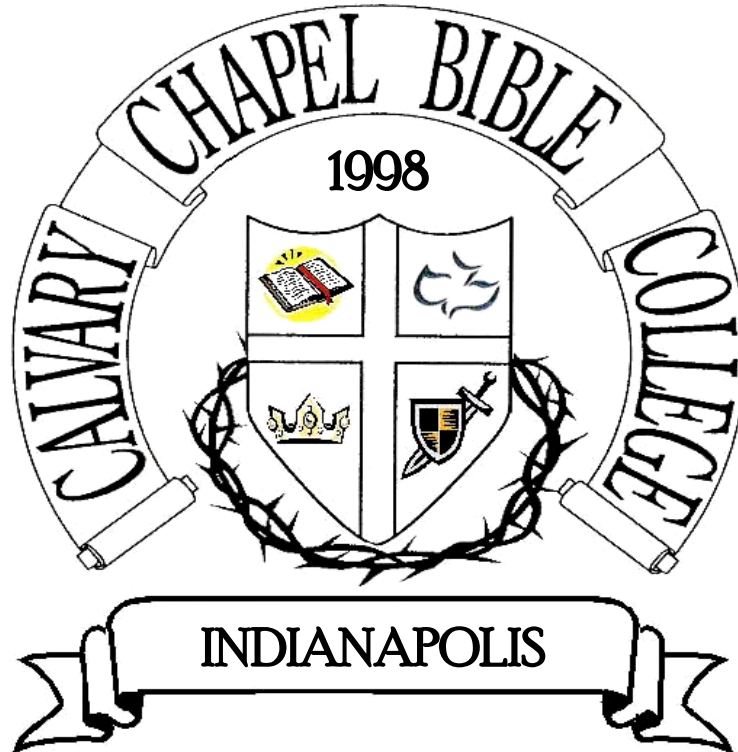


# *CCBCi*



## **Campus Community Student Handbook**

Revised Fall 2013

<b>OUR VISION &amp; CORE VALUES</b>	<b>3</b>
<b>GENERAL INFORMATION</b>	<b>4</b>
Leadership Directory	4
Horizon Office Hours	4
When Life Standards Apply	4
Tuition Payments	4
<b>SPIRITUAL GUIDELINES</b>	<b>5</b>
Principles to live by	5
Moral and Ethical Standard	5
<b>GRADES AND ATTENDANCE</b>	<b>6</b>
Grading System	6
Attendance Policy	6
Graduation Procedures	6
Grading Scale	7
Transcripts	7
<b>MEALS AND KITCHEN</b>	<b>7</b>
Food or Drink	7
Breakfast	7
Lunch	7
Kitchen Rules	8
Snacks	9
Dinner	9
Dishes and Kitchen Clean-up	9
<b>DORM LIFE</b>	<b>9</b>
Trash	9
Cell Phones	9
Laptops in Class	9
Dorm Steward (Students)	10
“RA” Residential Assistant (Graduates)	10
Dean of Students	10
Guests	10
Student Curfews	10
Quiet Hours	11
Common Area Hours	11
Dorm Cleaning and Inspections	11
Personal Belongings	11
Final Dorm Cleaning	12
Mail	12
Cars and Parking	12
Laundry Facilities	12

Thermostats	12
Church Office	13
Dress Conduct	13
Pool and Swimwear	13
Sexual Immorality, Relationships, & Boundaries	13
Keys	14
Tornado and Fire Safety in Dorms	14
Pets	14
Smoking and Alcohol	14
Television and Movies	14
Other Forms of Entertainment	15
Furniture	15
Pictures and Posters	15
Cooking and Storing Food	15
Children and the Classroom	15
<b>COMPUTERS</b>	<b>16</b>
Internet Access and Computers	16
How to Access Your E-Mail	16
Management and Administration	16
Security	16
Computer Labs	16
General Computer Usage	17
<b>SAFETY PROCEDURES</b>	<b>17</b>
Snow Days Procedures	18
<b>COMPUTER AGREEMENT</b>	<b>18-19</b>
<b>SINGLE STUDENT MOVE-IN CHECKLIST</b>	<b>19-20</b>
<b>MARRIED STUDENT MOVE-IN CHECKLIST</b>	<b>20-21</b>
<b>ON CAMPUS HOUSING AGREEMENT</b>	<b>21-22</b>
<b>DORM VACANCY AND CLEANING AGREEMENT</b>	<b>22-24</b>
<b>DORM VACANCY AND CLEANING LIST</b>	<b>25</b>
<b>DORM INSPECTION GRADE SHEET</b>	<b>26</b>
<b>GRADUATION WORKSHEET</b>	<b>27</b>
<b>DISCIPLINE</b>	<b>28</b>
Curfew Negligence	28
Cleaning Negligence	28
Quiet Time Negligence	28
Laundry Room Negligence	28
Computer Negligence	28
<b>HANDBOOK AGREEMENT SIGNATURE PAGE</b>	<b>29</b>

## **Spiritual Foundation & Vision For the Eternal**

*Letter from the Director*

Dear Student,

We are so blessed that the Lord has led you to join us here at CCBCi for this season of your life. Not often do people set aside this much time just to study God's word and to seek His will. It is a unique time away from life's distractions that you might grow closer to Jesus. He greatly loves you and wants you to grow in His love, truth and grace. Jesus once said to Peter, "follow me and I will make you a fisher of men." My encouragement to you is that you follow Jesus, put Him first above all in your heart and actions, and He will make you into what He wants you to be. My pastor, Chuck Smith, often teaches that we can live for self and this world, and the glory will be short lived. Or, we can choose to live for the kingdom of God, and know that our lives have eternal value. This is my prayer for you. Put Him first, seek His will, study His word, love Him and discover His plans for your life. Jesus wants your life to be full and blessed. Consider His words in John 10:10, ***"...I have come that they may have life, and that they may have it more abundantly."***

**Our Vision Is To See Each Student Obtain.....**

**A Strong Spiritual Foundation For Life  
A Vision For The Eternal Things Of God.**

### **How?**

- By studying the whole counsel of God's Word.
- By obeying God's Word and learning to die to self, flesh and worldliness.
- By seeking the heart of Jesus and all His love and grace.
- By living, praying and worshipping side by side with fellow students.
- By serving in the body of Christ as unto Jesus.

## GENERAL INFORMATION

### **CCBCi Leadership Directory**

Church Office	(317) 823-2349	Horizon Christian Fellowship
Paul Lange	(951) 297-8469	CCBCi Director
Tracy Gray	(317) 410-6186	CCBCi Assistant
Wes Hoff	(317) 518-3111	CCBCi Dean of Students
Danny Posadas	(317) 224-3444	CCBCi Intern & Guys Dorm RA
Julie Hiestand	(765) 414-8010	CCBCi Intern & Girls Dorm RA
Scott Ellman	(317) 847-9244	CCBCi and Church Accountant
Craig Combs	(317) 502-2777	Maintenance
Lisa Bradbury	(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-5:00pm

**\*Please remember you are a guest in the office area and always check in with the secretary and get permission before going back to the offices to talk to someone.**

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

The Campus Community Life standards apply from the time a student enrolls at CCBCi through graduation day. All CCBCi students are to abide by the standards contained in this Handbook:

- During each semester (Fall and Spring), breaks (Fall, Thanksgiving, Christmas, Winter, Outreaches, and Summer, etc.), and summer.
- While representing CCBCi in all off-campus events (such as mission trips, promotion tours, internships, studies abroad, athletic activities, academic or ministry activities, etc.), and while both on and off campus.
- 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.

### **Tuition Payments**

Payments are to be made in the church office accompanied by a green deposit slip (which can be found in the mail room), and placed in the secure wall mounted silver accounting box that is outside the offices. Payments are due at the 1<sup>st</sup> of each month. If it is not received by the 5<sup>th</sup> day of the month, you will be charged a late fee of \$25.00. Please do not turn in payments to the Director, Dean, teachers, or church staff members. Remember we want to work with you and help you with your financial situation, just please keep in communication with the accountant and Director.

**Principles to Live by...**

**Accountability:** The purpose of the CCBCi staff is not to frustrate or restrain individuality or creativity. We hope to promote an “open door” policy to all students and to improve communication and attention of individuals in our Student Body. The responsibility of upholding policies is to be shared by all members of the Body (Matthew 18:15-20).

**Consideration:** This simply means following Christ’s example in putting the interest of others before your own (Philippians 2:3-4). This takes hard work, time, and willingness. In order to build a New Testament community, we must lay aside petty differences and focus on learning how to communicate with each other more vulnerably, more intimately, and more lovingly on a continual basis.

**Encouragement:** All believers are called to a ministry of encouraging one another with the ultimate goal of maturity in Christ (Hebrews 10:24-25, Ephesians 4:11-13). Encouragement in its fullest sense includes unselfish living, accountability, affirmation of gifts and talents, and discipline for the purpose of restoring people into right relationships with God and each other.

**Integrity:** Christians are called to adhere to the moral and ethical standards set forth in Scripture. This includes striving to live above reproach, being pure and honest, and abiding by the standards one has agreed to uphold (I Peter 1:13-15, II Peter 1:3-8).

**Privacy:** Each of us needs time alone daily for communion with God and personal reflection. It is important to develop sensitivity to each other in this area. As a result of community living, we must develop a respect for each other’s time and privacy.

**Property:** Careful consideration should be given to activities which involve the use and/or alterations of property, whether personal, school, or church. Make sure you receive the proper permission to utilize the property, and care for it as if it was your own.

***“Let us hold fast the confession of our hope without wavering, for He who promised is faithful. And let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another and so much more as you see the Day approaching.”***

***Hebrews 10:23-25***

**Moral and Ethical Standard**

Please understand that those attending CCBCi desire to be used by the Lord in ministry and to live above reproach, avoiding any snare of the devil in unacceptable behavior. If you see any behavior that contradicts scripture or the campus guidelines in a fellow student...

1. Pray for direction and guidance
2. Confront the individual immediately and hold them accountable
3. If the behavior persists, communicate your *observation* to the Dean and/or Director.

If a student fails to live by Biblical Standards and/or Campus Guidelines...

- Just as the Lord forgives, we will forgive one another.
- Anyone with a truly repentant heart will be counseled and brought to restoration, not negating consequences for one’s actions.
- Students who do not seek forgiveness and show fruit of repentance will be asked to leave CCBCi.

While good grades are not the main goal of our classes, evaluation is an important tool in teaching and discipleship training. We recognize that although all people are equal in value, they often differ in their gifts and abilities. As we design our courses and evaluate students' work, we do our best to make sure that students receive grades that properly reflect the effort they put into their studies.

**Grading System** At CCBC campuses, we use both letter grades and grade points that count toward a cumulative Grade Point Average (GPA). This standard grading system makes it easier for our students to transfer credits from CCBC to other academic institutions.

**Attendance Policy** CCBC requires 100% attendance, and all unexcused absences will result in a grade penalty. This means that students who miss class should expect a lower grade than those who attend faithfully. Absences are normally excused for the following reasons: a medical problem (with a doctor's note); a family tragedy; or a family wedding. The Registrar's Office (Director) is the final authority on all attendance issues and reserves the right to make the final decisions on which absences are excused and how many absences are excusable for one of the reasons given above.

All absences must be made up, whether unexcused or excused. Whenever a student misses a class, he or she must make up the class by listening to the audio recording (available in the CCBCi Library), taking notes, and filing an Absence Authorization Form in the Bible College Office. Failure to make up the class will result in a more severe grade penalty than the one incurred for an unexcused absence that is properly made up. The student remains responsible for all class assignments that were due or assigned during the class period they missed.

Students who arrive late to class will also incur a grade penalty of two out of five points. If students arrive more than 15 minutes late for class, they will be counted absent. Faithful class attendance is a vital part of the students' experience at CCBC. Other colleges may teach disposable information, but here we teach the Word of God. Our classes are participatory and interactive, and the quality of the classes would suffer greatly if attendance were optional.

### **Graduation Requirements**

80 semester credits or more are required to graduate. The student can accomplish this in two years by enrolling in 20 semester units or more per semester. The Bible College recommends taking classes according to the semester schedule as issued each semester. \*It is the responsibility of the student to track his or her progress toward a degree through the use of the graduation worksheet available from the Registrar's Office upon request.

### **Graduation Procedures**

Potential graduates must sign up for a graduation interview in the Registrar's Office when they register for their last semester. They will review records, resolve academic conflicts, verify degree level and complete a petition to graduate packet that must be turned in to graduate. In addition, we will schedule the graduation ceremony rehearsal and various meetings for the graduates at that time. This must be completed no later than the 8th week of the final semester for that student.

### **Graduation Fee**

A graduation fee of \$50 is required for all students including affiliate campus students.

**Grading Scale**

<u>Letter</u>	<u>Percentage</u>	<u>Points</u>	<u>Explanation</u>
A	95-100	4.0	Excellent
A-	90-94	3.7	Excellent
B+	87-89	3.3	Good
B	83-86	3.0	Good
B-	80-82	2.7	Good
C+	77-79	2.3	Satisfactory
C	73-76	2.0	Satisfactory
C-	70-72	1.7	Lowest passing grade

<u>Letter</u>	<u>Percentage</u>	<u>Points</u>	<u>Explanation</u>
D+	67-69	1.3	Unsatisfactory
D	63-66	1.0	Unsatisfactory
D-	60-62	0.7	Unsatisfactory
F	59 or below	0.0	Failure

**CCBC does not recognize any of the above points as passing for a class.**

- FW = Failure because of withdrawal for excessive absences
- I = Incomplete grade (temporary)
- IP = In Progress (temporary)
- W = Withdrawal
- UW = Unofficial Withdrawal

**Transcripts**

The Registrar provides grade reports and official student transcripts. Students may request grade reports (free) and official transcripts for \$10. Please allow 7-10 days for transcripts to be processed and received. Free grade report is given each semester.

MEALS & KITCHEN

**Food or Drink**

Eating meals is allowed only in the cafeteria. No food consumption is allowed in the classroom except for rare occasions when a professor may allow or provide snacks during a class. Snack and lunch items are allowed in the “no eating rooms” (classroom, fireside, and study lab), as long as they are in the original wrapper or container, for eating at breaks and after classes. Drinks are ok in the class room but not in the study lab. Please be careful not to spill anything and to clean up any spills immediately without disrupting class, then immediately reported to the maintenance staff for proper cleaning if needed.

**Breakfast**

A continental breakfast will be provided for resident dorm students in the South Campus kitchen before devotions daily, Monday through Friday, unless in use by staff, the pantry will be locked at all other times. Breakfast is included in your tuition cost. No breakfast or other meals are provided in the other facilities. 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. Advanced notice and approval is expected. On Saturday and Sunday the college does not provide breakfast, lunch or dinner; this is your responsibility. If you eat breakfast at the Sunday café between church services, you are expected to pay at the displayed price. This is not included in your tuition.

**Lunch**

The college provides a hot lunch immediately following each class Monday, Tuesday, Wednesday and Thursday. Sack lunches will be provided on Friday’s and for dinners on weekdays. Before the Wednesday service at Horizon, students are invited for a hot dinner. 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 \$3.00 per lunch. Please wash your dishes and clear the table at the end of every lunch.



**Kitchen Rules**

1. All sack meals are placed in the South Campus walk-in refrigerator. Please take your sack meal each day from this refrigerator, as it has limited space.
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. Self-serve continental breakfast is provided. Students are welcome to help themselves to breakfast items provided on the student designated shelves only. There will additionally be a student breakfast area in the freezer with items such as waffles, bagels etc. Occasionally there will be ice-cream or something similar that has been provided for the students. They will be clearly marked and all students are welcome to help themselves to these items during meal times only.
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 that are not on the designated student shelf area. This includes spices, condiments, cooking oils, and all other food items. No food will be provided from CCBCi during class breaks.
7. Please do not take any glasses or plates 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.
8. 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.
9. 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.
10. 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.
11. 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.

**Snacks** *(not provided by college)*

Snacks are allowed to be eaten in the dorm rooms; however, all perishable items (chips, crackers, etc.) must be kept in a container, and anything dropped or spilled on the floor should be vacuumed or wiped up immediately. Dorms are not for food preparation or cooking, and no hot plates, dorm refrigerators, coffee makers, or microwaves (or similar) are allowed. If you have microwave foods, please take them to the appropriate dorm kitchen for preparation and consumption.

**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 South Campus refrigerator for you to eat at your discretion. The walk-in refrigerator is accessible with the provided student key for this purpose. Please keep the refrigerator door closed at all times. Please do not use any of the condiments, spices, or eat any of the food that is not a part of your sack meal. If it does not have your name on it, do not eat it. Dinners are not provided on the weekend. Any guests will need to pay \$3.00 per dinner. Advanced notice and approval is expected. A hot dinner is provided before the Wednesday night church service.

**Dishes and Kitchen Clean-Up**

As we are the Lord's stewards of this campus, we are entrusted to care for and maintain the facilities that He has provided. Please keep this in mind as 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.

**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.

**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.

We ask you to submit to the authority of the Bible College leadership team. Cooperation, respect, and a spirit of grace are key elements in maintaining a campus community of unity.

**Residential Dorm Stewards (Students)**

Each dorm has a Dorm Steward who has oversight of all functions and rules relative to that dorm. In addition, there is a Life Intern who oversees the Dorm Stewards and students to keep them accountable in their dorm responsibilities. The Life Interns oversee all men and women in the dorms and should be contacted about any problems. Remember the Life Interns and Dorm Stewards are there to serve the student body, especially new students as they get accustomed to living on campus. Refer to the Leadership Directory for leaders in your dorm on Page 2.

- Women's Dorm — Cabin 1
- Men's Dorm — Cabins 2 & 3
- Married & Family Dorms — Brick & Baker House

**Residential Assistant (Intern Graduate)**

They are available for guidance, counsel, and in the case of emergencies. The Residential Assistants are on-call at all times for matters related to the campus and dorms. They help support campus expectations and may give exceptions to the dormitory rules.

**Dean of Students (Wes Hoff)**

Has oversight of all students, Residential Assistants, dorms, and campus policies, facilities and their inspections.

**Guests**

All guests must be pre-approved one week in advance 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. Guest forms are available in the class room and church office by the mail boxes. Payment and approval is to be received prior to your guest's arrival. All non-overnight guests are to leave the dorm rooms by 10:00 pm; however, they are allowed in the Fellowship Hall until curfew.

**Student Curfews**

- ✓ Curfew for Sunday - Thursday —11:30 pm.
- ✓ Curfew for Friday and Saturday —1:30 am
  - If you are late returning to campus, make yourself accountable to your Dorm Steward the following morning to discuss the situation.
  - Returning to campus past the curfew is permissible only for the purpose of work if approved by the college Director.
  - Any other reasons for being back to campus past the curfew or spending the night off campus needs approval from the college Director or Dean.

### **Quiet Hours**

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. Students who do not live in the five dorm facilities are to leave that dorm as guests at this time unless approval has been given by leadership. All other campus facilities are available to hang out in. Please have quiet conversations and quiet the dorm to respect those residents studying or sleeping during these times. You can still be awake in your common area as a resident of that dorm doing laundry, studying and other things until curfew then all common areas on campus close until the next day; however, please be respectful of your dorm mates. The South Campus facilities are the only facilities that all students can be in after 10:00 pm; they must then be vacated at curfew.

### **Common Area Hours**

All dorm common areas need to be cleared of non resident guests at 10:00 pm; all other campus facilities are available to hang out in. Pre-approved overnight guests are allowed. Fellowship in the Baker and Brick house is to be for group functions. Please communicate with a resident of that dorm out of respect for their living quarters. Remember that the Baker and Brick House are the married couple's dorms. Men and women from other dorms are allowed in the Baker and Brick House common areas *only* until 10:00 pm and when given permission by a resident. The 10:00 pm quiet hour applies to weekdays, weekends, holidays, and school breaks. If you are alone in a common area (includes all other common areas: fireside; classroom; etc.) with the opposite gender be sensitive to the need of possibly leaving that area until a more appropriate time.

- ✓ Men do not go into women's dorm rooms.
- ✓ Women do not go into men's dorm rooms.
- ✓ Married couples may have guests over for a visit in the common areas only. Please do not bring people into the bedrooms.

### **Dorm Cleaning and Inspections: *CM199 – Practical Christian Ministry***

Dorm cleaning is required of all residents. Dorm inspections are done at various unannounced times by the Residential Dean or Residential Assistants. Your dorm will be clean on a continual basis. Each student is asked to keep personal and common areas (including the Fellowship Hall and Campus Kitchen) as clean as possible. Please pick up your belongings, clean up after yourself, and maintain a general look of cleanliness within all areas. Even if you did not make the mess, please pick it up. Out of respect, it is wise to keep the Dorms looking and smelling as nice as possible. Each dorm area has a common area that reflects on each student's dorm inspection grade. Because you do not clean a common area you could cause another student to fail their inspection. All of your inspections grades are added into your CM199 final letter grade.

### **Personal Belongings**

Personal belongings are to be kept in your own dorm and not in the common living areas.

- ✓ Hot plates, microwaves, humidifiers, other cooking appliances, TV's, gaming systems, dorm size refrigerators, rated R movies (or movies deemed unacceptable by the Director or Dean), fire works, candles and incense are not allowed in dorm rooms or on campus.
- ✓ Fans may be used. Please turn off all lights, fans, computers, curling irons, and hair dryers while out of your dorm during the day or evening. Please help save electricity and prevent fires! Items left on will cause a deduction in your dorm inspections.

**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.

**Mail**

Your personal mail can be picked up in the church office in the Brick House, Baker House, or Cabin mail boxes. To start receiving mail, submit an address change with the post office directing your mail to: CCBCi & Dorm, student's name, 7702 Indian Lake Rd, Indianapolis, IN 46236. 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.

**Cars and Parking**

- The speed limit on the entire campus (North and South) is 20 mph. Please be safe.

**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.
- Baker House residents are to park in the provided lot. Please do not park in the roundabout.
- Brick house residents are to park in the provided lot.

**Parking At Class:**

- Make every effort to walk to class.
- Please do not park overnight in front of the Fellowship Hall.
- No parking on any grass at any time.

**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. For the single men and women, ironing is to be done in the laundry room, not in the dorms. These areas are also part of your dorm inspection grades. As with other common areas, the laundry area must be kept clean and free from personal items. 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.

**Thermostats**

In the dorms and all CCBCi 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.

### **Church Office**

Your presence in the church office is one of a guest. Please enter quietly and respectfully. If you are here to see someone in the church office, please check in and get permission with the front desk secretary to go back. Computers, phones, pens, paper, or any other office materials are not for student use. Student printing is available for school related materials on the college computers in the chapel, which are connected to the copier/printer in the church office. **The student code is 41000.** All personal student items are to be printed on your personal printer.

### **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. Clothing at Calvary Chapel Bible College is modest and casual. The purpose of the dress conduct is to prevent men and women from being distracted by the physical attributes of their classmates. **If CCBCi leadership believes a student's dress is inappropriate they will pull that student aside and deal with it privately.**

### **Pool & Swimwear**

We ask that the same standard be adhered to concerning swimwear:

- *Women* - One-piece bathing suits or modest suits are appropriate, no bikinis.
- *Men* - Loose-style swimming trunks that are firm around the waist are appropriate.
- *Do not swim alone* or one on one with opposite sex(excluded married couples)

### **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, NIV). CCBCi's students are expected to preserve their sexual purity and guard against even the appearance of sexual impropriety.

***The following rules must be observed....***

- Students must stay out of dorm rooms of persons of the opposite sex, unless there is a valid approved reason given by people in leadership.
- Sexual intimacy outside of marriage is not allowed.
- For couples that are dating, there is a ***no physical contact rule on campus***. This means no holding hands, kissing and hugging or laying on each other on furniture. Build the relationship on friendship. Engaged couples have more freedom but use discernment.
- No pornography (print or internet).
- During class time, we ask that married couples consider and respect fellow students by avoiding putting hands on each other's legs; stroking of hair; massaging necks and back and the like.
- ***All relationships should be "kept in the light" literally and metaphorically speaking.*** Dating couples are not to be in dark or closed off rooms. If others walk into a room with a married couple or dating couple present, that person should not feel uncomfortable being there. They should feel welcome. There should be no "vibe" that they just invaded someone's private intimate time or space as a couple.

### **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.

- 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.

### **Pets**

There are no pets (cats, dogs, fish, birds, reptiles, rodents, insects, and such) allowed on campus with no exceptions.

### **Smoking and Alcohol**

There is a non-smoking and non-alcohol facility, and there are no designated areas for smokers on or near the campus. We desire to set the best example we can for those around us, and to be a positive witness to unbelievers. Therefore, applicants who smoke or drink will not be admitted or asked to leave if this is a problem that can not be put-off.

### **Television and Movies**

Three televisions are provided on the entire CCBCi campus for student use with movies in the Fellowship Hall, Brick House and Baker House. No gaming systems, antennas or any other equipment are to be added to them without permission. 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. If you have any "R" rated movies on campus, please get rid of them. Leaving the campus to watch a rated "R" movie is left to your discretion. 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.

**Other Forms of Entertainment**

No forms of adult entertainment are allowed for CCBCi students, including pornography, visiting adult bookstores, "gentleman's clubs," or any location where sexual immorality is present. Dances which involve or promote immodesty or sensuality should be avoided. Students are not allowed to be in attendance at bars. Students 21 and over are strongly encouraged to avoid patronizing such businesses unless a particular spiritual activity is being held to reach out to people. Under no circumstances may a CCBCi student purchase alcohol for a fellow student or any other person. Secular books and music promoting drugs, sexual immorality, witches, vampires, or other occult & immoral behavior is prohibited.

**Furniture**

No furniture is to be rearranged or moved in any of the CCBCi facilities or common areas on campus. Only your personal dorm room may be arranged as you desire. No removing, trading or discarding dorm issued furniture. No additional furniture may be added to your dorm room without permission from the Director.

**Pictures and Posters**

Students may decorate their walls as long as items are hung with sticky tack. No nails, hooks, tacks, or screws are to be put into the walls. No additional pictures, posters or decorations are to be placed on any wall in any of the common areas of the dorms or other areas of the college facilities. Please consider what you place on the walls, as we could ask you at any time to remove it if it is not permissible or inappropriate. Remember we live in a community.

**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. Food for the singles is to be kept in the South Campus' hallway leading toward the laundry room and the white refrigerators located in the kitchen. The married couples' food is to be kept in their respective kitchens. Please be respectful of others' belongings and do not take or eat food that is not yours without asking, regardless of whether or not a name is on it. 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.

**Children and the Class Room**

As we want to be considerate to your fellow class mates and instructors, the class room is not a place for children or childcare. Please provide some one to watch your children during your class hours. If you are unable to find a sitter for your child, he/she is not permitted to come to class with you. Still show up at the initial start of class, turn in your homework, get the next week's work, explain your situation to your instructor and then excuse yourself from the class room with your child. Your absence due to this situation will not be excused. Child visitors of student parents above the age of eight years old are permitted with prior approval each time from the Director or Dean with two visits per semester.



**Internet Access & Computers**

All students are provided with a username and password that are used to access college owned computer resources. You will be given a username and password with provided e-mail access to the following address: [username@ccbci.org](mailto:username@ccbci.org). All passwords assigned are case sensitive. 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.

**To Access your e-mail:**

1. Log on to your computer account
2. Open a web browser and type in "webhost4life.com/mail/"
3. Enter your e-mail address and password at the center of the screen

**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.

**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 violate any state or federal laws or regulations. Do not knowingly use the college's systems to deliberately propagate any virus, worm, Trojan horse, or trap-door program code. 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 knowingly use the College's systems to commit infractions such as the misuse of college assets or resources, sexual harassment, or theft or misappropriation of intellectual property. 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.

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)
- Call cook to cancel lunch
- 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

**COMPUTER AGREEMENT**

- In no way is the college under any obligation to provide the use of computers for students with printing, storing or making documents, checking email, MP3 listening, or web access.
- The computers that are in the Resource Room are luxury items that the college provides to aid in your education.
- The computers are available for these purposes; however, it is not our intention for you to become solely dependent upon them for your personal or college needs.
- Each student will be given a log on password and a ccbci.org email address for their use while enrolled here at college.
- You agree by signing below and by receiving your personal password not to play games, participate in on-line chat (Facebook is ok), or view any pornographic material or anything that dishonors CCBCi, Horizon, or the Lord; moreover, you agree to use them for the purpose of spiritual growth and biblical education.
- You also agree to use no other computer or printer on the campus or plug into internet access by lap top in any other area of the campus other than the Resource Room unless given permission by a staff member.
- If you are connecting your laptop to the college server you will register your computer's MAC 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 # \_\_\_\_\_

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

## Calvary Chapel Bible College

### **Single Move-In Checklist**

(Please Keep this List)

**Each CCBCi student has limited space for personal belongings. Please use the following checklist on helpful items to bring:**

- Bible/Concordance, 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 (*minimal*)
- Bedding: pillow, comforter, twin sheets (*long*)
- Bathroom amenities and shower rug (*optional*)
- Alarm Clock

*(All dorm rooms come standard with showers, toilets, sinks, and are furnished with a bed, dresser, work desk, and personal storage space).*

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

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

- Large musical instruments
- Amplifiers
- Bikes
- Fan (*one per dorm room*)
- Anything not on the above approved list

**Please Do Not Bring:**

- Rated 'R' Movies (*even some lower rated movies are inappropriate to bring*)
- Secular music
- Secular books (promoting: drugs, promiscuity, witches, vampires, or other occult mat.)
- Immodest clothing
- Television and any television components
- Pets (of any kind)
- Candles, incense or fire works (*these are against our fire code*)
- Appliances (*blenders, microwaves, pots, pans, silverware, dorm refrigerators, coffee, pots, etc. No food prep in rooms*)
- Furniture (*other than what you need for your personal 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. Please do not hesitate to call the CCBCi office at (317) 823-2349 or email at [info@ccbci.org](mailto:info@ccbci.org) if you have any questions or concerns.

## Calvary Chapel Bible College

### **Married Move-In Checklist**

(Please Keep this List)

**Each CCBCi married couple/family will have limited space for personal belongings. Please use the following checklist on helpful and permitted items to bring:**

- Bible/Concordance, 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 (*minimal*)
- Bedding: pillow, comforter, sheets
- Bathroom amenities and shower rug (*optional*)
- Lap Top Computer (*optional*)
- Alarm Clock
- Adult bed (*and child's bed if family*)
- Dresser, study desk and chair

*(All family dorm homes are fully furnished, only your personal rooms and bathroom that we assign you will be empty for you to furnish with your personal furniture and belongings. No storage space will be given for other personal belongings)*

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

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

- Large musical instruments
- Amplifiers
- Desk Top Computers (*we have a small computer lab with internet access on campus*)
- Bikes
- Fan, Humidifier (*one per dorm room*)
- Anything not on the above approved list

**Please Do Not Bring:**

- ☑ Rated 'R' Movies (*even some lower rated movies are inappropriate to bring*)
- ☑ Secular music
- ☑ Secular books (promoting: drugs, promiscuity, witches, vampires, or other cultic mat.)
- ☑ Immodest clothing
- ☑ Television and any television components
- ☑ Pets (of any kind)
- ☑ Candles, incense or fire works (*these are against our fire code*)
- ☑ Appliances (*blenders, microwaves, pots, pans, silverware, dorm refrigerators, coffee, pots, etc. No food prep in rooms*)
- ☑ Furniture (*other than what you need for your personal rooms*)

Couples/families 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. Please do not hesitate to call the CCBCi office at (317) 823-2349 or email at [info@ccbci.org](mailto:info@ccbci.org) if you have any questions or concerns. If non approved items are found during dorm inspections later in the semester you will be asked to remove those items.

**Calvary Chapel Bible College**  
**On-Campus Housing Agreement**

- Tuition payments are due by the FIRST of the month. Payments are considered late if not received by the 5<sup>th</sup> of the month. A late fee of **\$25.00** will be charged to your account. If payments are not paid in full (including late fees assessed) within 30 days, you could be dismissed from your on-campus housing arrangements.
- All students are responsible to pay for damages due to negligence of the building, appliances, plumbing, furniture, and fixtures.
- 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.

I, \_\_\_\_\_, understand and agree that I am responsible to fulfill the house policies that are stated above.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
CCBC Administrator Signature

\_\_\_\_\_  
Date

**Calvary Chapel Bible College**  
**Dorm Vacancy & Cleaning Agreement**

- ☐ I \_\_\_\_\_ will vacate my dorm by \_\_\_\_\_ with my final dorm inspection approved. (\$8.00 will be charged to you everyday after the move out date, failure to pay or complete final dorm cleaning could withhold reenrollment or graduation)
- ☐ I \_\_\_\_\_ am petitioning to stay on campus housing through the summer, if approved agree to pay \$240.00 a month to Horizon Christian Fellowship and am willing to move my belongings to another living space if asked. (Days are prorated at \$8.00 if not a complete month)

**Please check the box that describes you:**

- Working as an employee at Horizon through the summer.  
State Position: \_\_\_\_\_
- Volunteering at Horizon through the summer.  
What Ministry: \_\_\_\_\_
- Experiencing financial difficulty.

Give Circumstances:

\_\_\_\_\_  
\_\_\_\_\_

Other

Give Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

**Office Use Only:**

\_\_\_\_\_  
Camp Indy Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Pastor

\_\_\_\_\_  
Date

Petition Approved

Petition Denied

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----  
**Final Dorm Inspection**

Key(s) Returned:

Yes

No

Clean:

Yes

No

Moved out on time:

Yes

No



Passed:                    Yes                     No

Late Fee Total: \_\_\_\_\_

Date Paid: \_\_\_\_\_

\_\_\_\_\_  
Inspected and Approved by

\_\_\_\_\_  
Date

Calvary Chapel Bible College  
**Dorm Vacancy & Cleaning List**

Resident's Name: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

Dorm Steward's Name: \_\_\_\_\_

Date of Sheet: \_\_\_\_\_

Please have this sheet signed (on bottom) and turned in to the Registrar at least 24 hours before leaving campus.

By signing this sheet, I indicate that I have or am about to:

- Removed all of my personal items from my room and any common areas/storage areas
- Removed all of my personal items from the laundry area (including soaps, etc)
- Removed all of my personal food items from the Kitchen
- Returned all of my checked-out CCBCi Library books

By signing this sheet, I indicate that I have:

- Cleaned my bathroom area including the:
  - Shower(s)/bathtub(s)
  - Toilet(s)
  - Floor (including behind toilet)
  - Sink area(s)
  - Beneath the sink and in all cabinets
- Removed all of my furniture and returned any of the college's (if married)
- Cleaned out all of the CCBCi furniture that I have used (dressers, desks, etc)
- Knocked down any cob webs
- Cleaned all windows, mirrors, and walls
- Cleaned out and vacuumed all closets
- Wiped down any shelves
- Vacuumed/swept and mopped all areas

If I am leaving before my room/dorm mates, they (by their signatures below) agree to clean all common areas and take responsibility for all cleaning in my absence.

#1 Roommate's Signature: \_\_\_\_\_

#1 Roommate's Print Name: \_\_\_\_\_ Move out Date: \_\_\_\_\_

#2 Roommate's Signature: \_\_\_\_\_

#2 Roommate's Print Name: \_\_\_\_\_ Move out Date: \_\_\_\_\_

**Resident's Name and Signature**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Dorm Inspection Grade Sheet

Resident's Name \_\_\_\_\_ Cabin # \_\_\_\_\_

Evaluation \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

C	D
A	B

Front

(100-90: Good, 89-75: Pick up the pace, 74 and below; inspection review)

### **Inspections will be random. The cabin is to be ready at anytime.**

This report will be given to the Student, the Dorm Steward, the Dean, and the Director for review.

#### **Personal Area: (Individual accountability)**

(0-55 available)

- 0-5 **Bed Made:** Each persons bed is to be made and look as though it had not been slept in.
- 0-5 **Floor Swept, Vacuumed & Picked Up:** No visible dirt, debris or personal items on carpet including under bed. (Storage containers allowed.)
- 0-5 **Clothes Put Away:** Neatly folded, hung up and put in proper place, laundry in designated area and not unsightly.
- 0-5 **Desk & Dresser Top & Shelves Clean:** Clutter to a minimum, organized and dusted. (Please do not nail or punture the desks with things)
- 0-5 **Walls:** Free from damage, nothing inapropriate on them or affixed to them. (Blue painter's tape and "sticky tack" are allowed to put things on the walls).
- 0-5 **Interior Windows:** Blinds, window and sills dusted and glass clean.
- 0-5 **Shower and Toilet Area:** Shower door, faucet and caddy free of soap scum and water spots. Towels hung neatly. Toilet clean and free of evidence of last use. Floor mopped (clean) including corners and behind toilet.
- 0-10 **Sink Area:** Light dusted. Mirror clean. Faucet and sink top free of soap scum and water spots. Sink top organized and limited to personal items. (Most to be kept under cabinet.) Inside cabinet organized, clean and dusted. Floor swept and mopped. Trash under control.
- 0-10 **General Appearance:** Overall personal area reflects a desire to be clean and a spirit of cooperation, including to specific campus guidelines.

#### **Cabin Common Areas: (Collective accountability) All receive the same evaluation.**

(0-45 available)

- 0-5 **Entry:** No visible dirt, debris or personal items. All linoneum mopped.
- 0-5 **Storage Area:** All cleaning tools are to be hung when possible and supplies are to be neatly displayed. Shelf wiped down. Floor swept and mopped.  
**No personal items, please.**
- 0-10 **Reflection:** There is an spirit of cooperation and respect for others reflected. (Includes specific campus guidelines.)

#### **Common Areas: (Collective accountability) All receive the same evaluation.**

- 0-5 **Fellows hip Hall:** Vacuumed, furniture in place, games away, surfaces clean, etc.
- 0-5 **Laundry Room:** Picked up. Soaps and other chemicals in proper place. Floor clean and free of lint, dirt and forgotten clothing. Machines wiped off. Clothes in the washer or dryer or your room put away.
- 0-10 **Kitchen:** All dishes washed and put away. Counter tops and tables wiped clean. Sink and faucet free of scum and water spots. Carts organized and clean. Trash picked up and emptied. Floor swept/mopped where needed.
- 0-5 **Dining Hall:** Counter tops and tables wiped clean. Floor swept/mopped where needed. Trash emptied. Microwaves and other appliances clean/grease free.



**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 meeting with Dean
3. Verbal Warning 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 \_\_\_\_\_

Dependant (Print Name) \_\_\_\_\_

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