

# IMPORTANT NUMBERS

## Emergency Communications

Emergency Only - 911

Administrative Calls - 620-245-1266

## Crime Stoppers - 620-241-1122

## Central Christian College - 620-241-0723

## McPherson Memorial Hospital

### Ambulance Service

Emergency Only - 911

Administrative Calls - 620-241-2250

## McPherson County Sheriff

Emergency Only - 911

Administrative Calls - 620-245-1225

## Police Department

Emergency Only - 911

Administrative Calls - 620-245-1200

## Fire Department

Emergency Only - 911

Administrative Calls - 620-245-2505

*Please check online  
for the most current  
Central Christian College  
event schedule.*

## DATES TO REMEMBER 2018-2019

Fall Semester	
Friday, August 10	Fall Athletes Arrive
Friday, August 17	New Students Arrive - 1:00 pm Residence Halls Open - 1:00 pm
Saturday, August 18	Freshman/New Student Orientation & Registration (Office Day)
Sunday, August 19	Returning Students Arrive - 2:00-5:00 pm
Monday, August 20	Returning Student Registration Evening Classes Begin
Tuesday, August 21	Day Classes Begin
Monday, September 3	Labor Day (No Classes)
Wednesday, September 12	All School Service Day (No Classes)

Friday-Sunday, October 5-7	Homecoming/Family Weekend
Thursday-Sunday, October 11-14	Fall Break
Monday, October 15	Term 2 Begins
Monday, November 12	Veterans Day Observed (No Classes)
Saturday-Sunday, November 17-25	Thanksgiving Break
Friday, December 7	Christmas Banquet
Monday-Thursday, December 10-13	Assessment/Final Exam Week
Friday, December 14	Residence Halls Close - 9:00 am
Friday-Saturday, December 14 - January 6	Christmas Break
<b>Spring Semester</b>	
Sunday, January 6	Residence Halls Open - 6:00 pm
Monday, January 7	New Student Orientation & Registration - 11:00 am Evening Classes Begin
Tuesday, January 8	Day Classes Begin
Monday, January 21	Martin Luther King, Jr. Day (No Classes)
Monday, March 4	Term 2 Begins
Saturday, March 16	Residence Halls Close - 9:00 am
Saturday-Sunday, March 16-24	Spring Break
Sunday, March 24	Residence Halls Open - 1:00 pm
Wednesday, April 3	Registration Day (No Classes)
Saturday, April 6	Junior/Senior Formal
Friday, April 19	Good Friday (No Classes)
Monday, April 22	Easter Travel Day (Only Evening Classes Meet)
Monday-Thursday, April 29-May 2	Assessment/Final Exam Week
Friday, May 3	Residence Halls Close for Non-Graduates - 3:00 pm Baccalaureate & Honors Night
Saturday, May 4	Family Brunch & Ivy Cutting Commencement
Sunday, May 5	Residence Halls Close for Graduates - 3:00 pm

## OUR MISSION

The fundamental purpose of Student Development is to support the academic mission of the institution by facilitating the holistic development of the student and by advancing the needs of the student by focusing on programming consistent with the vision and mission of Central Christian College of Kansas. Our

intent is to provide a Christ-centered student development for character. Our purpose in fulfilling this intent is to engage students in the following areas:



With the above foci in mind, we support the mission of the College by:

- creating opportunities for spiritual development
- designing and encouraging student participation in effective out-of-class opportunities
- providing support systems to aid students in their academic, emotional, and developmental progress
- continually seeking to improve the quality of campus life and sense of community
- promoting multicultural awareness, sensitivity, and appreciation
- encouraging active participation in the affairs of contemporary society
- developing servant leadership qualities

Student Development is built upon the basic premise of a “customer service” orientation and a “student advocacy” approach. We see the student and his/her needs as our primary focus. Therefore, it is our primary task to discover the real and felt needs of the various student populations that reside on and travel to the campus and seek to provide them with a quality educational experience.

**STUDENT DEVELOPMENT STAFF**

<b>Name</b>	<b>Position</b>
Mr. John Walker	Dean of Student Life
Ms. Missy Mayse (c’97)	Student Development Office Manager
Mrs. Pat Muntz (c’72)	Director of Student Success Services
Mrs. Kellory Blanchard (c’ 12)	Director of Residence Life & Title IX Coordinator
Ms. Ashley Losey (c’12)	Resident Director (Kline Hall)
Mr. Guy Gardner (c’06)	Resident Director (Parsons Hall and Male Upperclass Houses/Apartments)
Mrs. Abby Hinman (c’12)	Resident Director (Stoll Hall and Female Upperclass Houses/Apartments)
Mr. Elijah Barsness	Resident Director (Gillespie Hall)
Mrs. Renee Krinhop	Assistant Director of Student Success Services
Ms. Hatsue Aizawa	International Student Coordinator
Dr. David Kessler	Campus Pastor/Free Methodist Church Lead Pastor
Pastor Zach Fleming	Campus Pastor/Free Methodist Church Pastor of Student Ministries
Pastor Justin Mourn	Campus Pastor/Free Methodist Church Associate Pastor

**THE OVERALL EDUCATIONAL EXPERIENCE**

**OUR MISSION**

Central Christian College of Kansas (1884) exists to provide a Christ-centered education for character.

**OUR PHILOSOPHY**

Orleans Seminary, founded on the Nebraska plains in 1884, was moved to McPherson, Kansas, in 1914. The relocated school was named Central Academy and College. Later, during the presidential tenure of Elmer E. Parsons (1956-1964), the name Central Academy and College was changed to the Central College of the Free Methodist Church. On May 23, 1999, Central College was changed to Central Christian College of Kansas. Central has always been, and still is, true to its roots of spiritual accountability, honest financial stewardship, and fostering a caring campus community. While the

world around us has grown grim with the popular culture, Central does not despair. Students today need the standards and responsibility of yesterday, but they need to be equipped to apply that moral conduct to the present world.

Thus, Central empowers her students by helping them grow in their relationship with Jesus Christ, while at the same time teaching them to grow in relationships with others. Relationships with others grow out of interaction in the residence halls, dining hall, and gymnasium. But of equal merit are the relationships that develop in the classroom; relationships with curriculum, ideas, an imminent profession, and fellow learners. The Central Christian College philosophy of learning in community is designed by joining the College's rich history with the critical challenges of our day.

Technology is a dominant force in today's world. The explosion of new knowledge and technological advancement has disturbed and displaced moral and spiritual values. Yet no power on earth can eliminate man's need for personal integrity, sense of direction, and ultimate purpose.

To meet this challenge, the Central Christian College philosophy is structured on a plan of learning in community. The plan functions on three major levels:

#### I. Liberal Arts Foundation

The college graduate of the future will have more than one career during a working lifetime. Therefore, it is essential for the student to:

- think clearly
- express ideas forcefully
- think critically
- utilize available resources
- find answers and develop a personalized philosophy of life

#### II. Career Considerations

Through the curriculum and career guidance program the student has opportunities for goal clarification and exploration of career choices.

#### III. Sense of Direction

Today's student wants not only to make a living, but also to make a life. Central Christian College provides the opportunity to view life from the perspective of the values of the Judeo-Christian heritage so that each graduate will fulfill the goal of being a Christian servant leader.

Achieving these objectives requires an academic setting with professionally competent Christian Faculty and the freedom of the student to question, refine, and clarify life values. Interaction, debate, acquisition of knowledge, and development of understanding are all part of filling out the colors and shades of your life.

### **OUR GOAL**

Central Christian College recognizes and seeks to meet the needs of the "whole person". This includes the intellectual, spiritual, physical, and social aspects of each student. The Administration, Faculty, and Staff work together to provide opportunities which will challenge students to strive towards "Fit Minds, Fit Souls, Fit Bodies, and Fit Hearts."

For Fit Minds, Central strives to:

- Challenge students toward intellectual and academic advancement while honoring the values of evangelical Christian heritage.
- Assist students in thinking critically, working independently, communicating clearly, and expressing themselves creatively.
- Guide each student toward competence in at least one area of study sufficient to pursue a career and/or continue education.

For Fit Souls, Central strives to:

- Provide opportunities for each student to establish and strengthen a personal relationship with God through Jesus Christ.
- Support students in the development of Christlike character and moral excellence.
- Assist students in discovering and using their God-given talents and gifts to glorify Him and serve others through Christian servant leadership.
- Guide students to a better understanding and application of Biblical principles in their personal lives.

For Fit Bodies, Central strives to:

- Develop in each student an awareness of the need for physical activity, while incorporating the principles of wellness.
- Teach fitness and lifetime skills that prepare students for active adult lives.
- Promote and instill in students the importance of respect, fair play, and honesty using the context of teamwork.

For Fit Hearts, Central strives to:

- Encourage students to participate responsibly in a democratic process through voting in student elections and running for offices of student leadership.
- Maintain a positive living environment of varied multicultural backgrounds so that students may learn to live responsibly within a diverse community.
- Provide students with an overall community experience that is eager to support personal growth and designed to assist students develop healthy relationships.

### **COLLEGE AFFIRMATIONS**

#### **We Affirm the Dignity of the Human Spirit.**

Within the Christian community, the individual is of inestimable value and worthy of profound respect. This respect should be demonstrated through the appreciation of individual differences. Individual dignity is damaged by prejudice, racial or ethnic slurs, gossip, unsubstantiated statements, the inconsiderate or malicious conveyance of incriminating truth, the willful misrepresentation of truth, and the use of intimidation or physical force. The indignities against the human spirit cited above cannot be tolerated in a community set apart for total commitment to Jesus Christ.

#### **We Affirm the Sanctity of the Human Body.**

The human body should be maintained through a proper balance of rest, exercise, and diet (I Cor. 3:16; 6:19). The use and possession of tobacco products (including electronic cigarettes and other recreational vaporizers), hallucinogenic drugs, marijuana, narcotics, alcohol, the misuse of prescription drugs, and/or the mismanagement of diet may create considerable spiritual, physical, and psychological problems; consequently, such behaviors are unacceptable. Individuals possessing or using controlled substances will also be subject to local, state, and federal legal sanctions where applicable. Furthermore, the use or possession of pornographic material is unacceptable because it exploits the sanctity of the human body. All human life must be respected and protected from its conception to its completion.

We do recognize that Anorexia Nervosa and Bulimia are exceptions to the above description. These are diagnosed diet problems with a psychological link and require expert care. Because it does damage the body and threaten one's life, we will take appropriate action to aid the student in getting the care that they need. It is imperative that they receive treatment for these disorders.

#### **We Affirm the Priority of Learning.**

Central Christian College is a living/learning environment committed to the development of the whole person. Through the process of living and learning in this community, certain identifiable outcomes should be realized. These include: a maturing, personal faith in Jesus Christ; a consistency between personal beliefs and behavior; the ability to live in and take responsibility for the community; the skills to effectively manage change; and an awareness of a personal life purpose with the requisite skills to express that purpose in a culturally diverse society.

An environment conducive to learning must be the responsibility of every individual. Aggressive steps should be taken by each member of the academic community to insure an environment that will foster the development of skills in critical thinking, problem solving, research, writing, and fundamental personal disciplines. Excessive noise, disregard for established quiet hours, and insensitivity to the personal study needs of fellow students undermine individual progress toward academic goals. Furthermore, academic dishonesty by its very nature is an affront to the process of learning and to the vitality of an academic community. Academic dishonesty is an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization and documentation, in which a student intentionally impedes or damages the academic work of others, or assists other students in acts of dishonesty. Consequently, such acts must evoke a disciplinary response from the academic community (see Plagiarism and Cheating).

#### **We Affirm the Distinctiveness of Our Community.**

Central Christian College is an academic community comprised of Christian Faculty, Staff, Administrators, and students. While enrollment is not limited to students with a personal Christian faith commitment, the College's mission includes exposing students to the truths of the Biblical Christian faith from an evangelical perspective. Intellectual and spiritual growth are both intended outcomes of an educational experience at Central Christian College.

In order to encourage an atmosphere conducive to intellectual and spiritual development, to recognize and honor the heritage and ongoing commitments of the Free Methodist Church with which Central Christian College is affiliated, and to be an institution whose purposes, programs, and practices are honoring to God, the Central Christian College community establishes the following guidelines and expectations for all students.

The Bible thoughtfully and prayerfully interpreted is our final standard for personal and interpersonal conduct. Scriptural principles including love, fairness, justice, mercy, compassion, purity, obedience to the laws of the land, respect, and self-control are upheld as the ideals by which members of the Central Christian College community are to govern their lives. Students are expected to have a commitment to Christian conduct, social justice, and to a consistent Christ-like witness. We consider violations of basic Biblical principles to be destructive to this Christian community. It should be noted that conduct which is contrary to these stated values, and of the expectations that follow, is subject to institutional confrontation and discipline which may include separation from the community.

While many principles and precepts for living are given in the Bible, not all areas of personal conduct are specified in detail. As a result, behavioral standards vary significantly even within evangelical Christian denominations and groups. The Central Christian College community recognizes the value of upholding certain standards articulated by the Free Methodist Church dealing with matters complementary to basic Biblical values. Central Christian College endorses the statements relating to Christian conduct in the Free Methodist Book of Discipline and encourages compliance with these principles.

It is recognized that involvement in the Christian academic community of Central Christian College may take varying shapes and levels of commitment. Institutional expectations appropriate for some individuals may be less appropriate for others. Factors including maturity, personal issues of conscience, leadership roles, community expectations, effect of personal behavior on other Central Christian College community members, and overall image and mission of the College must be weighed in determining what may legitimately be expected by the institution.

As a matter of commitment to the best interests of this intentional Christian academic community, the following expectations, in addition to the basic Biblical values such as stated above, are established as a baseline for students of the Central Christian College community so that a work, study, and living environment conducive to good health, Christian values, and academic excellence can prevail.

## **EXPECTATIONS AND STANDARDS: SPIRITUAL LIFE**

### **MISSION**

The mission of Spiritual Life at Central Christian College is to help all students fully know God and to help them make Him fully known.

Our vision for each student who attends Central Christian College is that they would engage in a life-long process of spiritual development by focusing their attention on...

**C** - Committing to participation in a worshipping community.

**O** - Opening ourselves to the life-changing message of the Gospel.

**R** - Remembering and caring for those who are lost and hurting.

**E** - Expecting God to move when we pray.

Central is intentional about ministering to each student at his or her level of spiritual maturity. That means whether a student comes to Central as a pre-Christian or as a mature believer - we are dedicated to equipping them with the knowledge and tools needed to help them know God more and to help them make Him more fully known. The following opportunities, expectations, and standards have been adopted to assist Central Christian College in being a community committed to Christ-centered thought, behavior, and relationships.

## OFFICE OF SPIRITUAL LIFE

The Dean of Student Life's office is located in the Student Development Office on the second floor of Science Hall. To assist in spiritual development while at Central Christian College, a partnership has been developed with the Pastors at McPherson Free Methodist Church to offer a number of services are offered, such as:

- Spiritual Gifts Discovery
- Ministry-Passion Discovery
- Pre-Marital/Marital Counseling
- Pastoral Counseling
- Discipleship (Personal & Group)
- Prayer Support
- Personal Accountability Plan
- Addiction Assistance

A number of on-campus activities are available to encourage spiritual growth, such as: Small Groups (Healthy Biblical Community or HBC), Chapel, missions trips, prayer groups, ministry teams, accountability groups, and service groups. Students interested in initiating a ministry can contact the Dean of Student Life for assistance and support.

Along with campus programming, students are encouraged to make personal choices that will reflect their desire to become fully devoted followers of Christ. Students needing help organizing an effective devotional life should stop by the Student Development Office.

Students are encouraged to get involved with churches in the area, not only for worship and community development, but also for service and training. The McPherson Free Methodist Church is adjacent to our campus and easily accessible, but there are many other wonderful churches in the community. The Dean of Student Life can assist you in finding a local church to link with while attending Central.

## THE CHAPEL/CONVOCATION PROGRAM

### *Opportunities and Responsibilities*

A primary reason many students choose to attend Central is the ability to pursue a college degree within a Christ-centered environment. The Chapel/Convocation Program serves as the campus community focal point designed to not only encourage spiritual growth, but also to draw students into a transforming relationship with Jesus Christ. The Chapel/Convocation Program is usually held Monday and Wednesday mornings at 10:00 am. The Monday service is a Convocation and will be held in Greer Auditorium. The Wednesday service is a Chapel and will be held at the McPherson Free Methodist Church Sanctuary. Our entire community is encouraged to attend on Wednesdays to foster a deep and growing community. We have worked diligently to build a program that is responsive to student needs, desires, and input. The purpose of the Chapel/Convocation Program at Central Christian College is to encourage and challenge students to:

- Commit to participation in a worshipping community.
- Open themselves to the life-changing message of the Gospel.
- Remember and care for those who are lost and hurting.
- Expect God to move when they pray.

**Convocations** are specifically designed to present practical and relevant truths to the campus community. Many times Convocations have an educational component that may or may not be "religious" in focus. Whether it is a guest lecturer, special presentation, or a campus wide forum, students will have the opportunity to grow in their understanding of the world around them.

**Chapels** are specifically designed to personally challenge students to encounter God individually while worshipping corporately. Through relevant worship, community, communion, and application of scripture, Chapel serves as the fuel that can propel students on toward full devotion to Christ.

## THE SMALL GROUP PROGRAM

Our small group ministry (Healthy Biblical Community or HBC) is where students can mutually support one another as they develop campus community. Central believes that maximized learning takes place when individuals are involved in a supportive and meaningful group environment.

Small groups exist, therefore, in an attempt to enhance community, increase spiritual development options, empower students and student leaders, and to provide common structure. HBC groups encourage students to:

Seek to live a spiritually Healthy Lifestyle.

Commit to the pursuit of Biblical Truth.

Participate in intentional Community as we strive towards holiness together.

The Dean of Student Life will entertain proposals concerning the formation of new small groups. Small groups present students with the option of committing to a group for the semester.

## INTERDEPENDENT MODEL

Spiritual Life at Central Christian College implements an interdependent model to assist students in development of life-long spiritual growth. It is the goal of the institution as a whole to help students develop lives of interdependence while individually seeking a personal relationship with Jesus Christ. Students have numerous opportunities to engage community through corporate worship, small group interaction, and prayer. It is the responsibility of the student to engage the practices that Central offers and to begin to develop disciplines that will promote growth well beyond their college years.

While students are responsible to achieve the required Spiritual Formation touchpoints each semester, this program is designed for students to have freedom to choose a Spiritual Formation path that suits them best, while at the same time providing accountability to the institution and to the rest of the Central community.

**Students are required to achieve 20 Spiritual Formation touchpoints each semester. Students are still required to attend 1 Monday Convocation or Wednesday Chapel each week even if they have already reached the expected 20.**

In order to achieve the expected 20 touchpoints, students are encouraged to attend approximately 6 Spiritual Formation opportunities each month. Students will receive a monthly notice in the mail informing them of the number of touchpoints they have achieved during the previous month.

**Spiritual Formation touchpoints are delineated as follows:**

**Primary Options**

1. Monday Morning Convocations
2. Wednesday Morning Chapels

**Elective Options (limit of 4 each semester):**

1. Approved RA, RD, SGA or Faculty/Staff Programs
2. Approved Seminars, Trips & Colloquia
3. Fit Four Life Programs

**ATTENDANCE GUIDELINES**

Attendance is required for:

1. All RESIDENT STUDENTS living in College housing (on and off-campus).
2. All full-time COMMUTER STUDENTS (10 credit hours or more) living in the 67460 zip code area.
3. All full-time COMMUTER STUDENTS living outside the 67460 zip code area who have a class immediately before OR after the 10:00 hour.

All students who are not required to attend are still encouraged to attend whenever they are able to do so.

Since Central considers the Chapel/Convocation/Small Group Program an essential part of its distinctive Christian Liberal Arts education, attendance is expected, required, and recorded. Each student has an attendance record that is kept in the Student Development Office. Since Central strongly believes in the development of a campus community, the Chapel/Convocation Program utilizes reserved seating. This strategy is designed to encourage students to familiarize themselves with other students outside of their peer groups, and ultimately to integrate and mix the student body. Each student will have a reserved seat and will be reassigned at the beginning of each semester. Students may request one person to sit beside. Attendance is taken by seat. If a student is sitting in their reserved seat, they will be counted present. Students who are engaged in activities during Chapel other than what is reasonably considered attentive behavior may be counted absent (sleeping, cell phones, head phones, laptops, etc.). If a student arrives after a Chapel/Convocation has started, they will be considered "Late". Three "Late" marks are considered an absence. Early departure is considered an absence.

**Consecutive Misses Due To Illness**

If a student misses two or more consecutive Chapels/Convocations due to illness or school related activities, that student may request that these misses be treated as one miss. It is the student's responsibility to request this from the Student Development Office.

**Waivers**

Waivers for circumstances relating to regular employment, student teaching, internships, or child care are available in the Student Development Office. Waivers are considered on their merit and are subject to the final decision of the Dean of Student Life. Waivers must be renewed each semester. Appeals of decisions regarding attendance or waivers are to be made in writing to the Student Development Office within 24 hours of receiving a decision. After this time frame, the decision will be final.

**Excessive Absences**

Because the Chapel/Convocation Program is integral to the identity of Central Christian College and essential to students' own spiritual development experience while at Central, Chapel/Convocation attendance is treated with the same importance as class attendance and other requirements of the College.

Should a student fail to achieve the suggested 6 touch points for the month, the Dean of Student Life may contact them to give guidance and/or direction and to allow the student the opportunity to express the reasons why they are off pace. This meeting is designed for both accountability and restoration of the student.

Should a student fail to achieve the expected 20 touch points during a semester, they may be disciplined. Fines, loss of extra-curricular privileges and/or other discipline up to and including dismissal may be handed out.

Specific questions about Chapel/Convocation and the attendance policy may be addressed to the Dean of Student Life.

**EXPECTATIONS AND STANDARDS: COMMUNITY LIFE**

**COMMUNITY CODE OF CHARACTER**

**STUDENT CONDUCT**

As mentioned earlier, Central Christian College is a distinctively Christian community with certain lifestyle expectations placed on its members. These expectations are briefly described in what is known as the Community Code of Character. Every student, regardless of age or residency status, is expected to uphold the responsibilities of the Community Code of Character. It should be noted that this list is considered a baseline and is not necessarily comprehensive in nature. The College Administration, Faculty, and Staff reserve the right to confront and address other behaviors that are viewed as dangerous, destructive, illegal, unbiblical, or inconsistent with the Central Christian College mission. The Community Code of Character contains the following lifestyle expectations which allow the campus community to live in harmony:

**Because we believe that the Scriptures are clear on these issues, Central Christian College students choose to adhere to the Code of Character which we think is best for communal living:**

1. **Honesty, Integrity and Harmony:** I choose to live and value the rights of others and the contributions of those who come from diverse backgrounds, experiences, and racial/ethnic origins. With this in mind, I choose to maintain a proper attitude, refrain from profane and improper speech, and display respect toward those placed in positions of leadership, in order to help meet the desired ends of the Fit Four. Ephesians 4:1-2, 32; Matthew 7:12; Exodus 20:15-16.

2. **Sexual Purity:** I choose to value the beauty of God's creation and cherish His created order as it relates to sexual purity as revealed in the Bible. Sexual intimacy is celebrated within the context of a life-long marriage covenant between a husband and wife. Objectifying sex through means of non-marital sexual intimacy, coarse talk, immodest dress, and pornographic materials does not edify God's creation or honor His created order. With this in mind, I choose to live a life of sexual purity until properly married. Leviticus 18:22 & 20:13; 1 Timothy, 8-10; 1 Thessalonians 4:1-8; Ephesians 5:3-5; Romans 1:24-32; 1 Corinthians 6:12-13; 18; Hebrews 13:4.

3. **Behavior:** I choose to limit my own freedoms as it relates to behaviors that are unpredictably addictive and destructive to my health and to the health of the greater campus community. The Bible invites us to love the Lord your God with all our heart, soul, mind and strength and to love our neighbor as ourselves. In order to honor God and this community well, I choose to limit my own freedoms. With this in mind, I will discipline myself to not consume alcohol, gamble, use tobacco products, abuse legal drugs or partake in the use of illegal drugs, or the promotion of such freedoms, so that I might not become a stumbling block to others. Galatians 5:13-14; Romans 14; 1 Corinthians 10:23-33.

4. **Community:** I choose to live with a deep sense of compassionate understanding and devotion to this community. My words, actions and attitudes will reflect this commitment, recognizing that they may affect the community to which I am committing. It is within that spirit of commitment that I will endeavor to live, and will encourage others to live, so that the letter and/or spirit of the Community Code of Character and the behavioral guidelines that are a part of it will be a source of empowerment and not a stumbling block to others joining in our pursuit of a Christ-centered education for character. 1 Corinthians 8:9-13; Romans 14; Matthew 18:6, Mark 9:42 & Luke 17:2; Hebrews 10:24.

5. **Involvement:** I choose to be an active and willing participant in the pursuit of God's truth through faithful attendance to curricular and co-curricular opportunities. Central Christian College recognizes that faith development, properly understood, is an outcome of the pursuit of truth through learning. Therefore, the role of the College is to amplify truth in community settings through expected student participation in required classroom and spiritual formation experiences. Hebrews 10:25; Proverbs 27:17, Ephesians 4:11-16.

I understand that at times discipline, however stern, is done with discipleship in mind, and that the College reserves the right to discipline in the manner it deems best to serve me as a student and the greater good of the community of Central Christian College. This may include the dismissal of any student who demonstrates, either by passive or aggressive behavior, persistent interference with the academic and administrative activities of the campus, hampering the ability of other students to learn or instructors to teach, or who in its judgment disrupts the unity and harmony of the college community and whose continuation in the school is detrimental to himself/herself and their fellow students. Matthew 18:15-17; Romans 14:13; Titus 3:10; Hebrews 12:11.

## **PERSPECTIVES ON DISCIPLINE**

Central Christian College has chosen a developmental approach to discipline. Our purpose is to administer discipline that blends accountability with redemption for the individual, while still maintaining the mission of the College. The Central Christian College philosophy of discipline follows Hebrews 12:11, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."

**Ministry First.** Our ultimate objective at Central Christian College is that each student comes to know God personally and grow in their walk with Him. When lifestyle or discipline issues occur, the Student Development Staff takes a ministry approach. This means that each issue needs to be dealt with care and concern for the person involved. Sometimes there are consequences that must follow as part of discipline, but all must be done from the perspective of moving students closer in their walk with God. Grace will be balanced with consequences in each case. Ministry to each student must come first, before discipline.

**Self-discipline.** We believe that self-discipline is the most effective form of discipline. When an individual accepts responsibility for decisions and follows through on personal commitments, then mastery of self-discipline is evident. Integrity and personal responsibility are the cornerstones of self-discipline.

**Peer discipline.** We believe in the value of peer discipline, and that it should be coupled with self-discipline. Students who attend Central Christian College are encouraged to share responsibility for those around them. Accountability to peers often provides the support necessary to live by proper guidelines. The foundation of peer discipline is a strong blend of love, accountability, and trust. The peer discipline will be administered by the Resident Advisors.

**Formal discipline.** When self-discipline is abandoned and peer discipline is ignored, we believe that formal discipline can provide the opportunity for change and redemption in the lives of our students.

## **SCOPE OF DISCIPLINE**

Central Christian College of Kansas observes a disciplinary process determined by level of severity. Behavioral violations are assigned predetermined disciplinary levels of 1-3 with 1 being minor offenses with minor sanctions and 3 being severe with sanctions up to and including dismissal from the college. Multiple offenses within a 12 month period will be considered an offense 1 level above the typical category with sanctions determined accordingly.

## **GROWTH INITIATIVE**

If your own behavior has been in violation of the policies of the College, and if you wish to change, you are encouraged to take the initiative to discuss the behavior of concern with a Resident Director. If you are currently gambling, using alcohol, drugs, tobacco or pornography, or are having sexual

relations outside of marriage, please talk to your Resident Director. Upon doing so, the problem may be defined as a personal problem and may be exempt from the threat of disciplinary action for infractions accumulated up to that point. The following requirements must be met in order to take advantage of the Growth Initiative:

- You must initiate the contact. Once you have been confronted and formal discipline has begun, your situation can no longer be addressed within the concept of the Growth Initiative.
- You must sign a behavior contract with the Resident Director. This contract will specify the behavior changes you wish to make, the obligations you have to the College and/or selected mentors, and the type of assistance you will receive from the College or outside agency in accomplishing your goals for change. Your ongoing behavior must not be in violation of the aforementioned contract. The Dean of Student Life will receive a copy of the Growth Initiative. The initiative will be periodically reviewed. Insufficient progress could result in discipline and/or dismissal.

It is Central Christian College's desire to respect the integrity of the student who has initiated a request for help. Therefore, the Growth Initiative is designed to provide such support as opposed to responding with punitive discipline. It should be noted that in cases where behavior is repetitive, self-destructive, hazardous to others, or of significant legal issue, the College may respond accordingly. Depending upon the behavior in question, the College reserves the right to require the person to enter a professional setting where adequate help is available.

### **COLLEGE DISCIPLINARY PROCESS**

We believe that discipline is most effective when dealt with immediately at the personal level. The Biblical model found in Matthew 18:12-17 is a process that begins with confrontation in a private counseling relationship with peers and Residence Hall Staff, and ends with redemptive resolution. In more serious violations involving the larger campus community or a breach of the Community Code of Character, the Student Development Staff and/or the Disciplinary Affairs Committee may become involved.

**NOTE:** Parents or guardians may be notified by letter of any formal discipline as long as the student is under 21 years of age or is claimed as a dependent on their parents' federal tax return. No letter will be sent to parents if the student is 21 years of age or older or has declared independent status.

### **RD COUNCIL**

The RD Council is made up of the Resident Directors. Students can be asked to meet with the RD Council after RAs and individual RDs have exhausted their resources with those students. The RD Council will try to work with the students and counsel them. The RD Council can administer discipline procedures but cannot suspend or expel a student. If the student does not respond, the RD Council can send them to the Disciplinary Affairs Committee (DAC).

### **DISCIPLINARY AFFAIRS COMMITTEE (DAC)**

The Disciplinary Affairs Committee is made up of four members of the Central Christian College Faculty and Staff, the Student Body President and is chaired by the Dean of Student Life. The student's advisor, Resident Director, and Resident Advisor may also be present at the DAC meeting for their additional input. Meetings are arranged on a variable schedule to try to accommodate the majority of the people involved. Students accused of some infraction are required to attend the DAC meeting and share their story. Honesty and integrity are valued highly by the Committee. A student called before the DAC is allowed to bring one advocate with them. The advocate may be a Central Christian College Faculty member, Staff member, or student only. The decision of the Committee is final unless there is an appeal (see Appeal Procedures). The Dean of Student Life or his/her designee will meet personally with the student involved and share the decision of the Committee. The decision will then be put into writing.

### **DISCIPLINARY ACTIONS**

One or more of the following disciplinary actions may be taken with regard to any rule or policy violations at the College:

**Confrontation/Counseling.** The student is contacted personally and an informal discussion is held about behavior or attitudes.

**Corrective Restitution.** The student is required to make restitution by some prescribed means for violation of the Community Code of Character. This may take the form of a fine, work obligation, papers, or prescribed interview sessions. This restitution must be completed before the student is reinstated.

**Fines.** Fines are primarily issued for non-compliance with or violation of College policies, and are to be paid immediately. Fines may not be placed on a student's bill to be paid later.

**Community Service.** Hours of community service may be assigned by a member of Student Development or the Disciplinary Affairs Committee for infractions of any Central Christian College policy. Community service will be supervised and monitored closely by a College Staff member and a report will be given to the Dean of Student Life. If the report is unsatisfactory, other discipline may ensue. Failure to complete the community service assignment in the time allotted will result in a more severe disciplinary response.

**Probation.** Probation will result in a growth contract that may include the following:

- a mentoring relationship with a Faculty/Staff member
- community/volunteer service
- counseling
- restitution, i.e. payment or service
- loss of extra-curricular or co-curricular privileges (Students involved in leadership activities such as Student Government, drama, choir, sports, ministry teams, music teams, cheerleading, etc. may forfeit a certain percentage of their participation and/or stipend.)

The College reserves the right to notify parents of any probation case.

**On-Campus Suspension.** Due to the fact that Central Christian College attracts students from all fifty states, it is impossible for every student to go home for what is normally a suspension time period. As a result, the College has developed a disciplinary action for such an occurrence. When a student is placed on on-campus suspension, he or she is restricted access to specific areas of campus for a specified period of time. The stipulations for on-campus suspension are:

1. Students are denied access to campus and are restricted to their respective residence hall room with the following exceptions: Class, Chapel, Convocation, HBC, Dining Hall and Library.

2. Not allowed to leave campus without permission from the RD.
3. Give a copy of their work schedule to their RD and RA. Students may still work during on-campus suspension, but they need to return to campus 10 minutes after they've completed work and they should not work past the curfew hours.
4. Loss of vehicle privileges - students will be asked to turn in the keys to their vehicle, if they have one.
5. Loss of extra or co-curricular privileges - students may not practice, play, or participate in any games or activities.
6. Loss of Visitation privileges.
7. Any other stipulation and/or requirement relevant to the specific situation.

Failure to comply with on-campus suspension is grounds for dismissal from Central Christian College. The College reserves the right to notify parents of any on-campus suspension case.

**On-Campus Restriction.** When a student is placed on on-campus restriction, he or she is restricted from leaving campus for a specified period of time. The stipulations for on-campus restriction are:

1. Curfew hours - 11:00 p.m. every night.
2. Regular class and Chapel/Convocation attendance.
3. Not allowed to leave campus without permission from the RD.
4. Give a copy of their work schedule to their RD and RA. Students may still work during on-campus restriction, but they need to return to campus 10 minutes after they've completed work and they should not work past the curfew hours.
5. Loss of vehicle privileges - students will be asked to turn in the keys to their vehicle, if they have one.
6. Loss of extra or co-curricular privileges - students may not practice, play, or participate in any games or activities.
7. Any other stipulation and/or requirement relevant to the specific situation.

Failure to comply with on-campus restriction is grounds for dismissal from Central Christian College. The College reserves the right to notify parents of any On-Campus Restriction case.

**Suspension.** The College reserves the right to substitute suspension for On-Campus Restriction when travel to home is a viable option for the student. When a student is suspended, he or she is required to leave campus within 24-48 hours, and must return to the home of his or her parents or the location of permanent address. Because of the College's obligation to the safety of the student, the parents of the suspended student will be notified of the student's status. No leadership involvement (extra- curricular or co-curricular) will be permitted during the suspension period.

**Dismissal.** The student's enrollment will be terminated involuntarily and he/she will be required to leave campus within 24-48 hours after the dismissal is communicated to the student. The College reserves the right to require the student to leave campus immediately if it is deemed necessary. Part-time status is not an option after dismissal. A possibility of re-admission exists at a future date. Portions up to and including all tuition and room and board may be forfeited. Contact the Business Office for details.

In some exceptional situations, the Dean of Student Life can dismiss a student on his own. If there is an appeal, it will go before the Disciplinary Affairs Committee. Dismissed students are not permitted on campus and are not allowed to attend college functions, regardless of their location.

**Expulsion.** The student's enrollment is terminated and the student is dismissed from the Central Christian College premises with no possibility of future re-admission. Expelled students are not permitted on campus and are not allowed to attend college functions, regardless of their location.

## **FAIR AND IMPARTIAL PROCESS**

It is Central Christian College's desire to treat all students equitably when there is a situation that warrants confrontation which could lead to a disciplinary response. All students will receive a fair and impartial hearing, a verbal and/or written summary of the reported behavioral infraction, and a written determination of the case in question. Students, as noted, do have the right to appeal official disciplinary decisions.

## **APPEAL PROCEDURES**

Students wishing to appeal a disciplinary decision made by an official or officer of Central Christian College must proceed as follows:

- A. All appeals must be made in writing and given to the Dean of Student Life.
  1. Appeals must be made within 24 hours after the student has been informed of the disciplinary decision.
  2. The written statement must specify the basis for the appeal. Either a violation of the fair and impartial process or additional evidence not stated at the time of the Disciplinary Affairs Committee hearing are the only acceptable grounds for appeal. In the case of arrest or admission of guilt, the disciplinary response may be made without a hearing of the Disciplinary Affairs Committee.
  3. The Appeals Committee (President's Staff) will review each case and decide whether to proceed with a hearing. If the appeal warrants a hearing, then the student will be scheduled to appear at the hearing. If the appeal is heard, it will be sent back to the Disciplinary Affairs Committee for reconsideration.
  4. If the disciplinary action involves dismissal, the student's enrollment will not be interrupted until the appeal is heard. All other terms of disciplinary action are still in force during the appeal process.
- B. The route of appeal is as follows:
  1. Students may appeal actions taken by a Resident Director to the Dean of Student Life.
  2. Students may appeal actions taken and decisions upheld by the Dean of Student Life pertaining to on-campus restriction and suspension. Appeals of this nature should be taken to the Disciplinary Affairs Committee.
  3. Students may appeal actions taken and decisions upheld by the Disciplinary Affairs Committee pertaining to dismissal or expulsion to the President's Cabinet.
- C. The Chair of the President's Staff shall notify the student of the final decision regarding his/her appeal.

D. After the student has exhausted all appeals or has failed to follow appropriate appeal procedures, the disciplinary decision then becomes final.

## **PLAGIARISM AND CHEATING**

The Central Christian College plagiarism and cheating policy is on file in the Vice President of Academics' office. The policy, approved by the Faculty, explains the penalty for three levels of dishonesty on daily assignments, major examinations or projects other than the final examination, and comprehensive final examination or major project which constitutes a final examination equivalency. Discipline for academic dishonesty will be the responsibility of the Vice President of Academics, working through the Disciplinary Affairs Committee. Normal appeal opportunities are available to the student.

## **SEXUAL HARASSMENT/VERBAL ABUSE/ABUSIVE OR HOSTILE ENVIRONMENT**

In accordance with Title IX, Central Christian College affirms that its students, Faculty, Staff, and Administrators have the right to be free from sexual harassment by any member of the College community. In order to emphasize respect for the dignity of persons, Central Christian College will not tolerate sexual harassment, or the existence of a verbally abusive or hostile environment.

Sexual harassment is defined as attempted sexual coercion, unwelcome sexual advances, requests for sexual favors, physical conduct of a sexual nature, or verbal conduct of a sexual nature. Therefore, any words or behavior that produces an atmosphere of intimidation or hostility or is verbally abusive, is viewed as harassment. This also includes sexual harassment by use of e-mail.

Central Christian College is prepared to handle sexual harassment complaints in strict confidence. Any individual who believes he or she has been sexually harassed may submit a written and signed complaint to the Title IX Coordinator, as assigned by the President, who at the present time is Kellory Blanchard. When a formal complaint is filed, the Title IX Coordinator will thoroughly investigate the matter in confidence. If the incident involves Faculty or Staff, Kellory Blanchard will advise. After reviewing all the facts, it will be decided whether reasonable grounds exist to believe that sexual harassment has occurred. If the incident involves students only, the case will then be taken to the Disciplinary Affairs Committee. If the incident involves Faculty or Staff, the case will then be taken to the President's Cabinet.

Disciplinary action, including expulsion or employment termination, may be taken against any student, Faculty or Staff member, or administrator who is found guilty of sexual harassment.

## **SEXUAL MISCONDUCT**

Sexual misconduct is a much broader category of behavior than the traditional concept of rape or date rape. It is when one or more persons compel another person to submit to sexual acts or intimate bodily contact without that person's consent.

Sexual misconduct may include the use or threat of force; the use of intoxicants to substantially impair a person's power to give consent; engaging in sexual acts with a person for whom there is reasonable cause to believe he or she suffers from a mental state which renders him/her incapable of understanding the nature of the contact; or engaging in sexual acts with a minor. Unsolicited verbal assaults of a sexual nature may also be considered sexual misconduct. Stalking may also be considered sexual misconduct as unwanted and obsessive attention which relates to harassment and intimidation and is a criminal offense.

Sexual misconduct is prohibited and considered a major offense. Abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Sexual misconduct incidents should be reported as soon as possible to the Student Development Office, a residence life staff member, or a member of the Student Development Office such as the Dean of Student Life. The Student Development Office can provide referrals for rape counseling and/or medical treatment. Although they will make all efforts to keep matters confidential, College officials (other than representatives of Counseling Services) are required to report sexual misconduct incidents to the Title IX Coordinator for possible investigation and student conduct response. If the assailant is a student(s), a student conduct complaint will be filed with the Student Development Office. This does not preclude the right to seek criminal prosecution.

The Student Development Office advises all victims of sexual assault to file a report through the McPherson Police Department or the appropriate law enforcement agency where the incident occurred. Reporting the incident does not obligate the victim to press charges. However, both the office of Student Development and the McPherson Police Department stand ready to assist all members of the community in that regard. All reported incidents become part of the campus crime report statistics.

Under the College's student conduct system, both the accused and the accuser are entitled to have others present during a campus disciplinary proceeding alleging a sexual assault. The College's perspective on student conduct, including possible disciplinary levels and sanctions, can be found in the student conduct section of the Student Handbook.

Both the accused and the accuser must be informed of the College's final decision respecting the alleged act(s) of sexual misconduct and any sanction imposed against the accused. Sanctions under the College's student conduct system provide for repercussions up to and including permanent expulsion from Central.

Central Christian College will provide assistance to victims of sexual misconduct in changing academic or living situations after the assault, if requested and reasonably available. To request assistance in changing your academic or living situations, contact the Student Development Office.

The College is committed to the prevention of sexual misconduct. Residence Life and the Student Development Office present sexual assault awareness and prevention programs during the year.

## **AMNESTY FOR DRUG OR ALCOHOL POSSESSION AND CONSUMPTION VIOLATIONS**

Central Christian College strongly encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual misconduct involving students will not be disciplined by the College for any violation of the College's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

## **PROCEDURES IF YOU ARE A VICTIM OF THE CRIME OF SEXUAL MISCONDUCT**

If you have been the victim of sexual misconduct, please be aware of the following rights and responsibilities:

- If you are on campus, please contact a Resident Director. If you are off campus, please dial 911.
- Do not answer questions except those asked by appropriate law enforcement officials, a counselor or the Title IX coordinator.

- Do not wash, bathe or change your clothes.
- If you are in your room, please leave the room as it is and notify a Resident Director immediately. Often details that seem of little consequence can be significant in a criminal investigation. If you are elsewhere on campus, notify a Resident Director, Campus Counselor, Director of Residence Life, or Dean of Student Life. If off campus, go to a hospital emergency room.
- Contact doctors or counselors who are trained in the treatment of sexual assault within 72 hours of the assault. They can provide help to people with physical or emotional problems.
- Assistance can be provided by your Resident Director or any member of the Student Development staff. Further assistance (particularly for misconduct that occurs off campus) can be obtained from the **Rape Crisis Line** - 620-663-2522 or 1-800-701-3630.

### **FITNESS FOR EXAMINATIONS AND TESTING**

Central Christian College reserves the right to require that a student submit to a physical examination or clinical testing, designed to detect the presence of drugs when there are reasonable grounds for believing that the student is under the influence of or improperly using drugs in violation of this policy. These tests will be at the student's expense.

If a student tests positive, the institution expects the student to be open to professional counsel and referral. The student could also be taken through the disciplinary process and be subject to dismissal.

### **LEGAL SANCTIONS**

Illegal use or possession of drugs or alcohol may also be subject to criminal prosecution. Central Christian College will refer violations of prohibited conduct to appropriate authorities for prosecution. Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates or narcotics, such as cocaine and heroin, will be guilty of a Class C felony. Unlawful possession of a depressant, stimulant, or hallucinogenic drug is punishable as a Class A misdemeanor. Depressants include barbiturates, valium, and barbitol. Hallucinogens include LSD, marijuana, and psilocybin. State law classifies amphetamines and methamphetamines as stimulants.

### **DISMISSAL GRADING POLICY**

If for some reason, a student is dismissed from the College, the grade assigned for each class will depend on the student's status at the time of dismissal. If the student is dismissed prior to the official last day to drop a course without a grade, the student will be withdrawn from classes and the transcript will show a grade of "W" for each course.

If the student had a failing grade in a class at the time of dismissal and the dismissal occurs after the official last day to drop a course without a grade, a grade of "WF" will be assigned for the course. These grades will figure into the GPA and become a part of the student's permanent record.

If a student has a passing grade at the time of dismissal and the dismissal occurs after the official last day, but before the last full week of classes, a grade of "W" will be assigned for the course. These grades will not figure into the GPA, but will become a part of the student's permanent record.

If the student had a passing grade at the time of dismissal and the dismissal occurs during the last full week of classes, the student will receive a grade commensurate with his or her overall class performance. Faculty members reserve the right to assess a grade based on an objective measurement of the work completed prior to the dismissal and an empirically derived estimate of future performance of those assignments left incomplete (e.g. final paper, final project, final test).

## **EXPECTATIONS AND STANDARDS: RESIDENCE LIFE**

### **RESIDENT LIFE PHILOSOPHY**

Residential living contributes significantly to campus community. Individuals are expected to regulate their own study and recreational time and to fulfill the commitments they have made. Certain elements of family living remain. Residential living requires taking into consideration the needs, concerns, and rights of others. It also carries with it the satisfaction and mutual loyalty of deepening relationships that strengthen and enrich everyone involved.

Central Christian College was established as a residential college. It subscribes to the living/learning experience as a vital part of whole person education. The interpersonal relationships developed while living and sharing closely within a residence hall complement the academic aims and achievements of the College.

### **RESIDENT DIRECTORS/RESIDENT ADVISORS**

Resident Directors (RDs) live in each residence hall aided by Resident Advisors (RAs) on each wing assisting with the comfort, safety, and well-being of all residents. The Resident Director is a professional staff member of the Student Development Office. The RD is in charge of the housing facilities as a whole, and is available to address the needs of residents. Resident Advisors, student staff members of the Student Development Office, are available to assist in resolving any needs or problems that arise on the wing, and to establish and maintain a helping relationship with the students with a ministry focus and a servant attitude and heart. If disciplinary action needs to be taken, the RA will consult the RD.

### **RESIDENT DIRECTORS**

Gillespie Hall - Elijah Barsness

Kline Hall - Ashley Losey

Parsons Hall & Men's Apartments/Houses - Guy Gardner

Stoll Hall & Women's Apartments/Houses - Abby Hinman

### **RESIDENT ADVISORS**

Gillespie Hall

1st North – Omar Salgado

1st South – JP Krussick

2nd North – Thad Holmes

2nd South – Nathan Segler

#### Kline Hall

North (Apts. 1-6) – Charis Ball

Halls 7 & 9 – Maddi Walker

Halls 11 & 13 – Jess Aldana

Halls 10, 12 & 14 – Cheyann Sales

#### Parsons Hall

1st South – Titus Hobbs

1st North – Tanner Rose

2nd South – Coby Brooks

2nd North – Collin Duckworth

#### Stoll Hall

1st Floor (Pit) – Kori Diaz-Schott

2nd Floor (Mid) – Sydney O'Brien

3rd Floor (Upper) – Meghan Morey

Upperclass Apartments/Houses – Alice Hitz

### **MOVING IN POLICY**

Students are not allowed to move into or return to college owned housing before the posted times on the official calendar (beginning of the school year, beginning of 2nd Semester, after Spring Break) unless by special written permission from the Student Development Office. Requests should be written with documented reasons and submitted to the Student Development Office. A fee of \$15 per night may be charged to students who stay on campus during a break. Additionally, a fine of \$50 will be charged to students for returning without permission.

### **REGISTRATION AND CHECK-IN, CHECK-OUT**

Upon arrival at Central Christian College, each student will be issued the appropriate room key by the Resident Director. Students should keep their doors locked to provide a safeguard for individual belongings. Students are highly encouraged to complete an inventory of personal items along with applicable serial numbers. Students should receive a Personal Inventory Sheet when checking into their residence hall. Central Christian College is not responsible for stolen personal property.

The Resident Advisor will check the student into the proper living area by jointly completing a **Room and Equipment Evaluation Form** (Blue Sheet). This is used as a record of the room's condition at the time of check-in and check-out. Any missing articles or damages that occur during a student's residency in the room will be recorded on the form and charged to the student's account.

All students are required to check out with their RA and RD when moving out of an assigned room. Procedures for checking out are posted at semester end. Special instructions will be communicated to residents prior to closing residence halls for Christmas Vacation and Spring Break. Failure to follow these procedures will result in fines of up to \$100 plus damages assessed. Alternative housing arrangements at these times must be made by the student prior to the closing of the residence halls.

NOTE: A student must be a full time student to live in a residence hall. A full time student is defined as 9 credit hours per semester and/or 3 credit hours for May Term.

### **CHECK-OUT PROCEDURE**

Each resident must complete the following basic check-out procedure before leaving campus at the end of the year.

1. Clean the room thoroughly and request a room check with your RA; then inventory the contents, noting the specific condition at the ending date on the Blue Sheet.
2. Turn in the key and sign the Blue Sheet.

NOTE: There is a \$75 charge for failure to return your key.

3. All students must leave the residence halls at the designated times on the official calendar (at the end of the Fall and Spring semesters and before Spring Break). Residence halls will be closed during Christmas Vacation, Spring Break, and after Graduation and no one will be allowed to stay longer without special written permission from the Student Development Office. Requests must be submitted in writing in advance to the Student Development Office.
4. Students who leave or are dismissed from the institution during the semester will be asked to turn in their Student ID upon checkout.

Any other specific instructions regarding check-out will be posted in the residence halls. Failure to follow these procedures will result in fines of up to \$100 plus damages assessed.

At the conclusion of the Spring semester final examination schedule, students who are not directly involved in Commencement proceedings (i.e.: graduates, choir, volunteers, students who will be renting college owned apartments during the summer) are required to check out by 3:00 pm on the Friday of Finals Week. Failure to do so will result in improper check-out fines. Students desiring to stay for graduation will need permission from the Dean of Student Life. Special exceptions will be made for siblings and engaged couples.

### **ROOM ASSIGNMENTS**

Room assignments for new students are made by the Dean of Student Life, Resident Directors and the Student Development Office Manager on the basis of information requested on the housing questionnaire and availability of space. Choices for returning students are made in the spring during the announced Housing Lottery days. The College reserves the right to change housing assignments and place additional students in all rooms if needed.

## **PRIVATE ROOMS**

While the College cannot guarantee a private room to any student, a private room can be granted by special permission. We believe that part of the residential experience is learning to live with a roommate and special permission may be granted only under special circumstances. Requests must be made in writing with the reasons given. The cost for a private room is an additional \$475 per semester.

## **ROOM CHANGES**

While the Student Development Office makes every effort to insure positive roommate experiences, occasionally situations arise that seem irreconcilable. However, even good roommate relationships take time and effort to build. Therefore, a room change may be requested the week following the All School Picnic, without penalty or processing fees. Students requesting a room change must submit a room change application to their Resident Director. Room change applications are distributed by the Student Development Office.

Students who request and are granted a room change beyond the above dates will be charged a \$25 processing fee per moving student. The College reserves the right to leave certain rooms empty for housing purposes. Students may not move until all signatures have been received and the processing fee has been paid (when applicable).

## **ROOM SECURITY**

The residence halls remain locked at all times. For security purposes, RAs periodically check each room to see which students are inside the residence halls. Any student found in a residence hall lounge of the opposite gender, or any outside guests must leave by 11:00 pm Sundays through Thursdays and 1:00 am on Fridays and Saturdays.

Each resident is issued a personal room key enabling rooms to be locked at all times. If you become locked out of your room, the proper procedure is to find your roommate or wait for your RA. Lastly, contact your RD.

### **Effective Security Measures:**

1. Do not block or prop open wing/floor doors or outside doors. (Fire Code)
2. **Always** lock your room, even if only leaving for a few minutes. Although rare, most thefts occur in the middle of the day when students are in class or Chapel.
3. Report any strangers in the building to the Resident Director (see Solicitation Policy).

## **OVERNIGHT/WEEKEND CHECK-OUT**

For your safety, we ask that all students who are leaving campus for overnight trips (not school-sponsored events), inform your RD. In case of fire or other catastrophes, this allows us to account for all students in a timely manner. Otherwise, it could endanger lives looking for missing persons. We appreciate your consideration in this matter.

## **PROPERTY PROTECTION**

Central Christian College cannot be responsible for lost or stolen items or property, or property damaged by another student or other individual, nor can the College be responsible for the loss of student property due to theft, fire, or storm. Personal goods should be protected by individual or family homeowner's insurance. The following suggestions are made for your protection:

1. Insure and mark all valuables including clothing.
2. Complete the Personal Inventory Sheet during check-in.
3. Always lock your room and secure your window(s).
4. Keep your student ID with you at all times and do not let others borrow it.
5. Report any losses or thefts to your RA and RD, who will then report the loss or theft to the Student Development Office.
6. Respect College property as you would respect your own belongings; including soft drink and candy machines and lounge furniture. Any damage will result in restitution charges, disciplinary action, and the possibility of the College removing these items.
7. Borrow property only with permission, and return it on time and in the same condition as when you borrowed it.
8. Think before you act. Having fun should not be at the expense of another person or of the College.
9. If you notice something happening that seems suspicious, report the matter to your RA or RD at once. Your involvement will make Central Christian College a safe and enjoyable community.

## **REPORTING SUSPICIOUS/DANGEROUS BEHAVIOR**

All Central Christian College students are encouraged to report suspicious or dangerous behavior immediately to an RD or other Student Development personnel. If a Student Development Staff member cannot be located quickly, students are encouraged to call the McPherson Police at 245-1200 or 911, if necessary; or Crime Stoppers at 241-1122. Crime Stoppers is an anonymous call. The Student Development Office works closely with the McPherson City Police Department and the McPherson County Sheriff's Department on matters of security and emergency.

## **REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES**

All criminal activity on the Central Christian College campus, as well as off-campus criminal activity that might involve Central students, should be reported to the Dean of Student Life. The Dean of Student Life, in consultation with his Staff, will make timely warnings to the appropriate people as each situation arises. The Dean of Student Life will hold the identity of the victim/witness that makes the report confidential. The Dean of Student Life will also keep records of campus criminal activity and make those reports available upon request. The three year crime statistics will be available on the College's web site.

## **PERSONAL PRIVACY**

Privacy is an important factor in any home. The issue of security, the role of guests, adherence to schedules, and attention to personal expectations are among the issues which must be negotiated in order to promote a climate where each member of the home can enjoy privacy.

In many respects, each residence hall wing is like a home. Each member of the wing should be afforded the privilege of a secure, predictable environment where personal privacy can be maintained. Therefore, it is very important that all members of the wing and their guests abide by the following expectations which have been designed to promote privacy:

1. Members of the opposite sex must not be in the rooms, immediate hallways, landings, or stairwells of any entrance for any reason, except during College visitation events.
2. Secured doors must not be propped open for any reason. An unsecured door jeopardizes the privacy and safety of all the floor members.

### **ENTRY OF A RESIDENT'S ROOM**

Central Christian College recognizes the rights of students to protection against unreasonable search and entry. In order to protect this right, while ensuring its tradition as a residential college whereby the quality of life in the residence halls is a proper aim of policy and practice, the College has instituted the following regulations to govern search and entry of College-owned student rooms.

Room entry and/or searches will be made with sensitivity to a person's protection against unreasonable search and entry as discussed above. However, residence hall living encourages informal relationships between Residence Life Staff and students and the detection of policy violations are many times the result of casual interaction in student rooms. Professional College personnel may enter a College-owned student room when that personnel believes it to be in the best interest of the student or the College community or when College policies may be in violation.

#### **Entry**

1. No student room will be entered without knocking or identifying oneself as an authorized Staff member.
2. Whenever possible, the purpose of the entry will be stated to the residents of the room.
3. College Staff members are not authorized to enter a student's room upon the request of another student.
4. Rooms are routinely entered during vacation periods for safety and security reasons as well as health and safety inspections which will occur on a scheduled basis throughout the year (compliance checks).
5. Residence Life Staff and other College personnel are authorized to use a master key to gain entrance to a room if the assigned residents are not present or if College personnel are refused entry. If residents are not present, they will be notified of the entry. If possible, in this circumstance, two Staff members shall be present.

#### **Search**

1. In most circumstances, rooms and personal possessions of students shall not be searched unless appropriate authorization has been obtained. A search for stolen property, firearms, or illegal material requires a room search permit be obtained from the Student Development Office. The permit shall specify the reasons for the search and the object or information sought. If possible the student shall be present during the search. Only items which are specifically prohibited by law or the College or which pose an immediate danger to the health or safety of the residents will be removed from the room without permission of the owner.
2. If the resident is present, those entering should state the purpose of the search before they begin the search. If requested by the residents, a copy of the room search permit should be made available.
3. The resident will be asked to open all drawers, closets, refrigerators, luggage, etc. during the search, at the request of College personnel.
4. College personnel are free to seize illegal or prohibited material, but the extent of the search must be in keeping with the factual information upon which the room entry and probable cause for the search is intended.
5. All evidence seized during searches complying with the above regulations may be used in College disciplinary hearings. The student may claim these belongings when lawful to do so after disposition of the case.
6. No provision in the Central Christian College regulations gives Residence Life Staff authority to consent to a search of a student's room by police or other governmental officials without a court-issued warrant.

### **TIME-IN POLICY**

All freshmen are required to be in their dorms at 11:00 p.m. on Sundays through Thursdays and 1:00 a.m. on Fridays and Saturdays. The policy assumes that the student will remain in the dorm throughout the night. There will be one check-in person at a specified location in each dorm each night at check-in time and all freshmen in that dorm will come to that location and check in with them. It will be the responsibility of the student to come to the check station. Students **MUST** be in ON or BEFORE the time-in deadline. The check-in station will be open 15 minutes before each check-in time. We will use the People's Bank and Trust Time and Temperature phone line as the correct time (241-7888).

All students will be reviewed in December. Those with satisfactory progress will have the Time-In removed for the remainder of their Central Christian College experience. If a student persists in breaking the rule, their Time-In requirement could be extended into January and possibly all second semester.

Late Nights can be given by the RD if the student knows ahead of time and gets permission. They must fill out a Late Night Request Form no later than 5:00 pm on the night they are requesting. The student must wait to hear from the RD about whether or not their request has been granted. Late Nights are only to be given for exceptional circumstances. Each student is allowed a limit of four Late Nights for the semester. Students must use their Late Nights wisely. Athletic teams getting in late will need to alert the Dean of Student Life ahead of time of their plans and the appropriate people will be notified.

The Dean of Student Life can give blanket Late Nights for special CAB sponsored activities. The blanket Late Nights will be announced at least one week in advance.

### **VISITATION HOURS – INTENTIONALITY – GROWTH MINDSET/INITIATIVE**

One of the purposes of the Community Code of Character is to give Central Christian College Biblically based direction in cultivating a campus atmosphere that encourages spiritual, moral, and intellectual growth. How and where female and male students interact and relate to each other has the ability to contribute to a campus atmosphere that encourages spiritual, moral, and intellectual growth. Every effort should be made to relate and interact verbally and physically in order to encourage purity in thought and action.

In the interest of fostering healthy intentional communities within the residence halls, and as we desire to live intentional lives for Christ, Central Christian College established a visitation policy to help female and male students who live on campus to practice healthy boundaries. Students in violation of the Open Dorm/Visitation policy are subject to disciplinary action because of the College's care and concern for how female and male students relate to one another and because a surprise after hour visitor can have an impact on the floor community.

Residence halls have main floor and lower level public lobbies where students can socialize and/or study together. Open dorms/open halls provide opportunities to practice hospitality and spend time with friends of the opposite gender. Students may bring open dorm requests to the relevant Resident Director who brings all open dorm requests to the Dean of Student Life and/or Director of Residence Life for approval, five (5) days prior to the event. Resident Advisors must be present to monitor and check all rooms. All dorm room doors of those participating in an "Open" event must remain wide open. "Open" room events are not limited by which day of the week these events can be held. However, "Open" room events cannot go later than 11 p.m. Sunday - Thursday, and 12 a.m. on Friday – Saturday for residents of South Kline, Gillespie, Stoll, and Parsons. "Open" room events at campus Houses, Apartments, and North Kline apartments cannot go later than 12 a.m. Sunday – Thursday, and 1 a.m. on Friday – Saturday. Guests of the opposite gender are only allowed on residence hall floors/wings bedrooms and in apartment bedrooms and campus house bedrooms during the "Open" event times approved by the Dean of Student Life and/or the Director of Residence Life. We use the term "room" to refer to a "bedroom". Guests of the opposite gender are allowed in common areas of houses and apartments Sunday – Thursday, from 9 a.m. – 12:00 midnight, as well as Friday – Saturday, from 9 a.m. – 1 a.m.

To submit your requests, please see your Resident Director.

Residence Life staff will announce any changes to Open Dorm times.

Regulations for visitation hours are as follows:

- Room/Bedroom doors must remain wide open.
- Lights must remain on.
- The RA or designated person will make regular rounds and may address any behavior deemed inappropriate.

Only during times of approved visitation are members of the opposite sex permitted in the rooms, immediate hallways, landings, or stairwells of residence halls. Violations of this rule could lead to penalties.

## **GUESTS**

All overnight guests in College housing **must register in advance** with the RD and complete a Guest Form/Contract. Permission must be granted **prior** to a visitor's arrival.

- The host student must personally sign in his or her visitor.
- Visitors may stay for a maximum of three nights. Staying additional nights is only allowable with permission from the Dean of Student Life, the RD, and with a \$15 charge per night.
- Guest day visitors must leave the residence halls at the time of security lock up.
- Students may not use the residence hall lounges, the Student Center or student living areas for babysitting purposes.
- High school aged and younger students are not allowed in the residence halls.

Guest day visits or overnight accommodations are a privilege and may be discontinued by the RD. Visitors violating College lifestyle expectations and/or policies will be asked to leave immediately. Visitors under the age of 18 are not permitted in the residence halls unless they are college students with verifiable identification or unless special permission is granted by the RD. Guests are not allowed the week before finals through the end of finals in either semester.

## **APPROPRIATE RESIDENCE HALL BEHAVIOR – SHAPE CULTURE**

Residents living in community should never lose sight of why they are in college. Students are often emboldened by new freedoms and find their new purpose in social outlets, often at the expense of attending class, or become burdened with financial concerns, which leads to working excessively. Lack of self-care and sleep, combined with the stress of project deadlines and exams commonly lead to physical and mental fatigue. Balancing free expression of civility is both delicate and necessary. Students are encouraged to interact in a way that draws other students towards Christ through living an intentional life.

1. Students will respect the RD and RAs and will respond accordingly to their guidance and direction.
2. Students will respect the other residents in the building. They will realize that they are living in a community and need to adjust their lifestyle accordingly, out of respect for their neighbors.
3. Students will refrain from profanity and obscene behavior at all times.
4. Students will play music at moderate levels and at appropriate times. They will also refrain from playing music with profanity.
5. Students will choose movies appropriately in regard to what Christ would desire.
6. Students need to quiet down after midnight on week nights so others can study and sleep.

## **QUIET HOURS**

Quiet hours are an established necessity of community living in order to provide everyone an opportunity for adequate study and rest in their own room. During quiet hours, all residents and other persons in and around the residence halls are expected to refrain from making or causing noise, or any other disruption which infringes upon the rights of residents to study, rest, or sleep. General quiet hours are from 12:00 a.m. to 9:00 a.m. During finals week, quiet hours will be enforced 24 hours a day.

## **LOUNGES**

Study, television, and conversational areas are provided at various places within the residence halls. Lounge conduct is expected to be appropriate to the area and never an embarrassment to others. Relationships between males and females must be in good taste at all times. Each member of the community should be able to enjoy public space without having their sense of propriety violated.

Consequently, public expressions of affection will be subject to public accountability. Furthermore, couples involved in inappropriate expressions of intimacy will be subject to disciplinary action. Each individual who uses the lounge should take responsibility for keeping it clean, orderly, and well-maintained. Lounge furniture is not to be removed from the lounges.

The residence hall lounge hours are:

Sunday-Thursday – 9:00 am-11:00 pm

Friday & Saturday – 9:00 am-1:00 am

The North Kline lounge hours are:

Sunday-Thursday – 9:30 am-12:00 midnight

Friday & Saturday – 9:30 am-1:00 am

### **CONSIDERATION TIME**

Because Central Christian College is a community, any time someone or their music is being disruptive, they will be asked to quiet down. This can be done any time, 24 hours a day.

### **AIR CONDITIONER**

Because of an agreement with the energy company in McPherson, KS, Central Christian College shuts off air conditioners on days in which it reaches 100 degrees or more. If the air conditioners shut off, shut the doors, and use fans to keep cool.

### **RESIDENCE HALL/WING MEETINGS**

In the spirit of community living, every hall or wing gathers for required meetings. Usually RDs or RAs will lead the meetings in their respective halls or wings. Often announcements, a short Bible study, and prayer time will be shared.

All students currently living in on-campus housing meet in Greer Auditorium each semester for required All Campus Dorm Meetings. Times and dates are posted and announced beforehand.

All campus meetings, hall meetings, and wing meetings are mandatory. Attendance is taken and reported to the RD. Each absence is subject to a \$5.00 fine.

### **PERSONALIZING ROOMS**

Central Christian College wishes to extend the privilege of personalizing individual rooms according to guidelines and procedures which enhance an enjoyable living environment for students consistent with the philosophy of the College community.

1. Occupants are expected to keep their rooms neat and clean.
2. Items not in keeping with the character of the College are not to be displayed in student rooms or on College property. This includes wall coverings involving nudity or which are otherwise morally objectionable or socially offensive, or which promote a hostile/violent environment for those of another race, gender, or ethnic background; containers for alcoholic beverages, and other alcohol and drug related paraphernalia, i.e. signs, posters, confederate flags, etc.
3. Illegally obtained federal, state, and city highway/street signs will be confiscated and reported to law enforcement officials.
4. The possession of property owned by private agencies such as realtors and contractors, or the property of public agencies or utilities is appropriate only when used with their expressed permission.
5. Nails, screws, tape, or other adhesives which cause damage or leave sticky residue on the walls or surfaces may not be used.
6. Candles for decorative purposes are allowed in the residence halls, but lighted candles, candles with burnt wicks, and incense are never permitted. Lighted candles, candles with burnt wicks, and incense will be confiscated and the student will be fined. Halogen lamps are not permitted in the Residence Halls.
7. Do not tamper with electrical wiring, switches, outlets, fixtures, cable or telephone wiring.
8. Furniture must remain in the room at all times and must be used in the fashion for which it was designed (i.e. mattresses may not be used on the floor). All furniture is College property; therefore, it may not be stored at the student's residence during the school year.
9. No pets allowed. Fish are the only exception, with a 10 gallon aquarium maximum, and are the sole responsibility of the owner to be maintained (including vacations and breaks when the residence halls are closed).
10. Sports, play, and/or athletic equipment is not to be used in the residence halls. Considerable damage can occur as a result of playing games with various types of balls, etc.
11. Use of wallpaper, contact paper or paint is not acceptable.
12. The door of the room is the student's responsibility. Nothing should be attached to either side of the door which leaves marks or residue.
13. Irons are to be used in the laundry facilities ONLY.
14. Athletic equipment or apparel left in the hallway, lounge or laundry room will be disposed of.

### **DAMAGES**

The present occupants are responsible for any damages to their room/apartment/house and contents other than from ordinary use. "The room" is defined as everything from the entry door to the window(s) (including the outside of each), all furnishings, etc. Any changes should be reported to the RA and recorded on your Room Condition Form. Kicking or forcing open doors and mutilating or removing screens to enter or exit rooms may be charged as damage and assessed as a fine. Screens are riveted in place and must remain on the windows at all times. Fines will be assessed for lack of compliance. Water may cause carpet and other damage; therefore, water games must be confined to outside the building.

When there is destruction of College property, the damage is assessed and a charge is made to the individual(s) immediately. The charges cannot be placed on the student's bill, but must be paid directly to the Student Development Office.

## **ELECTRICAL APPLIANCES/CORDS**

The use of personal electrical appliances is limited because of the safety needs created by living in community. Due to regulation by the Fire Marshal, cooking is not allowed in the rooms. Popcorn poppers, coffee makers, microwaves, hot pots, toaster ovens, George Foreman Grills, bread machines, or any other appliance used for cooking, should not be brought to Central for student use in the residence halls. Residents of college owned houses/apartments may bring cooking appliances for use in kitchen areas.

Each residence hall has a microwave available for student use in a designated area.

Only one power strip per outlet is acceptable. No multi-plug receptacles or adapters may be attached to extension cords or wall outlets unless they contain an internal fuse or circuit breaker with a maximum rating of 15 amps. Cords must be U.L. approved #16 gauge wire in excellent condition, and may not be placed under rugs, behind partitions, or in front of doorways. Any space heaters must be equipped with a safety tip over power cut off switch.

## **REFRIGERATORS**

Refrigerators 4.4 cubic feet or smaller are acceptable for use in rooms.

## **DVD/BLU-RAY/VIDEO GAME SYSTEMS**

As an intentional living community, and as we attempt to draw others towards Christ in thought and action, we desire and encourage students to refrain from using, watching, or playing any DVD's, Blu-rays, or video games that are not useful in living an intentional life for Christ.

As an academic institution, an initial concern is proper stewardship of time. A second concern is acceptability of the material. X-rated, NC-17, many non-rated films, and video games rated AO (Adults Only) are considered inappropriate at Central. Films and games that are exceptionally violent, vulgar, or sexual in content are prohibited.

When deciding what movies to watch and games to play, students may use their discretion and good judgment. Students must realize that they will be asked to turn their movie or game off if it is offensive to anyone in any way. Students must have respect for the community. The RD, as facilitator of the community, has the discretion to ask that a movie or game be turned off at any time.

## **CABLE TELEVISION SERVICE**

Cable television is available in every student lounge on campus. It is our desire that students utilize these locations for viewing cable television. Students are not allowed to have cable service in their rooms unless the cable is already available in the room to an approved cable box and purchased from the cable provider. No additional cable will be allowed into the dorms. There will be a \$100 fine for illegally run cable. Basic service is allowed, but extra channels such as HBO, Cinemax, Showtime, and Pay-Per-View are not to be purchased by students in the residence halls.

**NOTE:** The College does not involve itself in billing disputes between a student and the cable company, or between two students.

## **COMPUTER/INTERNET SERVICE**

Students are responsible to contact their own computer providers and are responsible for guarding the use of their computer. Computer usage falls under the same guidelines as outlined by the Computer Technology Committee and the Community Code of Character. IT is not responsible for maintenance to equipment for outside Internet Service Providers.

**NOTE:** The College does not involve itself in billing disputes between a student and the computer company, or between two students.

## **FIREARMS AND WEAPONS**

Firearms, hunting bows, hunting knives, swords, and other weapons are not permitted on campus for any reason, this includes in the residence halls, campus-owned housing, vehicles, etc. Knives with blades exceeding three inches are also prohibited. Students found with any of the above items will be subject to dismissal and/or fines.

## **PAINTBALL**

Paintball guns may not be shot anywhere on campus, nor are they allowed on campus. Violation of this policy will result in confiscation of the paintball equipment.

## **AIR-SOFT**

Air-soft guns are not allowed on campus.

## **HOVERBOARDS**

Hoverboards are not allowed in any buildings on campus.

## **FIREWORKS**

Homemade and commercial incendiary devices, such as fireworks and bottle bombs, are a serious threat to personal and campus safety. The possession or use of such devices on campus is not permitted. Violations will be subject to significant disciplinary action responses ranging from fines to dismissal.

## **INITIATION OF NEW STUDENTS/HAZING**

Despite the low crime rate in the town of McPherson and the surrounding community, Central Christian College regards the safety and welfare of its students, faculty, and staff as one of its highest concerns. The College has implemented many policies and programs to maintain and increase campus security, but individuals are reminded that they must assume responsibility for their own safety and the safety others. This means that if a student witnesses a crime or an act of discrimination, harassment, abuse, hazing, and initiation or bullying, the student is obligated to report it. Any student who partakes in discrimination, harassment, abuse, and initiation or bullying will be subject to discipline by the school and in some cases the police.

Hazing means any intentional, knowing, or reckless act occurring on or off the campus of Central Christian College, by one person alone or acting with others, directed against a student or group of students that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students in an educational institution. The term hazing under the statute includes but is not limited to offenses that subject the student to an unreasonable risk or harm or that adversely affect the mental or physical health or safety of the student. A recipient of hazing who “voluntarily” agrees to take part in a hazing activity does not in any way absolve the offending person or group from their actions. Any student who partakes in discrimination, harassment, abuse, and initiation or bullying will be subject to discipline (which may include expulsion or suspension from the college) and in some cases the case may be turned over to the local police.

Any student who has been hazed or thinks he/she is going to be hazed should report such actions to the Title IX Coordinator.

## **ANTI-BULLYING POLICY**

It is the policy of the College that bullying behavior by or against any member of the College community, whether student, employee, faculty or guest, will not be tolerated. Violation of the anti-bullying policy can result in discipline up to and including expulsion for students, and up to and including termination for employees.

While each circumstance is different, bullying is inappropriate, unwelcome behavior (which can be through verbal or other communication or physical contact) that targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may be the result of repeated behavior or, if sufficiently severe, a single incident; can be direct or indirect, and can be effectuated through verbal, physical, electronic or other means.

Conduct constitutes prohibited bullying when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- Sabotaging or undermining an individual or group’s work performance or education experience;
- Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person’s work area or property, and
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, website, online chat rooms in a threatening, intimidating, or humiliating manner.

## **STORAGE AREAS**

All of the residence halls have space for the temporary storage of luggage and boxed items over the school year. Each item must be clearly labeled with name, room number, and date. There is NOT adequate space for bicycles, rugs, and/or furniture. Items left after a student graduates or withdraws are discarded.

Contact the RD for access to the locked storage space. (Central cannot assume responsibility for any items placed there.)

Outdoor racks are provided for locked bicycles at each residence hall. Bikes are not permitted in individual rooms and may not be stored or parked in hallways or basements. Unless they have a Central Bicycle Permit, bicycles left over the summer will be sold or given away.

## **LAUNDRY FACILITIES AREA**

Each residence hall is equipped with coin-operated washers and dryers in its laundry room which is open during regular dorm hours. Irons are to be used in the laundry facilities ONLY.

## **HAIRCUTTING GUIDELINES**

Anyone providing haircutting services is expected to get approval of the location from the RD, dispose of the hair in appropriate trash containers (not down the drains), and be responsible for clean-up.

## **HEAD LICE**

When a student has head lice, they must comply with all instructions from the Resident Director. We have mandatory procedures that each student must follow.

## **BED BUGS**

Students living on a residential campus have an increased risk of carrying bed bugs with them to campus. If you suspect that you have bed bugs, please notify your RD. We have mandatory procedures that each student must follow. Please inspect all luggage and bags prior to coming to campus and when staying in hotels.

## **CUSTODIAL/MAINTENANCE SERVICES**

Light bulb replacement, plumbing repairs or emergencies, heating/cooling problems, and housekeeping inquiries should be directed to the attention of the RA for referral. Maintenance requests may also be submitted through the TigerConnect app.

## **FIRE SAFETY EQUIPMENT**

Fire safety equipment (fire alarms, extinguishers, exit lights, and detectors) is located in strategic areas of the halls. Use this equipment only for emergencies. Tampering with fire equipment or activating a false alarm endangers lives and violates local and state laws. Such actions result in very serious disciplinary consequences. Persons responsible will be billed for any expenses related to the false alarm, and will be held accountable by the campus disciplinary system. (In the case of a prank, when the perpetrator is unknown, the whole dorm may be billed.) It is classified as a misdemeanor and may be dealt with by civil authorities. Intentionally setting fires in the residence halls, the corresponding rooms, hallways, bathrooms, on doors, etc. is considered dangerous and illegal. College discipline for such may include significant fines, dismissal, and/or civil action.

**When the fire alarm sounds, ALL residents must vacate the building immediately. Do not return to your room until you are cleared to do so.**

## **IN CASE OF FIRE**

The McPherson Fire Department has recommended the following procedures in case of fire:

Check the door of your room. If your door seems cool and there is no evidence of smoke in the hall:

- Open the door cautiously, keeping your body braced against it. Keep one hand on the knob and the other hand over the door opening to detect any in-rushing heated air.
- If the halls appear safe, proceed rapidly out of the building. Close all windows and doors behind you, but leave them unlocked.
- Go to the nearest exit and leave the building. Nearest exits are posted in each room.
- Meet quickly at your designated area so that all persons can be accounted for. Designated areas will be announced at the beginning of the year.

If your door is hot, do not open the door. Instead, follow this procedure:

- Seal up the cracks around the door using cloth articles. This helps seal a barrier against heat and smoke.
- Hang a sheet out the window to signal rescuers.
- Open the windows slightly at the top and bottom to let fresh air in and smoke out of the room.
- Wait for assistance.

If you must move through a smoke-filled area, move quickly in a crawling position. Heat and smoke rise.

## **SEVERE WEATHER PROCEDURES**

A "severe weather" classification generally involves the threat of a tornado or other devastating storm conditions. The rule for a warning is to take immediate action and go to the basement or lowest portion of any building. Any narrow passageway, such as a lower hall, would be preferable. Stay away from glassed-in areas.

All students must take shelter according to the campus plan and under the direction of the RDs and RAs. The College is not responsible for students who do not follow these instructions.

If you have a small battery radio, take it with you to the shelter area. You will be able to keep up-to-date of any weather changes. Remain in the shelter until the all clear signal is given. The College is not responsible for those who leave before the all clear signal.

TORNADO WATCH - means tornados are expected to develop.

TORNADO WARNING - means a tornado has actually been sighted or indicated on radar.

## **SHELTER INFORMATION**

GILLESPIE HALL - Use the lower level interior bathrooms with the doors shut.

KLINE HALL - Use the inside rooms without windows or the bathrooms.

PARSONS HALL - Use the basement.

STOLL HALL - Use the storm shelter in Stoll Pit.

BRINER LIBRARY/REIMER BUSINESS CENTER - Use the study room next to the Head Librarian's office.

MINGENBACK FAMILY LIFE CENTER - Use the Parsons Hall basement or the restrooms.

BROADHURST STUDENT CENTER - Use the basement restrooms.

SCIENCE HALL - Use the bottom floor.

WESLEY BLACK FINE ARTS BUILDING - Use the prop room in the basement. **DO NOT STAY IN THE LARGE AUDITORIUM.**

P.E. CENTER - Use the north locker room.

FOUR-PLEX/TRI-PLEX - BSC basement or Parsons Hall basement

OTHER COLLEGE OWNED HOUSES/APARTMENTS - Basement or interior rooms on lowest level

Students who are physically incapable of moving to the aforementioned areas should move to the center of the hallway in which they live, away from windows, etc.

In the event of a TORNADO WARNING, the city activates loud sirens that can be heard throughout the city of McPherson.

## **OFF-CAMPUS HOUSING**

Because Central Christian College believes residential living contributes so significantly to the overall college experience, the College requires all full-

time, traditional-age students to live in College residence halls. The College believes that this residential setting provides a experiential learning environment and is essential to our mission. A student may be granted an exception, but only under very rare circumstances. The situations below are possible exceptions, but are not guarantees:

1. Single students who have reached 23 years of age or older. (It is strongly recommended that students 26 years of age and older not live in College residence halls.)

Students who intend on requesting off-campus status during any given year, must declare so during fall registration (i.e. a student who turns 23 in February and wants to live off-campus after their 23rd birthday, will need to declare so with Student Development in September). Exceptions to this policy would be students who become engaged during the course of a given semester.

2. Single students whose parent(s), grandparent(s), guardian(s), or aunt/uncle live in the McPherson area and who need to live with them for financial reasons. (A separate apartment - attached or detached to the relative's house - does not apply to this situation.)

*Any exception that a student wants the Housing Committee to consider must be presented to the Dean of Student Life following the Off-Campus Request Procedure below.*

#### **Off-Campus Request Procedure:**

1. Requests: Requests must be made in writing to the Dean of Student Life in the Student Development Office prior to the start of the academic year and prior to signing a lease. The request must include a detailed rationale for the exception.
2. Decision Process: The Housing Committee (Dean of Student Life, Student Development Office Manager and other Student Development personnel) considers each request independently and is the final authority for the approval or denial of each request and also for the classification status of each student.
3. Renewal: Any approval granted is for one year only and must be renewed by following this procedure.

All off-campus students must still live under the Community Code of Character. Any violations of these expectations will be handled accordingly.

4. Upper Division Housing Requirements (Chapel attendance, GPA, disciplinary action) may be taken into consideration when deciding on an off-campus request. Special stipulations may be placed on the student if any of these requirements are not met (i.e. Success Center hours, must meet Chapel requirement, maintain GPA, etc.). If the student does not meet any assigned stipulations, their off-campus status may be revoked.

*If a student is found to be living off-campus and they have not been granted an official exception, they could be charged for room and board for all applicable semesters.*

Married students and single parents with children are not permitted to live in College residence halls and must find their own off-campus housing. Periodically, the College has limited openings in its rentals. Please contact the Chief Financial Officer for more information or to be placed on the waiting list.

#### **CAMPUS-OWNED HOUSES/APARTMENTS**

All campus-owned houses/apartments serve as overflow housing for the residence halls. Therefore, students will pay full room and board while living there. When used as overflow housing, all dorm rules apply (Community Code of Character, visitation, observing breaks, etc.). Students are not permitted to sublet their apartment or share the lease with others.

Living in the campus apartments is considered a privilege and is usually given to those students without any prior infractions of the Community Code of Character. Students granted this privilege are responsible for the behavior that takes place within their residence. No apartment should be used by anyone (tenant or guest) at any time for activities that are violations of Central Christian College policies. If evidence exists that such violations have occurred, the tenant may forfeit the privilege of living in the College apartments and will be required to return to the residence halls or seek housing in the McPherson community. (Additional discipline may also be administered.)

All opposite gender visitors must vacate the apartments at 12:00 midnight weekdays (Sunday-Thursday) and 1:00 a.m. on weekends (Friday & Saturday) and may not return until 9:00 a.m. Students living in campus owned apartments may visit other students of the opposite gender in the residence halls (or in other campus owned apartments) during scheduled Open Dorm/Visitation event times. Violations of this policy will result in disciplinary action, which may include the revoking of lease, suspension, and/or dismissal from school.

#### **HOUSING POLICY FOR SENIORS**

Seniors that are student teaching or completing internships outside of the McPherson area (over 50 miles) may live off-campus and are not required to have a meal plan. Students that are within the McPherson area must live in College housing and will pay full room and board. A meal plan can be requested to work within their special needs.

College owned housing (i.e. Tri-Plex, Four-Plex, other homes in the general area of McPherson), will be made available to Seniors who qualify (see below) on an availability basis. If these areas are not needed for overflow residence hall housing, first priority for College owned housing is given to married students and Central Faculty and Staff. Students who do not meet the criteria outlined previously will not be allowed to live in non-College owned housing off-campus although they may live in College owned housing if it is available.

Any Senior requesting College owned housing must:

1. Submit a written request to the Housing Committee no later than August 1.
2. Have a minimum cumulative GPA of 2.5.
3. Have no prior violations of the Community Code of Character.
4. Maintain a meal plan.

All special housing requests must be submitted in writing to the Housing Committee.

# STUDENT GOVERNMENT ASSOCIATION

## MISSION STATEMENT OF STUDENT GOVERNMENT

We, the Student Government Association, support the mission of Central Christian College: “Christ-centered education for character” by striving to promote unity on campus while serving the student body through offering opportunities to enhance their development as individuals and as followers of Christ.

## STUDENT GOVERNMENT ASSOCIATION (SGA)

Student Government Association (SGA) organizes activities to meet the various needs of student life and serves as the voice of the student body in regard to policies and procedures that are a concern of the students. Student leadership positions within SGA are filled by either election or appointment each school year. Within student government, several campus organizations exist:

- **Executive Cabinet** represents the student body at the highest level of student government and includes the Student Body President and leaders of each SGA organization. The students serving on the Executive Cabinet for 2018-2019 are:  
Student Body President – Bryan Scott  
Student Body Vice President/Vice President of Senate – Abigail Anderson  
Vice President of Student Activities – Breana Miller  
Vice President of Finance – EmmaLee McDonald  
Vice President of Marketing – Tyler Swanson  
Vice President of Intramurals – Lowell Stephens  
Student Body Chaplain of Teaching – Wyatt Davis  
Student Body Chaplain of Community Outreach – Marleigh Strickling
- **Student Senate** is made up of the President and Vice-President of each class, representatives from each residence hall and representatives from other significant student groups. Senate serves as the legislative body for SGA and meets regularly to hear student concerns and formulate student-led policy changes.
- **Campus Activities Board** plans a variety of regular social programming for students including intramurals, Tiger Den (campus student center and snack counter) activities, traditional campus events, and special weekend activities. SAC endeavors to promote social and community development through quality and affordable activities that provide students opportunity for recreation, creative expression, interaction with popular culture from a Christian worldview, and exposure to diverse perspectives and people.
- **Student Ministries** strives to meet the needs in our community as well as address and bring awareness to world problems such as poverty, human trafficking, and hunger. Student Ministries wants to make an impact in the community in the name of Jesus. They are willing to take Jesus to whomever they can, wherever they can, however they can. Their actions show dedicated commitment to Jesus Christ and His word through diligence, serving, humility, ingenuity, and witnessing.
- **Intramurals** strives to foster healthy community within the campus through intramural competition, regardless of experience or ability, and promotes the development of the Fit Four Model through the areas of Personal Wellness and Exercise (Fit Body), Respect for Others (Fit Heart), Fair and Rational Competition (Fit Mind), and a Positive Atmosphere for Christian Fellowship (Fit Soul).
- **Class Officers** represent their class by sitting on Student Senate and plan regular class and campus-wide activities such as the Christmas Banquet and Junior/Senior Formal each year.

All students carrying 7+ credit hours are members of the Central Christian College Student Association. By holding a position on Student Government Association, students have the privilege and responsibility to plan, budget, and implement an extensive program that serves the student body.

## CAMPUS LIFE OPPORTUNITIES AVAILABLE TO STUDENTS

Connections Week	All School Picnic
Homecoming/Family Weekend	Spring Fling
Exam Cram	Diversity Week
Justice Week	Warehouse Concerts
Service Day	Fit Four Life
Grill & Chill	Engage Days

### Clubs and Organizations

CHUMS (tutoring/mentoring program)	Education Club
Flying Tigers	Multicultural Student Association
Music Ensembles (CCM Lab Bands, Chapel Bands, Concert Choir, Jazz Band, Vespers Bands)	
Phi Beta Lambda (Business Club)	Pi Gamma Mu (Social Science Honor Society)
Prelude (National Association for Music Educators)	Science Club
Sigma Tau Delta (English Honor Society)	Campus Activities Board (CAB)
Student Government Association (SGA)	

Tiger’s Eye (A publication that compiles student submissions of poetry, short stories, photography, and art)

Students wishing to start a new campus organization or have their organization recognized by Student Government Association may apply through Student Senate. Chartered clubs must meet the requirements set by Student Senate and the Dean of Student Life including minimum number of active members,

club by-laws, and club officers. Chartered clubs are then rewarded the privilege of advertising their events on campus and may ask Senate for funding for club related expenses.

### **Intercollegiate Sports**

National Association of Intercollegiate Athletics (NAIA)

National Christian College Athletic Association (NCCAA)

Sooner Athletic Conference (SAC)

#### **Men**

Baseball	Basketball
Cheer	Cross Country
Golf	Soccer
Track & Field	Wrestling

#### **Women**

Basketball	Cheer
Cross Country	Golf
Soccer	Softball
Track & Field	Volleyball
Wrestling	

## **GENERAL INFORMATION**

### **NOTICE OF NON-DISCRIMINATION**

Central Christian College complies with Titles VI (concerning discrimination on grounds of race, color or national origin) and VII (concerning employment discrimination on grounds of race, color, religion, gender or national origin) of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Executive Order 11246, Section 504, of the Rehabilitation Act of 1973; with all other applicable statutes prohibiting discrimination, and with all the related regulations.

Central Christian College, in compliance with these acts, does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment, or employment in, its programs and activities, and discriminates upon the basis of religion only to the extent permitted by law.

Inquiries related to Title IX (Non-Discrimination on the basis of sex in education programs or activities that receive federal financial assistance) may be referred to the Title IX Coordinator, 1200 S. Main, PO Box 1404, McPherson, Kansas 67460 (phone: 620-241-0723, ext. 7112). Inquiries related to Titles VI and VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act, or any other alleged discrimination not involving Title IX, may be referred to the Provost, 1200 S. Main, PO Box 1403, McPherson, Kansas 67460 (phone: 620-241-0723, ext. 345).

Although certain of its facilities are not fully physically accessible to handicapped or disabled persons, Central Christian College will take such means as are necessary to ensure that Central Christian College fully complies with all applicable laws and regulations concerning handicapped or disabled persons. The accessibility standard required by federal law for "existing facilities" is that the recipient's program or activity, when viewed in its entirety, must be readily accessible to handicapped persons. Central Christian College may meet this standard through such means as reassignment of classes or other services to accessible locations, redesign of equipment, assignment of aids, alteration of existing facilities, and construction of new accessible facilities. Central Christian College is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standard described above.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act of 1974 gives college students the right to view educational records (records, files, documents, and other materials which contain information directly related to the student and maintained by the college) maintained in the Academic Office, Admissions Office, Financial Aid Office, Academic Department Offices, and the Student Development Office (including Career Services and the Health Center).

Educational records do not include: records of instructional or administrative personnel which are personal in nature and are not accessible to any other person; records maintained by physicians, psychiatrists, psychologists, or other recognized professional or para-professionals; or financial records of parents.

Students who wish to view their files should indicate that they wish to do so to the College official responsible for maintaining the particular file. An appointment will be made for the student to view the file within a reasonable amount of time. Parents of dependent students (as defined by the Internal Revenue Service) have the same right of access to the records of their dependents.

The Privacy Act permits the College to release, without student consent, directory information. Directory information at Central Christian College includes a student's name, address, telephone number, major field of study, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended. **Students who do not want directory information released must submit a request in writing to the Student Development Office.** The College will communicate academic and behavioral information to parents or guardians for all students under 21 years of age unless a student has declared independent status and for all students 21 years of age and over who are claimed as a dependent for federal tax purposes.

Information on the types of educational records maintained by Central Christian College, officials responsible for maintaining records, persons who have access to such records, purposes for which these persons have access to records, and procedures for correcting inaccurate records is available through the Office of the Registrar.

## SOLICITATION POLICY

Solicitation from outside groups or individuals for profit is not allowed on campus without permission from the Dean of Student Life. This applies to all students, Faculty, and Staff. Fundraisers for non-profit causes are acceptable.

## CAMPUS SECURITY

For the protection of campus property and the members of the College community, a campus security plan has been developed. Building lock up hours are:

- **Residence Halls:**  
-locked at all times
- **Academic Buildings**  
-11:00 p.m. nightly

Although Central Christian College takes reasonable precautions to insure student safety and property protection, the responsibility still lies with the student to use common sense and request College security assistance when necessary. Even though McPherson is often considered a rural community, believing that “it won’t happen to me” may lead to serious trouble (see Room Security).

## SAFETY PRECAUTIONS

- Do not walk alone at night from one building to another, back to a residence hall, or to off-campus housing. If you work or study late, have a friend accompany you.
- Avoid shortcuts and dark, isolated places when walking or jogging at night.
- Keep office, classroom, or lab doors locked at all times when studying at night.
- Turn and walk in the opposite direction when you suspect you are being followed by a car. Note license plate number, if possible, and inform Student Development of the incident. Go into the nearest residence as quickly as possible.
- Have your keys out and ready to unlock the residence hall door before you get to it.
- Keep room door locked at all times.
- Lock doors upon entering or leaving your vehicle.

The Clery Act requires all colleges and universities to keep and disclose information about crime on and near their respective campuses. Central’s Clery Act report is found on our website and announced by email each Fall.

## DANCES

All dances must be approved by the Dean of Student Life. Students are not permitted to frequent dance clubs in which alcoholic beverages are sold.

## SKATEBOARDS/SCOOTERS/ROLLERBLADES/BICYCLES

Students are welcome to use skateboards, scooters, and rollerblades outdoors. These are not to be used to jump on concrete areas where they damage the edges of the concrete (i.e. steps, etc.).

Because of potential damage to flooring and walls, the use of skateboards or scooters, or the wearing of rollerblades is not permitted inside any building on campus.

Bicycles must have permits on the front base of the cross bar, close to the handlebars. Bike permits can be purchased in the Student Development Office for \$5. Bikes without permits will be removed. Bikes are not permitted in rooms or common areas.

## MOTOR VEHICLE REGULATIONS

The use of motor vehicles by Central Christian College students is a privilege, not a right. The privilege brings with it the responsibility to abide by regulations governing vehicle use. Failure to do so may result in the removal of vehicle privileges and/or immediate towing of the vehicle. Students are not allowed more than one (1) motor vehicle. This includes motorcycles, golf carts, and scooters. If it is discovered that a student has more than one (1) motor vehicle, the student will be asked to remove the extra vehicle immediately.

NOTE: The College is not responsible for damages or stolen property which occurs in vehicles parked on school property.

**Registration.** Each motor vehicle used by a student must be registered with the College. A \$15 fee per semester must be paid to the Business Office, and a registration form must be turned in to the Student Development Office. A Central Christian College parking permit will be issued and must be placed in the lower left corner of the rear window.

A vehicle acquired during the semester and/or changes in an existing registration, such as a new license plate number, must be registered with the Student Development Office within 48 hours.

**Resident Parking.** All vehicles registered by on-campus Central Christian College students may be parked in the residence hall parking lots. The College has ample parking available for student use, but students are not permitted to park in designated RD parking spaces located in the residence hall parking lots. No parking or driving is permitted on grass areas or sidewalks. Violations will be subject to towing charges and/or fines up to \$100.

**Faculty & Staff Parking.** Faculty are allowed to park on campus at no charge. Faculty should secure a parking tag for their vehicle(s) and submit their vehicle information (Make, Model, and License Plate Number). To maximize the space allowable for students, Faculty should park in the West Gym Parking Lot, the Science Hall Parking Lot, or the gravel Parsons Hall Lot.

**Commuter Student Parking.** All students living outside of College residence halls are free to park in the large parking area in front of Science Hall and adjacent to Main Street, either Gym parking lot or the Library parking lot.

**Restricted Parking.** All vehicles parked on streets must observe the hours listed on the street signs (enforced by the city). Violators will be ticketed by the McPherson Police Department. **All students living on-campus must park in campus provided parking areas.**

Library and West Gym Parking is reserved for Commuter Students and Guests of the college only. Resident students who park in either of these parking

lots will be fined. This includes parking on campus along Maple Street.

<b>The Parsons Hall Lot(s) – Purple</b>	is reserved for students who live in Parsons Hall and Faculty and Staff.
<b>Gillespie/Kline Hall Lot – Green</b>	is reserved for students who live in Gillespie or Kline Halls.
<b>Stoll Parking Lot – Blue</b>	is reserved for students who live in Stoll Hall.
<b>East Gym Parking – Blue, Green, Orange</b>	is reserved as overflow space for Stoll, Gillespie, and Kline Halls; and for commuter students.
<b>Library Parking Lot – Black &amp; Orange</b>	is reserved for community members and commuter students.
<b>West Gym Parking Lot – Black &amp; Orange</b>	is reserved for Faculty and Staff and commuter students.

**Traffic Discipline.** Every person driving or parking a vehicle on campus is responsible for knowing and abiding by the regulations. The owner or registrant is responsible for his or her own vehicle at all times, regardless of who is driving, if a parking or traffic violation should occur.

**Parking Fines.** Parking fines are assessed when students violate the parking policy, both written and implied. Fines are delineated as follows:

- No Permit \$15
- No Parking \$20
- Handicap \$50
- Loading Zone \$25
- Restricted \$20
- Harassing Staff \$50 – No appeal, no 10 day reduction

Fines are payable to the Student Development Office and will be reduced by half if the fine is paid within 10 days of the issuance. Date of fine is posted on top of the fine slip. Full price will be expected of any fine paid after 10 days **NO EXCEPTIONS**.

Fines may be appealed to the Student Appeals Committee which will consist of either the President or Vice President of each class and the Student Body Vice President. The Appeals Committee will be an Ad Hoc committee selected by the Student Senate. Appeals must be requested within 10 days of fine issuance. Any appeal which is denied will result in the student paying the full fine price.

Fines not paid within 30 days will automatically be placed on the student’s bill.

**Temporary Tags.** Temporary tags may be obtained in the Student Development Office at no cost. This includes temporary Handicapped Tags and Guest Passes. Guest Passes are good for 3 days. Handicapped Tags will be assigned an expiration date.

## **USE OF COLLEGE VEHICLES**

Central Christian College owns several vans and cars for the business of the College. These vehicles are for College business only and are not available for personal or academic emergencies. On rare occasions, students may be asked to use a College vehicle to pick up prospective students or other guests at the airport, train station, etc. Also, certain on-campus jobs may require the use of a College vehicle. If a College vehicle must be used by a student because of the above reasons, it can only be used under the following conditions:

- Under Faculty/Staff request and supervision for a school-sponsored activity.
- The student must attend and pass the College’s 8-hour Driver Safety Course.
- The student must allow his or her personal driving record to be inspected by the College’s insurance company.

## **FINANCIAL AID**

The Financial Aid Office seeks to make it financially possible for students to attend Central Christian College. A student should file his/her Free Application for Federal Student Aid (FAFSA) by March 1.

Detailed information regarding specific scholarships, loans, grants, and discounts may be found in the financial aid brochure or at [www.centralchristian.edu](http://www.centralchristian.edu). For personal assistance, stop by the Financial Aid Office located in Science Hall across from the Business Office. Financial Aid personnel will have the latest information about new scholarships and other aid available.

## **PAYMENT PLANS**

Two plans are available for paying room, board, and tuition fees:

- The full invoice amount (minus aid monies) must be paid at Registration for the fall semester and by the first day of classes for the spring semester. Payments may be made by cash, check, debit card, VISA, MasterCard or Discover.
- A “no interest” payment plan is available for families wanting a monthly budget plan. The cost to enroll for these budget payments is \$25 per semester or \$45 per year and is available through NBS Management Company. Payments are made automatically each month by bank draft or by credit card.

Statements of account status are sent to students and parents on a monthly basis. All financial obligations must be taken care of by semester finals. If not, the student may not be allowed to take their finals. If you have any questions, feel free to contact the Business Office at any time during regular business hours.

## **WORK-STUDY PROGRAMS**

The Central Christian College Job Service program helps the College care for a variety of on-campus tasks, as well as provides needed income and opportunities for students to establish employment records.

Wages paid to students come from two separate sources:

1. Federal Work-Study Program (FWS)\*, which is based on financial need\*\* (a percentage of these wages are paid from federal funds).
2. Central Christian College funded employment. Many Central students do not qualify for FWS yet need to work. Such students are paid entirely by Central Christian College.

\* A few FWS jobs are available off campus in community service related programs.

\*\* Financial need is determined by the student's Free Application for Federal Student Aid (FAFSA).

**Policies and Expectations.** The following policies serve as guidelines for a fair distribution of campus work opportunities.

In most cases, the number of jobs per students will be limited at the beginning of the year in order to give work-study opportunities to as many students as possible. Continuation of employment will be determined by the student's supervisor on the basis of job performance.

Students will be considered for the type of work indicated on their application provided: their class schedule coincides with the time work must be done, they possess the skills and qualifications necessary, and such work is available. Other types of work may be offered when the student's preferences are not feasible or cannot be met. Academic concerns are first priority.

**Applying for Part-Time Work.** Applications are sent to incoming freshmen along with other financial aid information. Applications are also available at any time in the Financial Aid Office.

**Eligibility to Work (I-9).** The Alien Registration Act of 1986 requires Central Christian College (as an employer) to document both identification and eligibility to work for each applicant for employment. Basic documentation includes a valid driver's license and an original Social Security Card (not a copy). Further listing of acceptable documents will be provided upon request. Upon presentation of acceptable documents and the completion of the Government's I-9 form and the College-required verification form, the student applicant will be ready to pursue campus employment.

**Campus Work-Study Assignments.**

1. Students are responsible for following campus leads for employment.
2. The supervisor interviews the student, determines whether the student's experience and schedule fit the position, and hires or rejects the candidate. (A student who is not hired should return to the Financial Aid Office Manager for other opportunities.)
3. The student employee is responsible for faithful attendance and satisfactory performance. If ill or otherwise unable to work as scheduled, the student must notify the supervisor.
4. It is understood that term papers, study for examinations, and other commitments must be planned around the work schedule. Preparation for these is not considered an acceptable reason for absence from an assigned responsibility.
5. Continuation in a position is dependent upon satisfactory job performance and faithful attendance.

**Warning Notices and Dismissal.** When work is performed carelessly or not at all, the entire community suffers. For that reason, while supervisors are expected to work with students in order to correct deficiencies, terminations occasionally become necessary.

**Working Off-Campus.** Local businesses often call the Financial Aid Office to announce employment opportunities which are then posted on the Job Service bulletin board. A contact name and number are listed with each opening so that students may follow leads that match their interests.

**PAYROLL PROCEDURES**

**On-Campus Job Verification.** The on-campus job verification form must be completed by the student employee as a part of the hiring process. The form is available from the Financial Aid Office.

NOTE: Paychecks cannot be prepared until this form and the I-9 form are on file in the Financial Aid Office.

**Time Sheets.** Supervisors will provide time sheets on which to record the actual time worked. Time sheets are to be submitted to the Business Office **every Monday by 5:00 p.m.** Each time sheet must be signed by the supervisor and by the student to attest to its accuracy and the satisfactory performance of the job. The hours worked must not conflict with the student's class schedule. The **ONLY** time a student may work during a class is if the class is canceled by the professor.

**BANKING**

Banking services are not provided by Central Christian College for its students. In order to have a local account on which to draw money for personal expenses, a student may wish to establish an account at one of the banks in town. NOTE: The Business Office will cash personal checks up to \$50. There is a \$20 charge for each returned check used anywhere on campus.

**SATISFACTORY ACADEMIC PROGRESS FOR STUDENT AID**

Federal law and College regulations establish that all students must maintain Satisfactory Academic Progress (SAP) during their enrollment at the College, to remain eligible for Federal Title IV aid and institutional aid. Students at Central Christian College of Kansas, regardless of enrollment status or category, must meet the following requirements to remain in good standing:

- **GPA** - Students must maintain a minimum cumulative GPA:
  - **SAS Associate Programs:** 2.00
  - **SAS Bachelor Programs:**
    - 0-30.99 Hours: 1.70
    - 31-59.99 Hours: 1.85
    - 60+ Hours: 2.00
  - **SPE Associate Programs:** 2.00
  - **SPE Bachelor Programs:**
    - 0-30.99 Hours: 1.70
    - 31-59.99 Hours: 1.85
    - 60+ Hours: 2.00
- **Pace** - Students must earn at least 66.67% of all credits they attempt (Cumulative Earned Hours/Cumulative Attempted Hours).
- **Maximum Timeframe**- Students must complete their degrees within 150% of the published program length.
  - **SAS Associate Programs:** 90 Attempted Credits
  - **SAS Bachelor Programs:** 180 Attempted Credits
  - **SPE Associate Programs:** 90 Attempted Credits
  - **SPE Bachelor Programs:** 180 Attempted Credits

The Academic Office, in conjunction with the Financial Aid Office, will monitor Satisfactory Academic Progress (SAP) at the end of each payment period. Written notification (Central Christian College school email, post sent to home address, or through the portal) will be sent to students placed on:

- Warning – Not meeting SAP
- Suspension – Not meeting SAP after being on Warning
- Probation/Academic Plan – Appeal approved, student has an Academic Plan

Additional information about the Satisfaction Academic Progress policy and how to appeal a suspension, can be found in Central Christian College's Catalog.

### **PROGRESS REVIEW COMMITTEE**

The Progress Review Committee meets periodically as needed in response to students having difficulty in the classroom setting. The purpose of the Committee is to track students that Faculty have targeted by the Academic Alert system who have attendance problems and/or grade problems. The Committee acts as an accountability group for the student, helping him/her develop solutions that effectively deal with the recognized areas of difficulty. The Progress Review Committee also meets at the conclusion of each semester to review students with academic and social infractions. Students may be asked to sit out a semester or may be allowed to return with certain restrictions.

### **STUDENT SUCCESS SERVICES**

The Student Success Center (SSC) is located in Science Hall. The SSC is available for all students who desire to make their academic experience at Central Christian College successful. The SSC offers a place for Study Clusters to meet and individual tutors to work with students; provides academic advising and counseling; student advocacy; scheduling of math, science and writing center assistance; Directed Study opportunities and supervised study hall. Study skill workshops and consultations are also available. In addition, the SSC offers needed accommodations for students with disabilities.

### **PEER MENTOR PROGRAM**

The peer-mentor program was established to assist first-year students in their academic and co-curricular success. Students who participate in such programs are more prepared academically, socially and holistically for challenges they face during their first year of college. This program is structured to be a year-long opportunity for upperclassmen to help incoming first-year students to acclimate to Central Christian College. Mentors should have no more than two or three maximum mentees for their own academic and social successes. Mentors check in with their mentees once a week and meet face-to-face at least one to two times a month. Mentors also complete a mentoring report once a month that is to be shared only with the Student Life Office in conjunction with the Student Success Center. These reports help to document progress and goals of each mentor/mentee relationship. Mentors and mentees collaborate on the goals for the year and place those goals in a contract that is submitted to the mentoring program. First-year students who desire to participate may choose an RA or RD of their choice to be their mentor. Likewise, the RA or RD must reciprocate the choice in a mutual agreement.

### **CAREER CENTER**

The Career Center is located in the Student Success Center and offers assistance with securing a college major, career direction and activities that support the career, such as internships, jobs, shadowing and networking. In addition, the Career Center provides career counseling, vocational testing, a library of career information, assistance in resume development and preparation for job interviews. Updated information about work and internship opportunities are posted weekly in the Career Center. The highly recommended Career Exploration class is offered both semesters and walks each student through the process of selecting a major, researching job availability, completing applications, writing a resume and cover letter, designing a portfolio and the opportunity to spend a half day shadowing in the career interest area.

### **STUDENTS WITH DISABILITIES**

Students who have learning or physical disabilities are welcome to disclose that information to the Director of Student Success Services. Individualized accommodations can be offered if the student has the proper documentation of the disability. All information is kept confidential and the Director of Student Success Services and the student make the decisions about needed accommodations together. Faculty members are committed to offering the recommended accommodations to help the student succeed.

If a prospective student with a visual or hearing disability desires a College Catalog or Student Handbook information, the College will work with the student to provide those resources.

In the case of an enrolled student, the Academic Dean's Office, in cooperation with the Student Development Office, will work with the student to find resources: personal, local, state, and College to assist and respond to his/her needs.

We have ground level classrooms, dorm rooms, library, and an auditorium. There is a lift in one classroom building. Classes can be moved to accommodate. Students needing any accommodations should contact the Director of Student Success Services.

### **COUNSELING**

College experiences carry with them certain predictable pressures, as well as coming at a time in your life when you may feel quite unsure about yourself, your ability to relate to others, and your career plans. There are likely to be times when you feel that things just aren't coming together for you.

A variety of different options are available to students for counseling depending upon the needs of the individual. All information shared in the counseling relationship will be considered confidential and no information will be released to anyone within the College or outside of it without the student's permission, and as outlined in the American Psychological Association ethical guidelines.

Central provides limited on-campus counseling through our Campus Counselor's and Campus Pastors at no extra charge to students. For further information about our counseling services, or to make an appointment, contact the Student Development Office. Our Campus Counselors have several offices located throughout the campus. Available hours are made available upon request.

The College works closely with Prairie View, Inc., as well as other community mental health agencies to provide referrals for additional counseling to students when deemed appropriate. Appointments for either on or off-campus counseling can be arranged through the Dean of Student Life in the Student Development Office.

Since the Student Development Office acts as the “clearinghouse” for all student counseling issues, any student required to see a Faculty/Staff mentor as part of a formal disciplinary action must report, in cooperation with the Faculty/Staff mentor, to the Student Development Office on a regular basis. Many helpful relationships are developed informally between students and Faculty/Staff members where students find people who will listen without criticizing, help in sorting out feelings, and give advice while leaving students free to make their own decisions. Any life threatening issues concerning the student or another student must be reported immediately to the Dean of Student Life by the Faculty/Staff mentor.

Besides personal and group counseling, Central has resources relating to social, academic, career, personal, or spiritual needs. Central also offers personality testing to assist students to better understand themselves. Contact the Student Development Office for more information.

**Substance Abuse Assistance.** Any member of the College community seeking assistance for substance abuse is encouraged to contact the Student Development Office. The Dean of Student Life or Campus Counselor can refer students to a place of help. All fees for services rendered will be the responsibility of the recipient.

## **STUDENT COMPLAINTS**

Students are encouraged to resolve disputes as they arise following a Biblical model of confrontation outlined in the Gospel of Matthew 18:12-17. The college recognizes that certain issues are beyond reasonably following Matthew 18 and provides the following process for filing a formal student complaint:

If the student is unable to resolve the matter through direct feedback and engagement with the departments or administrators who directly supervise the alleged responsible parties, the student may choose to formally lodge a grievance through the Dean of Student Life. The student is responsible to submit the formal complaint in writing to the Dean of Student Life (an email will suffice), at which point an official inquiry will begin. The student should include the name(s) of the individual and/or office involved, along with a detailed account of the issues, convincing evidence of foul play and prior steps taken to resolve their concerns. The Dean of Student Life will request an interview with the student and submit an incident report that will be placed on file, along with the letter and any findings and resolutions, in the Student Development Office. The Dean of Student Life will then establish a formal process for resolution of the matter in question, which may include direct and mediated communication between the student and the individual(s) or office to which the grievance is directed.

In the absence of a resolution, the Dean of Student Life will submit all necessary and appropriate documentation to the President of the College and will serve the President as advisor.

Formal student complaints should be of a most serious nature that would be considered egregious acts that violate a student’s rights or the responsibilities of the college as outlined in either the Student Handbook or the College Catalog. Examples of egregious acts consist of, but are not limited to, harassment of any kind, gross and persistent neglect of responsibilities, abuse or violations of college policy.

The Dean of Student Life reserves the right to dismiss the complaint if the student is unwilling to comply with the above stated procedures or if “convincing evidence” cannot be provided. In most cases, the college will attempt to address, and in many cases resolve the issue within 7-10 business days.

## **WITHDRAWAL PROCEDURES**

Should withdrawal from school become necessary, the process is initiated in the Student Development Office. Prior consultation with the student’s advisor is highly recommended.

The student will be provided with a withdrawal form and then must obtain an authorized signature of clearance from each of the following offices:

- Student Development Office
- Financial Aid Office
- Library
- Activities Supervisor (If involved in music, sports, ministry team, etc.)
- Maintenance (for keys)
- Mailroom (for forwarding address and to return textbooks)
- Business Office
- Registrar

The withdrawal process is finished when the completed form is left in the Academic Office and the student checks out of the dorm with the Resident Director. All financial obligations must be met in full before a transcript will be released.

## **STUDENT IDENTIFICATION CARDS**

All traditional full-time students are issued student IDs. Students are required to present their IDs for eating in the cafeteria. If you desire to pre-load your ID card for snacks, you may do so by seeing IT. Students may have to present their IDs at home and away athletic contests. Some community vendors offer student discounts to students who present their IDs. Replacement IDs are available in IT department, there is a \$10 charge.

## **DINING SERVICE**

The full-time, resident student pays for a full meal plan (lunch and dinner, seven days a week). The meal plan is a buffet-style system. In addition, the College makes available to those students on the full meal plan a continental breakfast service Monday through Friday. The College has priced the full meal plan under the assumption that not every meal will be eaten during the semester. In other words, a student who misses occasional meals (going home on the weekend, working one or two nights a week, etc.) will not receive a refund.

All students who reside in a College residence hall must sign up and pay for the full meal plan. For commuter students, some modified meal plans are available. (Please see the Business Office for details.)

#### **Dining Room Hours:**

Monday-Friday	Breakfast	7:30-9:00 a.m.
	Lunch	11:30 a.m.-1:00 p.m.
	Dinner	5:30-6:30 p.m.
Saturday	Lunch	12:00-12:45 p.m.
	Dinner	5:00-5:30 p.m.
Sunday	Lunch	12:30-1:15 p.m.
	Dinner	5:30-6:00 p.m.

NOTE: Students who stay in the residence halls (if they are available) during holidays and breaks must provide their own meals. During holidays and breaks, limited meal service may be available to students remaining on campus for school-sponsored activities. These meals are not included in or calculated as a part of the regular meal plan charge. (Additional charges generally are not assessed.) If meals will be served, the Food Service Staff will post the special times.

#### **TIGER DEN**

The Tiger Den (TD) is located in the basement of the Broadhurst Student Center. The TD provides a place of recreation, study, snacks and entertainment.

#### **Tiger Den hours:**

Monday-Thursday	8:30 am-12:00 midnight
Friday & Saturday	8:30 am-12:00 midnight
Sunday	2:00 pm-11:00 pm

#### **Tiger Den/Mudhole Snack Counter:**

Monday-Thursday	9:00-12:00 midnight*
Friday & Saturday	9:00 pm-12:00 midnight*
Sunday	9:00-11:00 pm*

Small prices are charged for the food and beverages to cover the cost of providing them.

\*Fluctuate from semester to semester due to staffing.

#### **HEALTH**

The College provides referrals to doctors, dentists, optometrists, etc. in the area, and will also assist a student in making an appointment. Contact your Resident Director or the Student Development Office for assistance with scheduling and appointments.

**A written copy of all immunizations must be kept on file for all students.** State law requires that students be current with measles, mumps, and rubella inoculations. All students residing in Central's residence halls must be vaccinated for meningitis (or sign a written refusal to take the meningitis vaccine.). Central Christian College recommends that all students receive the Hepatitis B vaccine before arriving on campus.

Detailed medical records for each student are kept in the Student Development Office. This information is confidential and cannot be released without the student's consent.

**Tuberculosis.** Kansas Statute #65-129e requires students to be screened for Tuberculosis. A Tuberculosis questionnaire and any needed testing **must be completed and returned** to the Student Development Office by August 15 for Fall students and December 15 for Spring students.

**Central Christian College TB testing Policy.** In Compliance with Kansas Statute KSA 2009 Supp. 65-129, all Central Christian College students who have traveled, resided in for more than three months, or born in any country where Tuberculosis (TB) is endemic as identified by the KDHE (Kansas Department of Health and Environment), must provide TB test results prior to the start of the semester. Any student who is not in compliance is not eligible to attend classes or enroll for a subsequent semester or term or obtain an official academic transcript or diploma until the student is compliant with the requirements. Students who are from a country that is not on the list of Exempt/Low Incident TB countries and/or have been given the BCG vaccination will be required to undergo a TB blood test. Students may be tested at their local county health department or personal health care provider.

**Disease Reporting Requirements.** State laws and regulations require that cases of tuberculosis be reported to the local or state health department. The **Kansas Tuberculosis Control Program** provides, free-of-charge, anti-tuberculosis medications to local health departments for the treatment of TB disease. Additionally, preventive medications for individuals with TB infection are provided at no cost to local health departments or other medical providers. In order to receive medications for a patient afflicted with TB infection, the health care provider or local health department must provide the state program information about the diagnostic screening of the patient (TB test and chest x-ray results). For individuals with active TB disease, the local health department must provide information about the diagnostic screening of the patient along with information about the patient's treatment, potential contacts to the patient, and other detailed information as requested on an ongoing basis.

**Medical Treatment.** The need for medical treatment should be brought to the attention of the RA or RD.

**Emergency Care.** Emergency services are covered by the Ambulance and Emergency team at McPherson Memorial Hospital.

**Health or Safety Emergency Exception.** In some situations, Central Christian College of Kansas may determine that it is necessary to disclose non-directory information to appropriate parties in order to address a disaster or other health or safety emergency. FERPA permits school officials to disclose, without consent, education records, or personally identifiable information from education records, to appropriate parties in connection with an emergency, if knowledge of that information is necessary to protect the health or safety of the student or other individuals. This exception to FERPA's general consent

requirement is temporally limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from the student's education records.

Under this health or safety emergency provision, Central is responsible for making a determination whether to make a disclosure of personally identifiable information on a case-by-case basis, taking into account the totality of the circumstances pertaining to a threat to the health or safety of the student or others. If the school district or school determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that a party needs personally identifiable information from education records to protect the health or safety of the student or other individuals, it may disclose that information to such appropriate party without consent. If such a disclosure is made without the student's consent, Central will record in the student's education records the articulable and significant threat that formed the basis for the disclosure and the parties to whom information was disclosed.

**Insurance. Every Central student must have health insurance.** A health insurance policy is available through the College for students who do not have family or group insurance. Information regarding this policy is provided at the time of registration.

**Reporting Accidents.** All accidents should be reported to the Dean of Student Life for insurance purposes.

## **BRINER LIBRARY**

Briner Library is your place on campus to study, visit, sit and relax, or just surf the internet. Student success is our primary goal. We offer a variety of study options from quiet study rooms to group tables to comfy lounge chairs. Food and drinks (handled with care) are welcome.

Briner Library has wireless connection and internet access available through several computer stations. The library catalog and databases are accessible through the campus webpage and are available 24/7.

Students are encouraged to explore numerous opportunities available at Briner Library:

- Professional staff to assist in course work, research papers and projects. Professional staff is on duty from 8am- 5pm, Monday through Friday. Alternative times are available by appointment.
- Over 35,000 in-house resources that are available for use - non-fiction, reference, fiction, juvenile books and eBooks (online books); over 65 periodical titles; DVDs, VHS and CDs; the Free Methodist collection; and a small Japanese collection.
- Databases to cover all academic subjects - available through the online library catalog (with login) - a sampling of our database titles are: EBSCO PsycArticles, SportsDiscus, Academic Search Premier, and ERIC; numerous Gale databases; Credo-Reference; NAXOS Music Library and IPA Source for music.
- Interlibrary loan - access to books from across the nation through a state and national book loan service; no charge to students.
- Printing from the computer (\$.05 a page) and copies printed (\$.05 a page).
- Loan of office supplies for class projects.
- Laminating for small projects (cost per project).

**Borrowing privileges** - Books are loaned for four weeks. VHS/DVDs/CDs and magazines are a one-week loan period. Renewals are available on all library materials. The borrowing period for interlibrary loan material is determined by the loaning library.

**Library Hours** - Library hours are set at the beginning of each semester. The weekday hours are standard, but the weekend hours fluctuate slightly due to staffing. A sample of the library hours are:

Monday- Thursday	8:00 a.m.-11:00 p.m.
Friday	8:00 a.m.-5:00 p.m.*
Saturday	2:00-4:00 p.m.*
Sunday	2:00-4:00 p.m. and 7:00-11:00 p.m.*

\*Fluctuate from semester to semester due to staffing.

The library is closed between school terms and during scheduled holidays and breaks. A drop box is located outside the library for convenience in returning materials when the library is closed.

**Internet/Library Catalog-** Briner Library is a wireless library. The Internet may be accessed from the student's personal laptop or through a library student computer. Wireless connections do require configuring to the college's setting, with the IT department available for assistance. The library catalog is available through the college's home webpage, and listed under the Quick Links section. To gain access to the library supported databases, a login is required and is explained on the login webpage. The college reserves the right to block access to certain sites on the Internet that are not in keeping with the spirit of the Community Code of Character and violate the College's computer/internet usage agreement.

## **COMPUTER USAGE**

All students are responsible for their own word processing and publishing needs. The college provides a limited number of computers for student use in the Briner Library and Reimer Business Center; however, we strongly encourage students to bring their own personal computers. Computers in the Library are primarily intended for academic and research purposes, while Computer Lab systems are available for a wider variety of academic and personal work. Usage of any campus computing system constitutes an agreement to adhere to the Community Code of Character as well as the institution's Acceptable Use Policy.

## **COMPUTER LAB**

The Computer Lab is located in Room 1121 of the Reimer Business Center. Students may work on papers or use Internet services in the lab when class is not in session and the building and lab are open.

**Computer Lab Hours:**

Monday - Friday 8:00 am-5:00pm

Microsoft Office 2010 Professional is installed on all systems. Other applications as required by classes are installed as needed.

**TEXTBOOKS**

For information on textbooks, please contact the Mailroom, or see the link for “ecampus” on our website.

**CAMPUS MAIL/MAILROOM**

Each full-time on-campus student is assigned a mailbox. Student mailboxes are located in the basement of the Broadhurst Student Center. Students should not include their box number on their correspondence because it gets mixed up with the town P.O. boxes. Your mail needs to be addressed as: Your Name, Central Christian College, 1200 S. Main, P.O. Box 1403, McPherson, KS 67460.

The campus postal service (Mailroom) is located in the entryway of the Briner Library. Outgoing mail may be posted there. Students are invited to purchase stamps and mail packages.

UPS shipping service is also available through the Mailroom. All packages that are processed before the UPS truck arrives will go out that day. All others will be shipped the next time the UPS truck delivers to Central.

During vacations throughout the academic year, the Mailroom will hold mail unless a written request is received to forward first-class mail.

During summer vacation, however, students must adhere to the following policy:

1. If students want their First Class mail forwarded during summer vacation, they must complete the Summer Address form provided by the Mailroom. If this form is not completed, mail will be marked “Return to Sender.”
2. International students: if students remain in the United States and have completed the Summer Address form provided by the Mailroom, first-class letters/items from within the United States will be forwarded. If this form is not completed, mail will be marked “Return to Sender.”

Other postal services are available at the McPherson Post Office located at 115 E. Kansas Avenue.

Mailroom hours will be posted. The employees may need to close temporarily for short periods of time, but a sign will be posted on the door when this happens.

**TIGER STORE**

The campus store is located in the entryway of the Briner Library. Students may purchase imprinted clothing and other items with the Central Christian College logo. A limited number of school supplies, personal items and food/snacks are also available. Personal checks, VISA, MasterCard, and Discover are accepted. Business hours are posted.

**CENTRAL CHRISTIAN COLLEGE BUILDINGS/FACILITIES:****Administration Building, 1904**

The most historic building—known as Science Hall—is a four-story brick structure housing administrative offices and general classrooms. It also houses the main offices for the Ministry/Theology Department, the English Department, and the Social Science Department.

**Residence Halls**

Stoll Hall (1927), Parsons Hall (1965), Gillespie Hall (1980), Kline Hall (1992), and the Tri-Plex apartments (1968-69) are designed to house 300 students and include lounges, laundry areas, and resident directors’ apartments.

**Broadhurst Student Center, 1964**

The Broadhurst Student Center is a tri-level building including the Upper Dining Room, Alumni Dining Room, Tiger Den (game room, study areas, snack counter, movie corner), and mailboxes.

**Mingenback Family Life Center, 1971**

This building includes the main offices for the Natural Science/Math Department, classroom space for life science, physical science, mathematics, as well as laboratories and offices. Memorials for former administrator Merle S. Olson, and former faculty member Grace L. Rhodes, are located in the lobby.

**Lloyd S. Alleman Building, 1985**

This facility provides space for Kids Kampus, a college-owned daycare.

**Wesley Black Fine Arts Center/ Robert Greer Auditorium, 1987**

This facility provides space for instruction in music, drama and art. The Robert Greer Auditorium which seats over 500, is used for college chapels, convocations, concerts, recitals, and theatre performances. A black box theatre, art studio, choir room, keyboard and vocal studios and practice rooms are also included in the Wesley Black Fine Arts Center.

**Briner Library/Reimer Business Center, 1988**

The first floor houses the Archives Room maintained by the Central Christian College Historical Society, and Briner Library which provides research access, online library catalog, multimedia technology services, and classrooms.

The second floor is the Reimer Business Center which includes the main offices for the Education Department and Business Department. It also houses the Student Success Center, Archer Learning Center, a computer lab, and classrooms.

**Contemporary Christian Music Center (2003) and Warehouse (2007)**

This building houses the Contemporary Christian Music program. It includes the main office for the Fine Arts Department, two recording studios, classroom space, and CCM offices. The Warehouse is a practice and performance venue for small concerts and the weekly, student-led worship service.

**Ed Pyle Sports Complex, 2000**

The Ed Pyle Sports Complex includes the main offices for the Sport Science and Health Department, a 1,200-seat gymnasium (with two cross-court areas for volleyball and basketball practice), a fitness center/weight room and coaching offices. The original gymnasium has a basketball/volleyball court, baseball batting

cage, golf driving net and indoor soccer accommodations. The complex also includes locker rooms for home and visiting teams, as well as for coaches and officials.

**Athletic Fields**

An athletic field (located at the south end of campus) is home to the soccer field with bleachers for 500 spectators and the Ivers' Family Press Box. A softball field is located at the west end of the athletic field. The College has an arrangement with the city to use their lighted diamonds for intercollegiate baseball competition and courts for tennis.

**Office and Service Hours (620-241-0723):**

Academic Office.....	x116.....	8am-5pm, M-F
Admissions Office.....	x188.....	8am-5pm, M-F
Athletic Office.....	x340.....	8am-5pm, M-F
Business Office.....	x184.....	8am-5pm, M-F
Financial Aid.....	x135.....	8am-noon, 1-5pm, M-F
President's Office.....	x131.....	8am-noon, 1-5pm, M-F
School of Professional Education.....	x125.....	8am-5pm, M-F
Student Development Office.....	x113.....	8:30am-5pm, closed for lunch, M-F
Cafeteria.....	x357..	7-9am, 11:00am-1:00pm, 5:30-6:45pm M-F
.....	.....	12-12:45pm, 5-5:30pm Sat
.....	.....	12:30-1:15pm, 5-5:30pm Sun
Computer Lab.....	x392.....	8am-5pm, M-F
Library.....	x360.....	8am-11pm M-R
.....	.....	8am-5pm F
.....	.....	2-4pm Sat
.....	.....	2-4pm, 7-11pm Sun
Mailroom/Tiger Store.....	x110.....	Hours Posted
Tiger Den.....	x381.....	10am-11pm M-R
.....	.....	10am-12midnight F & Sat
.....	.....	2pm-11pm Sun

**Academic Department Chairs:**

Business.....	Dr. David Ferrell.....	x348.....	Reimer Business Center
Communications.....	Mr. Chris Gates.....	x321.....	Wesley Black Fine Arts Center
Education.....	Mrs. Cathy Brown.....	x324.....	Reimer Business Center
Music.....	Dr. Jacob Kaufman.....	x367.....	Contemporary Christian Music Center
Ministry and Theology.....	Dr. Steven Bruns.....	x350.....	Science Hall
Natural Science/Math.....	Mr. Michael Craig.....	x361.....	Mingenback Family Life Center
Social Science.....	Mr. Charles Kaufmann.....	x383.....	Science Hall
Sports Science and Health.....	Mrs. Emily Lockhart.....	x370.....	Pyle Sports Complex

**CENTRAL CHRISTIAN COLLEGE ALMA MATER**

Richard Zahniser

There's a place where many love to gather,

No spot is half so dear to me.

Where the sunflowers grow in golden glory

And the breeze sighs a sweet reverie.

Chorus:

All hail to thee, our Central dear.

Our memories of thee will never fail.

We'll sing thy praise, thy banner high we'll raise,  
Our Central dear, to thee, All Hail!  
You may long for mountains old in story,  
Or sing about the rolling sea,  
But with all their beauty and their grandeur,  
The voice of the plains calls to me.  
Then I'll sing thy praise, dear Alma Mater,  
For thou hast always cherished me.  
In the years that come to crown thy memory  
We shall ever pay homage to thee.

**McPherson Area Churches:**

For information on local churches, please see the Spiritual Formation section of our website.