

The cover features three large, overlapping circles in shades of orange and brown, arranged in a descending diagonal from top-right to bottom-right. Two thin orange lines cross the page diagonally, one from the top-left to the middle-right, and another from the top-right to the bottom-right.

Registration Guide 2013-2014

Graduate School of Theology and Ministry

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IMPORTANT DATES

Fall 2013

May 1 – Aug 20	Returning student registration for fall & winter courses
May 14 – Aug 20	New student registration for fall & winter courses
July 4	Early registration ends *
Aug 21 – Sept 4	Late registration period
September 2	Residence opens for fall semester
September 3	Orientation for Graduate students
September 3–4	Orientation for all students
September 5	First day of fall semester classes
September 6	Payment due for fall courses
September 13–15	Student/Staff/Faculty Retreat
September 16	Last day to make registration changes for fall courses
September 27–28	Fall Festival
October 14	Thanksgiving Day – No classes
November 11	Remembrance Day – No classes
November 13	Last day to voluntarily withdraw from fall courses
December 3	Last day of regularly scheduled fall semester courses
December 4	Classes will be held according to a Monday timetable (Make-up for Nov. 11 th)
December 5-6	Reading days
December 7–17	Fall semester exams (including Saturdays December 7 and 14)
December 18	Residence closes for fall semester
Dec. 25 – Jan. 1	University is closed

Fall semester begins on **Tuesday, September 3** at 9:00am with an orientation for all students.

Winter 2014

January 2	University opens
January 3	Orientation for students who are new for winter
January 5	Residence opens for winter semester
January 6	First day of winter semester classes
January 10	Payment due for winter courses
January 14	Last day to make registration changes for winter courses
February 17	Louis Riel Day – University closed
February 18–21	Mid-term break
March 20	Last day to voluntarily withdraw from winter courses
March 20	Last day to voluntarily withdraw from full-year courses
April 8	Last day of regular winter semester classes
April 9–10	Reading days
April 11–24	Winter semester exams (including Saturday, April 12)
April 18–19	Good Friday and Holy Saturday – No examinations
April 24	Winter semester ends
April 25–27	Graduation events
April 27	Convocation
April 29	Residence closes for winter semester

* Early Registration is needed to ensure adequate student numbers to offer the class.

To view Tuition Refund Dates, view the “Tuition Refund Schedule” in this registration guide.

FREQUENTLY ASKED QUESTIONS

General Questions

Where do I find my student ID number?

- ⇒ New Students – Your Student ID number is on your admission letter.
- ⇒ Returning Students – If you forgot your student ID, look on your CMU Student Portal or on your CMU Student Card. The grade statement, the transcript, and the bill statement all indicate your CMU Student ID number.

What is the CMU Student Portal?

The CMU Student Portal is your online tool that gives you access to your:

- ⇒ Registration
- ⇒ Bill statement (*a bill statement will not be mailed to you*)
- ⇒ Timetable
- ⇒ Class information that your instructors post such as the syllabus, announcements, assignment descriptions, notes, etc.
- ⇒ Your grades and an unofficial transcript

How do I access my CMU Student Portal?

New students are given a CMU Student Portal User ID and password prior to registration.

Returning students – If you forget your User ID or password, contact South Side Reception at 204.487.3300 ext 363.

- ⇒ Go to www.cmu.ca
- ⇒ Scroll over the “Current Students” section at the top of the page
- ⇒ Choose “CMU Student Portal” from the menu
- ⇒ Enter your user name and password
- ⇒ Note: First time users must set up security questions

How do I access CMU computers and my CMU Email?

New students will be issued a User ID, password, and CMU Email after registration. Watch for this information in your personal email.

Returning students – If you forget your User ID or password, contact South Side Reception at 204.487.3300 ext 363.

This will give you access to:

- ⇒ On-campus computers – there are two computer labs (south side and north side)
- ⇒ CMU Email – CMU Email is the primary way that you will be contacted throughout the year with important information

I need confirmation of my enrolment. How do I get this done?

- ⇒ If you need a letter written, complete the online request form available at http://www.cmu.ca/confirmation_enrolment.html
- ⇒ If you need a form completed, send the form to the Financial and Student Services Advisor.

I have a physical limitation, learning disability or mental health disability. What should I do?

If you wish you receive accommodations from Disability Services, you will need to complete a Self-Identification of Disability Form and provide documentation from a medical office or psychologist.

You can download this form from the website at www.cmu.ca/studentlife_disabilityservices.html or contact CMU’s Coordinator of Commuter, International and Disability Programs or your admissions counsellor for a Self-Identification of Disability Form.

How many credits do I need to take to be a full-time student?

To be a full-time student you need to be enrolled in a minimum of 9 credit hours (3 courses) per semester, 18 credit hours for fall and winter. A full-time course load ranges from 18 credit hours to a maximum of 30 credit hours.

Note: Some scholarships and bursaries require students to register in more than 9 credit hours per semester.

I think I am eligible to graduate. What do I need to do?

Read the information in the “Graduation Information” section of this registration guide.

Financial Questions

To whom do I talk about student loans?

Contact the Financial and Student Services Advisor regarding student loans. There is further information in the “Financing Your Education” section of this registration guide.

When are fees due? How do I pay?

For information on when fees are due and how to pay, go to the “Student Payment Policy” section in this registration guide.

Advising Questions

Why should I register by July 4?

- ⇒ Early registration is needed to ensure adequate student numbers to offer the course.
- ⇒ For intensive courses, early registration is necessary for students to accomplish readings and assignments prior to the start of the classroom portion of the course.

Why should I get to know my faculty advisor?

Your faculty advisor is available to meet with you about courses, future academic and career plans, or personal/spiritual issues. Faculty advisors take a special interest in their students’ needs and concerns, and can help to give perspective and advice.

What are credit hours?

Credit hours are a standard measure used in determining how much academic material is covered. A course of three credit hours normally requires three hours of lectures per week for one semester. Thus, if you choose five courses of three credit hours each, you will be in class for fifteen hours.

REGISTRATION PROCESS

Registering for Courses

Online

Registering online using the CMU Student Portal will **enrol you immediately** in the classes that you want.



Go to: **www.cmu.ca**

Scroll over the “Current Students” section at the top of the page

Choose “CMU Student Portal” from the menu

Enter your user name and password

Go to “Registration” then “Enrol in Classes”

Choose fall or winter semester, then select “Edit Registration”

Register for classes:

⇒ To choose a course, type in the course ID (eg. BTS-5010) or click on the binoculars. A partial Course ID (eg. BTS) will bring up a list of courses to choose from.

⇒ To delete a course, highlight the course row by clicking on the grey box to the left of the row, then press the delete button.

⇒ You must register for BOTH the COURSE and the CLASS (use section number).

Exceptions: If an exception is listed, you will not be enrolled in classes.

⇒ One exception may be that you do not have the prerequisites to take the class.

⇒ Another exception is if two class times overlap. You will need to choose one of the classes.

⇒ If the class is full, you can choose to be waitlisted. You may choose to drop a course if you get into the waitlisted course.

Click on Submit to finalize your registration.

Registration Help Desk: If you are having difficulty registering for courses, call 204.594.0530 during business hours (8:30PM-4:30PM) or email registration@cmu.ca.

Paper Registration or Online Form

Registering using a paper registration (back of this registration guide) or online form

(www.cmu.ca/courseRegistrationForm.html) are other ways that students can register for classes. If

you register using either of these methods, there may be a delay of several days before the classes appear on your CMU Student Portal. You can return your registration by mail or fax, or submit it online.

Mail the completed form to:

Registrar’s Office
500 Shaftesbury Blvd.
Winnipeg, MB R3P 2N2

Fax the completed form to:

Fax #: 1.204.837.7415
Attn: Wesley Toews
Registrar and Assistant VP Academic

Making Changes to Your Registration

⇒ You are responsible to ensure your registration meets CMU’s registration requirements. The registrations will be checked regularly and you will be notified if there are irregularities.

⇒ You are responsible to ensure that the registration listed in your portal is accurate. If you see inaccuracies, contact Sarah Coulombe, Administrative Assistant in the Registrar’s Office.

⇒ You can make changes to your registration through the Registration tab on your CMU Student Portal. After the course change period ends (Sept 16 for fall, January 14 for winter), you will no longer be able to add or delete courses through the student portal.

⇒ If you want to withdraw from courses after the course change period dates, go to <https://www.cmu.ca/programs/GradStudiesCourseChange.html> to complete the withdrawal form.

INTENSIVE COURSES

⇒ **Registration in Intensive Courses**

Early registration is necessary for students to accomplish readings and assignments prior to the start of the classroom portion of the course. Early registration is important for CMU to ensure there are sufficient student numbers to run the course.

- November 30: Early Registration ends for winter intensive courses.
- March 30: Early Registration ends for spring/summer intensive courses.
- Last date to register for an intensive course: First day of Class prior to 9:00am.

⇒ **Tuition Fees**

- Tuition and fee payment is due prior to 9:00 am of the first day of class.
- See the Student Payment Policy for information on how to pay fees.

⇒ **Deletion and Withdrawal from Intensive Courses**

Students who wish to withdraw from a course must complete and submit a Course Change Form. Ceasing to attend class or not paying for the class does not constitute an official withdrawal.

- First day of Class prior to 9:00am: Last date to delete a course without academic penalty.
- Last day of Class prior to 5:00pm: Last date to withdraw from a course.

⇒ **Refunds**

- First day of Class prior to 9:00am: Last date to delete a course and receive 100% refund.
- First day of Class after 9:00am: No refund will be issued.

GRADUATION INFORMATION

If your registration for 2013-2014 covers all remaining requirements of your degree program, you may become eligible to graduate in April of 2014. To ensure your inclusion in the April graduating class, you must:

- ⇒ Request a Degree Audit from the Director of the Graduate School of Theology and Ministry to confirm academic eligibility by August 14th.
- ⇒ Complete and submit the Application for Graduation form (included in the back of this booklet).

All applications for graduation in April 2014 must be submitted by November 29, 2013.

There is also an opportunity for graduation early in November. There are no graduation exercises associated with this event. To ensure your inclusion in the November graduating class, you must:

- ⇒ Request a Degree Audit from the Director of the Graduate School of Theology and Ministry to confirm academic eligibility by August 14th.
- ⇒ Complete and submit the Application for Graduation form (included in the back of this booklet).

All applications for graduation in November 2013 must be submitted by October 15, 2013.

TAKING COURSES ON A LETTER OF PERMISSION AT ANOTHER INSTITUTION

In consultation with your faculty advisor, you may decide to register for courses offered through another university or seminary. Please complete the "Request for a Letter of Permission" form at the back of this registration guide. The Director of Graduate School of Theology and Ministry must approve the form prior to processing.

If you need to take a course (courses) at another university or seminary for credit at CMU, here are the STEPS to follow:

1. **Apply to be a Visiting Student** at the institution where you wish to take the class (see below for instructions).
2. **Choose the course (courses) you need to take.** Ensure that your choice is appropriate to your academic needs. Be sure you have the prerequisites.
3. **Fill out the "Request for Letter of Permission" form.** Submit it to the Director of Graduate School of Theology and Ministry. When your request is approved, CMU will:
 - a. Send an official Letter of Permission to the appropriate university or seminary and email a copy to you.
 - b. Add the approved courses to your CMU transcript.
4. **Register** for the course(s) at the institution where you are visiting.
5. **Confirm with CMU** the courses for which you registered and for those you did not. Email Wesley Toews at wtoews@cmu.ca to confirm the courses.
6. **You are responsible to pay the fees at the university where you are visiting**, in accordance with that institution's due dates and procedures.
7. **After you complete your course(s), request a transcript** from the institution where you have been visiting to be sent to the Registrar at CMU. When successfully completed, the course will receive a grade of "TR" (transfer). If a transcript is not received one month after the semester ends, a grade of "F" will be recorded until Registrar's Office receives a transcript with an official grade.

Additional Notes:

- ⇒ Be aware of application deadlines when you apply at an institution to be a visiting student.
- ⇒ You may register **only** for the courses listed on your letter of permission.
- ⇒ **CMU cannot register you at another institution. The letter of permission allows you to register for courses; it does not register you in courses.**
- ⇒ To withdraw from a course at another university, you must withdraw at that university according to their procedures. **CMU cannot withdraw you from a course at another institution.** After you withdraw from courses, inform CMU of the withdrawal.

STUDENT PAYMENT POLICY

Determine How Much You Owe:

View your fee statement:

- ⇒ Log onto your CMU Student Portal
- ⇒ Click on "Billing"
- ⇒ A fee statement should open in another window.
- ⇒ If it doesn't, your web browser may be blocking the pop-up. You will get a message that reads "The requested statement should appear in another browser window/tab. If it does not, click here."
- ⇒ Click on the hyper-link "Click here"
- ⇒ Your statement may be multiple pages. You can view your statement or print it off.

Payment Due Dates:

September 6, 2013

Payment is due for fall courses

January 10, 2014

Payment is due for winter courses

Payment Options:

- ⇒ **Option One – Full Payment:** Pay 100% of semester fees (including tuition, rent, board, and any other fees) on the due dates.
- ⇒ **Option Two – Deferred Payment Plan:** Offered by *Rotessa Instalment Plans*. Students make deferred payments in instalments as follows:
 - **Fall: 1/3 due Sept 6 1/3 due Oct 7 Balance due Nov 7**
 - **Winter: 1/3 due Jan 10 1/3 due Feb 10 Balance due Mar 10**
- Funds will automatically be withdrawn from a bank account on the deferred payment due dates.
- Students must provide authorization for pre-authorized payments out of the account they choose.
- A deferred payment plan fee of \$55 per semester will be charged.
- Students may prepay any or all of their deferred payments ten or more days prior to the date they become due. Prepayments will be applied to the next applicable date.
- Students who are waiting for funding from government student loans, bursaries or scholarships, or other funding, must participate in this deferred payment plan and authorize pre-authorized payments from their bank account.

Payment Methods:

Preferred Method: On-line through your bank's payment facility

- ⇒ Login to your on-line bank account
- ⇒ Go to the function where you pay bills
- ⇒ Select "Canadian Mennonite University" as the payee.
- ⇒ Your account number is your student number (no hyphens or spaces)

Pay in-person:

- ⇒ South Side Reception OR North Side Finance Office (Room C263)
- ⇒ By cheque – payable to "Canadian Mennonite University"
- ⇒ By debit card – you may need to call your bank beforehand to temporarily increase your daily purchase limit.
- ⇒ **Credit card payments will not be accepted for student fees.**
- ⇒ **Credit cards may be used for purchases in the bookstore, single meal tickets, application fees and deposits for Outtatown and Shaftesbury programs, transcripts and form replacements, Canadian School of Peacebuilding tuition & fees, and continuing education fees.**

U.S. Transactions – accepted payment methods:

- ⇒ US cheques
- ⇒ US bank draft or money order
 - Rate in effect on the date the payment is received, OR
 - Rate in effect on date quoted by the CMU Business Office or Outtatown, if payment is received within 10 business days.

International Transactions:

- ⇒ **Please contact the Business Office for wire transfer information.**
- ⇒ Email: accounting@cmu.ca
- ⇒ Phone: 204.487.3300

Financial Counselling:

The Financial & Student Services Advisor is available to discuss your personal financial situation and help you create a plan to meet your financial requirements.

Overdue Accounts:

Students who have balances owing beyond the payment due dates and have not been approved for a Deferred Payment Plan, OR who have defaulted on a deferred payment, are considered in financial default. The following are the consequences:

- ⇒ A late payment fee of \$100 will be applied for each defaulted payment.
- ⇒ Students' academic records may be placed on "Financial Hold" and their grades, grade reports, graduation parchments, and transcripts will be withheld.
- ⇒ Students may be asked to discontinue consumption of services including class attendance, exam writing, participation in graduation activities, and rent and board services.
- ⇒ Students whose accounts are overdue are not permitted to register or attend classes in a subsequent semester.
- ⇒ Where the tuition has not been paid, the *T2202A Tuition and Education Amounts Certificate* will be withheld. Payments received are always allocated first to other services and last to tuition.
- ⇒ Account may be sent to a collection agency.

TUITION REFUND SCHEDULE

Note the following important information:

- ⇒ If a student withdraws from a course before its completion, CMU will refund the tuition fee paid for that course during the semester of withdrawal according to the schedule below.
- ⇒ **Students who wish to withdraw from a course must complete and submit a Course Change Form. Ceasing to attend classes or not paying for the class does not constitute an official withdrawal and may result in the student receiving a failing grade for the course.**
- ⇒ Student Services fees will not be refunded after the last date to receive 100% tuition refund (September 16 and January 14).

Refund Schedule 2013-2014

September 5-16	100% refund for fall courses
September 17 to October 1	75% refund for fall courses
October 2 to 15	50% refund for fall courses
October 16 to October 30	25% refund for fall courses
October 31 and thereafter	0% refund for fall courses
January 6 to 14	100% refund for winter courses
January 15 to 28	75% refund for winter courses
January 29 to February 11	50% refund for winter courses
February 12 to 25	25% refund for winter courses
February 26 and thereafter	0% refund for winter courses

FINANCING YOUR EDUCATION

CMU Scholarships and Bursaries

CMU students enrolled in one of the MA programs are invited to apply for one or more of the following Scholarships/Bursaries. Most awards are granted in June, but in some cases there may be other scholarship or bursary money available that has not yet been assigned. Please contact the Financial and Student Services Advisor for more information.

Jacob A. Rempel Memorial Scholarship

This Scholarship of \$2500 has been created to honour the memory and legacy of Jacob A. Rempel, a significant leader of the Mennonite churches of Ukraine/Russia. His story, told in the book, *Hope is Our Deliverance*, tells of his life from being a stable boy to becoming a professor. He was encouraged by the generous financial assistance of a wealthy supporter.

Criteria for Award include: Showing academic promise, a strong interest in and aptitude for church ministry, and demonstrated financial need.

Carole Louise Sawatzky Seminary/Graduate Studies Bursary

This Bursary of \$1000 is available for a student involved in Masters studies at CMU. It has been created in honour of the life of Carole Louise Sawatzky. Carole was enrolled in graduate studies and engaged in ministry in her church, Fort Garry Mennonite Fellowship. Due to a progressive neurological disorder, she was not able to continue in her interests in children's ministry, drama, liturgical dance, leading worship and preaching. The purpose of this bursary is to encourage women engaged in graduate/seminary studies with the intention of pursuing ministry.

Criteria for Award include: A woman who has volunteered or worked in church ministry, is preparing for future ministry involvement and demonstrates financial need.

The EMC Graduate Studies Bursary

This bursary, established by Ron and Ruth Penner, has been created for students from the Evangelical Mennonite Conference who are preparing for pastoral ministry, missions or Christian service in a graduate studies program. The bursary will cover half of the tuition costs for eligible students. The applicant need not be a full-time student.

The Nicholas and Tina Fransen Scholarship

This scholarship was established in memory of Rev. Nicholas N. Fransen and his first wife, Tina Klassen Fransen. Students receiving the award will receive approximately \$2500.

Criteria for Award include: A student who is enrolled in the MA in Christian Ministry and has a desire to enter pastoral ministry.

The CMU BTS Faculty MATS Scholarship

This scholarship in the amount of \$1000 has been initiated and created by the CMU BTS faculty. Its purpose is to attract new, academically strong students to the MA in Theological Studies at CMU.

Criteria for Award include: This is an entrance scholarship awarded to a student admitted into the program with the highest GPA in an undergraduate or previous degree program.

The Victor Schroeder Memorial Scholarship

The North Kildonan Mennonite Church has established two Academic Entrance Scholarships of \$750 each. They have been created in honour and memory of the life of Rev. Schroeder, former pastor at North Kildonan Mennonite Church.

Criteria for Award include: Graduating students of CMU who are enrolling in one of the Masters programs and who have a sincere desire to enter into Christian Ministry.

The Portage Mennonite Church Leadership Scholarship

This Scholarship of \$2500 has been established by Portage Mennonite Church (Portage la Prairie Manitoba) upon their closure in 2012 after 35 years of ministry of nurturing faith and building community in the rural town of Portage la Prairie. Their legacy will live on through this scholarship supporting international graduate students and first/second generation Canadians within the church who are training to be future church leaders.

For more information contact Mitch Krohn in Admissions at mkrohn@cmu.ca.

Criteria for Award include: An International full time MA student or an MA full time student who is involved in a first or second generation church (recent Canadians) in Canada. The student's intent must be that of preparing for a church leadership role. In addition to the Scholarship application form, this Scholarship requires a one page essay stating past church involvements and education, goals, and financial needs.

Apply early for student loans to ensure your loan comes in time to pay your tuition.

Other funds available for MA Students

EMC Leadership Development Scholarship Policy

This scholarship is offered by the EMC Board of Leadership and Outreach. It is available to EMC ministers, missionaries and seminary students involved in or aspiring to church related vocations. To learn more about this scholarship and to secure an application form, contact Erica Fehr at efehr@emconf.ca or call 1-204-326-6401.

Mennonite Conference Funds for Studying at CMU

The following two funds are also available to students enrolled in MA studies at CMU. Please apply directly to the two respective conferences involved by going to their websites.

- ⇒ **"Company of 1,000" Study Reserve Fund** is a fund established to support the training of Pastors for Mennonite Church Canada congregations. [Go here](#) for more information.
- ⇒ **Leadership Training Matching Grant** assists students who preparing for ministry within the Canadian Conference of Mennonite Brethren Churches. [Go here](#) for more information.

D.F. Plett Graduate Fellowship

This fellowship of \$7,500 is intended to encourage graduate students who are pursuing studies and research in the history of the forerunners and descendants of the 1870s Mennonite migrants of Manitoba.

Criteria for Award include: Students will have completed their course work in the program and will be ready to start their thesis work based on primary source research. To apply, students should contact Hans Werner, Executive Director of the D.F. Plett Historical Research Foundation, c/o The University of Winnipeg, 515 Portage Avenue, Winnipeg, Manitoba, R3B 2E9.

Grants

- ⇒ Church Matching Grants match financial assistance from your church up to \$500 per year for Canadian and non US international students and \$1000 for US students.
- ⇒ Forms are available on the website
- ⇒ CMU will begin accepting the forms on June 1 and will match funds until the budgeted amount for the program has been reached.

Student Loans

- ⇒ Student loan applications open in June for the fall and winter semesters.
- ⇒ You must apply to the province of your permanent residence. Go to www.CanLearn.ca and follow the links to your province.
- ⇒ A percentage course load calculation is needed for your student loan application. To calculate the percentage course load, divide your credit hours for the year by the number of credit hours you need to

take each year to complete your degree. It looks like this: % Course Load for a Master of Arts= Credit hours for year/30.

- ⇒ Not from Manitoba? If you are getting your student loan from a province that is not Manitoba, CMU needs to complete a Program Information Form for you. Contact the Financial and Student Services Advisor to have one completed as soon as you apply for your loan.
- ⇒ Do you have an outstanding student loan and will not be applying for one this year? Make sure you get a Canada Student Loan Program Confirmation of Enrolment Schedule 2 Form completed for both your provincial student loan and for Canada Student Loans, otherwise you will have to begin repaying your student loan(s). Contact the Financial and Student Services Advisor, to complete this form.
- ⇒ You will receive 60% of your loan in the fall semester and then 40% in the winter semester – budget accordingly.
- ⇒ In most cases your federal or provincial loan documents will come to CMU in September and January. You will need to schedule an appointment to sign them during the first two weeks of each semester. Some provinces, such as Alberta and Saskatchewan, send the loan forms directly to your home address and it is your responsibility to bring them to the Financial and Student Services Advisor to be signed.
- ⇒ Ensure you have valid government issued photo ID, a SIN number and access to a void cheque or Direct Deposit information from your bank when school begins each semester.
- ⇒ Make sure your contact information, such as permanent address, is kept up to date with your provincial student loan office.

Full-time Students

- ⇒ You must maintain **full time status** according to Canada Student Loans in order to obtain and/or to keep your loan in an interest free state. Full time status is defined as a **minimum of 9 credit hours per term**.

Part-time Students

- ⇒ Loans for **part time studies** are available but are not interest free.

Awards and Scholarships Available Outside CMU

Here are some helpful sites that give both information and help in searching for scholarships and awards. If you need help applying please contact the Student Financial Services Administrator.

- ⇒ <http://www.scholarshipscanada.com>
- ⇒ <http://www.canlearn.ca> (also check out their Education Cost Calculator)
- ⇒ <http://www.studentawards.com>
- ⇒ <http://www.servicecanada.gc.ca/eng/audiences/youth/education.shtml>

During the school year, check your CMU email regularly for financial updates.

On Campus Employment

If you are interested in on campus employment, go to the CMU website (http://www.cmu.ca/pdfs/Student_Employment_Application.pdf) to download an application form. Return the completed form to the Financial and Student Services Advisor in person or by email to student_employment@cmu.ca.

After you Graduate - Manitoba or Other Provincial Tuition Tax Credit

If you are from Manitoba and stay in this province after graduation or if you are from another province and choose to make Manitoba your home after graduation you can receive up to \$25,000 in tuition tax credits! With this generous program, plus other tax breaks available to students, you may get the majority of your tuition back. For more information visit www.gov.mb.ca/tuitionrebate/index.html.

If you study in Manitoba and return to your home province after graduation, there may be a tuition rebate. For instance, Saskatchewan offers a similar tuition rebate program. Check your provincial government website for more information on tuition rebate programs and for other student tax breaks.

COURSE DESCRIPTIONS AND TIMETABLE INFORMATION

*Please check the website for course description and syllabi updates.

Fall 2013

BTS-5080 Topics—Violence, the Mission of God, and the Meaning of Scripture [B]: (3.0 credit hours) The Bible has come under fire from various directions for its depiction of divine violence and divinely sanctioned violence. Yet Christians claim that God seeks the reconciliation, restoration, and healing of all relationships and all creation. By investigating a variety of troubling biblical texts, the course explores what it might mean to call the Bible “Scripture.” Among the texts to be considered are those that depict divine violence, genocide, divine judgment, imprecation, anti-idolatry polemic, and the vilification of enemies and opponents.

Instructor: Gordon Matties

Fall: Mondays, 2:30pm-5:15pm

BTS-5150 Who is Jesus?: (Dual-Track; 3.0 credit hours) This course will explore the question of “Who is Jesus?” by examining various historical and theological perspectives on Jesus throughout history and in contemporary historical Jesus scholarship. Attention will be given to the use of Gospel sources and to the context in which Jesus lived. Students will be encouraged to articulate their own understanding of who Jesus was and is and to reflect on the significance of the various portraits of Jesus for the church.

Instructor: Sheila Klassen-Wiebe

Fall: Mondays, 6:00pm-8:45pm

BTS-5246M Biblical Languages for Exegesis: (Dual-Track; 3.0 credit hours) This course introduces students to biblical Hebrew and Greek. It is designed for non-specialists looking for Hebrew and Greek language tools that facilitate study of the biblical text. The goal is to illuminate the characteristics and distinctive features of each language in order to help students evaluate commentaries, engage in advanced linguistic and semantic analysis, and use Bible computer programs and printed research aids.

Instructor: Pierre Gilbert

Fall: Wednesdays, 6:00pm-8:45pm

BTS-5300M Christian Spirituality: (Dual-Track; 3.0 credit hours) This course examines various traditions, disciplines, and practices of Christian spirituality in the context of their historical development and contemporary expression. Students will be challenged to expand the scope of their understanding and practice of spirituality as they engage and process the course material from within the context of their own faith tradition.

Instructor: Andrew Dyck

Fall: Thursdays, 2:30pm-5:15pm

BTS-5500 Topics – Theology of the Reformations: (Dual-Track; 3.0 credit hours) The multiple reformations of the sixteenth century (Lutheran, Swiss, English, Radical, Calvinist, Catholic and so on) produced a variety of theologies, the study of which will be the central concern of this course. While attention will be given to several dimensions of the reformations – imagination, art, hymnody, politics, women – the course will consist mainly in reading and thinking about theology produced by leading reformers of the age. The course will also consider ‘the unintended consequences of the Reformation.’

Instructor: Paul Doerksen

Fall: Thursdays, 6:00pm-8:45pm

BTS-5720 Philosophical Theology – The Secular: (Dual-Track; 3.0 credit hours) Christian theologians have long turned to philosophy in order to develop key theological themes. But why and how have they done so? This course explores such a question by examining some important debates in contemporary philosophical theology. Recent courses have explored the following themes: knowledge and truth; the concept of the secular; and the interrelated questions of life, death, and happiness.

Instructor: Chris Huebner

Fall: Wednesdays, 2:30pm-5:15pm

BTS-5900 Research and Methodology (3.0 credit hours) This course equips students with fundamental skills in theological reflection, research and writing. It examines theological methods with a particular emphasis on praxis approaches and assists students in the rudimentary steps of research and writing.

Instructor: Irma Fast Dueck

Fall: Tuesdays, 2:30pm-5:15pm

BTS-5910M Supervised Ministry Experience: (6.0 credit hours) This course provides an opportunity for a supervised internship experience in a congregation or other ministry type setting. The supervisor and setting will be selected in consultation with the student. The SME can be done in either an intensive 3-4 month block or extended from 7-8 months to a year.

Instructor: Andrew Dyck

BTS-5920M Supervised Ministry Experience: (9.0 credit hours) This course provides an opportunity for a supervised internship experience in a congregation or other ministry type setting. The supervisor and setting will be selected in consultation with the student. The SME can be done in either an intensive 3-4 month block or extended from 7-8 months to a year.

Instructor: Andrew Dyck

BTS-5930M Ministry Practicum Seminar: (3.0 credit hours) This seminar is taken concurrently with the course Supervised Ministry Experience and gives students the opportunity to critically reflect on their experience in ministry with particular attention to issues related to ministry and the life of the church.

Instructor: Andrew Dyck

Fall & Winter: Mondays, 8:30am-11:20am

Winter 2014

BTS-5010 The New Testament—A Theological Introduction: (3.0 credit hours) This course provides a general introduction to the New Testament focussing on topics such as the historical and literary context, basic theological themes, methods of interpretation, and relevance for today.

Instructor: Sheila Klassen-Wiebe

Winter: Mondays, 2:30pm-5:15pm

BTS-5170M Wisdom Literature: (3.0 credit hours) In an age characterized by the absence of moral consensus, Hebrew wisdom literature can make a significant contribution to Christian faith, inviting a perspective on faith and a vision of authentic human life. In this course Job, Proverbs, Ecclesiastes, and Song of Solomon will be considered.

Instructor: Pierre Gilbert

Winter: Thursdays, 2:30pm-5:15pm

BTS 5276 Paul and His Letters: (3.0 credit hours) This course investigates the letters of Paul to discover how his thought guided the communities formed by his mission to the Gentiles. Attention will be given to Paul's sense of call, his central convictions, method of argument, opponents, approach to cultural diversity, and view of the Jewish law.

Instructor: Gordon Zerbe

Winter: Wednesdays, 2:30pm-5:15pm

BTS-5310 Topics—The New Christendom: (Dual-Track; 3.0 credit hours) Some observers argue that Christianity today has largely lost its prominence in society and is merely one voice among many competing voices. Thus the church is learning to live on the margins as a pilgrim community that must now depend on the persuasiveness of its witness to make itself heard. Other voices assert that a New Christendom is on the rise propelled by the dynamic Global Church in the non-Western world. In light of these competing interpretations, this course investigates the challenges of communicating the Christian Gospel, and reflects on the nature and calling of the church as a witnessing and reconciling community.

Instructor: Titus Guenther

Winter: Tuesdays, 6:00pm-8:45pm

BTS-5310M Topics—Power, Change, and Conflict: (3.0 credit hours) This course will help students understand the role of power and how to mediate the use of power in equitable ways. It will provide an inside look at organizational change, particularly within faith-based organizations with a view to understanding how power intersects with these changing processes, recognizing that conflict often erupts at these power intersections. The course will also look at how students can address and transform interpersonal and group conflict as peacemakers.

Instructor: Randy Wolff

Winter: February 17-21

BTS-5380M Missions and Evangelism: (3.0 credit hours) This course examines the historical and theological roots as well as biblical understandings and practices of mission and evangelism. Students will explore the challenges of communicating the Good News of the Christian faith and address issues such as the nature of the church and importance of belonging to a witnessing and reconciling community.

Instructor: Andrew Dyck

Winter: Jan. 17-18, Feb. 28-Mar. 1, and Mar. 28-29

BTS-5730 Theological Ethics: (Dual-Track; 3.0 credit hours) This course will examine the development of Christian ethical reflection within a biblical, theological, liturgical, and historical framework. Such an approach will provide students the possibility of entering into conversation with various Christian ethical traditions. While this is not primarily a survey course in methods and theories, considerations of what it might mean to shape Christian ethics theologically will expose students to a variety of approaches and specific issues.

Instructor: Paul Doerksen

Winter: Thursdays, 6:00pm-8:45pm

BTS-5820 Contemporary Theological Themes – Church and World: (Dual-Track; 3.0 credit hours) This course seeks to address various questions and issues of our time such as the following: the nature of creed and confession, the atonement, the Holy Spirit and the Christian life, the nature of the church and its sacraments, the nature of conversion, the origins of atheism and the secular, grace and free will, etc. The course will usually include a seminar component focussing on leading historical as well as contemporary voices.

Instructor: Karl Koop

Winter: Wednesdays, 6:00pm-8:45pm

Spring 2014

Norman Wirzba of Duke Divinity School will be teaching a course in the area of land, ecology and peacebuilding. Information on the website will be forthcoming.

BTS-5080S Topics—Parables of Jesus Through Middle Eastern Eyes: (Dual-Track; 3.0 credit hours) Jesus lived in a world very different from ours. Without an appreciation of ancient Middle Eastern culture – much of which is similar with traditional Middle Eastern society today – we easily formulate a Jesus according to our western mindset. This will help the student of the New Testament to gain a richer and more thorough appreciation of Jesus' life and teaching.

Instructor: Arley Loewen

Spring/Summer: April 28– May 2, 9:00am-5:00pm

Location: Steinbach Bible College

BTS-5310 Topics—Practices, Rituals, and Christian Imagination: (Dual-Track; 3.0 credit hours) The most vital and subtle lessons of the Christian faith and life are conveyed in practices, rituals and gestures, which are formative and powerful because they are embodied theology that refuses to separate the mind, heart and body. Since the period of the early church, Christian practices and rituals have been places of the revelation of God and the encounter with Jesus Christ. They function as a prism allowing Christians to view the world through a particular lens, providing a new frame for interpreting life and imagining the world. This course will explore the nature of Christian practices in general and inquire into the Christian use of rituals in particular. Ancient Christian practices as well as new rituals will be examined and practiced

Instructor: Irma Fast Dueck

Spring/Summer: May 5-9, 9:00am-5:30pm

BTS-5360M Pastoral Care: (3.0 credit hours) This course will attend to theoretical and practical issues related to pastoral care among persons in various stages of life, who may be encountering transitions such as birth, baptism, marriage, career transition, accident, illness, or death. Biblical and theological understandings along with a diversity of resources, methods, and approaches will give insight into effective ways of ministering to others.

Instructor: Andrew Dyck

Spring/Summer: May 12-16, 9:00am-5:30pm

BTS-5530 Continuity and Change in Anabaptism: (Dual-Track; 3.0 credit hours) This course explores the dynamic and evolving character of Anabaptist identity over an almost 500-year period. It attends to the various theological impulses that shaped Anabaptism in its early phase as well as in the centuries that followed. The course also focuses on Anabaptism's various contemporary theological expressions.

Instructor: Karl Koop

Spring/Summer: May 20-23 & 26-30, 9:00am-12:00pm

BTS-5800 Biblical and Theological Studies Tour—Ancient Stones, Living Stones—The Holy Land in Perspective: (Dual-Track; 3.0 credit hours) This is a three week encounter with the "Holy Land" (Israel/Palestine) and its people. Walk into the world of the ancient biblical texts. Visit the ancient stones, the important biblical/archaeological sites and pilgrimage locations. And engage in conversation with the living stones, the many and varied people-groups living in present-day Israel/Palestine (Jews, Christians, and Muslims). Discover the complexity of conflict and the prospects for peace between Israelis and Palestinians. In making the connection between the ancient stones and the living stones, tour members will discover the wonder and the complexity of these two worlds that coexist side by side—the world of the ancient texts and stories, and the press of the contemporary political agenda. Tentative dates: April 29-May 21, 2014.

Instructor: Gordon Matties

Spring/Summer: April 29-May 21 (Tentative)

TIMETABLE WORKSHEET – FALL

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY			
Slot 1 8:00-8:50				Slot 1 8:00-8:50					Slot 1 8:00-8:50		
	Slot 21 8:30-11:20	Slot 7 8:30-9:45			Slot 12 8:30-9:45	Slot 7 8:30-9:45			Slot 12 8:30-9:45		
Slot 2 9:00-9:50				Slot 2 9:00-9:50				Slot 2 9:00-9:50			
		Slot 8 10:05-11:20			Slot 13 10:05-11:20	Slot 8 10:05-11:20			Slot 13 10:05-11:20		
Slot 3 10:30-11:20				Slot 3 10:30-11:20				Slot 3 10:30-11:20			
Forum 11:30-12:00noon		Chapel 11:30-12:00noon		Fellowship Groups 11:30-12:00noon		Recital 11:30-12:10noon		Chapel 11:30-12:00noon			
LUNCH		LUNCH		LUNCH		LUNCH		LUNCH			
Slot 4 1:00-2:15		Slot 9 1:00-2:15		Slot 4 1:00-2:15		Slot 9 1:00-2:15		Slot 14 1:00-2:15			
Slot 5 2:30-3:45	Slot 22 2:30-5:15	Slot 10 2:30-3:45	Slot 23 2:30-5:15	Slot 5 2:30-3:45	Slot 24 2:30-5:15	Slot 10 2:30-3:45	Slot 25 2:30-5:15	Slot 15 2:30-3:45	Slot 26 2:30-5:15		
Slot 6 4:00-5:15		Slot 11 4:00-5:15		Slot 6 4:00-5:15		Slot 11 4:00-5:15		Slot 16 4:00-5:15			
SUPPER		SUPPER		SUPPER		SUPPER		SUPPER			
Slot 17 6:00-7:15	Slot 27 6:00-8:45	Slot 19 6:00-7:15	Slot 28 6:00-8:45	Slot 17 6:00-7:15	Slot 29 6:00-8:45	Slot 19 6:00-7:15	Slot 30 6:00-8:45				
Slot 18 7:30-8:45		Slot 20 7:30-8:45		Slot 18 7:30-8:45		Slot 20 7:30-8:45					

TIMETABLE WORKSHEET – WINTER

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Slot 1 8:00-8:50				Slot 1 8:00-8:50				Slot 1 8:00-8:50	
	Slot 21 8:30-11:20	Slot 7 8:30-9:45			Slot 12 8:30-9:45	Slot 7 8:30-9:45			Slot 12 8:30-9:45
Slot 2 9:00-9:50				Slot 2 9:00-9:50				Slot 2 9:00-9:50	
		Slot 8 10:05-11:20			Slot 13 10:05-11:20	Slot 8 10:05-11:20			Slot 13 10:05-11:20
Slot 3 10:30-11:20				Slot 3 10:30-11:20				Slot 3 10:30-11:20	
Forum 11:30-12:00noon		Chapel 11:30-12:00noon		Fellowship Groups 11:30-12:00noon		Recital 11:30-12:10noon		Chapel 11:30-12:00noon	
LUNCH		LUNCH		LUNCH		LUNCH		LUNCH	
Slot 4 1:00-2:15		Slot 9 1:00-2:15		Slot 4 1:00-2:15		Slot 9 1:00-2:15		Slot 14 1:00-2:15	
Slot 5 2:30-3:45	Slot 22 2:30-5:15	Slot 10 2:30-3:45	Slot 23 2:30-5:15	Slot 5 2:30-3:45	Slot 24 2:30-5:15	Slot 10 2:30-3:45	Slot 25 2:30-5:15	Slot 15 2:30-3:45	Slot 26 2:30-5:15
Slot 6 4:00-5:15		Slot 11 4:00-5:15		Slot 6 4:00-5:15		Slot 11 4:00-5:15		Slot 16 4:00-5:15	
SUPPER		SUPPER		SUPPER		SUPPER		SUPPER	
Slot 17 6:00-7:15	Slot 27 6:00-8:45	Slot 19 6:00-7:15	Slot 28 6:00-8:45	Slot 17 6:00-7:15	Slot 29 6:00-8:45	Slot 19 6:00-7:15	Slot 30 6:00-8:45		
Slot 18 7:30-8:45		Slot 20 7:30-8:45		Slot 18 7:30-8:45		Slot 20 7:30-8:45			

Registration Form

Name: _____ Student ID: _____
(Please print) First Middle Last

Home Phone _____ Cell Phone _____

Email: _____ Fax: _____

Address During School Year: _____
House/Apt. No. Street City Prov. Postal Code

Permanent Address: _____
(If different from above) House/Apt. No. Street City Prov. Postal Code

Course #	Section #	Course Title	Credit Hours	Term F, W, F/W, S	Time
HIST-1600	1	SAMPLE: History of Lost Tribes	3	W	T 2:30-5:15pm
Total Credit Hours					

- I agree to familiarize myself with Canadian Mennonite University policies (including withdrawal and exam dates) and to honour all financial obligations.
- I recognize that it is my responsibility to ensure that my registration meets my program requirements.

Signature: _____ Date: _____
mm/dd/yyyy

Approvals: _____
Faculty Advisor Academic Office

Note: If there are problems with your registration, you will be contacted by email to discuss possible changes. Allow at least three weeks for processing.

Request for a Letter of Permission - Graduate

1. Sign the form **only** after having read the attached information sheet regarding procedures for applying and registering for courses on a letter of permission.
2. Only **one** institution per request form.
3. **A minimum of 5 working days is required for processing each request.**

Return the completed form to:
 Director of Graduate School of
 Theology and Ministry
 Canadian Mennonite University
 500 Shaftesbury Blvd.
 Winnipeg, MB R3P 2N2

Full Name: _____ Student Number: _____ Address: _____ _____ Prov. _____ Postal Code: _____ Phone #: _____ Email: _____ In which degree program are you enrolled? _____ Do you plan to graduate this academic year? _____	Name of Institution _____ For how many courses do you wish to register? _____ For which semester do you wish to register? _____ Fall 20____ (September to December) _____ Winter 20____ (January to April) _____ Spring 20____ (May to August) Department and Address of Host Institution _____ _____ _____ _____ Letter of Permission to be: <input type="checkbox"/> Picked Up <input type="checkbox"/> Mailed <input type="checkbox"/> Faxed (Fax number: _____)
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List all the courses that you are requesting to take at another institution. 1. Course ID: _____ Credits: _____ Sem: _____ Title: _____ 2. Course ID: _____ Credits: _____ Sem: _____ Title: _____ 3. Course ID: _____ Credits: _____ Sem: _____ Title: _____ 4. Course ID: _____ Credits: _____ Sem: _____ Title: _____ 5. Course ID: _____ Credits: _____ Sem: _____ Title: _____	<p>FOR OFFICE USE ONLY CMU Course Equivalents</p> 1. Approved / Denied Course ID: _____ 2. Approved / Denied Course ID: _____ 3. Approved / Denied Course ID: _____ 4. Approved / Denied Course ID: _____ 5. Approved / Denied Course ID: _____
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Student Signature: _____ Date: _____

CMU Approval: _____ Date: _____

TAKING COURSES ON A LETTER OF PERMISSION AT ANOTHER INSTITUTION

In consultation with your faculty advisor, you may decide to register for courses offered through another university or seminary. Please complete the "Request for a Letter of Permission" form at the back of this registration guide. The Director of Graduate School of Theology and Ministry must approve the form prior to processing.

If you need to take a course (courses) at another university or seminary for credit at CMU, here are the STEPS to follow:

1. **Apply to be a Visiting Student** at the institution where you wish to take the class (see below for instructions).
2. **Choose the course (courses) you need to take.** Ensure that your choice is appropriate to your academic needs. Be sure you have the prerequisites.
3. **Fill out the "Request for Letter of Permission" form.** Submit it to the Director of Graduate School of Theology and Ministry. When your request is approved, CMU will:
 - a. Send an official Letter of Permission to the appropriate university or seminary and email a copy to you.
 - b. Add the approved courses to your CMU transcript.
4. **Register** for the course(s) at the institution where you are visiting.
5. **Confirm with CMU** the courses for which you registered and for those you did not. Email Wesley Toews at wtoews@cmu.ca to confirm the courses.
6. **You are responsible to pay the fees at the university where you are visiting,** in accordance with that institution's due dates and procedures.
7. **After you complete your course(s), request a transcript** from the institution where you have been visiting to be sent to the Registrar at CMU. When successfully completed, the course will receive a grade of "TR" (transfer). If a transcript is not received one month after the semester ends, a grade of "F" will be recorded until Registrar's Office receives a transcript with an official grade.

Additional Notes:

- ⇒ Be aware of application deadlines when you apply at an institution to be a visiting student.
- ⇒ You may register **only** for the courses listed on your letter of permission.
- ⇒ **CMU cannot register you at another institution. The letter of permission allows you to register for courses; it does not register you in courses.**
- ⇒ To withdraw from a course at another university, you must withdraw at that university according to their procedures. **CMU cannot withdraw you from a course at another institution.** After you withdraw from courses, inform CMU of the withdrawal.

Tuition Tax Credits from the Government of Manitoba

The Government of Manitoba has announced that Manitoba will provide tax credits, over a period of years, worth 60% of the tuition fees paid by individuals, whose graduation from a post-secondary institution in Manitoba occurred after January 1, 2007, and who continue to live and work in Manitoba. In order to ensure that CMU's graduates will be eligible for the tax credits, we must supply information to Manitoba Finance and to Canada Revenue Agency, including your full name, social insurance number, academic program, date of graduation, and the amount of tuition you have paid.

If you wish to take advantage of this benefit, or if you wish to keep the option open, read the following statement, and sign in the appropriate space below, providing your social insurance number if applicable:

If you provide authorization, Canadian Mennonite University will provide your relevant personal information (including degree earned, date of graduation, tuitions paid, social insurance number) to Manitoba Finance and the Canada Revenue Agency. This information will be used to verify your eligibility for rebates under the Manitoba Tuition Fee Income Tax Rebate Program and for the administration and enforcement of the Income Tax Acts of Manitoba and Canada. Any questions about the collection and use of this information should be directed to the Manager, Tax Assistance Office, 809-386 Broadway, Winnipeg, MB, R3C 3R6. Phone: 948-2115 (toll-free outside Winnipeg: 1-800-782-0771) or email tao@gov.mb.ca.

Please sign only one of the following:

<input type="checkbox"/> I authorize CMU Registrar's and Business Office to report my personal information, as outlined above, to Manitoba Finance and the Canada Revenue Agency for the purposes indicated above.	_____ Student's Signature _____ Social Insurance Number
<input type="checkbox"/> I do not wish to provide this authorization. I am providing my signature below to acknowledge that I have read this section and to indicate that I do not authorize CMU to provide my personal information to Manitoba Finance and the Canada Revenue Agency for the stated purposes.	_____ Student's Signature