



**CALVARY CHAPEL  
BIBLE COLLEGE**  
OF HORIZON UNIVERSITY

**CCBC** **HU**

**Spring 2022**

**Student Handbook**

# Our Vision For The Eternal – A Foundation For Life

**-- Living Together In Unity To Fulfill This Vision --**

Most of us are not crazy about rules and regulations, but we do need guidelines. In the same way as traffic rules are necessary so that we will not be driving in a hundred different directions and running into each other, so are our on campus rules. We must yield to the “rules of the road” so that we can live peaceably and avoid “crashes.”

Our desire is to build up our brothers and sisters by allowing the focus to be on Christ, and not ourselves. Even though we may have the 'right' within our own convictions to do certain things or to dress and appear a certain way our focus here at CCBCHU is not our rights, but what we can do to build up and encourage others and not stumble them. It is the law of love that we emphasize. It is the law of love that will allow people from various background and experiences to live together in unity and harmony.

***Jesus said in John 13: 35 “By this the world will know you are My disciples, by the love you have for one another.”***

## **CCBCHU Leadership Directory**

Paul Lange	(951) 297-8469	CCBCHU Campus Director
Bracy Hochstetler	(804) 305-8415	CCBCHU Intern
Anne Blakley	(334) 733-8226	CCBCHU Intern
Randall Dodge	(800) 553-4674	HU President
Tracy Gray	(317) 410-6186	CCBCHU Teacher/Counselor
Wes Hoff	(317) 518-3111	CCBCHU Campus Dean of Students
Debbie Marshall	(317) 823-2349	CCBCHU and Church Accountant
Lisa Moore	(317) 823-2349	Church Office

## **Horizon Office Hours**

Monday	8:30am-5:00pm
Tuesday	9:30am-5:00pm
Wednesday	8:30am-5:00pm
Thursday	8:30am-5:00pm
Friday	9:00am-4:00pm

### **Scope of When Standards Apply**

The moral guidelines contained in this handbook apply as long as a student is enrolled in a current semester. All CCBCU students are to abide by the standards contained in this Handbook whether they are on campus or off campus. Our students need to remember they represent this Bible college and more importantly the Lord and thus need to be aware of their character.

The college reserves the right to change and add to the standards of the Handbook at any time. Such changes will be announced and published.

### **DORM LIFE**

#### **CCBCU Intern is the Residential Dorm Steward**

The CCBCU intern has oversight of all students, student leaders, dorms, campus policies, facilities and inspections. He or she has oversight of all functions and rules relative to dorm life and campus living. He or she is to be respected and obeyed. The CCBCU intern is also there to pray with students in need and to offer spiritual guidance for various situations. Please see the directory on page 4 to see who the CCBCU Intern is and to get their cell phone number. You should put this in your contacts as well as the director's cell phone number.

#### **Dorm Room Rules**

- ✓ Men do not go into women's dorm rooms (unless it's approved for moving items).
- ✓ Women do not go into men's dorm rooms
- ✓ Make your bed each morning and keep the room picked up.
- ✓ No candles or incense or pets or hotplates are allowed.
- ✓ No alcohol or drugs or smoking is allowed in dorm rooms or on campus.
- ✓ No nailing/drilling or making holes in the walls. Use tape or sticky tack.
- ✓ Keep windows and doors shut (except for occasional airing out) because now we have A/C running and it will keep the rooms dehumidified and prevent mildew.

#### **Dorm Cleaning and Inspections**

- ✓ Dorm cleaning is required of all residents. Dorm inspections are done each week at a time that will be told you.
- ✓ Your dorm will be clean on a continual basis.
- ✓ All of your inspections grades are added into your CM199 final letter grade
- ✓ **Final Dorm Cleaning** --- A final Dorm cleaning and inspection will be scheduled by the Bible College prior to student departure. This is a required activity for any student who has lived in a dorm.

#### **Student Curfews**

The following curfews are in place to make sure students are getting enough sleep and thus don't need to sleep in class. In addition, when people are coming in late at various times, its hard for those who want to sleep earlier to not be disturbed. So please follow these curfew times.

- ✓ **Curfew for Sunday - Thursday —11:30 pm.**
- ✓ **Curfew for Friday and Saturday —2:00 am**
- ✓ If you are going to be late or something unexpected comes up, you must call the dorm steward/intern or director (Paul Lange) and let them know.
- ✓ If you know in advance you for some important reason you are not going to make curfew or you are spending the night off campus then get approval from the Director **beforehand**.

### **Quiet Hours and Curfew Rules for Guests & Non-Resident Students**

All days of the week, from 10:00 pm to 6:00 am is the time reserved for quiet hours. At 10:00 pm all non-resident students and guests are to leave the campus dorms. After that all guests and non-resident students must leave the campus by curfew. All other campus facilities are available to hang out in. After 10pm all areas except the Fireside room must be kept quiet. The Fireside room can be used for fellowship until curfew

### **Common Area Hours**

- ✓ Students or any guests are not allowed to overnight sleep in the common areas.
- ✓ At curfew all common areas are to be shut down.
- ✓ **People in relationships are not to use the Common areas (especially the Fireside Room) for romantic intimacy.** No kissing, hugging, and putting your head on your boyfriend/girlfriend's lap on the sofas. A student walking in shouldn't feel uncomfortable or embarrassed because they are "invading" someone private moments.
- ✓ Don't leave your books, bags and other items on tables or around the common area except for short breaks. Your belongings are not to be stored or left in those areas. **KEEP IT CLEAN!**
- ✓ Use the common areas for when you have guests coming to visit you.

### **If you want an overnight Guests...**

All guests must be pre-approved by the college Director, and will pay \$5.00 per night. Your guests can eat with students for \$3.00 per meal, which is not included in the \$5.00 per night. Students who live off campus are considered guests. All non-overnight guests are to leave the dorm rooms by 10:00 pm; however, they are allowed in the Fellowship Hall until curfew.

### **Thermostats/Windows & Doors**

In the dorms and all CCBCU facilities, thermostats are not to be adjusted unless you have been given permission to do so by an appropriate staff member or dorm steward. Dorm stewards are allowed to adjust thermostats according to the general consensus of the dorm's students. Keep windows and doors shut with either A/C or heat running. Be good stewards. Yet, please air out your room for about ½ hour a day.

### **Laundry Facilities**

- ✓ A washer and dryer have been provided for on-campus residents to use in each dorm area.
- ✓ Please make sure you do not leave your clothes in the washer/dryer for extended periods of time as there are several people who need to use the facilities. Also, please make sure you clean up after yourself, throw away all trash and lint, and take all of your belongings to your room after each use.

- ✓ The washer and dryer on the left are the men's and the set on the right are the women's for the single residents.

### **Cars and Parking**

- ✓ **At Dorms:** All single students are to park in the parking lot adjacent to the swimming pool. Don't park long-term or overnight in the roundabout. It is for drop off and picking up only.
- ✓ **At Class:** Make every effort to walk to class. Please do not park overnight in front of the fireside room. No parking on any grass at any time.
- ✓ **At Church:** On Sundays and Wednesdays, we ask that all students walk to church as able. This will help alleviate sporadic congestion in the church office lot and in the church parking lot.

### **Where to get your Mail...**

Your personal mail can be picked up **in the church office** in the Brick House, Baker House, or Cabin mail boxes. Our address is: CCBCHU; 7702 Indian Lake Rd.; Indianapolis, IN 46236. Atten: "Your Name" Don't forget to change your mailing address before you move out. We do not take responsibility for lost or undelivered mail after you move out. We will return it to the sender.

### **Copy Machine/Printing Use on North Campus in the Church Office**

Most of your printing needs for assignments can be done on south campus in the resource room. Sometimes it may be necessary to use the copy/printing machine on north campus in the church office. **The student code for the copying machine is 41000.** This is not for personal use.

### **Keys**

For the safety of yourself, your dorm mates, and the church's property, please keep track of the keys that have been issued to you for on-campus buildings.

- You are **required to pay a \$50 key deposit in cash** that will be returned to you at the end of the semester when you return your keys.
- A \$50 fee will be issued for each key that is lost to help cover the cost of re-keying the campus.
- Please remember to return the keys promptly upon graduation or moving out for Summer break.
- Please remember to lock all buildings when leaving them.

### **Tornado and Fire Safety in Dorms**

The College is located near one of the emergency sirens for the city of Geist. In case of a weather emergency, students in the cabins should move to the bathroom (Brick House go to the basement, Baker House downstairs inner most part of the house). Students may find information about current weather situations and how to receive weather alerts via text messages by visiting [www.wishtv.com](http://www.wishtv.com) and look for the "weather alerts" page.

In case of a fire all occupants should exit the building in an orderly manner as quickly as possible, closing all doors behind them. Due to the potential damage from fire and smoke, candles are not allowed anywhere on campus. Candle warmers may be used to freshen up the smell of a room without the danger of an open flame.

## Television and Movies

No rated "R" movies or movies that are inappropriate are to be watched or brought on campus. It is helpful to know a movie's content before viewing, as even PG and PG-13 movies are not appropriate at times. The projector in the classroom is for educational purposes only, and no students are allowed access to this equipment. Televisions are not allowed in any individual dorm rooms. Please keep movie watching to a minimum. Viewing movies on your personal computer is permissible; just follow the same guide lines.

## Classroom Guidelines

### Cell Phones

- ✓ Have your phone silenced and do not text, make phone calls or use the internet during class.
- ✓ Looking at who called is allowed, but please use the break to return their call. Only in the case of an emergency may you step outside to take the call. If these guidelines are not followed, the student will lose their privilege to take a cell phone into class.

### Laptops in Class

- ✓ Please use your computer for learning and note taking only. No games or other class work should be done other than what the instructor is teaching. **If these guidelines are not followed, the student will lose their privilege to take a laptop into class.**

### Kids in Classrooms

- ✓ If you have children, then are not allowed in the classroom during teaching time.

## RELATIONSHIPS & MORAL CONDUCT

### Sexual Immorality, Relationships, & Boundaries

- ✓ Paul said, "But among you there must not be even a hint of sexual immorality . . . this is improper for God's holy people" (Eph 5:3). CCBCU students are expected to preserve their sexual purity and guard against even the appearance of sexual impropriety.
- ✓ **ALWAYS KEEP JESUS THE FOCUS AS TO WHY YOU ARE HERE! KEEP ALL THINGS IN THE LIGHT! ALWAYS DO THINGS THAT EDIFY OTHERS AROUND YOU!**
- ✓ As protection for those students coming out from under parent's care and guard, those wishing to move into any relationship are to **arrange to meet with either Dean of students or Director of the College, no exceptions.** It is something that should be brought to the Lord before entering into and leadership provides another safety net placed over any students living here.
- ✓ **For those in a new relationship there is a no physical contact rule in place for the first two months of that relationship.** No hugging, kissing or even holding hands on or off campus. It

is highly encouraged that all students not enter into a relationship for their first semester at least.

- ✓ Those in a **committed godly relationship, and the relationship is more than two months old**, and they have discussed it with their spiritual leaders, have more liberty. But they must not to stumble others or themselves. Anything that stumbles or tempts another person is not appropriate. Holding hands and brief expressions of appropriate physical contact is acceptable on south campus... **BUT NOT on north campus** (the church building area). **NEVER is it permissible** on or off campus to engage in intimacy that would be considered fornication. Keep your hands off where you know they don't belong!
  
- ✓ For those who are married, engaged or in a committed godly relationship – no physical conduct is permitted in classroom and any place on campus that is inappropriate or distraction or hindrance to other people. Class rooms are for classes not intimacy. Let's face it, your romantic expressions distract some people.
  
- ✓ Hold each accountable as a brother and sister in Christ. This is a new experience for some, moving away from comfort or home or even life they knew before. There will be people God brings here for His purposes higher than we know.

### **Dress Conduct**

As we grow in Christ-likeness, we will be less concerned about pleasing ourselves and more concerned about pleasing God and being considerate to others and their conscience. Our desire is to build up our brothers and sisters by allowing their focus to be on Christ, and not our bodies.

**Clothing at Calvary Chapel Bible College is modest and casual.**

- ✓ Both sexes need to avoid clothing that is tight fitting around the waist and bottom.
- ✓ Do not wear shorts that are cut too high. They should drop well below private areas.
- ✓ Do not wear tops that are low cut or revealing.

Leadership reserves the right to request students change clothing if they deem something inappropriate.

### **Alcohol & Smoking**

Drinking and smoking are not allowed on or off campus while attending CCBCHU. Students are not allowed to go to pubs & clubs that only serve alcohol. You are not to order drinks at restaurants, regardless of how old you are or who you are with. If you return to home, you are under the rules of your parents.

### **Language & Coarse Jestng**

The Bible College should a place where all believers feel safe and respected. It should be an environment that does reflect the world. Therefore, students are not permitted to swear or use coarse jestng on or off campus during their enrollment. Students should be kind and considerate around each other and should seek to be a means of edification to those around them.

### **Food or Drink**

Eating meals is allowed only in the cafeteria. Meals are not allowed in the classroom. You may bring dry snacks to eat, but if messes are left, then this privilege will be taken away. You may have a drink in the classroom or other common areas as long as its in a covered cup.

### **Breakfast**

A continental breakfast will be provided for resident dorm students in the South Campus kitchen only each morning Monday-Friday. The pantry will be locked at all other times. Breakfast is now available during the weekend on the shelves marked Weekend Breakfast by the cubbies. Breakfast items are not to be consumed for other meals. If you missed the designated breakfast time you may not eat breakfast at a later time or day. Please be sure to clear and clean the table, wash your dishes, and put away all breakfast food before breakfast is over. Guests and friends of students are allowed to attend, but your guest will need to pay \$3.00 per breakfast. On Saturday and Sunday the college does not provide breakfast, lunch or dinner; this is your responsibility.

### **Lunch**

The college provides a hot lunch immediately following each class Monday, Tuesday, Thursday, and Friday. Because dinner is served before Wednesday service, you will be provided with a sack lunch that day. Lunches are not provided on the weekend. Guests are welcome; however, please let us know beforehand so that the cook can prepare enough food. The cost for a guest is \$4.00 per lunch. Please wash your dishes and clear the table at the end of every lunch.

### **Dinner**

Dinner is available for all resident students Monday through Friday. A meal will be prepared with your name on it in a bag by 5pm on Monday, Tuesday, Thursday and Friday and placed in the one of the South Campus refrigerators for you to eat at your discretion and is located in back hallway near laundry room. The walk-in refrigerator is not for student use. A hot dinner is provided before the Wednesday night church service on north campus in the Cafeteria.

### **Dishes and Kitchen Clean-Up**

You are expected to clean and clear the table, and wash and put away any dishes that you use throughout the week. Please keep in mind that the dish machine in the south campus kitchen is a sanitizer only, and it will not remove food from your plates, silverware, etc. All food must be removed with the provided hanging spray brush before running the dishes through the machine. Do not leave a mess.

### **Trash**

Trash should be taken out on a daily basis, so that smells, insects and critters do not become a problem to you or your roommates. Please no piling up trash bags in or outside your dorm.



### **Cooking and Storing Food**

In addition to the South Campus kitchen, there are facilities for cooking and storing food in the Brick and Baker houses. The South Campus pantry, walk-in fridge, and freezer are not for student use. If you are cooking a meal, please wash, dry, and put away your dishes and clean the appliances you used immediately after cooking. If you are using the dish machine in the South Campus kitchen, please follow these steps:

1. Clean all food off of dishes with the spray brush and load them into the dish rack.
2. Fill sanitizer machine with **hot** water by pressing black button and inserting drain plug
3. Close machine (it will run automatically)
4. Open machine, dry, and put away dishes in their place.

### **Kitchen Rules**

1. All sack meals are placed in the South Campus refrigerator in back hallway in kitchen. It is for the sack meals only and is located past the personal food cubbies.) Please take your sack meal each day from this refrigerator, as it has limited space. Personal food is to be stored either in cubbies (shelf space/cabinet) or in the student refrigerators located in the kitchen.
2. If you have an item in your sack meal that you don't care for, there will be a basket by the microwaves for non-perishable items to be placed. Students are free to help themselves to items in the basket.
3. A continental breakfast is provided and put out each morning by a designated CM199 student.
4. Each student will have an area set aside for them in the hallway by the washer and dryer area to keep his or her personal food items. We ask that all boxes of cereal and other items be closed securely to alleviate problems with insects. Please keep your area neat and clean.
5. Students are welcome to use the kitchen area to prepare meals. We ask that the kitchen be left clean, with no dirty dishes, pots, or pans left in the sinks.
6. Students are not allowed to use any food items in the South Campus locked pantry or walk-in refrigerator. This includes spices, condiments, cooking oils, and all other food items. The only exception is appropriate breakfast items that are on the designated student shelf area. These will be set out by an assigned student or person during breakfast times.
7. No food will be provided from CCBCi during class breaks.

8. Please do not take any glasses or plates, etc. to the dorms. We need them for lunches. This will be enforced on dorm inspections by deduction of points for plates, bowls, cups, silverware, and any other kitchen items.
9. It is fine to go into the kitchen and talk with the cook. Please be mindful that it's a small area and to stay away from the center island and stove area. It's difficult to work with too many people in the kitchen.
10. Students are allowed to enjoy a second serving of the hot meals. However, please wait until everyone has been served before going up for more. Seconds will be served fifteen minutes after the start of the meal time. If for some reason, you will not be at lunch during the designated time, the meal can be saved by signing his/her name up for a "to-go" meal before lunch. A dry-erase board is hung in kitchen for any students to sign up.
11. Students may keep sack lunches in the student fridges for seven days before the lunches will be discarded. Salvageable items will be placed in the "help-yourself" bin for anyone to enjoy.
12. All other food in the student fridges is expected to have the name of the student as well as the date it was placed in the fridge on it; a sharpie will be provided. Marked food will be discarded upon its expiration date; food expiration charts are displayed on the back of the fridges. Non-marked food will be discarded when deemed expired at the discretion of the Director, Resident Dean, or Resident Assistants.

## COMPUTERS

### **Internet Access & Computers**

Using your own lap top computers, students are allowed to receive access to the Internet through the College's servers via wired connections in the resource room. Use of the Internet is restricted and should not be accessed by students unwilling to comply with the following standards. If you do not have your own computer you may use those provided in the resource room. You are required to give our IT person your IP address for your phone, laptops, computer that in order to use WiFi.

### **Management and Administration**

Your Internet activity on campus is monitored and recorded for law or policy violations. Furthermore, your activities can be reported to law enforcement or regulatory agencies. The College's staff can inspect all computers on campus, including your personal computer, for policy and/or law violations. The College retains the right to confiscate any software or file downloaded through the College's computer, network, or Internet systems. **DO NOT USE THE COMPUTERS FOR INTERNET PORN.**

### **Security**

Do not share your user ID and password with anyone. Install anti-virus and anti-spyware software on your personal computer and keep it updated. Also use caution when receiving e-mail; if you aren't sure about it being safe please delete it. Do not knowingly use the College's systems to download or distribute pirated software, movies, music, or data. Do not share confidential

information about others with anyone. Do not upload or download any software or data owned by or licensed to the College without permission. Do not connect other networking equipment (i.e. wireless access points or routers, switches, hubs, etc.) or gaming systems (i.e. x-box, Playstation, Nintendo, etc.) to the campus network.

### **Computer Labs**

Do not download or install any software on computer lab computers without permission. If you feel you need something that is not installed on a lab computer, submit a request via email to [mediaministry@horizonindy.org](mailto:mediaministry@horizonindy.org). Save your work on removable media, not to the computer.

Files saved on lab computers can be removed at any time without notification. Do not change the settings of computer lab computers (i.e. screensavers, backgrounds, desktop icons, printer settings, and etc.) (Facebook is permitted).

### **General Computer Usage**

Sexually explicit material is strictly prohibited. Be considerate of your fellow students and do not overload (monopolize) the network or Internet. Save your downloading for off-peak hours like late at night or early in the morning. Avoid listening to music, watching movies, or other streaming media over the Internet. Please use a radio, CD player, or DVD/Video player. Do not download videos or music unless there is an explicit school or ministry related use for the material. Use of peer-to-peer file sharing (i.e. Kazaa, WinMx, and related programs) is strictly prohibited. Represent yourself honestly when on the Internet, in chat rooms, and in e-mails.

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## **SAFETY PROCEDURES**

**If not initiated by Director or Dean, please attempt to notify both Director and Dean of the current situation and continue with the safety procedures.**

### **Lockdown Checklist:**

- Call all dorms (Baker, Brick, and Cabins) and notify of lockdown. Request that they lock all doors and windows and not leave buildings or let anyone inside of buildings until cessation of lockdown
- Lock all doors and windows
- Notify teacher, students in class, and cook of lockdown
- Continue to monitor situation until lockdown ceases
- Call all dorms (Baker, Brick, and Cabins) and notify of cessation of lockdown.
- Notify teacher, students in class, and cook of cessation of lockdown

### **Tornado Warning Checklist:**

- Verify tornado warning
- Call on-campus students and notify of tornado warning
- Call off-campus students and notify of tornado warning
- Call part-time students and notify of tornado warning
- Call Teachers and notify of tornado warning
- Call cook and notify of tornado warning

- Usher students to a Tornado Safety Zone (the Brick House basement, the Baker House kitchen, the Cabin bathrooms, the South Campus kitchen hallway, or the stairwells in North Campus)
- Continue to survey the weather until tornado warning passes
- Notify all students of cessation of tornado warning

**Fire Checklist:**

- Verify presence of fire
- Call 911 and verify presence of people within building
- Evacuate building to nearest Fire Safety Zone (in the roundabout in front of the Cabins, in the roundabout in front of the Baker House, in the field next to the playground beside the Brick House, in the roundabout in front of the Classroom, in the parking lot in front of North Campus)
- Check to see if anyone is absent from the Safety Zone and still in the building and notify emergency personnel

**Snow Day Checklist (can only be initiated by Director):**

- Call Teachers and cancel class
- Call on-campus students and notify of canceled class
- Call off-campus students and notify of canceled class
- Call part-time students and notify of canceled class
- Check with evening teacher if night class is canceled (if so, repeat first four steps)
- Shovel around cabins and the main walkway and salt the paths if needed
- Call Maintenance Team to make sure the Baker, Brick, and Cabin drives are going to be plowed

## Single Move-In Checklist

(Please Keep this List)

**Each student has limited space for personal belongings. Please use the following checklist...**

### **Bring these items**

- Bedding: pillow, comforter, twin sheets
- Bible, concordance and other study materials
- MP3 player for Chuck Smith through the Bible series (*required*)
- Personal hygiene items (shampoo, toothbrush/toothpaste, toiletries, etc.)
- Clothing, casual and semi-formal, hot and cold weather
- Bathroom amenities and bathroom rugs (*optional*)
- Lap Top Computer (*optional- but highly recommended*)
- (*For Fall Semester*) Sleeping bag & pad, backpack, hiking shoes for the camping trip (Exodus Journey) in September

**Please call the CCBCHU director for permission to bring any other items.**

**Some examples...** (*The college or another student may already have one*)

- Large musical instruments
- Amplifiers
- Additional Furniture
- Air Conditioner, Humidifier (*one per dorm room*)
- Anything else that might be considered large taking up lots of space

### **Please Do Not Bring:**

- Rated 'R' Movies (*even some lower rated movies are inappropriate to bring*)
- Immodest clothing
- Television and any television components (*including gaming systems*)
- Pets (*of any kind*)
- Anything that needs to be nailed to the wall or ceiling to hang.
- Candles, incense or fire works (*these are against our fire code*)
- Appliances (*blenders, microwaves, dorm refrigerators, coffee pots, etc. No food preparation is allowed in rooms.*)

Students will be given limited refrigerator and cabinet space for food and snack items for weekends and times when meals are not served. Personal dorm rooms are not for food preparation. Food preparation has designated areas provided for you.

### **On-Campus Housing Agreement**

- All students are responsible to pay for damages due to negligence of the building, appliances, plumbing, furniture, and fixtures.
- I agree to live by the moral standards set out in this handbook while living on-campus.
- Utilities and paper products (paper towels and toilet paper) are normally paid as part of the house rent. In the event of excessive use or abuse of electricity, heat, and air conditioning or excessive consumption of paper products, all students could be billed for the excessive cost.
- Dorm and facility cleaning is required of all on campus residents. Random inspections are made of all campus dorms. Cleaning duties will be posted for each student. Your assigned cleaning responsibility needs be done on a regular basis. Dorm inspection totals are incorporated into your CM199 class final letter grade each semester.
- Final Dorm Cleaning – A final dorm inspection will be scheduled by the Bible College Administration prior to student departure. This is required for any student who has lived in a dorm. Failure to participate in the final dorm cleaning could result in late fees, cleaning costs, or the loss of living on-campus during future semesters. If you are in your last semester and you skip your final dorm cleaning, your diploma could be withheld. If you are graduating and neglect your final dorm cleaning, your college transcripts could be withheld. Dorm cleaning is required for all students.

## **DISCIPLINE**

### **Curfew Negligence**

1. Verbal Warning
2. Verbal Warning and meeting with Dean and Director
3. Reassessment of housing
4. Possible suspension

### **Cleaning Negligence (Failed Dorm Inspections)**

1. Verbal Warning
2. Verbal warning and you will be charged \$20.00
3. Verbal warning, \$20.00 charge, and meeting with Dean and Director
4. Final Letter Grade is lowered one full grade in CM199 Class
5. Failure of CM199 Class (core requirement for graduation)

### **Quiet Time Negligence**

1. Verbal Warning
2. Verbal Warning and meeting with Dean
3. Verbal Warning and meeting with Dean and Director
4. Reassessment of housing
5. Possible suspension

### **Laundry Room Negligence**

1. Verbal Warning
2. Verbal Warning and meeting with Dean
3. Verbal Warning and meeting with Dean and Director
4. Loss of laundry privileges for one week for the individual  
(Washer and dryer on the left are the Men's and the set on the right are the women's)

### **Computer Negligence**

1. Verbal Warning from Director

2. Possible suspension/expulsion

### Handbook Agreement

By signing below, I certify that I have read, in its entirety, this handbook, and I do agree to abide by all the terms in it.

Student (Print Name) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse (Print Name) \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

### COMPUTER AGREEMENT

- If you are connecting your laptop to the college server you will register your computer's IP number with the church and college.
  
- Your Internet activity on campus is monitored and recorded for law or policy violations. Furthermore, your activities can be reported to law enforcement or regulatory agencies. The College's staff can inspect all computers on campus, including your personal computer, for policy and/or law violations. The College retains the right to confiscate any software or file downloaded through the College's computer, network, or Internet systems. Installation of virus software, as determined by the Network Administrator, is a requirement for use of the network.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse Name \_\_\_\_\_



MAC/IP # \_\_\_\_\_

Computer Name \_\_\_\_\_