grade Point Average of 2.3 in the area of specialization. Students who have met the requirements for graduation must apply to the Registrar

for eligibility by the end of August of the expected year of graduation. Students will be informed of their status by the end of September.

Failure to apply for graduation will render a student ineligible to attend the ceremony.

The Graduation Ceremony is usually held in November of each academic year for the TCJ Programmes. All students who have successfully completed their programme of study are eligible for attendance at graduation.

Prospective Graduands must receive clearance from the College prior to the awarding of certification. The following must be addressed:

- Financial obligations to the College, such as tuition fees, library fines, payments to the Production Centre must have been settled.
- Mini-mart credits, payment for health services, and any other financial obligations must have been fully paid up.
- Gears and other equipment from the Physical Education and other departments should have been returned.
- All prospective graduands who intend to participate in the Graduation Ceremony are required to pay the full graduation fee.

Information relative to the Graduation Exercise will be placed on the College's website and social media pages.

### Issuance of Degrees, Diplomas, and Certificates

Degrees, Diplomas, and Certificates are issued on the morning of the annual Graduation Ceremony. Students who do not participate in the Ceremony should contact the Registry for information regarding collection times for their certificates and or other documents.

# TCJ Specific Guidelines

## Overview of the Teachers' College of Jamaica (TCJ)

The Teachers' Colleges of Jamaica (TCJ) is a consortium comprising eight (8) government-funded teacher education institutions that have worked collaboratively to deliver Bachelor of Education (B.Ed.) degree programmes since 2010. This partnership is founded on the belief that collective effort strengthens institutional capacity and improves overall effectiveness. By pursuing common objectives and coordinating their resources and expertise, the member colleges are able to respond more effectively to Jamaica's teacher education needs than they could independently.

As a member of the TCJ consortium, Bethlehem Moravian College offers a range of teacher education programmes, including:

- Bachelor of Education (B.Ed.) in Early Childhood Education
- Bachelor of Education (B.Ed.) in Primary Education
- Bachelor of Education (B.Ed.) in Secondary Education
- Bachelor of Education (B.Ed.) with Advanced Standing: This programme is intended for individuals who already possess a Diploma in Teacher Education or an equivalent qualification. It provides an opportunity for eligible candidates to upgrade their credentials to a bachelor's degree.
- Postgraduate Diploma in Education: Designed for university graduates seeking to enter the teaching profession or acquire formal pedagogical preparation, this programme equips participants with the essential professional knowledge, teaching skills, and classroom competencies required for effective educational practice.

## Grades

The final grade awarded for each course will be determined using the following guidelines:

- The final course grade is normally calculated by combining the coursework grade with the examination grade. To successfully complete a course, students must achieve a passing grade in both the coursework and the examination components.
- Students are required to pass the coursework component before they are eligible to sit the final examination or assessment.

- Students who fail a course because they did not pass the final examination will only be required to repeat the examination. Their previously earned coursework grade will remain valid and be carried forward.
- A student who fails a coursework assignment may resubmit it. However, the highest grade that can be awarded for the resubmitted work is a **'B'**.
- Coursework submitted more than one week after the due date, without prior approval from the facilitator, may receive no higher than a **'C'**. Any extension granted for coursework submission must not exceed two weeks beyond the original deadline.
- Students must submit all required coursework for a course in order to qualify for a passing grade.

### Grade Point Scheme

| Letter Grade | Percentage | Quality Points |
|---|---|---|
| A+ | 90-100 | 4.30 |
| A | 80-89 | 4.00 |
| A- | 75-79 | 3.70 |
| B+ | 70-74 | 3.30 |
| B | 65-69 | 3.00 |
| B- | 60-64 | 2.70 |
| C+ | 55-59 | 2.30 |
| C | 50-54 | 2.00 |
| F1 | 45-49 | 1.70 |
| F2 | 40-44 | 1.30 |
| F3 | 0-39 | 0.00 |

F1 – Re-sit Exam
F2 – Repeat Course
F2 – Repeat Course

'Quality Points' refers to the numerical value assigned to the relevant letter grade earned.

## Re-sitting Examinations

Students who would have failed an examination have the opportunity to re-sit at the next sitting. The time of the re-sits will depend upon the discretion of the College, the desire of the individual re-sitting, and whether the course is being offered and examined in a particular semester.

Students are permitted a maximum of two (2) re-sits of an examination. After two unsuccessful re-sits, the student will be required to re-do/repeat the course.

## Repeating a Course

A student who is repeating a course is required to register for the course and attend 90% of the classes. The student may also be required to undergo academic counselling and/or intervention before repeating course. Students who repeat a course must redo all course work.

## Appealing Grades

The following are the conditions for appealing a grade:

- The appeal is submitted to the Vice Principal of Academic Affairs within four weeks of the students being informed of the final (ratified) grade by the college.
- At the discretion of the Vice Principal of Academic Affairs, an appeal may be forwarded to the Manager of the Joint Board of Teacher Education (JBTE).
- All appeals must be accompanied by a fee as specified by the JBTE.
- Students will receive responses to their appeals through the Vice Principal of Academic Affairs or the Registrar of the College.

## Practicum

At Bethlehem Moravian College (BMC), all students enrolled in teacher education programmes are required to participate in supervised field experiences and teaching practicum in approved schools. These experiences are organized in accordance with the practicum structure approved by the relevant accrediting and regulatory bodies.

Although the practicum contributes to the overall assessment of the programme, its primary purpose is developmental. Students are expected to begin with a period of guided classroom observation before progressively engaging in lesson planning, instructional delivery, classroom management, assessment, and reflective practice. The practicum is designed to integrate theoretical knowledge with practical teaching skills acquired through professional education, subject content, and methodology courses.

Progression through the practicum is sequential. Students must successfully complete each practicum before advancing to the next stage. The prerequisites for

Practicum III include the successful completion of the required professional education and methodology courses, as well as Practicum I and II. Eligibility for the Final Practicum requires the successful completion of Practicum I, II, and III, all prescribed professional and content courses, and the approved methodology requirements. Students may proceed to Practicum III and IV with a maximum of six (6) outstanding credits, subject to the College's academic regulations.

A student is permitted only two opportunities to repeat the Final Practicum.

The structure of teaching practicum years 1-4 is as follows:

| Year | Semester | Hours | Credits | Weighting for Major/Minor |
|---|---|---|---|---|
| 1 | 2 | 45 | 1 | N/A |
| 2 | 4 | 90 | 2 | 1 credit/1 credit |
| 3 | 6 | 135 | 3 | 2 credits/ 1 credit |
| 4 | 7 | 405 | 9 | 6 credits/3 credits |

Teacher education students are advised to obtain a full copy of the **Teachers' College of Jamaica Handbook of Regulations for the Bachelor of Education** from the Registry.

# CCCJ Specific Guidelines

## Overview of the Council of Community Colleges of Jamaica (CCCJ)

The Council of Community Colleges of Jamaica (CCCJ), a statutory agency under the Ministry of Education, Skills, Youth and Information, was formed by an Act of Parliament passed in December 2001 to supervise and coordinate the work of community colleges in Jamaica. The Council comprises representatives of the colleges, the secondary and tertiary levels of the education system, business and industry.

Ten affiliate colleges (five community, three multidisciplinary and two polytechnic) offer programmes at the certificate, diploma, associate and baccalaureate levels as well as several continuing education courses. Additionally, they offer professional and franchise programmes and pre-university courses in collaboration with the University of the West Indies, Mona, the University of Technology, Jamaica and other universities/colleges.

## Grade Point Scheme

| Letter Grade | Percentage | Grade Point |
|---|---|---|
| A | 90-100 | 4.00 |
| A- | 80-89 | 3.67 |
| B+ | 75-79 | 3.33 |
| B | 74-79 | 3.00 |
| B- | 65-69 | 2.67 |
| C+ | 60-64 | 2.33 |
| C | 55-59 | 2.00 |
| C- | 50-54 | 1.67 |
| D+ | 45-49 | 1.33 |
| D | 40-44 | 1.00 |
| U | 0-39 | 0.00 |

D+ – Marginal Fail (Re-sit/Supplemental)

D – Fail (Redo)

U – Fail (Redo)

Grade Point refers to the numerical value assigned to the relevant letter grade earned.

### Supplemental Examinations

Students may be eligible to sit a supplemental examination if they have obtained a combined coursework and final examination grade between 45% and 49% and have successfully completed the approved course of instruction.

The following conditions apply:

- A supplemental examination may be attempted only once for any course.
- Students must sit the supplemental examination within **one (1)** year of failing the original examination and during the academic year in which they received instruction for the course.
- Applications to sit a supplemental examination must be submitted at least **fifteen (15)** working days before the start of the examination session.
- A student may sit no more than **four (4)** supplemental examinations in a single examination session.
- A student who does not achieve a passing grade in the supplemental examination will be required to repeat the entire course.

### Appealing Grades

A student who believes that a grade is unfair, erroneous, or has been awarded arbitrarily may appeal the grade within **fifteen (15)** working days of its publication.

The appeal process is as follows:

1. **Initial Review**: The student must notify the College in writing within **five (5)** working days of receiving the grade. The lecturer will review the assessment with the student, explain how the grade was determined, and allow the student to examine the relevant marked work.

2. **Departmental Review:** If the matter remains unresolved, the Head of Department will review the assessment with both the lecturer and the student. Where a change in grade is warranted, the revised grade will be submitted to the appropriate College authority for amendment.

3. **Formal Re-mark:** If the student remains dissatisfied, he or she may request an independent external re-mark by submitting a written request, including adequate justification and payment of the approved re-mark fee, within fifteen (15) working days of the publication of the grade.

4. **Final Decision:** An independent external examiner appointed by the CCCJ will re-mark the assessment. The examiner's decision is final.

- If the grade is increased, the student's record will be updated accordingly, and the re-mark fee will be refunded.

- If the grade is upheld or lowered, the examiner's grade will stand, and the re-mark fee will not be refunded.

The College and the CCCJ will complete the appeal process and communicate the outcome within **thirty (30)** working days of the formal appeal being received.

### Work Experience

All students enrolled in Associate of Science, or Bachelor of Science programmes are required to complete 240 hours of work experience, which carries three (3) credits toward the Grade Point Average (GPA). Failure to complete this requirement may affect a student's eligibility for certification. Employed students may apply for a CCCJ-approved exemption. Students working in a field related to their programme of study for at least six (6) months may qualify for full exemption by submitting the required supporting documents, including proof of employment, a résumé, cover letter, reflective essay, and presentation. Students employed in an unrelated field may receive partial exemption of 160 hours but must complete the remaining 80 hours in a field related to their programme. Both partially exempt and non-working students are assessed through work experience records and supporting documents, including attendance, reports, résumés, journals, and other required submissions. Exempted students do not receive work experience credits; however, the exemption does not affect the calculation of their GPA.

CCCJ students are advised to obtain a full copy of the **Council of Community Colleges of Jamaica Student Handbook** from the Registry or download from the Council's official website.



# Section 5

# STUDENTS' RIGHTS & RESPONSIBILITIES

*Mihi Cura Futuri*

## Students' Rights

All students of Bethlehem Moravian College have the following rights:

- The right to receive high-quality education.
- The right to develop their abilities to their fullest potential.
- The right to make recommendations and inquiries about policies and procedures affecting students.
- The right to a safe and orderly campus environment.
- The right to review coursework, projects and examination scripts.
- The right to request feedback on and make inquiries about coursework, projects, and examination scripts, if an individual student is dissatisfied with his or her grades.

## Students' Responsibilities

All students of the College have the following responsibilities:

- The responsibility to be acquainted with and adhere to College regulations.
- The responsibility to uphold the reputation of themselves and the College community.
- The responsibility to behave in a manner that is respectful and appropriate.
- The responsibility to respect the right and property of others.
- The responsibility to protect and preserve College facilities and resources.
- The responsibility to attend classes regularly, complete assignments, and be actively engage in their programme of study.



# Section 6

# STUDENTS' ATTIRE & CONDUCT

*Mihi Cura Futuri*

## Student Attire

The uniform is a symbol of the College and should be worn with pride. All full-time college students with the exception of those in the Bachelor of Education with Advanced Standing Programme (BEASP) are required to wear the prescribed uniform. The regular daily attire is categorized by year groups and programmes.

Uniform patterns are available upon purchase of material at the Production Centre. Uniforms should be tailored.

For the male uniform: dark brown, black, dark grey or navy-blue pants and a white or sky blue long-sleeved shirt are required for regular classes.

In addition, there is a Dress Uniform for special functions. For the male students, this is a grey suit or grey pants, long sleeved white or pastel/light blue shirt with a complementary tie. For the females, it is a grey skirt/jacket/dress suit and a pink blouse which is worn inside. The dress uniform for Continuing Education Students is a modest white dress for females, and grey pants and white shirt with suitable tie for the males.

The following are guidelines governing the College's dress code:

1. The correct uniform must be worn while on campus and while travelling for official College business, unless otherwise stated.
2. To access campus facilities outside of regular classes, students must be appropriately attired.
3. Shorts, halter tops, spaghetti straps, shirts displaying inappropriate slogans or images, and merinos are not considered appropriate attire.
4. Skirts must be worn knee length and must not be tight.
5. Shirts and blouses must be worn inside the skirt or pants at all times.
6. Shoes must be neat and clean and must be either black or dark brown loafers. No open-toe shoes or slippers are allowed with uniforms. Wearing of stiletto heels is not recommended.
7. Pants must be worn at the waist and must not be too tight or too loose.
8. Undergarments should not be seen.
9. Only females are allowed to wear earrings. This is limited to one pair, which should be worn in the earlobes. Nose and tongue piercings are strictly prohibited.

10. Hair must always be well-groomed at all times. This applies to both males and females. Elaborate hairstyles will not be permitted.

11. Brightly coloured hair and hair extensions longer than twenty-two (22) inches (56 cm) are strictly prohibited.

12. Make-up with uniform should be modest.

13. Nail polish should be pastel shades. The colours should not be glaring. Black, blue, red, green, yellow or spotted nail polish will not be permitted. Fingernails should be clipped modestly.

14. The wearing of caps whilst in uniform is strictly prohibited.

All students are required to have at least two professional attires in order to facilitate professional development exercises. The College hosts a variety of special functions and ceremonies each year and these require additional clothing outside of the regular daily wear. These include Hall Dinners, Athletic Sport events, the Valedictory Service, the Graduation ceremony, the Carol Service, and Club Meetings.

All students are required to comply with the College's dress code at all times. Exceptions will only be granted under exceptional circumstances, including bona fide religious observances, documented medical conditions, disabilities, or other circumstances approved by the College. Requests for exemptions must be submitted to the appropriate College authority for consideration and approval.

## Standards of Student Conduct

### Disciplinary Procedures

- Those who breach the rules and regulations of the College will be consulted by the Ethics Committee within fourteen days of the breach. This Committee, which is chaired by the Principal, comprises the Vice-Principals as well as the Student Development Manager and the Guidance Counsellor who are student advocates, other members of Faculty, and a representative from the Guild of Students. The Committee deliberates and takes decisions on individual disciplinary cases.

  The Principal may issue any of the following in his/her capacity as Principal or on behalf of the Ethics Committee:

  1. **Letter of Counsel:** This letter informs the student of the violation of the rules and regulations of the College. It suggests appropriate measures to allow

for remediation. These may include sessions with the Guidance Counsellor, Vice Principals, any other member of the College's Ethics Committee, the Chaplain, or any other recognized relevant professional. After a student receives one (1) such letter, the second offence will result in a letter of warning.

2. **Letter of Warning:** A letter of warning indicates the student's more serious disregard of the rules and regulations of the College. This letter immediately places the student on probation for a minimum of four (4) weeks. While on probation, the student shall be relieved of those certain privileges which do not affect their educational pursuits. In addition, he/she will be required to have sessions with a counselor.

   Any further deviant behaviour will lead to suspension or expulsion.

3. **Letter of Dismissal:** A letter of dismissal indicates that the student will be excluded from the College for a period of no less than five years. This decision will be submitted for the approval of the Board of Management after due process, and in accordance with the Ministry of Education Code of Conduct. A copy of any such letter to a student will be placed in the student's file and the Faculty and other relevant College personnel be duly advised.

Students who have received a letter of suspension will not be able to hold any office in student organizations and will not be able to represent the College.

Students are advised to note carefully the following penalties which will be incurred for breaches of certain specific regulations:

- Students who are persistently absent from Assembly will be censured by letter.

- Persistent absence from classes without permission from the Administration could lead to a suspension, after due process. If the absence reaches the maximum indicated by the TCJ, or CCCJ, the student will not be eligible to sit the examination. Other measures as stated by the relevant Examining Body will also be applied.

- Persistent negative conduct and poor attitude will result in a student being withdrawn from the programme, regardless of the student's academic prowess.

- Persistent negative conduct and poor attitude will result in a student being withdrawn from the programme, regardless of the student's academic prowess.

## Other Offenses Subject to Disciplinary Action

Students should note that the following offences are subject to disciplinary action:

- The possession or use of any weapon capable of inflicting bodily injury upon other persons.
- Physical abuse, threats, assault or battery to any person.
- Willful littering of the College campus and wanton and reckless damage to the College property.
- Involvement in, or accessory to any forms of dishonesty, including theft, robbery, slander, lying, forgery, alteration or misuse of College documents, records or ID cards.
- Disorderly conduct such as, water throwing or fighting, and the use of illicit substances. Smoking is not permitted on campus.
- Indecent, lewd expressions, and obscene or immoral conduct, such as cross hall sleep-overs, and inappropriate behaviour in classrooms or other places on campus
- The possession or use of firearms, firecrackers, knives, or other lethal weapons on campus.
- The possession, buying, selling, use, or keeping of illegal drugs and/or drug paraphernalia.
- Unauthorized entry into college facilities, including into other students' rooms.
- Inappropriate the use of the electronic media in a manner that constitutes a criminal or civil offence.
- Any other criminal or civil offence or malicious infringement upon the rights of others.

## Care of College Building and Furniture

All students should seek to protect the property of the College. Furniture and other items should not be removed from designated areas without prior authorization. Care should be taken to ensure that all items are removed with proper permission are returned to their designated areas as soon as possible after use.

Students who are found guilty of damaging or defacing College property will be liable for the repairs or replacement necessary and may lose their boarding privileges and face other sanctions.

## Use of Laboratories and Other Facilities

### Computer Laboratory

The College provides opportunities for students and other members of the College community to enhance their educational experiences and expand academic knowledge by making use of the available computer facilities and resources.

The computing resources are to be utilized for College-related purposes, including, but are not limited to the following:

- Direct and indirect support of the College's teaching, research, and service missions
- Support of College administrative functions
- Support of student and campus life activities
- Support of the free exchange of ideas among members of the College community, as well as the local, national, and world communities.

Except for personally owned computers, the College owns or has responsibility for all of the computers and internal computer networks used on campus.

### Hospitality and Tourism Management (HTM) Lab

The HTM Laboratory is primarily for the use of the students enrolled in the HTM Programme. Other student groups who desire the use of the laboratory may make their request in writing to the Head of the HTM Department.

The guidelines regarding the use of the HTM Laboratory must be strictly adhered to. These include having a staff member in the Laboratory while it is being used by other groups. The College does not accept liability for any injuries to individuals or damage to personal property that may be encountered in the use of the Laboratory.

### Science Laboratory

The Science Laboratory is primarily for the use of the students who are pursuing science courses. Students are not allowed to use the Laboratory without the supervision or presence of a lecturer. They are expected to adhere strictly to the guidelines for the use of the Laboratory which are posted in conspicuous places in

the Laboratory. The College does not accept liability for any injury or damage to personal property that may result from the use of the facilities.

### Production Centre

The Production Centre has facilities for students to duplicate material and to purchase books and other personal supplies. The Staff Offices and storerooms in the Centre are out of bounds to students and other unauthorized persons. Students who disregard these restrictions will be subject to the appropriate disciplinary measures.

The schedule for the opening of the Production Centre is posted on the door to the Centre. The Production Centre is closed to students during Assembly times and the Principal's Hour.

### Inappropriate Uses

Faculty, staff, and students must use apply good judgment in the use of all electronic resources, including but not limited to those available through Internet access. Electronic messages must be appropriate in type, tone, and content. Staff and students' use of the Internet and the social media must be able to withstand public scrutiny without embarrassment to the College.

## Computer Use Policy

Electronic and telecommunications facilities may be used only for legal lawful purposes. They may not be used for any purpose which is illegal, unlawful, unethical, dishonest and or damaging to the reputation of the College. These include, but are not limited to College facility can be used for, the following purposes:

1. Any activity that would negatively affect the access and use of the network by others, such as games or excessive use of the social media sites.

2. Copying, downloading or transmitting copyrighted software or other material licensed or otherwise protected by copyright.

3. Any activity that would cause another user to lose control or usage of a computer or account.

4. Commercial or profit-making activities unrelated to the College's mission.

5. Any activity that violates national laws, polices or regulation.

6. Fundraising for any purpose unless sponsored by an official College organization with the appropriate College approval.

7. Promoting political or religious positions or activities unless sponsored by an official College organization with the appropriate College approval.

8. Permitting another person to use an account without appropriate authorizations.

9. Hacking or accessing or using another person's account for any reason without their prior consent.

10. Removing or defacing hardware, software, manuals, etc. from computer labs.

11. Abusing computer networks or computers at any sites connected to the networks.

12. The unauthorized use of amplifying equipment, including sound boxes, on College property.

13. Use of the College's logo by student organization or individual students for the solicitation of gifts from persons or agencies off campus without written permission from the College Administration

14. Harassment, cyberbullying and other malicious intent and use.

15. Unauthorized use of electronic means for solicitation, selling or peddling on College property.

16. Engaging in any activity that violates the Computer Use policy.

17. For any other malicious, fraudulent, illegal, or harmful reason.

### Right to Privacy

The right to privacy of communication is a fundamental right. Bethlehem Moravian College does not support unwarranted or unreasonable entry into private e-mail and other electronic files. Authorized College officials may, however, access or enter electronic files (including e-mail files) under one or more of the following conditions:

1. The user gives permission to the College to access an account.

2. Pursuant to a valid search warrant or court order.

3. An emergency situation exists in which the physical safety and /or wellbeing of persons may be affected or College property may be damaged or destroyed.

4. Reasonable grounds exist to suspect that a violation of law or College policy is occurring.

5. Reasonable grounds exist to believe that a national law is being violated.

6. Access will take place only after a reasonable effort has been made to obtain consent.

7. Where the intervention is necessary to maintain the integrity of the computer system or to protect the rights or property of the College.

8. Responsibility for authorizing access under these circumstance lies with the Principal or Vice Principals only.

### Disclaimer

The College does not manage the Internet and is not responsible for offensive material that maybe encountered. It is the policy of the College to abide by and follow the laws of the country. Disclaimers regarding departmental and individual pages are addressed in the Web Site Usage Policy.

Views and opinions expressed in e-mail or other social media are strictly those of the authors. The College is not responsible for the content of e-mail or other social media communications.

# Email Policy

The Bethlehem Moravian College (BMC) email system is the official platform for institutional communication. Every student is issued a College email account which must be used for all official academic and administrative correspondence. This guide establishes standards for the appropriate, secure, and professional use of College email.

## Official Means of Communication

The College email account is the official communication channel between the College and its students. Students are expected to:

- Check their College email regularly, preferably at least once each day.
- Read and respond to official correspondence within a reasonable period.
- Use only their BMC email account when communicating on College matters.
- Maintain adequate storage space by deleting unnecessary emails and attachments.

Failure to read an email does not exempt a student from complying with its contents.

## Professional Email Etiquette

All emails sent through the College's email system should reflect professionalism and courtesy.

Students should:

- Use a clear and meaningful subject line.
- Begin emails with an appropriate greeting.
- Clearly explain the purpose of the email.
- Maintain respectful and professional language.
- Use proper grammar, spelling, and punctuation.
- Keep messages concise and relevant.
- End with a courteous closing.
- Include their full name, programme of study, year group, and any leadership position they may hold in their email signature.

## Following the Chain of Communication

Students should observe the College's communication hierarchy.

Unless instructed otherwise, concerns should first be directed to the appropriate individual before being escalated.

For example:

1. Course Lecturer
2. Head of Department
3. Vice Principal (Academic Affairs)
4. Principal

Administrative offices should not be contacted directly unless they are the appropriate office responsible for the matter or the student has been advised to do so.

Following the established chain of communication promotes efficiency and ensures that issues are addressed by the appropriate personnel.

## Appropriate Use of Distribution Groups

College mailing lists are designed to communicate with specific audiences. Students and staff should use the appropriate distribution group for the intended recipients.

- **allbmcusers@bmc.edu.jm**
  Students should not send emails to allbmcusers@bmc.edu.jm unless specifically authorized by the College.

  This mailing list includes individuals beyond the student population, including administrative staff, faculty members, members of the Board of Management, and other institutional users. Improper use may unnecessarily distribute messages to persons for whom the information is not intended.

- **allstudents@bmc.edu.jm**
  The allstudents@bmc.edu.jm mailing list should be used only when communication is intended for every student, regardless of year of entry or enrolment status.

  Whenever possible, avoid using this mailing list.

- **Use Class Email Groups Instead**

  For communications intended only for currently enrolled students, use the designated class mailing lists.

  For example:

| Current Cohort | Email Group |
|---|---|
| **Year One** | class2026@stu.bmc.edu.jm |
| **Year Two** | class2025@stu.bmc.edu.jm |
| **Year Three** | class2024@stu.bmc.edu.jm |
| **Year Four** | class2023@stu.bmc.edu.jm |

  Using class mailing lists helps ensure that information reaches the intended recipients and prevents important notices from being sent to graduates or former students.

### Reply vs. Reply All

Students should carefully choose between **Reply** and **Reply All**.

Use **Reply** when:

- Responding only to the sender.
- The information is intended for one individual.
- The response contains personal or confidential information.

**Example:** If the Registry sent out an email requesting that every student emails his or her birth certificate, students should use the 'Reply' option as sensitive information is being sent.

Use **Reply All** only when:

- Every recipient needs to receive your response.
- Your reply contributes useful information to the entire group.

Improper use of **Reply All** may:

- Generate unnecessary email traffic.

- Expose confidential or personal information.
- Distract recipients from important communications.

### Confidentiality and Privacy

College email may contain confidential academic or administrative information.

Students should:

- Protect personal and institutional information.
- Verify recipients before sending sensitive information.
- Avoid forwarding confidential emails without permission.
- Exercise caution when opening unexpected attachments or links.

### Appropriate Attachments

Before sending attachments:

- Ensure the correct file is attached.
- Give files meaningful names.
- Use commonly accepted file formats unless instructed otherwise.
- Compress large files when appropriate.

### Response Time

While immediate responses cannot always be expected, students should allow a reasonable period for replies, particularly during weekends, public holidays, examination periods, or College closures.

Repeated follow-up emails within short periods should be avoided.

### Communicating Through the Guild of Students

To maintain the integrity, efficiency, and appropriate use of the College's email system, students are required to use the Guild of Students as the official channel for approved student-wide communications.

Students enrolled in CCCJ programmes who are required to operate a business on campus as part of a Semester 2 course or assessment must obtain prior approval from the Guild of Students before distributing any promotional materials electronically. Business flyers, advertisements, announcements, and similar content must be submitted to the Guild of Students for circulation through the official Guild email account.

Similarly, students enrolled in TCJ programmes who are required to distribute coursework surveys, questionnaires, or other approved research instruments to the

student body must submit the survey link, together with a brief description of the study, to **guildofstudent@bmc.edu.jm** for distribution. Students must not send mass survey requests directly through College mailing lists or other institutional email groups.

### Note for Clubs, Societies and Approved Student Businesses:

Beginning in Semester Two, clubs, societies and approved student businesses will submit all promotional materials to the Guild for distribution through the College's WhatsApp Community. Students may continue to share these materials among themselves, but they should not be distributed through the College's official email system.

## Sexual Harassment Policy

Sexual harassment by any faculty member, staff member, or student is a violation of both national law and College policy and will not be tolerated at Bethlehem Moravian College. The College considers sexual harassment a very serious issue and shall subject the offender to dismissal or other sanctions following the College's investigation and substantiation of the complaint and compliance with due process requirements.

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favours or other verbal or physical conduct of a sexual nature, when:

1. Submission to, or rejection of such conduct by an individual is used as the basis for an academic or other decision affecting such individual;
2. Submission to such conduct by an individual is forced on another individual;
3. Such conduct has the purpose or effect of unreasonable interfering with an individual's right to achieve an educational or work-related objective in an environment free of intimidation, hostility or threats stemming from acts or language of a sexual nature.

Although sexual harassment most frequently occurs when there is an authority differential between the persons involved, such as from a faculty member towards a student, it may also occur between persons of the same status, for example, between two students.

Both men and women may be victims of sexual harassment and sexual harassment may also occur between individuals of the same gender.

Staff relationship in the workplace and on campus should at all times remain professional, because of the unique situation which exists among students, faculty and supervisors. Due to the professional power differential between faculty and

students, faculty members are encouraged to remain professional in all relationships with students. Students must be respectful of each other.

Sexual harassment may create a hostile, abusive, demeaning, offensive or intimidating environment. It may be manifested by verbal or physical actions, including gestures and other symbolic conduct. Sexual harassment is not always obvious and overt. It can also be subtle and covert. Previously welcomed advances may become unwelcome and would constitute sexual harassment.

Examples of sexual harassment may include, but are not limited to the following:

- Non-sexual slurs about one's gender
- Repeated unwanted touching, patting, or pinching
- Repeated inappropriate social invitations or request for sexual favours
- Repeated unwanted discussion of sexual matters
- Use of sexual jokes, stories, analogies or images which are not related to the subject of the class or work situation
- Touching, fondling or deliberate brushing against another person
- Ogling, leering or prolonged stares at another's body
- Display or use of sexual graffiti or sexually-explicit pictures or objects
- Sexually suggestive jokes, comments through emails, or other social media, and whether by written or oral communications.

Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to one of the College Officials designated to receive these complaints to the Chaplain, Guidance Counsellor, Students Services Manager, the Deans, Vice Principals or the Principal.

No person shall be subject to restraints, interference or reprisal for actions taken in good faith to report or to seek advice in matters of sexual harassment. In the course of the investigation of a complaint, the College will maintain confidentiality for all parties involved. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the investigation.

A student whose complaint is found to be false and to have been made with malicious intent will be subject to disciplinary action which may include but is not limited to suspension or expulsion.

### Procedures for Sexual Harassment Claims

Students who believe they have a grievance in this respect, may discuss their concern in confidentially with an appropriate person. They may see:

- Any member of the Student Services Division
- The Principal or Vice Principals
- A lecturer or any member of staff in whom they have confidence

If a complaint is made, the policies governing sexual harassment protocols with be activated.

### Appeal

Any party to a case involving claims of sexual harassment, who is aggrieved by the decision arrived at after formal investigations are carried out, may appeal in writing to the Chairman of the Board of Management for the intervention of the Board.

### Other Forms of Harassments

Other forms of harassment based upon race, religion, national origin, or age may have the same impact as sexual harassment. In the absence of other polices addressing these specific issues, the College encourages the use of the steps and procedures in this policy in reporting other types of harassment. The College will generally conduct investigations of those complaints in the same manner.

Bethlehem Moravian College is committed a safe, respectful and secure environment for all its members. All types of threats, harassments, acts of discriminations, and social hazards must be reported as soon as possible to the appropriate authorities.

## Cyberbullying Policy

### Definition

Cyberbullying refers to the use of digital technologies such as social media, messaging platforms, email, websites, or other online communication tools to harass, threaten, embarrass, intimidate, or harm another individual. Cyberbullying can occur through computers, tablets, and mobile phones or any other electronic devices.

Examples of cyberbullying include but are not limited to:

- Sending threatening, abusive, or insulting messages online

- Posting harmful, false, or embarrassing information or images about someone
- Spreading rumors through social media or messaging platforms
- Impersonating someone online to damage their reputation
- Excluding individuals from online groups or activities in a harmful manner
- Sharing private or confidential information without permission

### Policy Statement

The College is committed to providing a safe, respectful, and supportive learning environment for all students, faculty, and staff. Cyberbullying in any form is strictly prohibited. Any behavior that harms the dignity, safety, or emotional well-being of others through electronic communication will not be tolerated.

### Scope

This policy applies to:

- All students and staff members
- Any electronic communication that affects the college community
- Activities conducted on or off campus if the behavior impacts the college environment

### Reporting Cyberbullying

Students or staff who experience or witness cyberbullying are encouraged to report the matter promptly to:

- The Student Services Office/ Department /Guidance Counsellor
- The College Administration
- A lecturer or staff member
- The Dean of Students

Reports will be treated seriously and handled with sensitivity and confidentiality

### Disciplinary Action

Any individual found responsible for cyberbullying may be subject to disciplinary action in accordance with the College's disciplinary procedures. Actions may include:

- Verbal or written warning
- Mandatory counseling
- Suspension from the institution
- Expulsion in severe cases

### Prevention and Awareness

The College will promote awareness and education on responsible digital behavior, online ethics, and respectful communication to prevent cyberbullying within the college community.

### Support for Victims

The College is committed to supporting individuals affected by cyberbullying. Counseling services and appropriate support mechanisms will be made available to students who require assistance.




# Section 7

# STUDENT SERVICES

*Mihi Cura Futuri*

The Student Services Division is headed by the Vice Principal of Student Services and comprises the Student Development Manager, Student Affairs Officer, Halls of Residence Coordinator, Assistant Halls of Residence Coordinator, Registrar, Guidance Counsellor, College Chaplain, Senior Resident Advisor, Nurse, Operations Manager, Printery Clerk and Librarian.

The purpose of the Students Services Department of Bethlehem Moravian College is to contribute to students' emotional and physical well-being as well as their intellectual, cultural and social development outside the context of formal instruction. Consequently, the Department is committed to collaborate with students, administrators, members of faculty and the various departments for the enhancement of students' learning and development through various activities.

The Student Services Team is expected to meet at least once per semester.

## Student Development Office

This office will:

- Seek opportunities for student development and learning through leadership and co-curricular experiences in environments that are supportive, challenging, and inclusive.
- Plan workshops and seminars in conjunction with members of the Department, Administrators, external agencies, and students. These workshops will be geared towards the social development of the students.
- Collaborate with other members of staff to ensure students' professional development and adherence to the College's rules and regulations.
- Development and adherence to the College's rules and regulations.
- Serve as Chair for meetings of the Student Services Division.
- Listen and respond to students' concerns.
- Serve as an advocate for students' grievances.
- Serve on the Non-Academic Board of the College.

## Student Affairs Office

The Student Affairs Officer is responsible for promoting student welfare and supporting students throughout their academic journey. The Officer plans, coordinates, and implements student development initiatives, provides guidance on non-academic matters, and serves as a liaison between students and the College's administrative departments to foster a positive and inclusive campus environment. Key responsibilities include assisting students with the Students' Loan Bureau (SLB) application and renewal processes, providing information on

financial assistance and scholarships, coordinating student orientation and leadership development activities, addressing student concerns and grievances, making referrals to appropriate support services, collaborating with internal and external stakeholders to enhance student engagement and well-being, and supporting the development of programmes, policies, and resources that contribute to student success, personal growth, and retention.

## Guidance and Counselling

The Guidance and Counselling Unit of Bethlehem Moravian College is guided by the belief that a student's college years is a time of challenge, enquiry, experimentation, productivity and change. The services are therefore designed to help students manage personal crises and to thrive in meaningful ways, and to grow in self-understanding, to make more satisfying and better use of their personal and interpersonal resources.

Guidance and Counselling services include:

- Individual counselling
- Group counseling
- Faculty and staff consultation
- Peer counseling
- Crisis and grief counseling
- Personality and career exploration

All matters discussed in the individual counselling session will be held in strictest confidence by the Guidance Counsellor. Divulgence of any such information can only be done with permission from the student.

The Guidance Counsellor is one of the facilitators of the Personal Development Course. The section is also responsible for the planning and execution of a number of programmes for student leadership. These include Peer Leaders Training, Young Professionals Association, and the Jamaica Values and Attitude Programme (JAMVAT).

As a member of the College's Ethics Committee, the Guidance Counsellor also facilitates the offering of any necessary and recommended individual or group counselling sessions.

## Chaplaincy

The Chaplain plays an important role at the College. As part of the Student Support Services Team, the Chaplain plays a key pastoral care role within the school community and works with the Guidance Counsellors and Staff in the provision of Student Welfare support.

The Chaplain provides services including:

- Leadership and encouragement during the daily/weekly chapel sessions.
- Guidance for students on personal development issues.
- Support in cases of bereavement, family challenges, loss, grief and other crisis situations.
- Guidance on spiritual, religious and ethical matters.
- Being a support, resource and referral person for all categories of staff.
- Offering a public prayer at school functions.

## Health Services

There is a Medical Suite (Sick Bay) which is managed by the College Nurse, who seeks to provides primary health care to all students.

- All students should be fully immunized, and a medical report should be completed upon entry to the College for a comprehensive understanding of medical background.

- All illnesses should be reported to the Nurse on duty.

- Where possible, students should present themselves in person within office hours for proper health management and referral to relevant appropriate health services.

- The doctor's fee for visits to Dr. Kidd (College Doctor) is covered by the College, once the referral comes through the College Nurse.

- If a student is ill after office hours or is unwell to go to the sick bay, they should contact the nurse promptly.

- Nurse's work number **(876) 564-3891** is to be stored in every student's phone in cases of illness/incidents/emergencies. Calls are accepted 24/7.

- Office hours are:
  - Mondays-Fridays 8:30 a.m. to 4:30 p.m. (Main Sick Bay)
  - Hastings Sick Bay relieves the Main Sick Bay until 11:00 p.m.
  - The Weekend Nurse is available 24/7 on call.

- The College Nurse should get a notification from a physician regarding new diagnosis, medications and surgeries, or any major changes in health status during the tenure as student.

- The Ministry of Education has outlined that School Nurses are not authorized to administer any medication without a doctor's order.

- Students with Chronic Illnesses requiring the regular usage of medications should provide the College Nurse with a standing order from the doctor so that it can be administered.

- Under no circumstance should students make use on another person's medical prescriptions.

- Students who are unable to attend classes as a result of illness, having must visit the nurse and obtain a medical verification to certify the reason for absence. This MUST be shown to their relevant lecturers.

- Students are allowed to bring their own over-the-counter medications, but they should still report all illnesses and be assessed by the nurse, preferably before self-medicating.

**Note:** Malvern Health Centre offers free medical services. Doctor visits are available with an appointment on the first and third Mondays, second and fourth Wednesdays, and Fridays. Persons with an appointment should arrive by 8:30 a.m. For more information, call (876) 966-5778.

### Illness at Night

All illnesses after 11:00 pm should be reported directly to the Nurse, Dorm Mother or Dorm Father, or Halls of Residence Coordinator, who will then notify Administrators and the Student Development Manager before parents are called in or the student is taken for medical attention.

### Transportation of Unwell Students

Students who are ill and require transportation to the doctor or hospital, either in the day or at night-time, must first report to the nurse, who, upon verification of the illness will make arrangement for transportation. Students who operate outside of

this procedure will be required to finance their own cost for transportation and medical services. Students must ensure their parents or significant others are notified in cases of severe illnesses which require hospitalization. The nurse will also seek to ensure these persons are notified as they will be expected to assume responsibility of their ward or significant others while in medical care at the hospital.

### Special Needs/Disability

The College follows the Disabilities Act (2017); as such, every effort is made to ensure equal access to the College's programmes and services. Students with Special Needs/Disability are required to report to Student Services Division. Students with disability are also encouraged to register with the with the Jamaica Council for Persons with Disability (JCPD).

### Insurance Coverage

To support student health and well-being, Bethlehem Moravian College has introduced the Sagicor College Plus Plan effective September 2026. This annual health insurance plan is available to eligible registered students and is designed to reduce the financial burden associated with unexpected medical expenses. Depending on the policy in effect, the plan provides coverage for a variety of healthcare services, including medical consultations, hospitalization, prescription medication, laboratory and diagnostic services, counselling, major medical treatment, and selected dental and vision benefits. Students will receive information on enrolment procedures, premiums, and the current benefit schedule during the registration period each academic year.

## Accommodation

The Halls of Residence Coordinator is responsible for the effective management, supervision, and administration of the College's halls of residence, ensuring a safe, supportive, and student-centred residential environment. The Coordinator oversees student housing placements, works closely with Resident Advisors in implementing residential policies and procedures, monitors student welfare and discipline, addresses housing concerns and conflicts, coordinates residential programmes and orientation activities, liaises with maintenance, security, and other stakeholders to maintain suitable living conditions, and promotes a positive residential community that supports students' academic success, personal development, and well-being.

# Meals

- Students are responsible for their own meals. Cooked meals may be purchased from the cafeteria or other community vendors. Resident students may also prepare meals using the facilities provided on Halls.
- Breakfast is available on weekdays from 7:30 a.m. to 8:30 a.m., and lunch is available from 11:00 a.m. to 1:00 p.m. A special effort will be made to provide a substitute for those who have dietary preferences. Snacks may also be purchased from the Mini Mart.
- Meals may be provided on weekends when students are required to remain on campus for official College activities. Students are expected to observe the published meal schedule, as meals will only be served during designated times.

## Etiquette and Dining Policy

- Students are required to purchase their meals at the designated times. Those who fail to adhere will not be able to access this service.
- All students must have the appropriate utensils for preparation of meals on the halls of residence, such as knives, forks, spoons, bowls, dinner plates, teacups, and drinking glasses.
- The dining room is the designated area for eating meals. Students are not to take food to the classrooms. Appropriate sanctions will be applied to students who fail to comply with this stipulation.

## College Kitchen

The Kitchen is out of bounds for all students, except when they are student workers assigned there, when they are cooking for student organized functions, or when they have the permission of the Director of Catering Services.

## Mini Mart

The College operates a mini mart on the campus, which offers a variety of snacks, meals and personal items. The opening hours are posted on the door, and students are encouraged to use this facility to their best advantage.



# Section 8
# STUDENT LIFE

*Mihi Cura Futuri*

Bethlehem Moravian College is committed to fostering a student-centered environment that supports the academic, personal, and professional development of all students. The College provides the resources, facilities, and academic support necessary to enhance the teaching and learning experience, helping students achieve their educational goals.

In addition to academic excellence, the College promotes holistic development through a variety of educational, professional, spiritual, and recreational activities. Students are encouraged, and in some cases required, to actively participate in these programmes and activities.

### Worship

Students are encouraged to participate in corporate worship at the Moravian congregation on campus. They are also free to attend any place of worship in accordance with their personal religious beliefs and practices.

### College Functions

College functions are an important part of campus life and contribute to the institution's culture and community spirit. Attendance and participation in designated functions are mandatory for all students.

### Principal's Hour

- Held every Monday from **11:00 a.m. to 12:00 noon**.
- Provides an opportunity for interaction between the Principal, students, and faculty.
- Conducted on the first day of resumption following an official college break.
- Attendance is **compulsory**.
- During this period, student access to the Production Centre, Mini Mart, Computer Laboratories, Library and Literacy Centre, and Administrative Offices is suspended.

### House/Batch Devotions

- Held on Wednesdays from **10:30 a.m. to 11:00 a.m**.
- Promotes fellowship, teamwork, group identity, and activity planning.
- Attendance is compulsory for all students.

### Week of Spiritual Emphasis

- Observed during the first full week of October each academic year.
- Encourages spiritual reflection, worship, and collaboration among various denominational groups.
- Focuses on issues that support spiritual growth and personal development.

- Students are encouraged to pray for their families, the College community, and the nation.

### College Sundays

College Sundays are held once each semester to promote corporate worship and fellowship among students, staff, and members of the local Moravian congregation. Student Leaders, together with the Chaplain and the Office of the Student Services Vice Principal, organize these services. Attendance is mandatory for all members of the College community regardless of denomination.

### John Amos Comenius Research and Open Day

This annual academic event highlights the College's research agenda and celebrates the contributions of John Amos Comenius to education. It encourages research, enhances teaching and learning, promotes community development, and strengthens community relationships. The event features educational researchers from the region and diaspora, with students actively involved in its planning and execution.

### Carol Service

Held annually during the first week of December in the College Chapel, the Carol Service brings together the College family, church members, and the wider community for a service of worship, celebration, and praise.

### Attendance and Recognition

Students are required to sign an attendance register at all College functions. Non-attendance may result in a Letter of Counsel, while attendance is rewarded through the allocation of merits.

### Commencement Service

The Commencement Service is a formal academic ceremony held on the second Monday in September to mark the start of the academic year. Key activities include:

- Official launch of the academic year by the Principal.
- Introduction of faculty and Board members.
- Induction of new students.
- Inauguration of the Guild of Students and Class Representatives.
- Welcome of returning students.

The commencement ceremony is held in the chapel on the second Monday in September.

### Awards Ceremony

This is an annual Academic Ceremony which is held in the month of April, in recognition of the importance of academic excellence and outstanding performance in various other areas of college life. Certificates, incentives and bursaries are awarded to deserving students.

### Heritage Week Celebrations

To ensure the legacy of our forebears is not forgotten, the College, through the leadership of the Social Studies Department, celebrates Heritage Week in October and Reggae Month in February of each Academic Year. Activities include presentation by guest speakers, dramatic and cultural presentations and exhibitions, among others. The events also serve to sensitize and heighten students' awareness of our cultural heritage.

### Bethlehem Day/Week

This is a special day/week of activities, held biennially, and is geared toward showcasing the College, emphasizing academic and cultural work, displaying achievement, attracting prospective students and advancing community relationships. A Health and Wellness Fair and an entertainment package are usually hosted during Bethlehem Week.

## Sports Houses

Bethlehem Moravian College has three competitive sport houses Aggrey (Red), Ashton (Yellow), and Washington (Blue). The main function of the sport house system is to develop a sense of identity and camaraderie among the student population. It creates a sense of belongingness and provides the opportunity to celebrate achievements. Students also afforded the chance to learn to collaborate, and to contribute to the college life.

We encourage all students to play an active role in the success of their respective houses. Individual and team efforts are rewarded, and students are expected to contribute to Inter-house competitions throughout the year.

### Sports House Assignment

Students are assigned randomly using the class list and the A-B-C method. Students are assigned permanently to their respective Houses once in their lifetime at the College. This means you can never be reassigned to another House.

### House Assignment Exceptions

- Students can request to be placed in the house of their sibling currently enrolled in the institution.

- Students can request to be placed in the house of their parent who is an alumnus of the College.

These requests must be made using the requisite form and ahead of the house assignment process.

### House Trades

Although we encourage our students 'to remain where they are planted', we recognize the right of the students to appeal their placement and request a trade.

- Trade requests are made through the captain of the House to which students are assigned.
- Request must be made within seven (7) days of the first posting of the House List.
- House Captains should give consideration to requests and meet with other House Captains to review trade requests.
- Requests can only be honoured where there is an equal parity of request (male for male, number for number).
- No more than five trades can be initiated by each House.

### Sports and Recreation

There are opportunities for our students to be engaged in recreational activities on campus. Our students participate in the National Inter-Collegiate Football and Netball Competitions. The campus has a field that is used for exercise and casual football a cricket games. There are two multi-purpose courts which are used for netball, basketball, and volleyball.

### Use of Playfield and Multi-Purpose Courts

During preparation for inter-collegiate activities or inter-house competitions, the playfield and multipurpose of court can only be used for recreation when not in use. Please pay attention to the recreational activity schedule for the use of both facilities.

### Prohibition of Play

In order to create a safe living environment:

- The playing or participating in sporting events or activities in rooms, hallways, balconies, courtyards, lounges and lobbies is strictly prohibited.
- The use of athletic equipment in rooms is prohibited due to the disruption and damage it might cause.
- Bouncing or throwing athletic equipment at or off buildings is also prohibited.

- Sporting activities and competitions should be confined to the areas designated for these activities.

## Student Organizations

### The Guild of Students

The Guild of Students is the primary representative voice for Bethlehem Moravian College students. The Guild also works closely with Administration on issues that directly affect BMC students, giving them the chance to express their opinions about the matters that directly affect them.

General Guild meetings are held at those times indicated by the Executive and are open to all students. There is an open forum section in the meeting for students to voice their concerns and share their ideas. Election for various offices is held towards the end of the second semester.

Students are encouraged to get involved in Guild leadership and to participate in its sponsored activities. The Administration is expected to meet with the Guild of Students at least once per term.

### Elections

The election of students as House Leaders, Student Relations Officer, Student President, and Sports Representative, takes place at the beginning or end of each academic year. The College Administration must be advised, in writing, at least fourteen (14) days before elections are held within the College. Failure to adhere to this constitutes a breach and may result in a postponement of the election.

### Clubs and Societies

Through co-curricular activities, students develop leadership, social and communication skills. They are also provided with opportunities to interact with other leaders, administrators, faculty, and all other staffs. These interactions increase their awareness of available campus resources and enhance their personal development while at College.

There are various established students' organizations in which students can become involved. The current recognized organizations are as follows:

- The Universities and Colleges Christian Fellowship (U.C.C.F.)
- BMC Music Society
- BITS Technology Club
- Drama Club
- Advent Fellowship

- NTSM
- The Literacy and Debating Club
- 4-H Club
- Communication Club
- Football, Netball, Cricket, and Athletics
- Mathematics & Science
- Circle-K
- Environmental Club
- Moravian Tertiary (MTSA)

### Leadership Development

The various student organizations on Bethlehem Moravian College campus enhance the College experience. We encourage students to get involved and take advantage of the opportunities to learn more about themselves and develop leadership skills.

The Student Services Division offers leadership development workshops throughout the academic year. Guest speakers from local organizations and experts on our own campus, present on important issues that assist students in developing their leadership skills. Additional information from resources including videotapes, pamphlets, and articles are available to student leaders and can be accessed from the offices of the Guidance Counsellor and the Student Development Manager.

### Forming New Student Organizations

There are procedures which must be followed in forming a Bethlehem Moravian College student organization. A group wishing to be recognized by the College must submit the following items to the Student Development Manager:

1. A typed copy of a constitution stating the purposes for which the organization is to be formed.
2. A form with the signatures of at least eight (8) qualified members and the faculty/staff advisor must also be submitted.

The following information must be included in the constitution:

1. **Name of Organization:** No organization shall use a name identical to or closely similar to the name of a previously recognized organization.
2. **Purpose Statement:** A declaration of the purposes, goals, and activities of the organization.
3. **Listing of Officers by Title and Specific Functions:** Officers should be exemplary in conduct and deportment, and in good academic standing.

4. **Election of Officers:** A statement of the terms of office and the schedule and method of election.
5. **Membership Eligibility Requirements:** Full membership is limited to enrolled BMC students only. Persons from the community may become associate members and will be expected to adhere to the rules and regulations of the institution.
6. **Frequency of Meetings:** Specifications for a special or called meetings and what constitutes a quorum.
7. **Provisions for Primary Advisor:** Full-time and part-time faculty/staff are eligible to serve as primary advisors. Hall Residence Coordinators are also eligible to serve as advisors. The method of selection and the role of the advisor must be clearly stated.

   Where there are challenges in identifying an advisor, the Student Development Manager may permit a group to complete the recognition process. The organization will be considered inactive until an advisor is found.

8. **Financial Arrangements:** A statement of membership dues, considerations for the receipt and disbursement of all funds, and provision for disposition in the event of the dissolution of the organization. It must also state what constitutes a fiscal year, a binding contract, and the signatories for the accounts, who must be the appropriate officers and the advisor.
9. **Standing Committees:** Arrangements for Standing or other Special Committees must be specified.
10. **Constitutional Amendments:** Provisions for amendments to the constitution must also be clearly outlined.

Financial records for all clubs/societies must be kept and a report must be submitted to the Bursary before the end of each academic year.

### Recognition Process

The request for a Recognition Form and any other required informational items should be submitted to the Student Development Manager who will verify that all College requirements for recognition have been met. If everything is in order, the Manager will notify the Guild of Students of the group's request to be recognized. Two weeks from the date of this notification, the group will be recommended to the Administration for recognition, if the Guild of Students does not challenge the application for recognition. The Student Development Manager will advise the group concerning the organization's recognition or denial thereof.

Before a new group is officially recognized, it may reserve space for one organizational meeting and conduct publicity for that meeting only. Recognition

requires that local organizations which are affiliated with national or international organizations must have a local constitution and by-laws that do not conflict with the College's policies and procedures.

National and International constitutions and by-laws imposed upon the local organization may not conflict with the College's policies and procedures. If there are any questions surrounding these conditions, recognition of the group will not be completed until it is referred to the Student Services Division.

Recognition explicitly implies that the organization agrees:

1. To provide equal opportunity to all students
2. To prohibit discrimination against any potential member because of race, gender, colour, religion, age, nationality or disability, and does not conflict with any other fundament rights of citizens

### Maintaining Recognition Status

Recognition of any students' organization will be on an academic year basis and shall be subjected to renewal through the Student Services Division. The appropriate form for this purpose must be completed and submitted to the Student Development Manager.

### Recognition of Student Organizations

Recognized student organizations will be entitled to the following privileges:

1. Use of College meeting facilities, equipment and services on a regular basis. This is subject to their availability.
2. Use of College name in publicity and press releases. This is subject to the requirement that the organization secures approval for use of the institutional name in off-campus fundraising events.
3. Listing of the organization in relevant College publications.
4. Opportunity to participate in campus-wide events.
5. Receipts of leadership materials and other informational publications.
6. Fund raising privileges.

### Affiliation

Recognized students' organizations may be affiliated with organizations off campus, where such affiliation is clearly indicated, either by title or by its constitution at the time of recognition, and where the affiliation is consistent with the purpose set forth in the constitution or purpose statement of the organization, and in accordance with College's guidelines for student organizations.

## Staff Advisor

All student organizations must have at least one staff advisor. The advisor must be a faculty or staff member of the College. When the membership exceeds twenty-five, organizations are urged to obtain additional advisors. A secondary advisor may be selected from the external community. This choice should be guided by the existing staff advisor.

An organization which does not have an advisor will immediately become inactive until one is obtained. Any faculty or staff member who agrees to serve as primary advisor thereby accepts responsibility for ensuring that the organization's purposes, activities, and projects abide by the policies which governs the process.

Advisors should therefore be familiar with:

- This policy and other College regulations pertaining to student organizations
- The Constitution and Purpose Statement of the student organization.

A staff advisor is expected to attend business meetings of the organization and actively participate in the organization. All actions of an organization are subject to review by the staff advisor and /or the College.

When approaching a potential advisor for the first time, the group must ensure that the advisor has a clear understanding of the organization's purpose, as well as what would be required pertaining to the duties and time involved. The person must be allowed a reasonable length of time to give a response.

## Withdrawal of Recognition

Recognition and all privileges thereof may be withdrawn after due process. Withdrawal of recognition will be decided upon by the Student Services Division or through the College's disciplinary process. Request for withdrawal of recognition or for other sanctions are filed by the Student Development Manager with the College administration who will make the final decision.

## Grounds for Withdrawal of Recognition

The following are grounds for withdrawal of recognition:

1. When the recognized student organization fails to conduct its activities in accordance with its constitution or purpose statement or the procedures and limits set forth by the College for student organizations
2. When the recognized student organization does not comply with the College regulations as documented in the Student Handbook
3. When the recognized student organization fails to submit required documents

An organization must request reactivation by application to the Student Development Manager. The organization must reaffirm its existing constitution or purpose statement and demonstrate reasonable prospects of organizational discipline and continuity.

## College Duties

Each week, a duty list indicating the House, Class, and Denominational group on Chapel duty is posted. All these duties are compulsory. When students have to be unavoidably absent, they have the responsibility to make arrangements for the reassignment of these duties and are responsible to ensure their completion.

Special duties are also assigned to students. For example, when preparing the College for public functions and the Chapel for communal worship occasions.



# Section 9

# SAFETY, SECURITY & COMFORT

*Mihi Cura Futuri*

Bethlehem Moravian College is committed to building a 'risk-mitigation culture' that encourages deliberate and proactive risk management that is commensurate with the BMC's strategic objectives and mission. This policy is guided by the ISO 31000: 2018 Risk Management Guidelines. The mitigation of risk underlies the policies set forth below. Due consideration has been given to the safety, security and comfort of all the members of the Bethlehem community as well as visitors to the College campus.

## On-Campus Social Events Policy

The following are specific information regarding on-campus parties and social events:

1. **Registration of Events:** The sponsoring organization must register any on campus event with the Vice Principal of Student Services and must complete an On-Campus Event Form. The event form must have the signature of the President or Advisor of the organization, names of Faculty or Staff who will attend the event, and Doorpersons. This form must be returned to the Vice Principal of Student Services at least seven (7) days before the event. Once permission is granted, it is the responsibility of the President of the student organization to advise the Security personnel of the details of the event.

2. **Number of Events:** Only one major student social event is allowed on campus per day. Any exceptions to this policy must be approved in advance by the Vice Principal of Student Services. This policy is to ensure that the College can provide adequate safety and security measures for events.

3. **Event Times:** Frivols, parties and other social events should be held on Friday and Saturday nights on campus. Events must be scheduled to end no later than 11:00 p.m., unless special permission is received. Events occurring on a weeknight must end by 10:30 p.m. These events can only extended with the authorization of the Vice Principal of Student Services.

4. **Outdoor Events:** Outdoor events should not disturb or interfere with academic activities, other college events, quiet periods for Halls of Residence, or residents living on or near the campus. Students should consult with the Vice Principal of Student Services for appropriate guidelines, times and locations for such events.

5. **Guests:** All social events sponsored by student organizations are held on campus primarily for Bethlehem Moravian College students. Students are reminded that they are responsible for the behaviour of their invited guests. All

suspicious, threatening and potentially harmful activities must be reported to Advisors or directly to security personnel immediately.

6. **Advisor:** It is the responsibility of each organization to have an Advisor present at the event. In cases where the Advisor cannot attend, another faculty or staff member may substitute. The role of Advisors or their substitutes is to:
   - Be present from the beginning to the end of the event
   - Work with and through the leaders of the organization to adhere to the polices of the College
   - Act in accordance with the regulations of the College
   - Call the attention of students in charge of the event to undesirable situations for which corrective measures are needed
   - Be vigilant in guarding the safety and security of event attendee and to protect the College property from damages

   The organization may be required to cancel the event if an advisor or substitute cannot attend the entire activity.

7. **Doorpersons:** The organization will provide four (4) doorpersons for each event, unless specified otherwise by the Student Development Manager. The duties of the doorpersons are to:
   - Introduce themselves to the Advisor and College Security Personnel
   - Administer admissions' procedures established for the event in keeping with polices governing the use of the building and College regulations
   - Be vigilant concerning the safety, security and comfort of the attendees
   - Report any infraction of school policy and safety protocols to the Advisor or College Security personnel.

## Off-Campus Social Events Policy

Recognized student organizations are required to abide by the laws of the country concerning the use of alcohol and other controlled substances when sponsoring social events off campus. Those organizations which are affiliated with national groups must follow any additional alcohol or open events policies set forth by their respective national organizations.

1. **Definition:** Social events are defined as functions or activities, open or closed to the public that are provided by an organization to meet the social needs of members and guests. Such events may include, but are not limited to, dances, movies, comedy nights, picnics, camp-outs, walk-a-thons, member or date functions, and membership recruitment activities.

2. **Registration:** All off-campus social events open to non-members must be registered with the Vice Principal of Student Services at least seven (7) working days prior to the date of the scheduled event. Registration must include the signatures of the Advisor and President of the organization sponsoring the event. Any organization which registers an off-campus event must sign a statement indicating that they have read and understood the Off-Campus Social Events Policy, and agreed to abide by the policy.

3. **Organization Responsibility:** Student organizations who sponsor off-campus social events shall at all times be responsible for the actions of their members, pledges, associates and guests.

4. **Enforcement:** In addition to any civil or criminal action to be pursued by local authorities, alleged violations of this policy will be dealt with through the College's disciplinary system. If the organization is affiliated with a national group, the national office will be notified of alleged infractions against this policy.

## Loan of College Property & Equipment Policy

Students may borrow some items of College property for individual and group use. These are normally facilitated on a first-come-first-served basis. Consideration will also be given to the nature of the event for which the items are requested. The College Property Loan Application Forms must be duly completed and submitted to the Operations Manager or the Student Development Manager.

## Conservation Policy

All students must see to the conservation of electricity and water. Lights in classrooms and bedrooms must be turned off when not needed. Students are not to remove light bulbs unless they are blown. New bulbs for bedrooms must be provided by the students themselves.

A light monitor must be nominated on each floor of the respective Hall. All electrical equipment must be unplugged before leaving the room.

In case of any electrical defect, the matter must be reported immediately to a Resident Advisor on duty, the Director of Household Services, the Operations Manager or the Plant Manager.

Students are advised that the supply of water is not always guaranteed at the College and so every effort must be made to conserve on this commodity. Leaking

taps and faucets, broken pipes, and over-flowing tanks should be reported immediately to the Plant Manager, or the Security Officer.

## Health, Safety & Cleanliness Policy

The need for, and the practice of food hygiene and standards of cleanliness are of paramount importance. All persons who operate in the Food Services section of the College must have a valid Food Handlers Permit.

The Medical Suite is available to assist in health-related matters, and students must endeavour to be mindful of this and report anything that threatens their health and safety.

Students must be attentive to all matters of personal hygiene whether, on the halls of residence, in classrooms, dining room, bathrooms, or in the general environment. Solid waste must be properly disposed of in the receptacles provided. There should be absolutely no littering of the College campus.

Students must take full responsibility for their health and well-being and seek to always keep their surroundings clean and tidy. All members of the College community should cooperate with the College in maintaining standards of tidiness.

## Safety Drills

Bethlehem Moravian College conducts at least one Emergency Drill each semester. Every person present on campus is mandated to respond immediately to the alarm. Each person is expected to move expeditiously to the closest Assembly Point. These are located at:

1. Mavis Davis Lawns
2. The Quadrangle
3. The Space in front of the Science Lab
4. The Playfield
5. The Parking Area of the Early Childhood Building

Students are asked to assist in holding others accountable to a prompt response. In an actual emergency, this might help save injuries and lives.

## Safety and Security

As adult learners, ultimately, safely, security and comfort are the primarily responsibilities of each resident. Students are therefore advised to become vigilant

and seek to ensure their personal safety by observing the safety rules. Additional security recommendations include:

- Not allowing non-residents access to room keys.
- Following guidelines regarding safety drills.
- Always accompanying visitors into and out of the Halls of Residence.
- Keeping your ID cards with you at all times.
- Cooperating with the Security Guards by showing your ID cards.
- Not walking alone at nights.
- Taking all necessary precautions while moving about the campus.
- Reporting strange persons and suspicious activities to the Security personnel promptly.
- Signing in and out when entering or leaving the campus.
- Making a friend know of your whereabouts and how to contact you.
- ALL visitors should must wear a visitor's pass while they are on the College Campus.

## Important Numbers

- **College Nurse:** (876) 564-3891
- **Relief Nurse**: (876) 564-1455
- **Security Supervisor:** (876) 403-7726
- **Main Gate**: (876) 403-7303
- **Back Gate**: (876) 403-7663
- **Admin Area**: (876) 403-7347
- **Hastings Dorm:** (876) 863-5887
- **Ashton Dorm**: (876) 863-5946
- **Fleming Dorm**: (876) 863-5946
- **Accommodation Officer:** (876) 403-7354




# Section 10

# HOUSING FACILITIES & POLICIES

*Mihi Cura Futuri*

Bethlehem Moravian College provides a number of housing facilities for students. These are Fleming (for males) Ashton, Hastings, and Beacon.

## Allocation of Residence

Students who wish to be in residence on the halls must either collect or complete an online application form and submit it to the Student Development Manager by the end of semester examinations in May. Applicants will be notified by the end of the summer semester of the status of their application.

## Admission

Priority consideration will be given to students who are from outside of the parish. In addition, students who are offered accommodation are those likely to make a real contribution to the College life through a sterling example of personal integrity, positive work attitudes, and exemplary contributions to clubs, societies, sports programmes, and other student or community activities.

The retention of residential space on campus will depend on the student's conduct. Efforts will be made to maintain a balance in the allocation of space among year groups.

## Residence is for the Academic Year

The College reserves the right to terminate the accommodation of any student whose behaviour or conduct is considered detrimental to other students or the College. The College will not hesitate to apply this discretion.

A special contractual arrangement will apply for residence during the Summer semester. Those students who desire accommodation at this time will need to have dialogue with the Vice Principal of Student Services.

## Terms of Hall Occupancy

The following basic guidelines are the College's requirements for those accepting places on the Halls of Residence:

- Acceptance of, and adherence to the governing rules and regulations
- Payment of the requisite boarding fees
- Payment of Caution Fees
- An agreement to be part of the regular work roster of the Hall (which includes ongoing kitchen and bathroom duties and other work around the surroundings)
- An agreement to discourage ragging on the Halls
- Regular attendance at Hall meetings
- Active participation in Hall activities
- Signing agreement to take care of college property and to repair or replace or repair any property damage caused

New rules for governing the wellbeing of their residential life may be agreed upon by the students. These must conform to the general College regulations and must be approved by the Student Development Manager, the Resident Advisor(s) and the Vice Principal of Student Services before being adopted.

Students who desire to terminate their boarding privileges must indicate this in writing. Refunds of Caution Fees and other boarding charges cannot be completed until after a room evaluation is done. If after the evaluation it is found that there are damages to the Colleges' facilities, or that items of furniture are missing, then fees will be held until such replacement costs are determined. These costs will be levied against Caution Fees and other boarding charges.

If there are no incurred costs, the following table indicates the terms under which refunds will be paid.

| | |
|---|---|
| **Before Classes Begin** | 100% Refund |
| **Week 1 to 4** | 90% Refund |
| **Week 5 to 8** | 50% Refund |
| **After Week 8** | No Refund |

Only in exceptional cases will there be a deviation from these above stated terms. These cases will be determined by the Vice Principal of Student Services.

Students who are deprived of housing because of disciplinary reasons may not be eligible for any refund of boarding charges.

## Required Items for Residential Students

| Linen | Laundry | Utensils |
|---|---|---|
| • 3 fitted sheets<br>• 3 flat sheets (single or twin)<br>• 1-2 bedspreads (three-quarter size)<br>• 1 blanket<br>• 1 pillow<br>• 3 pillowcases<br>• 2 bath towels<br>• 2 face towels<br>• 2 washcloths<br>• 2 dressing gowns (essential)<br>• Raincoat<br>• 1 sturdy umbrella<br>• 1 mattress cover for single bed (Female Students)<br>• 1 mattress cover for twin bed (Male students) | • Clothes pegs/pins<br>• Clothes hangers<br>• 1 laundry bag/basket<br>• 2 dish towels<br>• Sponge/Swab<br>• Curtains<br>• 1 small garbage bin (preferably with cover)<br>• Clothes iron<br>• Flashlight<br>• 1 plastic bath<br>• Detergent to wash dishes<br>• Toiletries (including toilet paper)<br>• 1 bedside table (This should be of standard size with a drawer and a small cupboard space, both having good locks. This is necessary for securing personal belongings and tucking away snacks and utensils.) | • 1 drinking glass (No beer mugs)<br>• 1 dinner plate 1 breakfast plate<br>• 1 soup/porridge bowl<br>• 1 coffee cup<br>• 1 pair knife and fork<br>• 1 teaspoon<br>• 1 dessert/porridge spoon<br>• 1 soup spoon<br>• 1 place mat<br>• 1 small igloo (for drinking water)<br>• 1 sturdy draw-string bag to keep utensils<br><br>Note: These nine eating tools are essential parts of your training in table manners. If stolen, they must be replaced immediately |
| • Navy-Blue Blazer – for professional wear. THIS IS A REQUIREMENT. No windbreakers or other warm clothing will be accepted for professional attire. | | |

## Hall Affiliation

Non-resident students will be assigned to a particular Hall and are expected to participate in the activities of their Halls. Non-resident students may use the lounge

of the Halls to which they are attached with the permission of the Resident Advisor(s) for the Hall.

No unauthorized person is allowed to sleep on the halls without permission from the administration, and prior consent from all roommates. Students who have children should take special note of this rule.

### Kitchenettes

Kitchenettes with cooking facilities are provided on the Halls. Therefore, no cooking should be done in rooms. Students will not be allowed to keep hot-plates or other cooking gadgets on the halls.

The College does not permit the use of:

- Microwaves
- Toaster Ovens
- Crockpots
- Skillets

### Keys

The keys are the property of the College and should be promptly returned upon request. Students are therefore not permitted to duplicate keys. Failure to adhere to this regulation will result in appropriate sanctions.

The loss of keys must be reported immediately to the Resident Advisor, the Student Development Manager or the Halls of Residence Coordinator so that arrangements for replacements can be made. Students are responsible for the costs incurred for the replacement of the lost keys.

The Halls are closed during semester breaks. Students are expected to vacate their rooms by midday of the day following their final examinations unless otherwise directed by a member of Administration. Other dates for vacating the Halls will be communicated by the College's Administration and all residents are expected to adhere to these schedules.

### Rights and Responsibilities of Resident Students

Residential students are responsible for knowing and complying with all regulations. Students must realize that their rights and privileges extend only so far as they do not infringe upon those of another individual or violate the standards of the College.

## Hall Log

A logbook will be placed at the entrance of each Hall of Residence. Students are required to sign out before leaving the campus and sign in upon return to Institutional Liability

The College is not responsible for, nor will accept liability for theft, loss, or damage to the personal property of any student. Students are required to ensure the safety of their personal belongings.

## Weekend Duties

Domestic duties, including weekend Hall duties are the responsibility of the students and should be carried out properly. Residents who fail to adhere to the responsibilities of the duty roster will lose their boarding privileges.

## Visiting Hours

Students are allowed to entertain visitors on weekdays, weekends, and public holidays up to 10:00 p.m. in the lounges provided **ON THE FIRST FLOOR OF THE HALLS**. Visiting hours on weekdays are from 5:00 p.m. to 10:00 p.m.

Visitors will not normally be allowed in the utility areas, such as kitchenettes and bathrooms.

The Resident Advisor, Operations Manager, Security Officers, Director of Household Services, Student Development Manager, Members of Administration and or Student Leaders reserves have the right to require any visitor whose behaviour is considered inappropriate to leave the Hall or campus. Visitors are required to seek permission from Administrative Office if they desire to see students during class hours.

Students will be held fully responsible for the behaviour of their guests, especially, for damages to College's property and disobeying orders given by Security Officers or other authorized persons. Students are also expected to conduct themselves appropriately when entertaining their visitors.

## Checking In/Out Policy

Students must first be registered before being considered for residence on campus. Registered students should report to their respective Resident Advisor or his/her representative on the day prior to the beginning of classes for the semester. The Room Inventory Form must be duly completed at check in and checkout times.

The Student Development Manager or Halls of Residence Coordinator will allocate rooms, which will be shared by other students. Students are not allowed to change

their rooms without the permission of the Student Development Manager. No single rooms will be allotted to any student.

Each student will be assigned a key upon checking in to his/her room. The key remains the property of the College and students are required to sign in this key to the Household Matron, Resident Advisor or their designees at the following times:

- Termination of residence
- At Easter Break
- End of each semester
- On any other occasion as instructed by the College

Students are expected to remove all their personal belongings whenever they vacate their rooms. Rooms are also to be thoroughly cleaned.

### Electrical Gadgets

The following electrical gadgets are **never** to be used in the rooms:

- Hot Plates
- Refrigerators
- Television sets
- Washing Machines
- Clothes Dryers

Students who violate this stipulation are liable to lose their boarding privileges.

The possession of a desktop computer and peripherals will attract a fee that will be determined by the College and communicated through the Student Development Manager. Students are required to register their personal equipment with the Student Development Manager.

### Telephone

The telephone lines in the Administrative Offices serve the College's business purposes only. In emergency cases, a student may be allowed to use these lines with permission from the Administration.

Students are expected to use their cellular phones in a responsible manner at all times. Cell phones usage should not disturb classes or corporate gatherings. Students who are found to be in breach of this regulation will be appropriately censured.

### Laundry Policy

Students are responsible for their own laundry. All laundry must be done up to Saturday. No laundry must be done on Sundays. Every effort is to be made to avoid

having clothes on the lines on Sundays. Failure to comply will result in appropriate disciplinary measures being taken against the students responsible for the breach.

There should be no washing of laundry in the bathrooms of the halls of residence. All washing of laundry should be done in the laundry rooms provided on each hall.

### Quiet/Study Period Policy

Individual students are strongly encouraged to establish their study periods so as to consolidate the day's lectures and read ahead as course outlines require. This will make preparation for tests and examinations far less stressful.

Students should show consideration to their roommates and other occupants of the residence by observing the following quiet periods:

- After 9:00 p.m. from Mondays to Fridays
- Saturday mornings
- All day on Sundays

The volume of audio equipment should be controlled and should not affect the regular routines of the Halls or the College.

Indoor and outdoor activities should not be conducted in a manner that is disruptive to the residents and the general public. The College Administration reserves the right to require the cessation of any such activity.

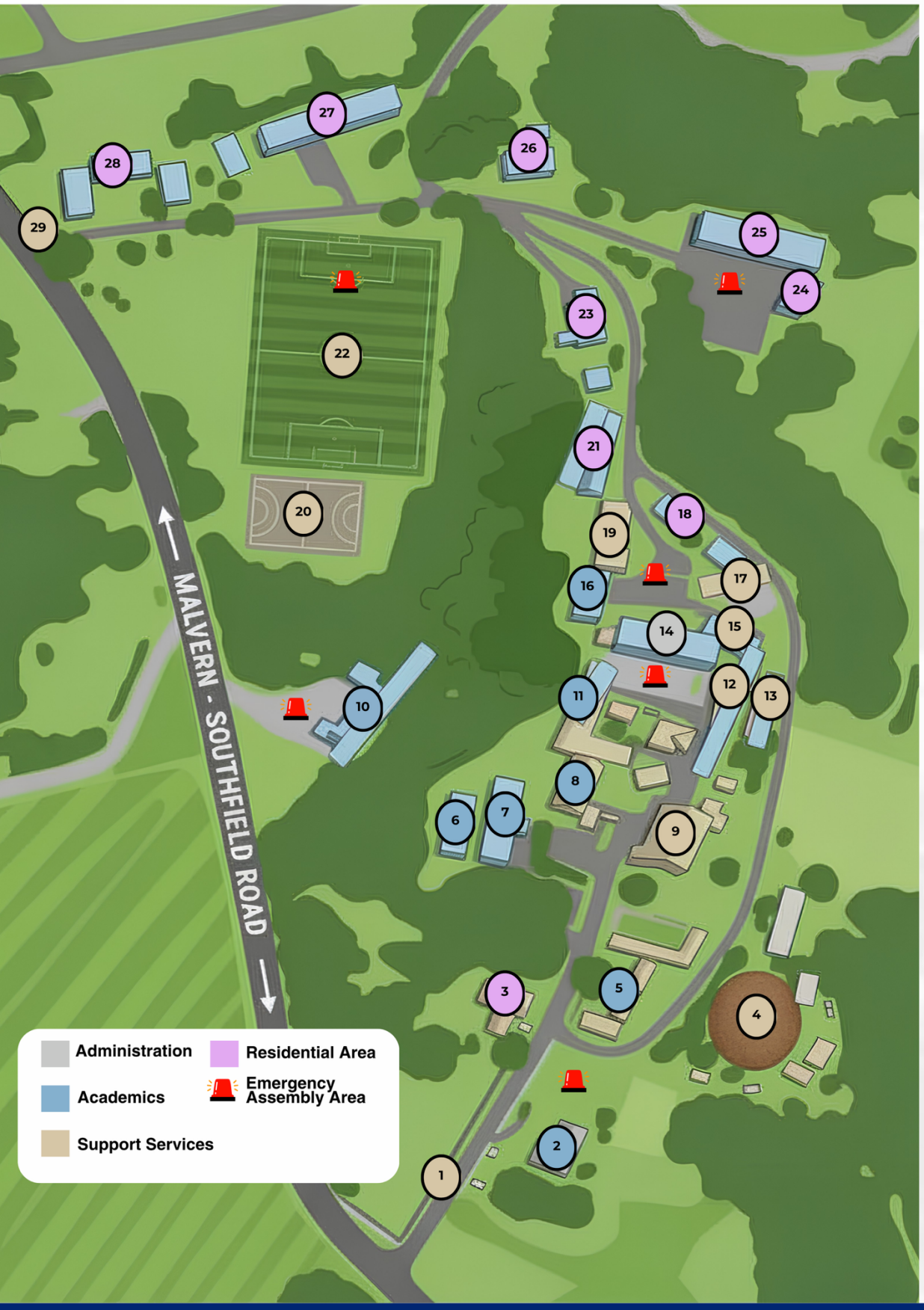
It is expected that all co-curricular activities will end by 11:00 p.m. This includes religious activities. There should be no recreational activities in the vicinity of the Halls of Residence after 10:00 p.m.

There should be no sporting or recreational activities on the College campus on Sundays.

Breaches of these regulations will be strictly sanctioned.

Campus

# Map




1. Main Gate
2. Mavis Davis
3. Pastor's Cottage
4. Farm
5. Trailer Rooms
6. Library Block
7. 40s Block
8. New Building
9. Chapel
10. Early Childhood Building
11. Macleavy Block
12. Wellness and Support Hub
13. Breadfruit Annex
14. Administrative Block
15. Boston Hostel
16. Science Lab
17. Mini Mart
18. Lecturer's Cottage
19. Student Services Centre
20. Multipurpose Court
21. Fleming Hall
22. Football Court
23. Principal's Cottage
24. Beacon Hall
25. Hastings Hall
26. Windsor Hostel
27. Ashton Hall
28. Lecturers' Flats
29. Back Gate

# College Song

They dreamed of a future, those heroes of old
Those prophets and seers, who have planned our today
Where Christ should be leader, and love should be stronghold
And sorrow and sighing should vanish away.
Then what of the future, beloved companions
That dream of the past which for us is today
Do we value the struggles and walk in the footsteps
Of those heroes of old who have shown us the way?

And are we still dreamers with visions as glorious
With courage as valiant to dare and to do
That away in the future our own little children
May live in a world where our dreams have come true?
Then what of the future, beloved companions
The world of the future we're planning today?
Shall we hand on the dreams and the hopes of the heroes
Those heroes of old who have shown us the way?

A voice from the future is earnestly calling
To each valiant soul who is living today
Be true to the trust that is yours from past ages
And faithfully plan for your future away
So what of the future beloved companions
The future that's yours though you're living today?
Shall the voice of the future acclaim us as heroes?
Those heroes of old who have shown them the way

*Mihi Cura Futuri*