



# CMU

## **Graduate Studies Registration Guide**

2023/24



# Registration Guide 2023/24

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<b>Contact Directory</b>	<b>4</b>
<b>Important Dates</b>	<b>5</b>
<b>Frequently Asked Questions</b>	<b>6</b>
<b>Withdrawing from Courses</b>	<b>8</b>
<b>Course Modalities and Formats</b>	<b>9</b>
<b>Practicum or Thesis Courses</b>	<b>10</b>
<b>Taking Courses on a Letter of Permission at Another Institution</b>	<b>11</b>
<b>Student Payment Policy</b>	<b>12</b>
<b>Financing Your Education</b>	<b>14</b>
<b>Graduation</b>	<b>16</b>
<b>Course Descriptions:</b>	
<b>Biblical and Theological Studies</b>	<b>17</b>
<b>Peacebuilding and Collaborative Development</b>	<b>19</b>
<b>Business Administration</b>	<b>21</b>
<b>Timetable Worksheets</b>	<b>23</b>

# Contact Directory

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## Canadian Mennonite University

500 Shaftesbury Blvd.  
Winnipeg, MB R3P 2N2

Phone: 204.487.3300  
Toll Free: 877.231.4570

Enrolment Services Fax: 204.487.3858  
Registration Fax: 204.837.7415

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## Admission and Registration

John Boopalan	Program Director of the Graduate School of Theology and Ministry	jboopalan@cmu.ca 204.487.3300 ext 626
Chris Huebner	Program Director of the Graduate School of Theology and Ministry	chuebner@cmu.ca 204.487.3300 ext 634
Jobb Arnold	Program Coordinator, Peacebuilding and Collaborative Development	jarnold@cmu.ca 204.487.3300
Craig Martin	Program Coordinator, Master of Business Administration	cmartin@cmu.ca 204.487.3300 ext 365
Valerie Smith	Associate Registrar for Graduate Studies	vsmith@cmu.ca 204.487.3300 ext 316
Heidi Nighswander-Rempel	Assistant Registrar	hnighswander-rempe@cmu.ca 204.487.3300 ext 387
Stephanie Penner	Registrar	spenner@cmu.ca 204.487.3300 ext 328

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## Student Life

Diana Sanchez	Student Life Program Assistant	dsanchez@cmu.ca 204.487.3300 ext 303
Sarah Klassen Bartel	Coordinator of Financial Aid and Awards	sklassenbartel@cmu.ca 204.487.3300 ext 602
Sandra Loeppky	Coordinator of International Students and Accessibility Programs	sloepky@cmu.ca 204.487.3300 ext 340
Mackenzie Nicolle	Residence Director	mnicolle@cmu.ca 204.487.3300 ext 378
Danielle Morton	Spiritual Life Facilitator; Coordinator of Commuter Programming	dmorton@cmu.ca 204.487.3300 ext 377
Charlie Peronto	Dean of Student Life	cperonto@cmu.ca 204.487.3300 ext 327
Cara Isaak	Director of Athletics	cisaak@cmu.ca 204.487.3300 ext 690
Joshua Ewert	Coordinator of Sports Information and Communication	jewert@cmu.ca 204.487.3300 ext 694

# Important Dates

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## Fall 2023

<b>April 17</b>	Course registration opens for fall and winter courses
<b>September 1-2</b>	Orientation for new international students
<b>September 4</b>	Residence opens for fall semester
<b>September 4</b>	Orientation for first year students
<b>September 5</b>	Opening convocation and academic orientation for ALL students
<b>September 6</b>	First day of fall semester
<b>September 8</b>	Payment due for fall courses
<b>September 15</b>	Last day of course change and registration period for courses beginning in September
<b>October 9</b>	Thanksgiving Day (university closed)
<b>November 6-10</b>	Fall Reading Days (no classes)
<b>November 14</b>	Last day for voluntary withdrawal from fall courses without academic penalty
<b>December 5</b>	Last day of regularly scheduled fall courses
<b>December 6 (Wednesday)</b>	Classes held according to a Monday schedule
<b>December 7-8</b>	Reading days
<b>December 9-20</b>	Examination days (including Saturdays December 9 and 16)
<b>December 20</b>	End of fall semester
<b>December 21</b>	Residence closes for fall semester
<b>December 23-January 1</b>	University is closed

Course registration opens  
**9:00 AM, April 17**

## Winter 2024

<b>January 2 (Tuesday)</b>	University services open
<b>January 4</b>	Residence opens for winter semester
<b>January 5</b>	Orientation for students who are new for winter
<b>January 8 (Monday)</b>	First day of classes for winter semester
<b>January 10</b>	Payment due for winter courses
<b>January 17</b>	Last day of course change and registration period for courses beginning January
<b>February 19</b>	Louis Riel Day (university closed)
<b>February 19-23</b>	Mid-term reading break
<b>March 18</b>	Last day for voluntarily withdrawal from all full-year and winter-semester courses without academic penalty
<b>March 29</b>	Good Friday (university closed)
<b>April 5 (Friday)</b>	Last day of regularly scheduled winter courses
<b>April 8 (Monday)</b>	Classes held according to a Friday schedule
<b>April 9-10</b>	Reading days
<b>April 11-23</b>	Examination days (including Saturdays April 13 and 20)
<b>April 23</b>	End of winter semester
<b>April 27</b>	Convocation
<b>April 28</b>	Residence closes for winter semester

### **Final Examinations: Write them into your personal schedule!**

**Examination periods:** December 9-20, including Saturdays December 9 and 16, and April 11-23, including Saturdays April 13 and 20.

**Delay all your extra-curricular plans until after your examinations end.**  
Appeals for rescheduling do not always succeed.

# Frequently Asked Questions

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## General Questions

### 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 [cmu.ca/confirmation](http://cmu.ca/confirmation)
- If you need a form completed, send the form to the Coordinator of Financial Aid and Awards ([financialaid@cmu.ca](mailto:financialaid@cmu.ca)).

### Where do I find my student ID number?

- New Students: your Student ID number is on your admission letter.
- Returning Students: on your CMU Student Portal or on your CMU Student Card. The grade statement, the transcript, and the billing statement on the Student Portal 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.
- Billing Statement (*a billing statement will **not** be mailed to you*).
- Timetable.
- Your grades and an unofficial transcript.

### How do I access my CMU Student Portal?

- Open Mozilla Firefox. Other internet browsers are not as compatible.
- Go to: **cmu.ca**



- Hover over the “Current Students” section at the top of the page.
- Choose “Student Portal” from the menu.
- Enter your username and password.
- **Note:** First-time users must set up security questions.

**New students** are given a CMU Student Portal username and password prior to registration.

**Returning students:** if you forget your username or password, contact the Registrar’s Office ([registrarsoffice@cmu.ca](mailto:registrarsoffice@cmu.ca) or 204.487.3300 ext 387).

### How do I access course information?

- Once you are registered for courses, class information that your instructors post such as syllabi, announcements, assignment descriptions, and notes can be accessed on the Learning Management System (LMS).
- Follow instructions above for accessing Student Portal but select “Learning Management System (LMS)” from the menu.
- Enter your username and password (same as email login).

### How do I access CMU computers and my CMU Email?

**New Students** – will be issued a username, password, and CMU Email following registration in classes. Only registered students will receive this information. This information will be sent to your personal email address at the beginning of August.

**Returning students:** if you forget your username or password, contact South Side Reception at 204.487.3300 ext 303. This will give you access to:

- On-campus computers: there are two locations to access computers (library and B10, basement south side).
- Online Library resources.
- CMU Email: CMU Email is the primary way that you will be contacted throughout the year with important information.

### I have accessibility needs. What should I do?

If you wish to receive accommodations from Accessibility Services, you will need to complete a Self-Identification of Disability Form and provide documentation from a medical office or psychologist. If you did not fill out these forms during your application to CMU, you can download this form from the website at [cmu.ca/studentaccessibility](http://cmu.ca/studentaccessibility) or contact CMU’s Coordinator of Accessibility Programs.

# Frequently Asked Questions

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## Where do I purchase textbooks?

Textbooks may be purchased from CommonWord, CMU's bookstore and resource centre. See the back cover for details.

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

Read the information in the "Graduation" section in this Registration Guide.

## Financial Questions

### To whom do I talk about student aid?

Contact the Coordinator of Financial Aid and Awards ([financialaid@cmu.ca](mailto:financialaid@cmu.ca)) regarding student aid. There is further information in the "Financing Your Education" section of this Registration Guide and online at [cmu.ca/financialaid](http://cmu.ca/financialaid).

### To whom do I talk about my billing statement?

Contact the Finance Department ([accounting@cmu.ca](mailto:accounting@cmu.ca)) with questions about your billing statement.

### 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

### How many credit hours do I need to take to be a full-time student?

Full-time status at the graduate level is defined as 18 credit hours per calendar year with a minimum of 6 credit hours in the fall semester and 6 credit hours in the winter semester. A full-time course load ranges from 18 credit hours to a maximum of 30 credit hours.



- **Student loans require that a student is registered for 9 credit hours in a semester to be considered full-time for that semester.**
- **Some scholarships and bursaries require a student to be enrolled in more than 9 credit hours per semester.**
- **Students in the MBA program are considered full-time.**

### Why should I register early?

Early registrants receive priority for spots in courses. Early registration also ensures 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.

# Withdrawing from Courses

After the registration period (September 15 and January 17), you cannot delete courses from your registration but you may withdraw from courses. Course withdrawal means:

- The course will remain on your transcript.
- You will receive a grade of VW (voluntary withdrawal).
- Tuition credit on account for withdrawals after the course change period will only be permitted in exceptional circumstances, such as a medical or other emergency situation. Students should submit appeals for tuition credit in writing to the Registrar.

## Before withdrawing from a course, consider:

- The impact on your degree program: talk to your Faculty Advisor or Program Coordinator.
- The financial implications: see tuition credit schedule below.
- Eligibility for future student loans or scholarships: talk to the Coordinator of Financial Aid and Awards ([financialaid@cmu.ca](mailto:financialaid@cmu.ca)).
- Last date to withdraw from a course:
  - November 14: fall courses
  - March 18: winter and full-year courses

Withdraw from the course using the student portal.

## If you are withdrawing from all courses:

- Meet with your Faculty Advisor or Program Coordinator to complete a Withdrawal from CMU Form.

## Withdrawal and Tuition Credit Schedule 2023/24

### Fall Courses

**September 15**

**Until September 15**

**After September 15**

**November 14**

Last day to delete fall courses

100% tuition credit for fall courses

0% tuition credit for fall courses

Last day to withdraw from fall courses

### Winter Courses

**January 17**

**Until January 17**

**After January 17**

**March 18**

Last day to delete winter courses

100% tuition credit for winter courses

0% tuition credit for winter courses

Last day to withdraw from winter courses

### Full-year Courses

**September 15**

**Until September 15**

**September 16 to January 17**

**After January 17**

**March 18**

Last day to delete full-year courses

100% tuition credit for full-year courses

50% tuition credit for full-year courses

0% tuition credit for full-year courses

Last day to withdraw from full-year courses

### Spring/Summer Courses

**Prior to the Start of the first class**

**First day of class**

**See syllabus**

100% tuition credit and last day to delete spring/summer courses

0% tuition credit

Last day to withdraw from spring/summer courses



# Course Modalities and Formats

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Students in CMU's Graduate School of Theology and Ministry (GSTM) and Master of Arts in Peacebuilding and Collaborative Development (MA-PCD) may take courses in a variety of modalities.

The list of all available courses offered in all these modalities can be found on the CMU website: [cmu.ca/gradcourses](http://cmu.ca/gradcourses). Please refer to the Registering for Courses section of this guide for more details.

Registration for courses through CMU's Menno Simons College (MSC) follow the same procedure as courses at the Shaftesbury campus. Please note that MSC follows the University of Winnipeg calendar, which is slightly different than the calendar for the Shaftesbury campus. The calendar can be found at this link: <https://www.uwinnipeg.ca/academics/calendar/dates.html>. Please be sure to note the first and last day of classes, breaks, etc. if you are taking a class through MSC.

## Available Modalities:

- In-Person Courses at CMU's Shaftesbury campus
- In-Person Courses through CMU's Menno Simons College
  - » Courses offered in-person through MSC will be offered on the University of Winnipeg campus in downtown Winnipeg.
- Online Courses
  - » Some courses are offered online or with an online option.
  - » For courses offered in-person in the GSTM program, students can access the course online if they are living at a distance (beyond the Winnipeg perimeter). When accessing online, the courses are delivered synchronously (live streamed) via Zoom.

## Available Formats:

- Full-semester courses (September–December, January–April) that meet once or twice each week.
- Intensive Courses
  - » These courses meet for condensed period of time such as over the course of one or two weeks or over the course of one or more weekends.
  - » Assignments may be required prior to and after the in-class portion.
  - » Early registration is expected for students in order for students to access course materials.
  - » Last date to register for credit for an intensive course is one week prior to the start of the class.
  - » Tuition and fees for intensive courses are due the last business day before the course starts.
  - » Students who wish to withdraw from a course must complete and submit a Graduate Studies Course Change Form. Ceasing to attend class or not paying for the class does not constitute an official withdrawal. **The last date to delete a course from your academic record is the first day of class prior to 9:00 AM.**
  - » The last date to voluntarily withdraw (VW) from in intensive course varies. See the course syllabus for the VW date

# Practicum and Thesis Courses

## Practicum in Master of Arts in Peacebuilding and Collaborative Development

Students in the MA-PCD program, who are interested in a practicum, should let their Faculty Advisor know during the first semester of study. Students are eligible to apply for a practicum with:

- Completion of 15 credit hours of PCD courses at the 5000-level with a minimum GPA of 3.0
- Approval from two faculty members and the Program Coordinator

Enrolment in the practicum course is conditional on the availability of a practicum placement.

### Practicum Application and Approval Process

- Students should contact the MA-PCD Program Coordinator at least six months before the anticipated start, to discuss possible placements and to request the Practicum Application and Registration Form.
- Students should seek recommendations, in the form of signatures on the Practicum Application and Registration Form, from two tenured CMU faculty who are instructors in the program and with whom they have taken at least one class. Students should seek faculty recommendations and return the form to the MA-PCD Program Coordinator promptly. Delays with references may lead to delays in receiving a practicum placement.
- **International Students:** After the MA-PCD Program Coordinator approves and signs the form, it will be sent to the Director of Practicum, who will provide international students with a letter to include with the Co-op Permit Application. Once a Co-op Permit has been received, international students will provide a copy of the permit to the Director of Practicum, a minimum of six weeks before wishing to begin the placement. The Director of Practicum will then work with the student to try to find a practicum placement.
- **Domestic Students:** After the MA-PCD Program Coordinator approves and signs the form, it will be sent to the Director of Practicum, who will then work with the student to try to find a practicum placement.
- Once a placement has been found, the student will then have the Director of Practicum sign the form and will submit it to the Associate Registrar for Graduate Studies. The form will serve as the registration form for the practicum course.

## Thesis Option for GSTM or PCD students

Students in the GSTM or PCD programs who are interested in writing a thesis should talk to their faculty advisor at least one year before they hope to begin their thesis to discuss the possibility and to request the "Graduate Thesis Writing Procedures" document.

### Eligibility Requirements for Thesis Writing

- In good academic standing in their Masters program.
- Strong performance in their graduate studies indicating preparedness for thesis writing as determined by their faculty advisor and potential thesis advisor.

### Timeline

	<b>April Defence Date</b>	<b>October Defence Date</b>	<b>December Defence Date</b>
<b>Proposal Due Date</b>	May 30	October 30	March 30
<b>Thesis Writing</b>	September to March	January to August	May to November
<b>Final Thesis Draft Due Date</b>	March 10	August 31	November 10
<b>Thesis Oral Defence Date</b>	Prior to April exam period	Prior to September 30	Prior to December exam period
<b>Thesis Corrections Due Date</b>	One week after Defence	One week after Defence	One week after Defence
<b>Thesis Grade Due Date</b>	Last day of winter semester	October 20	Last day of fall semester

# Taking Courses on a Letter of Permission at Another Institution

## Who is eligible to take courses at another post-secondary institution for credit at CMU?

In consultation with your Faculty Advisor, you may decide to register for courses offered through another university or seminary. Normally, if a course is taught at CMU, students will not receive approval to take that course at another institution.

## Deadlines and cost for requests

- Students applying for a Letter of Permission must complete and submit the required application form by the specified deadline for each term. Note: Late applications will be considered on a case-by-case basis with a letter of explanation.  
Fall courses: August 1                      Winter courses: December 1                      Spring/summer courses: April 1
- **Cost and instructions of how to pay can be found at [cmu.ca/letterofpermission](http://cmu.ca/letterofpermission).**

## If you want to take a course or courses at another institution for credit at CMU, here are the steps to follow:

1. **Choose the course or courses you need to take.** Ensure that your choice is appropriate for your academic needs. Consult with your Faculty Advisor when selecting courses.
2. **Pay, then fill out and submit a “Request for Letter of Permission” form to the Program Coordinator for the program you are taking at CMU. The Program Coordinator must approve the form prior to sending it to the Associate Registrar for Graduate Studies ([gradstudies@cmu.ca](mailto:gradstudies@cmu.ca)).** If your request is approved, CMU will:
  - a. Send an official Letter of Permission to the appropriate institution and email a copy to you.
  - b. Add the approved courses to your CMU transcript.
3. **Apply to be a Visiting Student** at the institution where you wish to take the class.
4. **Register** for the course or courses at the institution where you are applying to be a visiting student.
5. **Inform CMU of registration changes** (for example, not registering or withdrawing from the course(s) listed on your Letter of Permission) by emailing the Registrar’s Office ([registrarsoffice@cmu.ca](mailto:registrarsoffice@cmu.ca)).
6. **You are responsible for paying the fees at the institution where you are visiting**, in accordance with that institution’s due dates and procedures.

**After you complete your course or courses, request a transcript** from the institution where you have been visiting to be sent to the Registrar’s Office at CMU ([registrarsoffice@cmu.ca](mailto:registrarsoffice@cmu.ca)). 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 the Registrar’s Office receives a transcript with an official grade.

## Additional Notes:

- » Be aware of application deadlines when you apply to be a visiting student at another institution.
- » You may register **only** for the course or 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 institution, you must withdraw at that institution according to their procedures. **CMU cannot withdraw you from a course at another institution.** After you withdraw from courses, inform the Registrar’s Office ([registrarsoffice@cmu.ca](mailto:registrarsoffice@cmu.ca)) of the withdrawal.

Successfully completed courses will receive a final grade of ‘TR’ and will not factor in GPA calculations.

Approved courses will automatically be added to your CMU transcript.

## Student Account Statement

Your student account statement displays your account charges and how much you owe. Account statements will be available on the CMU Student Portal, to registered students only, beginning July 2023.

### To view your fee statement:

- Log in to your CMU Student Portal.
- Click on “Billing”. A fee statement will open in another window. Be sure to enable pop-ups.
- Print your statement or view it online. Your statement may contain multiple pages.

### Account charges will be posted to your account in the following way:

- Tuition and course fees will be posted within one business day of completing a course registration.
- Housing fees, meal plans fees, and other fees will be posted in mid-August.
- Scholarships and bursaries will be posted in mid-August.

### Payment Deadlines *(except MBA program, see below for details)*

Undergraduate and graduate fees are payable by semester and are due by the following dates. Note that some students are required to pay advance deposits (see “Advance Deposit Policy” below).

#### Payment deadlines by semester

<b>Summer:</b>	May 1, 2023
<b>Fall:</b>	September 8, 2023
<b>Winter:</b>	January 10, 2024

All semester fees (including tuition, housing, food, and all other fees) must be paid by the due dates, unless alternative payment arrangements have been made with the Coordinator of Financial Aid and Awards. **Any charges added to the account after the semester due dates are due immediately.** Students should make financial contingency plans for any delay of receiving funds or for receiving less in student aid or loans than anticipated. **A delay in receiving funding, including applying for or receiving your student aid funds (government grants, bursaries, and loans), does not extend your tuition payment due date or alter the amount due.** Contact the Coordinator of Financial Aid and Awards **before the due date** to discuss your financial situation if you expect a delay.

#### MBA Program

The costs of the program are listed on the MBA program website. Fees are listed in American dollar currency. A Canadian dollar conversion rate is calculated in July before the start of the program and is applied for the full length of the 22-month program.

The cost of the program is approximately \$36,000 CDN total for the full 22-month program. This includes all instructional costs, as well as food and lodging costs related to the two on-site courses. It does not include books, transportation to the on-site courses, or room and board (apart from the two on-site courses).

**MBA fees are due by the following dates** (all cohorts, except for First Year deposits. See “Advance Deposit Policy” below)

<b>Fall:</b>	August 10, 2023
<b>Winter:</b>	January 10, 2024
<b>Summer:</b>	April 17, 2024

### Deferred Payment Plan via Automatic Withdrawals *(offered by Rotessa Instalment Plans)*

Deferred payment plans provide approved students the option to pay in installments by having payments automatically withdrawn from their bank accounts through the semester.

Some restrictions apply and approval is required for participation. MBA students are not eligible for deferred payment plans. Students may contact the Coordinator of Financial Aid and Awards to apply for a deferred payment plan. If a deferred payment plan is approved, the following schedule applies:

<b>Summer:</b>	1/3 due May 1	1/3 due June 2	1/3 due July 3
<b>Fall:</b>	1/3 due September 8	1/3 due October 6	1/3 due November 3
<b>Winter:</b>	1/3 due January 10	1/3 due February 7	1/3 due March 6

- Only those spring/summer courses that are registered by May 1 are eligible for the payment plan.
- First payment is made by the student directly on account. Only the final two payments are withdrawn automatically via Rotessa.

- Funds can only be withdrawn from Canadian bank accounts and the minimum account balance to participate is \$800.
- A fee of \$65 will be charged per semester. (Fee subject to change. See the CMU website for current fee.)
- A missed payment fee of \$100 applies to all payments that are not successfully processed.
- After two missed payments, the student will be removed from the payment plan, all remaining fees are due immediately, and the student will be put on “Financial Hold” until the account is paid in full (see “Financial Default” below).
- Students demonstrating a pattern of non-payment will not be approved for further payment plans.

## Advance Deposit Policy

Some students are required to pay advance deposits. Advance deposits are payments due in advance of account charges being posted to a student’s account.

Advance deposits will be applied to fees at the time the fees are incurred. If the advance deposit is not enough to pay for the total fees due, any outstanding account balance must be paid by the regular payment deadline. If the advance deposit is more than the fees due, the prepaid balance will be carried forward and applied to the next semester’s fees.

### First Year MBA Graduate Student Tuition Deposit

MBA graduate students beginning their studies at CMU are required to pay in advance.

- The deposit amount is \$8,000, due June 1 for the fall start date.
- International students who are denied a visa will have their funds returned to them, less a \$100 administration fee.

### First Year Graduate International Student Registration Deposit *(excluding MBA)*

First year international graduate students in all graduate programs (except MBA, see above) are required to pay a \$1,000 registration deposit.

- Deposit due dates are June 1 for the fall semester start, September 15 for the winter semester start, and March 15 for the spring semester start.
- International students who are denied a visa will have their funds returned to them, less a \$100 administration fee.

## Accepted Payment Methods

### Pay through on-line banking *(CMU’s preferred payment method)*

- Log in 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:

- North Side Finance Office (First floor A Wing across from Laudamus Auditorium).
- Cash - Canadian and US dollars are accepted.
- By cheque – payable to “Canadian Mennonite University”, drawn on Canadian or US bank accounts.
- 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 tuition, student fees, and housing fees.**
- Credit cards may be used for purchases elsewhere at CMU, such as CommonWord, folio cafe, single meal tickets, application fees and deposits for Shaftesbury programs, transcripts, and form replacements.

### International Payments:

- All international transactions are processed through Flywire or PayMyTuition.
- For payments regarding application fees, make payments through the Slate application portal.
- For all other payments, visit [flywire.com/pay/canadianmennoniteuniversity](https://flywire.com/pay/canadianmennoniteuniversity) or [payment.paymytuition.com/paynow/cmu](https://payment.paymytuition.com/paynow/cmu) to send a payment to CMU.

## Refunds

Refunds, if approved by finance, are returned to the original payor by the original method of payment. For example, payments received through Flywire or PayMyTuition will be returned to the original account.

- First year domestic students and all returning students may request a refund of their account balance.
- Students subject to the Deposit Policy are not eligible for refund until the end of the second semester of enrollment unless the student withdraws their enrollment before that time or is denied a study permit.

## Financial Default

Students who have balances owing beyond the payment due dates, have defaulted on an automatic withdrawal plan or

do not make sufficient payment arrangements are in financial default.

### **CMU will take the following steps after a student is in default:**

- A late fee of \$100 will be applied to the account.
- A late payment fee of 2% of the outstanding balance will be applied monthly for the duration of the semester.
- Students' academic records will be placed on "Financial Hold" and their grades, grade reports, graduation parchments, and transcripts will be withheld.
- Students may be asked to stop using services, including participating on athletic teams, 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. A student will be de-registered from classes if the student is in default 10 weeks past the original date fees are due. A student may re-enroll in courses (based on course availability) once removed from financial hold.
- Students who have been in financial default in one or more previous semesters and have paid the outstanding account balance may: be required to meet with a student financial advisor, be placed on a payment plan, or be required to pay the semester's tuition in full before being allowed to register in courses.
- Where the tuition has not been paid, the T2202 Tuition and Enrolment Certificate will be reduced by the amount unpaid. Payments received are always allocated first to other services and last to tuition in each semester.
- Accounts may be sent to a collection agency.

## **Financial Counselling**

To assist students with financial questions and support, the Coordinator of Financial Aid and Awards ([financialaid@cmu.ca](mailto:financialaid@cmu.ca)) is available to discuss your personal financial situation and help you create a plan to meet your financial requirements.

## **Income Tax and Benefit Return Information**

- Students will receive a T2202 Tuition and Enrolment Certificate by the end of February. This is an official statement for income tax purposes. It is issued to all students who have paid tuition and fees in a calendar year for qualifying courses.
- Questions about the distribution of T2202 slips for current and prior years can be sent to [accounting@cmu.ca](mailto:accounting@cmu.ca).
- For further information on filing your taxes as a student, go to: [canada.ca/en/revenue-agency/services/tax/individuals/segments/students.html](http://canada.ca/en/revenue-agency/services/tax/individuals/segments/students.html).

Ensure you are taking the required number of credit hours per semester for your award.

For more information on scholarships, awards, and bursaries, email [financialaid@cmu.ca](mailto:financialaid@cmu.ca) or go to [cmu.ca/gradscholarships](http://cmu.ca/gradscholarships)

Apply early for provincial student aid to ensure your funding is received in time to pay your tuition.

## **Financing Your Education**

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University education can be expensive. Information on scholarships, bursaries, and other financial aid is below. Further information is provided on the CMU website and in the Academic Calendar.

### **CMU Awards:**

- Award funds should appear on your student account in August after you have registered for courses.
- To continue receiving your award funds, ensure that you meet the eligibility requirements for the year.
- Bursaries are available to students who have demonstrated financial need.
- Bursaries will be available for both the fall and winter semesters but are not available for the spring/summer semester. Applications are due May 31 for the fall semester and November 15 for the winter semester.
- To apply, students must complete the CMU Graduate Awards Application Form.

### **Faith Community Matching Grant:**

- CMU will match financial assistance from your faith community up to \$500 per year for domestic students and up to \$1000 for international students.
- Forms are available on the CMU website.
- CMU will begin accepting the forms on June 1 and will match funds until the budgeted amount for the program has been reached.

# Financing Your Education

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## Credit Hour Requirements:

- Faith Community Matching Grants, Bursaries, and Scholarships require that students are full-time during the academic year. Full-time is considered 18 credit hours over the full academic year (September–August) with a minimum of 6 credit hours in each of the fall and winter semesters.
- Government student aid requires 9 credit hours per semester.
- All credit hour requirements are calculated on credit hours taken through CMU courses only.

## Government Student Aid:

- Domestic students are strongly encouraged to apply for provincial student aid. Government grants are available, along with loans (see below), when applying for provincial/federal student aid.
- You must apply to the province of your permanent residence. Go to [canada.ca/en/services/benefits/education/student-aid/grants-loans/province-apply](https://canada.ca/en/services/benefits/education/student-aid/grants-loans/province-apply) to learn more about federal and provincial student aid.
- A percentage course load calculation is needed for your student aid application.
- Not from Manitoba? If you are getting your student aid from a province other than Manitoba, CMU may need to complete a Program Information Form for you. Contact [financialaid@cmu.ca](mailto:financialaid@cmu.ca) to have one completed as soon as you apply for your student aid.
- Do you have a prior student loan and will not be applying for one this year? Contact the Coordinator of Financial Aid and Awards ([financialaid@cmu.ca](mailto:financialaid@cmu.ca)) to have the necessary forms completed for provincial and federal student aid. If these are not completed, you will be required to begin repayment or continue payment on your loan.
- You will receive 60% of your loan in the fall semester and 40% in the winter semester – budget accordingly.
- Make sure your contact information, such as permanent address, is kept up to date with your provincial student aid office and NSLSC.
- Ensure that you have submitted all the necessary documents for student aid so that the funds will be available at the beginning of the semester. You are responsible to pay your balance owing by the payment deadline if funds from student aid are not available by the payment deadline.

## Full-time Students:

You must maintain full-time status *according to Canada Student Loans' definition* of 9 credit hours in each semester (not averaging over semesters) in order to obtain and/or to keep your loan in an interest-free state. If you are only studying for one semester, you still need 9 credit hours in that semester.

## Part-time Students:

Government student aid for part-time studies are available. Check with your provincial student aid body where you are a resident for further information.

## Financial Aid, Awards, and Scholarships Available Outside CMU

Here are some helpful sites that give both information and help in searching for scholarships and awards.

- **Indspire-Indigenous Education, Canada's Future:** [indspire.ca/programs/students/bursaries-scholarships/](https://indspire.ca/programs/students/bursaries-scholarships/)
- **Disability Awards:** [disabilityawards.ca](https://disabilityawards.ca)
- **Scholarships Canada:** [scholarshipscanada.com](https://scholarshipscanada.com)
- **Government of Canada-Education Funding:** [canada.ca/en/services/finance/educationfunding](https://canada.ca/en/services/finance/educationfunding)
- **Universities Canada:** [univcan.ca/programs-and-scholarships/](https://univcan.ca/programs-and-scholarships/)
- **Yconic:** [yconic.com](https://yconic.com)
- **Scholarship Guide for Current and Former Youth-in-Care Manitoba:** [futuresforward.ca/scholarship-guide](https://futuresforward.ca/scholarship-guide)

## On-Campus Employment

If you are interested in CMU on-campus student employment, apply through the CMU website: [cmu.ca/apply-employment](https://cmu.ca/apply-employment).

# Graduation

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Graduation is an important event that marks the official culmination of your studies at CMU. It is also a community event, since academic work is more than an individualistic endeavour—the CMU community is an important part of the learning that takes place. Through the graduation events, the CMU community formally acknowledges the graduating class. All graduating students are expected to participate in the events. **If you are unable to attend, please send a written notice to the Coordinator of Academic Advising by February 1.**

## CMU confers degrees twice a year:

- In **April** at the end of winter semester. This includes public celebrations such as the Baccalaureate Service and the Convocation Ceremony.
- In **November**. There are no public celebrations.

## Applying to Graduate

Meet with your Faculty Advisor to confirm your eligibility to graduation:

- **April graduation:** your 2023/24 registration must include all remaining requirements of your degree program.
- **November graduation:** you will have met all requirements of your degree program by **September 30**.

If you meet the criteria to graduate, you must:

- Complete and submit the **Application for Graduation** form ([cmu.ca/graduation](http://cmu.ca/graduation)) by **September 30**.
- Pay the **Graduation Fee** by **September 30**.

The Registrar's Office will confirm your eligibility to graduate. For November graduation, after the degree is conferred, the Registrar's Office will contact you regarding your degree parchment.



# Course Descriptions

In the following pages you will find course descriptions for the courses CMU plans to offer during the coming academic year. CMU's Academic Calendar lists and describes many other courses. Many of those will be offered in subsequent years, according to a regular rotation, enabling students to complete the courses necessary to the degree programs they have chosen.

To view the timetable, go to [cmu.ca/gradtimetable](http://cmu.ca/gradtimetable)

## Courses in Biblical and Theological Studies

### Methodology Courses

The following courses will fulfill the Methodology requirement within the MA in Theological Studies, and for those students pursuing the Field Research Project or Thesis with the MA in Christian Ministry:

- BTS-5080 Gospel of Mark
- BTS-5135 Old Testament Theology
- BTS-5520 Reading Christian Classics
- BTS-5700 Faiths Seeking Justice
- BTS-5730 Theological Ethics

### MB GTE Track Courses

The following courses will fulfill the MB GTE requirements:

- BTS-5135 Old Testament
- BTS-5310 Christian Worship: Patterns and Practices
- BTS-5331 Vital Leadership
- BTS-5390 Spiritual Formation
- BTS-5400 Preaching
- BTS-5491 Vocation and Calling
- BTS-5730 Theological Ethics
- BTS-5935 Mission Ministry Experience

## Spring/Summer 2023

**BTS-5080S New Testament Letters** (3.0 credit hours) The 1st century Christians had no Christian church to join. They came out of cultural practices and religious beliefs that seemed counter to their new life as Jesus' followers. What should they believe? And how should they live? In this course, we will try to read the New Testament letters from a 1st century perspective. We will explore cultural and religious themes of modern Middle East, as they frequently resonate with ancient biblical culture. We will gain a deeper appreciation of the New Testament epistles as we explore the texts in light of the social, religious, and political milieu of the 1st century world. *BTS Category: Bible.*

**BTS-5135 Old Testament Theology** (3.0 credit hours) The primary objective of this course is to articulate the notion of a theological centre and to verify how it is expressed in its various parts. This centre will be used as a principle of integration for the diversity of phenomena attested in the Hebrew Bible, as well as to facilitate the discussion of its theological and pastoral relevance. In addition, we will examine some of the Old Testament's most critical issues such as: creation, covenant, law, war, the sacrificial system, etc. Students will be challenged to develop their hermeneutical skills with regard to the literary specificity of the major sections of the Old Testament (Law, Prophets and Writings). *BTS Category: Bible; Methodology; MB GTE.*

**BTS-5310G Power, Ethics, Abuse, and Church Leadership** (3.0 credit hours) This course will examine the nature, function, ethics, and processes of pastoral influence. We will explore healthy pastoral relationships and stewardship of power, and the responsibility

to both prevent and respond to transgressions of power. We will also explore healing centred practices when responding to domestic violence or sexual harm situations experienced by congregants. We will consider a variety of theological perspectives and how they can and have shaped the challenges of abuse response and prevention. Throughout the course, we will focus on the importance of an honest and healthy understanding of the "self" when in a position of authority. *BTS Category: Practical Theology.*

**BTS-5950 Supervised Psychospiritual Education CPE Unit 1** (6.0 credit hours) This course provides students with an introduction to the foundational skills of practicing effective spiritual care through the use of the experiential method of learning. With a focus primarily on the development of self-awareness, students will gain an understanding of their personal philosophy of ministry, including how to provide and utilize feedback, and how to conduct spiritual care visits safely and effectively. *BTS Category: Practical Theology.*

**BTS-5951 Supervised Psychospiritual Education CPE Unit 2** (6.0 credit hours) This course builds on the foundational concepts learned in SPE: First Basic Unit. Students will further cultivate skills in spiritual care with a focus on spiritual assessment, interventions, family/group visits, contributing to the care plan/case management, and documentation. *BTS Category: Practical Theology.*

**BTS-5952 Supervised Psychospiritual Education CPE Unit 3** (6.0 credit hours) Students will further develop skills in spiritual assessment, ethical frameworks, end of life conversation, and recognizing how spiritual care influences and works within organizational systems and structures. Students are encouraged to choose an area for deeper study such as Palliative Care, Mental Health, Long Term Care, etc. Advanced students are expected to demonstrate increased leadership in peer interactions, and group process. *BTS Category: Practical Theology.*

**BTS-5953 Supervised Psychospiritual Education CPE Unit 4** (6.0 credit hours) This capstone course is intended for students wishing to move on to professional certification with CASC/ACSS. It will prepare students for certification by providing a cumulative integration of the skills and competencies gained in previous SPE courses, as well as supervisory oversight on one of the two required certification papers. *BTS Category: Practical Theology.*

**PCD/BTS-5190 Healing Haunted Histories: Decolonizing from the Inside Out** (3.0 credit hours) Through Bible studies, social analysis, communal narratives and historical literacy, this course will tackle the oldest and deepest injustices on the North American continent, which inhabit every intersection of settler and Indigenous worlds past and present. We will explore the places, peoples and spirits that have formed (and deformed) us in order to build capacity for our discipleship of decolonization, and personal and political Restorative Solidarity with our Indigenous neighbours. All participants - white settlers, settlers of colour, new immigrants, Indigenous and international students - are invited to adapt our Landlines-Bloodlines-Songlines model to their particular context. *BTS Category: Theology; Ethics.*

## Fall/Winter/Spring 2023/24

**BTS-5080 Gospel of Mark** (3.0 credit hours) The course provides the opportunity to read the Gospel of Mark closely and to practice biblical exegesis. We will examine Mark within its ancient historical, social, and literary contexts. We will engage with multiple methodological approaches such that we can appreciate how different methods reveal or highlight various aspects of Mark. Finally, we will explore the ongoing meaning of the Gospel of Mark in the world today. The course is structured more as a seminar than a lecture. Our synchronous sessions will focus on discussion while lectures will be posted on the learning platform, week to week. *BTS Category: Bible; New Testament; Gospel; Methodology.*

**BTS-5278 James and the Sermon on the Mount** (3.0 credit hours) The Sermon on the Mount and the Epistle of James both envision a way of life for followers of Jesus that is distinctive, demanding, and ultimately life-giving. They address some common themes: wealth and poverty, persecution, law, prayer, and speech ethics, to name a few. At the same time, James and the Sermon on the Mount are also very different, in terms of genre, style, canonical setting, and historical context. The person of Jesus figures very differently in each. This course will be a study of these two influential bodies of writing, with attention to overall literary structure, canonical context, social historical setting, theological themes, and ongoing relevance for Christian faith. *BTS Category: Bible; Gospel; Epistle.*

**BTS-5310 Christian Worship: Patterns and Practices** (3.0 credit hours) An introduction to the shape and content of congregational worship, exploring faithful and vital expressions of worship throughout history and in contemporary practice. The course will also examine some of the challenges and opportunities facing worshipping communities and explore recent movements in worship renewal. *BTS Category: Practical Theology; Worship Arts; MB GTE. Offered in Spring 2024.*

**BTS-5310J Worship and Theology: Introduction to Anglican Liturgy** (3.0 credit hours) This course is an introduction to Anglican liturgy and its theology. We will examine the theological principles that ground Christian worship in general and that direct the Anglican tradition in particular. This course will cover a broad scope of practices essential to Anglican worship, including the reading of Scripture, preaching, and the celebration of the Sacraments. Registered students will be given the opportunity for hands-on experience in most of these practices. *BTS Category: Practical Theology; Worship Arts.*

**BTS-5331 Vital Leadership** (3.0 credit hours) Rather than bemoaning the organizational (i.e., institutional) dimension of churches and Christian ministries as a necessary evil, or hindrance to faithfulness, what if the institutional life of Christian organizations was truly life-giving? This course provides students an opportunity to focus on specific leadership, polity, and management realities of Christian ministry as avenues of spiritual vitality. The course will provide opportunities to develop skills in these aspects of ministry, and to think theologically about them. Course topics can vary from year to year, and may include the following: developing leaders, strategic planning, decision-making, constitutions and bylaws, financial management, time management, conflict resolution. *BTS Category: Practical Theology; MB GTE.*

**BTS-5390 Spiritual Formation** (3.0 credit hours) This experience-centred course introduces students to practices and perspectives for growing in attentiveness to God's presence in order to be continually formed into Christlikeness by the Holy Spirit. The course helps cultivate spiritual habits that can sustain students in their future ministries within and beyond local congregations. Both individual and communal spiritual formation will be explored. *BTS Category: Practical Theology; Spiritual Formation; MB GTE.*

**BTS-5400 Preaching** (3.0 credit hours) This course will explore the nature and purpose of preaching, basic techniques of effective oral communication, creative sermon forms, how to move from biblical text to sermon, the power of stories and illustrations, and effective sermon delivery. Students will preach and listen to practice sermons in class. *BTS Category: Practical Theology; Preaching; MB GTE.*

**BTS-5491 Vocation and Calling** (1.0 credit hour) This seminar will explore vocation and calling through biblical and theological lenses. Through it, students will engage in reflection and examination of their own vocational calling and gifts through reading, writing, and personal reflection together with their broader Christian community. As a preparative seminar, it will assist students in developing a plan for ministry formation that supports their ministry calling. The seminar may include a retreat, with an associated fee. Required for students enrolled in the MDiv program and will normally be completed within the first 12 credit hours of the program. May be taken by students in other programs. *BTS Category: Practical Theology; Ministry Formation; MB GTE.*

**BTS-5520 Reading Christian Classics** (3.0 credit hours) This course will engage seminal readings over some two thousand years of Christianity's history, or focus on one or two major Christian thinkers from the patristic, medieval, or modern period. Such attention will underscore the dynamic nature of Christian theology and spirituality. *BTS Category: History of Christianity; Methodology.*

**PCD-5590 Land Based Relationality: Community and Reconciliation** (3.0 credit hours) This course will explore an Indigenous framework for relationship building and nurturing in the context of community well-being on the land. This is a land-based reconciliation course that will include a 3-day field school where CSOP participants will participate in a learning circle at the Sandy Saulteaux Spiritual Centre (SSSC). Sandy-Saulteaux Spiritual Centre's beautiful and peaceful retreat grounds by the Brokenhead River just east of Beausejour, MB is the ideal setting for Indigenous ceremony and perspective on peacebuilding in relative and treaty making efforts. The field school component of this course is grounded in the idea that working toward settler-Indigenous reconciliation requires learning and building face-to-face relationships that honour Indigenous knowledge, including connections to the land. There will be opportunities for dialogue and discussion on topics such as the legacy of colonization and pathways toward enacting forms of land-based reconciliation while collaborating to promote peace and regional resilience. An extra course fee will cover room, board, and transportation. *BTS Category: Theology; Practical Theology. Offered in Spring 2024.*

**BTS-5700 Faiths Seeking Justice** (3.0 credit hours) Faiths Seeking Justice is a course that privileges pursuits for justice as necessarily interfaith pursuits. Because religiously pluralistic landscapes are increasingly part of the lived realities of many, the course will analyze how different religious traditions draw from their cherished oral and textual sources as they imagine justice-seeking in the world. In so doing, the course argues that we will be better together when we understand each other's religious pursuits as pursuits of justice in which our common humanity is at stake. *BTS Category: Theology; Christian Ethics; Methodology.*

**BTS-5700J Sexual Orientation and the Nuptial Mystery** (3.0 credit hours) Throughout the Bible, marriage is used as an analogy for the relationship between God and humankind. The traditional understanding of this analogy (or "nuptial mystery") relates the God/human covenant to the male/female polarity. This understanding precludes gay marriage. But can the nuptial mystery be reconciled with the equality of the sexes and with the discovery of sexual orientation? This course proposes a systematic reconstruction of the nuptial mystery from an Anglican point of view, starting from the

doctrines of analogy, covenant, and election. *BTS Category: Theology; Christian Ethics.*

**BTS-5730 Theological Ethics** (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. *BTS Category: Theology; Christian Ethics; Methodology; MB GTE.*

**BTS-5935 Mission Ministry Experience: Focus Internship** (6.0 credit hours) This course provides a supervised internship experience in an international mission setting or in a Canadian ministry context. Through training, supervision, hands-on ministry, and ongoing reading, reflection, and evaluation, students can develop a lifestyle of mission, reflect theologically on ministry, and discern their next steps as disciples who make disciples. Evaluation in this course will be pass/fail. This course is available only to participants in Multiply's FOCUS Internship program. *BTS Category: Practical Theology; Mission and Evangelism; MB GTE.*

**BTS-5950 Supervised Psychospiritual Education CPE Unit 1** (6.0 credit hours) This course provides students with an introduction to the foundational skills of practicing effective spiritual care through the use of the experiential method of learning. With a focus primarily on the development of self-awareness, students will gain an understanding of their personal philosophy of ministry, including how to provide and utilize feedback, and how to conduct spiritual care visits safely and effectively. *BTS Category: Practical Theology.*

**BTS-5951 Supervised Psychospiritual Education CPE Unit 2** (6.0 credit hours) This course builds on the foundational concepts learned in SPE: First Basic Unit. Students will further cultivate skills in spiritual care with a focus on spiritual assessment, interventions, family/group visits, contributing to the care plan/case management, and documentation. *BTS Category: Practical Theology.*

**BTS-5952 Supervised Psychospiritual Education CPE Unit 3** (6.0 credit hours) Students will further develop skills in spiritual assessment, ethical frameworks, end of life conversation, and recognizing how spiritual care influences and works within organizational systems and structures. Students are encouraged to choose an area for deeper study such as Palliative Care, Mental Health, Long Term Care, etc. Advanced students are expected to demonstrate increased leadership in peer interactions, and group process. *BTS Category: Practical Theology.*

**BTS-5953 Supervised Psychospiritual Education CPE Unit 4** (6.0 credit hours) This capstone course is intended for students wishing to move on to professional certification with CASC/ACSS. It will prepare students for certification by providing a cumulative integration of the skills and competencies gained in previous SPE courses, as well as supervisory oversight on one of the two required certification papers. *BTS Category: Practical Theology.*

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## Courses in Peacebuilding and Collaborative Development

Spring/Summer 2023

**PCD/BTS-5190 Healing Haunted Histories: Decolonizing from the Inside Out** (3.0 credit hours) Through Bible studies, social analysis, communal narratives and historical literacy, this course will

tackle the oldest and deepest injustices on the North American continent, which inhabit every intersection of settler and Indigenous worlds past and present. We will explore the places, peoples and spirits that have formed (and deformed) us in order to build capacity for our discipleship of decolonization, and personal and political Restorative Solidarity with our Indigenous neighbours. All participants - white settlers, settlers of colour, new immigrants, Indigenous and international students - are invited to adapt our Landlines-Bloodlines-Songlines model to their particular context. *PCD Category: Theological and Religious Encounters with Peace-Justice.*

**PCD-5190 Indigenous Cultural Safety: Working Authentically across Difference** (3.0 credit hours) Originating in the medical and health services field by Māori Indigenous Health care professionals over 30 years ago, Cultural Safety and an emergent secondary concept, Cultural Humility, have since spread to many areas of the globe where Indigenous Peoples still maintain connections to their lands. Cultural Safety strives to address the disparities that many Indigenous Peoples face and is an entry point into understanding the dynamics and intersections of forms of oppression across many marginalized groups. This course utilizes processes rooted in Indigenous ways of knowing and being as well as interactive small and whole group dialogue and exercises. *PCD Category: Peacebuilding and Conflict Resolution.*

**PCD-5390 A Reporting Disaster? The nature of Credible Journalism in a Competitive Compassion Market** (3.0 credit hours) Credible disaster reporting will be more essential than ever in the future, because pictures of despair and unmediated voices are transmitted instantly, which has consequences for responses and recovery. Aid agencies compete for positive media coverage and donations, and journalists who embed with the UN or NGOs to gain access to compelling stories can compromise their credibility. This course seeks to examine the practice of a content-hungry disaster news market, and asks tough questions about transparency, ethics and the impact of news media. It will also explore the questions around NGOs and the competitive compassion market. A series of case studies and broader discussions will be used to see if crisis news can become more constructive and relevant to both the people involved and the audiences who want to know and care about what is happening. Some practical production skills will be taught. *PCD Category: Collaborative and Transformative Development.*

**PCD-5790 The Home as Grounds for Radical Economics** (3.0 credit hours) This course explores how the historical progression of gender and livelihood within economics, politics, and development are manifested in modern society's norms, values, and power structures. Additionally, it includes a survey of the history of Canada's current political economy alongside a review of modern heterodox economic approaches such as radical homemaking, degrowth, and ecological economics. *PCD Category: Theory in Peacebuilding and Collaborative Development.*

Fall/Winter/Spring 2023/24

**PCD-5100 Models for Peace and Conflict Transformation** (3.0 credit hours) This course examines integrative models of social change, which hold together peace, development, justice, and identity issues. Using such models requires the multifaceted tasks of critical analysis of structural violence and direct violence, nurturing justice through human development, proactive building of dynamic peace cultures, and responding to crises in ways that build on local cultural and faith traditions and that witness to a sustainable and peaceable future. *PCD Category: Peacebuilding and Conflict Resolution.*

**PCD-5110 Genocide, War, and Violent Conflict** (3.0 credit hours) Genocide, war, and violent conflict—and their prevention—are

among the pressing problems investigated by conflict analysts and peacebuilders. This course introduces students to key conceptual frameworks for interpreting and understanding the occurrence of extreme forms of conflict involving both state and non-state actors. Examining a range of cultural and historical contexts this course will address the underlying social, political and psychological processes involved in collective violence. Selected case studies of wars, genocides and insurgencies will provide concrete examples of the stakes and stages of these phenomena. *PCD Category: Peacebuilding and Conflict Resolution.*

**PCD-5140 Refugees and Forced Migration** (3.0 credit hours) Global trends continue to show unprecedented numbers of forcibly displaced people worldwide. Countries have struggled with how to assist refugees and internally displaced people. Less than one percent of refugees under UNHCR mandate are resettled in other countries. This course explores the root causes of forcibly displaced people; the costs associated with such movements, including economic, physical, and mental health; the responses of world governments; and the work of resettlement agencies in assisting refugees. The issues and lessons learned from the experience of resettling and integrating refugees around the world are studied, including in Canada. *PCD Category: Peacebuilding and Conflict Resolution.*

**PCD-5190 Women and Peacemaking** (3.0 credit hours) This course addresses, from an interdisciplinary perspective, both theoretical and practical contributions that women have made to peacemaking in the modern world. It includes analysis of women's involvement in peace action, research, and education. Attention is given to the challenges that activists face in organizing around their identity as women, such as the challenge of building common ground among women with varied experiences and concerns. *PCD Category: Peacebuilding and Conflict Resolution.*

**PCD-5210 Seminar in Social Change** (3.0 credit hours): In this seminar, students review and compare inter-disciplinary and discipline-based approaches to social change, including issues in peacebuilding and conflict transformation, social and economic development, environmental sustainability, and democratization and social movements. Students will examine contending theories of social change, and address questions of power, interpretation, ethics, commitments, and virtues in understanding and working for social change. These examinations will allow students to explore ways of integrating theories and practices, and articulate their own understanding and ethics of social change. *PCD Category: Collaborative and Transformative Development.*

**PCD-5210 Seminar in Conflict Resolution Studies** (3.0 credit hours) This course provides a broad overview of the field of Conflict Resolution Studies, and highlights the unity in the field at all scales from the personal to the global. It emphasizes major theories and practical approaches with which to analyze and address different types of social conflict at interpersonal/organizational and community/global levels. As a major component of the course requirement students research and present a mini-thesis on a topic of their choice. *PCD category: Collaborative and Transformative Development.*

**PCD-5390 You're Not the Boss of Me: Authority, Legitimacy, and Resistance** (3.0 credit hours) This course explores relationships between those in power and those subject to that power. Key texts and case studies will be from different contexts -- historical, cultural, and institutional (governmental, corporate, non-governmental and community-based organizations). These will illustrate how claims to govern are made, reinforced, made to seem acceptable or legitimate, and are challenged. Students will also consider critically their place within various structures of authority in daily life. Readings will include voices rooted in historical and contemporary Europe, North America, Africa, and Asia and from Post-Colonial, Intersectional feminist, Faith-based, and Indigenous traditions. *PCD Category: Col-*

*laborative and Transformative Development. Offered in Spring 2024.*

**PCD-5590 Land Based Relationality: Community and Reconciliation** (3.0 credit hours) This course will explore an Indigenous framework for relationship building and nurturing in the context of community well-being on the land. This is a land-based reconciliation course that will include a 3-day field school where CSOP participants will participate in a learning circle at the Sandy Saulteaux Spiritual Centre (SSSC). Sandy-Saulteaux Spiritual Centre's beautiful and peaceful retreat grounds by the Brokenhead River just east of Beausejour, MB is the ideal setting for Indigenous ceremony and perspective on peacebuilding in relative and treaty making efforts. The field school component of this course is grounded in the idea that working toward settler-Indigenous reconciliation requires learning and building face-to-face relationships that honour Indigenous knowledge, including connections to the land. There will be opportunities for dialogue and discussion on topics such as the legacy of colonization and pathways toward enacting forms of land-based reconciliation while collaborating to promote peace and regional resilience. An extra course fee will cover room, board and transportation. *PCD Category: Theological and Religious Encounters with Peace-Justice. Offered in Spring 2024.*

**PCD-5620 Conflict Resolution and Human Rights** (3.0 credit hours) Human rights advocates and conflict resolution practitioners both aim to build peaceable societies based on mutual respect and the rule of law. Rights discourses emphasize rule of law and international justice while conflict resolution practitioners strive for transformation often by building relationships and social stability outside the frameworks of human rights norms and institutions. This course systematically evaluates the tensions and parallels between these two fields, examining the ways that human rights and conflict resolution scholars and practitioners converge and diverge in their approaches. Basic human rights concepts are introduced, and case studies are used in an exploration of contemporary conflict dynamics. *PCD Category: Theory in Peacebuilding and Collaborative Development.*

**PCD-5715 Ethics of Peacebuilding** (3.0 credit hours) This course explores ethical challenges and dilemmas that occur in peacebuilding within conflict-impacted contexts. Peacebuilding theorizing revolves around the following questions: Who has agency in peacebuilding? How do we know whether we are doing peacebuilding well? What questions should we ask? It is important both to explore the practicalities of building peace and to analyze the assumptions underlying the peacebuilding work. The course will examine the extent to which ethical concerns influence and inform peacebuilding; analyze on-the-ground practices, as well as the values and worldviews embedded in peacebuilding efforts; and explore creative possibilities for addressing these discoveries. Students will be introduced to case studies and ethical frameworks to ground the discussion. *PCD Category: Theory in Peacebuilding and Collaborative Development.*

**PCD-5850 Practice Skills: Mediation** (1.5 credit hours) This workshop focuses on the process and skills of interpersonal mediation. This is accomplished through presentation of a mediation model, large and small group interaction, as well as participation in mediation simulations. *PCD Category: Skills.*

**PCD-5850 Practice Skills: Restorative Justice in Schools** (1.5 credit hours) This course will focus on the students developing a knowledge of restorative justice in education as well as an understanding of the practical applications of restorative practices in a school setting. Possible topics include but are not limited to: foundations of restorative justice, shalom, the leadership of Indigenous communities, changing our lenses, history of peacebuilding and restorative justice initiatives in schools, beliefs, values and interconnected components of restorative justice in schools, restorative

discipline, the restorative justice continuum of practices in schools (which include a restorative paradigm, restorative conversations, circle, and conferences). The learning will take place in a class setting with brief presentations, interactive learning exercises, group discussions and circle. *PCD Category: Skills.*

**PCD-5850 Practice Skills: Skills for Leading Meetings and Small Group Facilitation** (1.5 credit hours) This course will teach students about planning, facilitating, and conducting successful meetings. After the workshop, students will be able to: effectively facilitate groups through meetings and problem-solving sessions; prepare effective agendas and other documents that provide structure and clarity to meetings or facilitated sessions; and manage difficult discussions and challenging behaviours demonstrated by group members. This course will focus on various aspects that support the constructive development of group dynamics as well as strategies to surmount challenges for the facilitator. The course will include facilitator inputs, small group discussions and the practice of professional skills to manage groups and meetings confidently. *PCD Category: Skills. Offered in Spring 2024.*

**PCD-5910 Program Planning in Development and Conflict Resolution** (3.0 credit hours) Program planning is a critical first step in most interventions by development and conflict resolution organizations. This course covers blueprint planning required for preparation of funding proposals and various forms of strategic and participatory planning required for the application of results-based management and learning approaches during program implementation. Current debates regarding approaches to planning are also reviewed. Students acquire skills necessary for conceptualizing and implementing international or domestic projects undertaken by non-governmental organizations: needs assessment, goal and purpose identification, formulation of logframe, work plan and budget, and preparation of a funding proposal. *PCD Category: Methods in Research, Planning, or Evaluation.*

**PCD-5950 Qualitative Inquiry in the Social Sciences** (3.0 credit hours) Examination of principles and procedures for conducting qualitative research in the social sciences. Topics include: the assumptions that inform qualitative research designs; procedures for gathering meaningful data through interviews, observation and textual archives; the analysis of such data; and ethical issues pertaining to the research endeavour. *PCD Category: Methods in Research, Planning, or Evaluation.*

**PCD-5990 Action Research Methods** (3.0 credit hours) This course investigates the contemporary research and field work methods commonly used by researchers and practitioners in the fields of international development and conflict resolution studies. The course emphasizes attitudes and skills necessary to conduct participatory action research. Topics and techniques covered in the course include planning for research, proposal writing, sampling strategies, interviewing and focus group techniques, life history, photovoice and participatory video, integrating qualitative and quantitative methods, and post-field work activities. *PCD Category: Methods in Research, Planning, or Evaluation.*

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## Courses in Business Administration

### Spring/Summer 2023

**BUSI-5230 Human Capital Development** (3.0 credit hours) Developing human capital means creating and nurturing organizational environments in which human beings can develop and apply new ideas, competencies, skills, attitudes, and behaviors. This course will enhance your knowledge and understanding of the value created by an engaged workforce. The course will focus on supporting

employees developing skills and abilities in an intrinsically engaging environment. In addition, we will study ways individuals and organizations benefit from well-managed conflict while limiting destructive conflicts that sap organizational creativity and energy.

**BUSI-6800 Sustainable Organizations and Global Citizenship** (3.0 credit hours) This course integrates the three pillars of the Collaborative MBA Program; management, leadership and stewardship for organizational effectiveness and serving the common good. The keystone of the course is an 8-day international residency designed to engage students as reflective practitioners and invite them to develop an openness to new ways of experiencing and thinking about the world through interactions and learning in a different country. One core value of the Collaborative MBA is global citizenship, recognizing that organizations are interdependent and mutually accountable to local, national, and global communities. This suggests that a global perspective is important for today's business and organizational leaders, and it is a significant purpose of the international residency.

### Fall/Winter/Spring 2023/24

**BUSI-5220 Leadership and Management for the Common Good** (3.0 credit hours) Complexity, globalization, and competing demands characterize the realities of leading and managing organizations in today's environment. The focus of the course is on developing systemic wisdom and long-term perspective. The course combines times for self-reflection, conversation, questioning, and integration of various leadership and management theories to identify approaches two leading people, systems, and organizations in ways that bring restoration, that offer hope, and that work toward promoting the common good.

**BUSI-5230 Human Capital Development** (3.0 credit hours) Developing human capital means creating and nurturing organizational environments in which human beings can develop and apply new ideas, competencies, skills, attitudes, and behaviors. This course will enhance your knowledge and understanding of the value created by an engaged workforce. The course will focus on supporting employees developing skills and abilities in an intrinsically engaging environment. In addition, we will study ways individuals and organizations benefit from well-managed conflict while limiting destructive conflicts that sap organizational creativity and energy.

**BUSI-5410 Global Sustainability** (3.0 credit hours) The global economic system produces goods and services on a massive scale. Consumers benefit from access to necessities as well as increased comfort, convenience, and choice. Producers benefit from opportunities to innovate and invest, while also providing employment and generating returns to investors. The question many are asking, however, is simple: Can the current system be sustained in the long run? To be sustainable, businesses and non-profit organizations must find ways to generate value and minimize waste while simultaneously satisfying human needs and protecting ecological systems. This course examines the global economic system from a triple-bottom line perspective—planet, people, and profit. It utilizes systems thinking and explores seven forms of capital: financial, manufactured, natural, human, social, cultural, and spiritual.

**BUSI-5640 Organizational Behavior** (3.0 credit hours) Utilizing an experiential case study method, this course surveys the evolution of theory, practice, and research in the areas of organizational behavior. Learning topics include motivation theory, group dynamics, leadership, decision-making, conflict transformation, change theory, organization structure, emotional intelligence, and communication. This course affirms a systemic perspective and approach to organizational behavior and affirms the concepts implicit in the concept of Leadership for the Common Good.

**BUSI-5850 Financial and Managerial Accounting** (3.0 credit hours) Managers and executives carry fiduciary responsibility for their organizations; it is therefore imperative that they know how to read financial statements, analyze financial health, assess financial risks, and communicate this knowledge effectively to others. The course emphasizes the role of the manager relating to finance and accounting through the analysis of quantitative information largely at the conceptual level. Topics include financial governance, understanding and reading financial statements, financial statement analysis, cost behavior, breakeven analysis, budgeting, balanced scorecard, working capital management, and the use of short-term cash planning. The overall aim is to improve organizational decision-making based on financial, social, and ecological metrics.

**BUSI-5990 MBA Seminar I** (0.0 credit hours) This course is a seminar for MBA students. The course will act as a forum for discussion and presentation of research in both academic and business areas. Students will be expected to complete a research project and present the project within the course.

**BUSI-6150 Narrative Leadership** (3.0 credit hours) Effective leaders communicate to inspire talent to excel; to partner with investors and communities; to engage with customers and clients and to grow their impact in the world as part of a global community. These communications are understood and acted upon based on the perceived context of the communication. Effective leaders are attentive to the ways that they shape the narratives that form the context for this communication. This course helps leaders to shape their own story and the organizational stories to cultivate an authentic, trustworthy, and compelling narrative whether oral or written, in person or embedded within social media, in small groups and with large audiences.

**BUSI-6230 Financial Management** (3.0 credit hours) The second course of this sequence examines more of the quantitative tools managers use in decision making. Topics include an in-depth analysis of value chains, including supply chain and distribution channels, activity-based management, analysis of external funds needed, in-depth analysis of time value of money, and capital budgeting.

**BUSI-6470 Strategic Marketing Management** (3.0 credit hours) This course focuses on the tasks of creating and communicating value and gaining loyal customers for an organization in today's dynamic global marketplace. Topics include marketing strategy and planning, marketing research, the impact of technology on strategic marketing decisions, consumer behavior, ethics in marketing, social media and its role in marketing, internet marketing, customer relationship management, database marketing, and marketing evaluation. Leadership for the Common Good concepts are also offered as a backdrop for an ethical marketing framework.

**BUSI-6630 Managerial Economics** (3.0 credit hours) This course applies insights from economic theory to the functions of managerial planning and decision making within a market-oriented business context. Specific content includes an overview of the market system, consumer demand theory, cost analysis, profit analysis, pricing strategies, the economics of technical change and innovation, the architecture of the firm, employee incentives, international economic impacts, and government regulation. Leadership for the Common Good concepts are also offered as competing methods of improving the traditional market system.

**BUSI-6700 Strategic Leadership in a Multicultural World** (3.0 credit hours) Historically, the field of strategy has focused on strategies as mechanisms for winning and thus causing others to lose. Instead, we are learning that strategic partnerships and creation of manufacturing/ service processes that develop human capabilities and use material resources wisely are needed to position the organization for sustained success in the marketplace. This course

will help leaders develop approaches that strategically position their organizations to achieve this success. Theoretically this course will be grounded in Michael Porter's recent work on "creating shared value."

**BUSI-6710 Data Analytics for Decision Making** (3.0 credit hours) The quality of decision-making in organizations is greatly influenced by the quality of data gathered and by information derived from that data. This course focuses on the use of tools and processes to enhance corporate decision-making strategies. Topics include research design, survey development, defining data and information requirements, how and where data is stored, informatics and business intelligence, critical thinking, and transforming data into meaningful information.

**BUSI-6800 Sustainable Organizations and Global Citizenship** (3.0 credit hours) This course integrates the three pillars of the Collaborative MBA Program; management, leadership and stewardship for organizational effectiveness and serving the common good. The keystone of the course is an 8-day international residency designed to engage students as reflective practitioners and invite them to develop an openness to new ways of experiencing and thinking about the world through interactions and learning in a different country. One core value of the Collaborative MBA is global citizenship, recognizing that organizations are interdependent and mutually accountable to local, national, and global communities. This suggests that a global perspective is important for today's business and organizational leaders, and it is a significant purpose of the international residency.

**BUSI-6990 MBA Seminar II** (0.0 credit hours) This course will continue the material covered in BUSI-5990 and provide a forum for students to present and develop their final MBA projects.

# TIMETABLE WORKSHEET

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Slot 1 8:00-8:50	Slot 21 8:30-11:15	Slot 7 8:30-9:45	Slot 8 10:005-11:15	Slot 12 8:30-9:45	Slot 13 10:005-11:15	Slot 7 8:30-9:45	Slot 12 8:30-9:45	Slot 1 8:00-8:50	Slot 12 8:30-9:45
Slot 2 9:00-9:50				Slot 2 9:00-9:50	Slot 3 10:30-11:20	Slot 2 9:00-9:50	Slot 2 9:00-9:50	Slot 2 9:00-9:50	
Slot 3 10:30-11:20								Slot 3 10:30-11:20	Slot 3 10:30-11:20
<b>Community Gatherings 11:30-12:00 noon</b>		<b>Community Gatherings 11:30-12:00 noon</b>		<b>Community Gatherings 11:30-12:00 noon</b>		<b>Community Gatherings 11:30-12:00 noon</b>		<b>Community Gatherings 11:30-12:00 noon</b>	
<b>LUNCH</b>		<b>LUNCH</b>		<b>LUNCH</b>		<b>LUNCH</b>		<b>LUNCH</b>	
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 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	
<b>SUPPER</b>		<b>SUPPER</b>		<b>SUPPER</b>		<b>SUPPER</b>		<b>SUPPER</b>	
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

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Slot 1 8:00-8:50	Slot 21 8:30-11:15	Slot 7 8:30-9:45	Slot 12 8:30-9:45	Slot 1 8:00-8:50	Slot 12 8:30-9:45	Slot 7 8:30-9:45	Slot 1 8:00-8:50	Slot 12 8:30-9:45	Slot 13 10:00-11:15
Slot 2 9:00-9:50			Slot 2 9:00-9:50	Slot 3 10:30-11:20		Slot 8 10:00-11:15	Slot 2 9:00-9:50		Slot 3 10:30-11:20
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Slot 5 2:30-3:45	Slot 22 2:30-5:15	Slot 11 4:00-5:15	Slot 23 2:30-5:15	Slot 5 2:30-3:45	Slot 6 4:00-5:15	Slot 11 4:00-5:15	Slot 10 2:30-3:45	Slot 15 2:30-3:45	Slot 16 4:00-5:15
Slot 6 4:00-5:15									
<b>SUPPER</b>		<b>SUPPER</b>		<b>SUPPER</b>		<b>SUPPER</b>		<b>SUPPER</b>	
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 17 6:00-7:15	Slot 30 6:00-8:45	Slot 26 2:30-5:15
Slot 18 7:30-8:45		Slot 20 7:30-8:45		Slot 18 7:30-8:45		Slot 20 7:30-8:45	Slot 20 7:30-8:45		





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500 Shaftesbury Boulevard, Winnipeg, MB, Canada R3P 2N2 | Treaty No. 1 Territory  
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