The Student Handbook is a work in progress. The college and the office of student life have the right to change and update this document as they see fit. For further clarification, contact the dean of student life.
About the Student Handbook

This handbook replaces all previous versions of the Providence Christian College Student Handbook.

Students enrolled at Providence are responsible to read, review, and follow all student life policies and Providence Christian College standards.

While not exhaustive, this handbook provides students with guidelines for personal conduct and living. Providence Christian College or the office of student life may implement additional policies or regulations at any time or seek to correct errors or modify/clarify policies. Students will be notified of changes, which will be posted electronically on the college website and will be effective immediately. The online version of the Student Handbook should be viewed as the most up-to-date and authoritative version of this document and the policies therein.

Questions or concerns about the Student Handbook may be directed to the office of student life (studentlife@providencecc.edu).
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2015-16 Student Life Theme:

Bear With One Another

“Put on then, as God’s chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive.”

Colossians 3:12-13
## Academic Calendar 2015-2016

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<td>August 8</td>
<td>Saturday</td>
<td>Fall Teams Move-In</td>
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<tr>
<td>August 17</td>
<td>Monday</td>
<td>Faculty Orientation</td>
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<tr>
<td>August 22-26</td>
<td>Sat.- Wed.</td>
<td>Embark: New Student Orientation</td>
</tr>
<tr>
<td>August 25</td>
<td>Tuesday</td>
<td>Returning Student Move-In</td>
</tr>
<tr>
<td>August 26</td>
<td>Wednesday</td>
<td>Student Registration</td>
</tr>
<tr>
<td>August 27</td>
<td>Thursday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>August 28</td>
<td>Friday</td>
<td>Convocation</td>
</tr>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>Labor Day - CLASSES MEET</td>
</tr>
<tr>
<td>September 10</td>
<td>Thursday</td>
<td>Final day to add or drop classes (without &quot;W&quot;) - Due 5:00 P.M.</td>
</tr>
<tr>
<td>September 24</td>
<td>Thursday</td>
<td>Student Development Day</td>
</tr>
<tr>
<td>October 17-18</td>
<td>Fri.- Sat.</td>
<td>Homecoming Weekend</td>
</tr>
<tr>
<td>October 29</td>
<td>Thursday</td>
<td>Final day for withdrawal - Due 5:00 P.M.</td>
</tr>
<tr>
<td>November 23-27</td>
<td>Mon.- Fri.</td>
<td>Thanksgiving Recess - NO CLASSES</td>
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<td>November 30</td>
<td>Monday</td>
<td>Classes Resume</td>
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<tr>
<td>December 11</td>
<td>Friday</td>
<td>Recitals/Capstone Presentations - NO CLASSES</td>
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<tr>
<td>December 14</td>
<td>Monday</td>
<td>Final Examinations Begin</td>
</tr>
<tr>
<td>December 18</td>
<td>Friday</td>
<td>Examinations end at 4:00 P.M.</td>
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<tr>
<td>December 23</td>
<td>Wednesday</td>
<td>Fall semester grades due to registrar</td>
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<th>Day</th>
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<tbody>
<tr>
<td>January 11</td>
<td>Monday</td>
<td>Embark: New Student Orientation</td>
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<tr>
<td>January 12</td>
<td>Tuesday</td>
<td>Student Registration</td>
</tr>
<tr>
<td>January 18</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 26</td>
<td>Tuesday</td>
<td>Martin Luther King, Jr. Day - CLASSES MEET</td>
</tr>
<tr>
<td>February 11-12</td>
<td>Thurs.- Fri.</td>
<td>Final day to add or drop classes (without &quot;W&quot;) - Due 5:00 P.M.</td>
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<td>February 17</td>
<td>Wednesday</td>
<td>Academic Conference</td>
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<tr>
<td>March 15</td>
<td>Tuesday</td>
<td>Final day to remove incompletes from fall semester</td>
</tr>
<tr>
<td>March 25-April 1</td>
<td>Friday-Friday</td>
<td>Final day for withdrawal - Due 5:00 P.M.</td>
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<td>April 4</td>
<td>Monday</td>
<td>Mid-term Break - NO CLASSES</td>
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<td>April 26</td>
<td>Tuesday</td>
<td>Classes Resume</td>
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<td>May 2</td>
<td>Monday</td>
<td>Recitals/Capstone Presentations - NO CLASSES</td>
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<tr>
<td>May 6</td>
<td>Friday</td>
<td>Final Exams Begin</td>
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<td>May 7</td>
<td>Saturday</td>
<td>Examinations end at 4:00 P.M.</td>
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<td>May 11</td>
<td>Wednesday</td>
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<tr>
<td>May 9-27</td>
<td>Mon.- Fri.</td>
<td>Summer Break Begins</td>
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<td>July 6</td>
<td>Wednesday</td>
<td>Spring semester grades due to registrar</td>
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<tr>
<td>3/25/2015</td>
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<td>Avodah Immersion</td>
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<td></td>
<td></td>
<td>Final day to remove incompletes from spring semester</td>
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Letter from the President

Welcome to Providence! As a Sea Beggar, you are embarking on an amazing adventure of learning and experiencing and growing. College is a time for learning about yourself, gaining a deeper sense of your identity, your strengths, and weaknesses. It is about going deeper with God, learning more about his Word and his world. It is about friendships, learning to live and work and play alongside others, developing friends for a lifetime. It is about understanding the world around you, enjoying the good and transforming the bad. It is about becoming a lifetime learner, gaining the desire and the skills for being intellectually curious and adventurous for years to come. In short, Providence is about deeper learning for greater wisdom—wisdom about yourself, others, and the Word.

With the largest first-year cohort in the history of the college, this year is going to be an exciting and action-packed year. There are more first-time students than returning students. Signs of growth are everywhere. There are three new professors, a new first-year seminar, a new renovated dorm, three new athletic teams and coaches, and a new campus master plan that will transform the campus over the next decade, with new landscaping, renovated dorms and classrooms, and new academic and student life buildings.

So have fun. Enjoy this unique living and learning community; it is a special place. I pray that this new academic year will be one of the best, most life-changing, and meaningful years of your life. I pray that it will include deep learning and transforming experiences. I pray that you will increase in wisdom and joy and purpose. I pray that you will grow in grace. Along with the entire faculty and staff, I am thrilled to welcome you. I can’t tell you how excited we are to share in all the learning and growing that will take place at Providence this year. Together, let’s make this an amazing year.

Blessings,

President Belcher
Letter from the Dean of Student Life

Welcome Sea Beggars!

Whether you are a new student or a returning student, we’re glad you are here! We hope your summer was wonderful: one of rest, reflection, and encouragement. It’s always great to have students back on campus each fall. I am especially excited for this year with the changes that have come to our community with the continued growth of the college.

The student life department is here to serve you as you grow as a whole person: in learning; in your social, emotional, and spiritual life; and as you seek to live the Christian life each day this semester and thereafter. Throughout this year, the faculty, staff, and your fellow students at Providence will challenge you in a variety of ways: through classes, Avodah Excursions, late night discussions, etc. Our hope and prayer for you is that you learn more of who God is, more about yourself, that you understand creation in a deeper way, as well as others. It’s what a Christian residential liberal arts education is all about.

We also want to focus specifically this year on the theme: “Bear with One Another.” It is based upon Colossians 3:12-13 which says, “Put on then, as God’s chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive.” Our hope is to spur one another on to practice the love of God toward one another within our community, edifying one another, holding one another accountable, and loving one another well to make manifest the wonder of God’s grace among us. We want this to be a season of growth by seeing that we have great influence over who we are, how we affect others, and the growth of the Gospel. What a privilege! Though we may struggle with what it means that God is in control, he has given us the privilege and responsibility to have an effect within his creation and this community specifically.

This handbook serves the Sea Beggars community in small ways in our pursuit of God together. These policies have developed over time and aid in the living/learning model we seek to foster here at Providence. Please review the policies; reflect upon them, know them, and feel free to talk with any of the student life staff should you have questions or desire more clarity. You are responsible for the living standards found in this handbook. They are not perfect policies, but are based upon the Word of God as we seek to humbly serve one another in our waiting on the Lord here at Providence.

Fellow Sea Beggars: know that the staff and faculty care deeply about you. We want to see you successful in all areas of your life, to support you in your pain, and to share with you in the process of developing wisdom from the Lord. May he be glorified in our community this year!

In Christ,
Mark Rippetoe
Dean of Student Life
Ahoy Sea Beggars!

On behalf of SOCAL, for the 2015-2016 academic school year I would like to welcome you to Providence Christian College! SOCAL stands for Senate Organized Campus Activities & Leadership previously known as Student Senate. The goal of SOCAL is to support the mission of Providence as an institution, develop student leaders, and to spur on a Godly community.

Community is an essential and pinnacle aspect of Providence. Our small institution gives us a unique opportunity to have a close and edifying community. Our goal for this next year is to make sure that everyone feels the love that we are called to show our brothers and sisters in Christ. We strive to be intentional at Providence and this is shown most clearly through how we interact with each other. Being a small college can be an incredible blessing and can grow individuals and the whole community, but it also makes this ideal community hard to obtain. This year SOCAL and the rest of the leaders on campus are going to continue and strive over and over to bless each other and the community as a whole. Each person next year is going to play an essential role in the community building and encouraging. We as leaders are extremely excited for the growth of our sports programs. Our community is going to be able to grow and be stretched next year in ways that have not been possible until now. If we are intentional and excited about what this next year holds, if we fight over and over to be a blessing to others, and if we pray intensely for the furthering of God’s love on our campus, we can have a community like none other. The problem is we are all sinful. It is hard to connect with an athlete if you do not play sports and it is hard to connect with a returning student if they already have a group of friends. It is going to be hard to create a community that we can be proud of. As a community our focus should be our need to strive to bless each other. Most of the time when you bless others it takes multiple times until you can see the fruit of it. This is the hardest part of building community. We try to bless each other but the first time it does not bring fruit, but we need to continue to bless over and over. When it does not create the connections we are seeking we cannot give up. God will work through it and through prayer and diligence we will be able to bless each other as we are called to do. “Bless, for to this you were called that you may obtain a blessing” (1 Pt. 3:8).

With this endeavor of college we are all going to go through the difficulties that it brings. Whether we are pushed passed what we think we can do in the classroom, or feeling disconnected, we will be stretched. Remember that this stretching is given to you by our Savior Jesus Christ. Through our turmoil and struggles we are refined and sanctified. These four years will only bring blessings and joy if we are stretched and molded. Thank God that we can know this to be true and be encouraged by our shortcomings. We have an eschatology that gives us hope and encouragement. Jesus died for us so that we can admit our shortcomings and look to Him for redemption. He will work through us and grow us in ways that we will never expect. Let us run this race with each other. Encouraged by our loving Father and our brothers and sisters around us.

We as student leaders are here to give this encouragement to you and to be an example of this community that we strive for. We will not always be good examples we will fail on many occasions and we need your help. We will pray for you this year, we will encourage you, and when you ever need anything we are here for you. Let us come as one community to encourage one another and build each other up.

Sail on, Sea Beggars, Sail on!

Andrew Bekkering
SOCAL President
The Mission of Providence Christian College

The mission of Providence Christian College as a Reformed Christian institution is to equip students to be firmly grounded in biblical truth, thoroughly educated in the liberal arts, and fully engaged in their church, their community, and the world for the glory of God and for service to humanity.

Student Life Mission Statement
The Student Life department exists to be co-laborers in the education of the whole student, i.e. to facilitate student learning; to encourage social, emotional, and spiritual growth; and to equip students to live the Christian life.

Theology of Student Life
Because we believe that God’s sovereignty reigns in all areas of life and because Christ called us to love the Lord with all our heart, soul, mind, and strength, learning at Providence Christian College is not limited to the classroom. Student life is a vital part of the holistic Providence learning experience, and it has been consciously molded to abide by biblical standards. The Student Life staff strives to model lives that follow Christ, build a community of believers, and help students engage the culture. While these three overarching goals are integrated and interrelated, they present the foundation of all that we do at Providence.

Christ
We affirm that in all areas of life we are to be imitators of Christ; however, Christ also specifically modeled student life when he called a group of “students” and discipled them. This example of spiritual training and discipleship is our model of student life at Providence Christian College. Christ trained his students, formally (parables and sermons) and informally (modeling love, dealing with conflicts, and confronting sin), to be faithful and obedient to the Word, spiritually mature, and loving to God and their fellow man. These are also our goals in Student Life.

Community
We strive to develop a strong community of believers. Just as Christ didn’t leave his disciples after his formal instruction was finished, we intentionally strengthen our community by spending time together: worshipping, eating, socializing, and building relationships. This community is vital for facilitating spiritual and personal growth, training in leadership, enjoying God’s creation, and experiencing the unity of the body of Christ. This community will be developed through campus-wide activities, chapels, clubs, and common learning experiences. While our student life programs will be designed to foster community, there will be times when sinful behaviors will hurt our community. When these conflicts occur, we will handle the issue through biblical standards of confrontation, discipline, and reconciliation so that a positive environment can be restored.
Culture
Student Life at Providence will consciously engage the diverse Southern California culture through service, seminars, Avodah Excursions, academic and recreational trips, and daily cultural interactions. By interacting with our rich culture, we are not only growing personally but we are also working to fulfill Christ’s calling to reflect His light in a dark world. This is a continual process throughout a Providence education, not one that happens only after graduation. Christ didn’t wait until his disciples “graduated” before sending them out to engage culture, and neither will we.

Community Life
In addition to the foundational statements, all community policies on student conduct are guided by biblical principles, Christian perspectives on current issues, and civil laws.

Biblical Principles
Providence Christian College gladly confesses that all of life is under the rule of Christ, revealed through the Bible, which we hold to be the infallible, inerrant Word of God. Therefore, the college community’s lifestyle is to reflect this truth by obeying God’s Word. Such lives demonstrate repentant hearts redeemed by grace out of the fallen human race through Christ’s death on the cross in our place.

Being a part of the community at Providence Christian College means being accountable first to the Lord, and then to one another in Christ. Students, along with the rest of the college community, must demonstrate personal moral integrity in all the areas of their lives and work as part of that community.

Members of the Providence community (students, faculty, and staff) are asked to abide by biblical principles regarding life. While we all struggle in areas of weakness, it should be our goal to live lives that are pleasing to God. In our thoughts, we should meditate on what is pure (Phil. 4:8-9); in our words, we should speak only what is beneficial and avoid gossip (Prov. 16:28; Eph. 4:29); in our actions, we should flee from sin and cling to what is good (Romans 12:9). By following these principles, our community will grow in Christ.

Christian Perspectives
Christians must make daily decisions about current issues that are not specifically mentioned in the Bible. With these decisions, the Christian must use discernment to know what actions would glorify God. The following principles should be applied to those current issues not specifically addressed in scripture.

In I Corinthians 6:12, Paul addresses Christian liberty when he says, “‘Everything is permissible for me’ – but I will not be mastered by anything.” So, the first principle is to ensure that the area will not master us; therefore, as Christians we need to avoid activities that can become addictive or that can prevent us from doing those things that we ought to be doing.

In I Corinthians 10:23, Paul continues by stating, “‘Everything is permissible’ – but not everything is beneficial …[or] constructive.” Leading us to the second principle: our actions must be beneficial or constructive to our faith and to others.

The third principle deals with Paul’s admonition in I Corinthians 10:31-32: “Do not cause anyone to stumble.” This third principle in Christian liberty deals with how our actions affect fellow believers; therefore, commanding us to be aware of others and avoid anything that might tempt them or tear down the body of Christ.

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Therefore, we ask that the principles in I Corinthians regarding Christian liberty be applied to all members of the Providence community.

Community Responsibilities
The chief end of our humanity and of Providence is to glorify God and enjoy him forever. In fact, we believe that this is the chief responsibility of every human. We are responsible to love, trust, and obey God in every sphere of life in this world. The following, certainly not exhaustive, are what we at Providence believe those responsibilities are.

Responsibility to God as Image Bearers

- **Reflect God as an Image Bearer** In the beginning God created them male and female in his own image (Gen 1). All mankind bears the image of God, and every person has inherent dignity and deserves respect. While we acknowledge varying cultural norms for masculinity and femininity, we nevertheless acknowledge that birth gender should not be rejected but accepted as God’s good and wise providence and as the particular vocation in which to serve Him. Marriage, the meaning of which is the union of Christ with the church, a union of difference, was created and instituted by God only to be between man and woman (Gen 2; Eph 5).

- **Submit to Scripture.** Obedience and honor to the Lord first and foremost requires a submission to his Word, as revealed in the Old and New Testaments (Deut 6; Tim 3).

- **Christ-union.** The Gospel of Jesus Christ is that he unites himself to us by his Holy Spirit creating faith in us so that we are saved by grace through faith (Eph 2). In our union with Christ, we are given all the blessings of our salvation, justification, adoption, sanctification, and glorification. (Rom 8) This means that our fundamental identity is in Christ. Any kind of self-harm is a sin against Christ and any identity, allegiance, or loyalty that is more fundamental to our identity than Christ is idolatry and shifting sand.

- **Redeemed Community.** The context of our salvation and union with Christ is the church, a redeemed community. We commit ourselves to the weekly worship of God each Lord’s Day and growing spiritually together (Eph 4; 1 Cor 12).

- **Moral Obedience.** In the Reformed tradition, the Ten Commandments have traditionally outlined moral obedience to the Lord. These prohibit idolatry, graven images, irreverent speech, desecration of Sabbath, dishonoring of authority, violence to others, theft, extramarital sex, slander, and envy. (Ex 20; Dt 5). The apostles continued these basic prohibitions describing them as the works of the flesh. They include: sexual immorality (any extramarital sexual expression including homosexual interaction, premarital sex, pornography in any form) impurity, sensuality, idolatry, sorcery, enmity, strife, jealousy, fits of rage, rivalries, dissensions, divisions, envy, drunkenness, and orgies (Gal 5). The New Covenant, not loosening God’s law, instead intensified them, prohibiting the motivations and heart attitudes such as greed, jealousy, pride, lust, prejudice, hatred, anger, and envy (Matt 5-7).
- **Walk by the Spirit.** We do not walk according to the flesh but according to the Spirit who is given to us by Christ. A Spirit-empowered life will be marked by such practices as prayer, study of Scripture, active church participation, and Christian fellowship and will be characterized by the fruits of the Spirit, love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. (Acts 2; Gal 5)

**Civil Laws**

In obedience to God and respect for the authorities that he has placed over us, it is understood that our college community will abide by city, county, state, and national laws. An exception would be those rare occasions in which obedience to civil authorities would require behavior that conflicts with the teachings of Scripture. On such occasions, each individual would submit voluntarily to the penalty for his or her behavior (Romans 13:1-7). Behavior resulting in arrest on or off campus is subject to review within the college disciplinary procedures. It is also our responsibility to know and understand the civil laws under which we live. Copies of these laws can be found online.

**Student Life Contact Information**

<table>
<thead>
<tr>
<th>Providence Staff</th>
<th>cell</th>
<th>office ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Rippetoe, Dean of Student Life</td>
<td>626-644-1748</td>
<td>626-696-4055</td>
</tr>
<tr>
<td>Courtney Withington, Community Director</td>
<td>626-381-8261</td>
<td>N/A</td>
</tr>
<tr>
<td>Johnathan Kruis, Community Director</td>
<td>520-488-9481</td>
<td>626-696-4022</td>
</tr>
<tr>
<td>Bethany Gioielli, Community Director</td>
<td>919-412-5524</td>
<td>626-696-4022</td>
</tr>
<tr>
<td>Ellen Avants, Student Life Assistant</td>
<td>714-273-1623</td>
<td>626-696-4000</td>
</tr>
</tbody>
</table>

Providence staff members are available during regular business hours (9am-5pm) Monday-Friday. After hours, resident life staff is available for any questions or concerns from 5pm-Midnight by calling the RAs directly on their cell phones or by contacting the Community Directors.

Maintenance requests (non-emergency) should be submitted via email at maintenance@providencecc.edu. You should receive a response within 24 hours. If you find that the response is delayed or the request is not completed in a satisfactory manner, please speak with the WCIU Property Services Office and/or send another email to the maintenance email account. If the issue is not resolved, please speak with your Community Director. Emergency maintenance requests should be reported immediately to WCIU Property Services (during office hours) or to WCIU Security (after hours) at 626-398-2160.

**WCIU Property Services**

Office Hours:
- Mon-Fri 8am – 8pm
- Sat 9am – 6pm (closed for lunch break from 1-2pm)
- Sunday Closed

We prefer that you address matters of a routine nature with the WCIU Property Services Office (located in the Aylward House entrance area) during regular office hours. The Property Services Office extension numbers are 2242, 2442, and 2415. You may reach the office from your cell phone or an off-campus phone by dialing 626-398-2415.

For emergencies that occur outside of regular office hours, call the Security Office at extension 2160 (from a courtesy phone on campus) or at 626-398-2160. For extreme emergencies, call 911 then call WCIU Security.
Campus Policies and Procedures

We at Providence recognize that students need room to grow and freedom to develop as young adults—all within biblical norms for Christian living. The Christian life is not easy, so God has placed us as part of the body of Christ to encourage and hold each other accountable. The following specific policies have been listed so that all of us can be aware of expectations for the college community. While individual members of the Providence community may not agree with every rule that has been established, it is expected that students respectfully obey these standards that have been developed for the good of the community.

Email Address
Each student will be issued an email address (firstname.lastname@providencecc.edu). For example, John Doe’s email address would be john.doe@providencecc.edu. Students are encouraged to check their email daily for college communication. Students are responsible for information sent to them via the college email accounts by college staff and faculty; thus, they should check their email accounts regularly.

Postal Mail Address
Each student will also be assigned a mailbox (box number). These mailboxes are found in the mailroom in Aylward House. Mail sent to students at Providence should be addressed as follows:
Student Name
Providence Christian College
1539 E Howard St, Box #_____
Pasadena, CA 91104

Mail is delivered to residents’ mailboxes Monday through Friday between 1pm and 5pm. Students having trouble opening their mailboxes should go to the WCIU Property Services Office for assistance.

Packages or other mail larger than the mailbox will be held in the Providence Administration office at the reception desk. Students will be notified via email that they have a package. Students must sign for the package at the reception desk acknowledging its receipt prior to taking it.

Airport Rides
The Pasadena area has a number of airport options. Students are encouraged to use mass transit (www.metro.net) or shuttle options (Super Shuttle or Shuttle2LAX http://shuttletolax.com/).
Providence provides limited airport shuttle service for students, typically at the beginning and end of each semester. Airport options and fees include:
1. Bob Hope Airport (BUR) in Burbank (17 miles from campus) ($30 fee per trip)
2. Los Angeles International Airport (LAX) in El Segundo (31 miles from campus) ($40 fee per trip)
3. Long Beach Airport (LGB) in Long Beach (35 miles from campus) ($45 fee per trip)
4. Ontario International Airport (ONT) in Ontario (37 miles from campus) ($45 fee per trip)
5. John Wayne/Orange County (SNA) in Santa Ana (54 miles from campus) ($65 fee per trip)
The fees are per Providence shuttle trip, not per person. Fees will be lower for those who carpool. However, to increase efficiency and use of staff time, the airport runs may be considerably earlier than the student’s departing flight or later than the student’s arriving flight. An online form should be completed at least one week before requested airport ride (http://providencecc.edu/forms/airport-ride-
request-form/). Students will be charged $10.00 for late forms. Students are strongly encouraged to fly into the Burbank Airport, if possible.

**Alcohol Policy**

Providence maintains an alcohol free campus. While the college doesn’t believe that moderate, legal consumption of alcohol is a sin, the Bible is very clear about the excessive use and abuse of alcohol as being a sin (Eph. 5:18, I Cor. 6:10). Additionally, alcohol and the college community can be a destructive combination; in fact, the vast majority of crimes on college campuses across the country are alcohol or drug related. Therefore, the Providence campus (and all college related events) will be alcohol free. The college takes this stance because many students in the college community are under the legal age to consume alcohol, and legal drinking by some could possibly cause themselves and others to stumble into sin.

Essentially alcohol related infractions fall under four different categories:

1. Underage drinking (on or off campus)*
2. Alcohol on campus or at a college event
3. Irresponsible drinking (on or off campus) as defined below
4. Any combination of the above

*The legal drinking age of California is 21. In order to acknowledge the responsibility that parents have in this matter (as is identified by the state), if an underage student is caught drinking, parental notification will be most likely the first disciplinary measure.

Additionally, if an underage student is caught drinking or an of-age student is caught supplying alcohol to a minor he/she may be referred to local law enforcement for the applicable legal sanctions.

- Providing alcohol to a minor is a misdemeanor punishable by a fine of $1,000 and 24 hours of community service. If consumption causes death or great bodily harm, punishable by 6 months – one year imprisonment and/or up to a $1,000 fine.
- Possession of alcohol by an underage person is a misdemeanor punishable by a $250 fine or 24-32 hours of community service on a first offense with increasing sanctions on subsequent offenses.
- Purchase or attempt to purchase alcohol by a minor is a misdemeanor punishable by a $250 fine and/or 24-32 hours of community service with increasing sanctions on subsequent offenses.

Because we live in a community with other Christians at WCIU, and we don't want to cause fellow brothers and sisters in Christ to stumble, alcohol on campus is strictly forbidden. If a student is drinking on campus or in the possession of alcohol on campus, he/she will be disciplined, even up to eviction from campus and/or suspension.

As an educational institution, the college strives to foster a healthy and responsible view of alcohol. This includes providing student development sessions on alcohol, holding formal and informal discussions on the topic, and holding students accountable to the alcohol policies.

If students **who are of legal age** decide to drink off-campus, they must drink responsibly.

Practically, **responsible drinking** includes …

- Limiting alcohol consumption to appropriate levels and holding each other accountable for responsible drinking.
· Arranging transportation or a designated driver to ensure safety of all involved.
· Being conscious and sensitive to those of our campus community who are convicted about alcohol usage (I Corinthians 10:31-32).

Practically, **irresponsible drinking** includes …
· Drinking to Excess (Drunkenness)
  While drunkenness varies for each person and each situation, a few indicators are: dulled senses, spinning vision, impaired coordination, memory lapses, altered perceptions, and a lack of inhibition. If you are experiencing any of these indicators after drinking alcohol, then you have had too much.
· Providing or offering alcohol to underage individuals.
· Creating a tempting environment where underage students or those with convictions against alcohol usage feel pressured to drink.
· Driving after Drinking
  While most people know the blood alcohol levels that are illegal (.08 %), driving after having only one drink is irresponsible. At this level, vision and reflexes become impaired, thus making it unsafe to drive.

Students who feel like alcohol is a personal area of weakness, should speak with a member of the student life staff to establish a plan of accountability and assistance.

**Athletics**
The college recognizes that athletics is an important part of building community, learning discipline, and encouraging a healthy lifestyle. This is why students are encouraged to participate in intramurals and community athletic leagues. These activities run throughout the entire year. Intramurals are weekly; the community leagues are based on local league availability and student interest.

Providence also sponsors several inter-collegiate sports: Men’s and Women’s Cross Country, Baseball Men’s and Women’s Soccer, Women’s Volleyball, and Cycling. More information can be found on the college website as well as in the student-athlete handbook.

**Avodah Experiences**
In keeping with the mission of the college and in order to equip students to effectively engage the diverse local and global community, Providence sponsors Avodah Experiences. *Avodah*, a Hebrew term which has a dual meaning of work/service or worship/service, encapsulates this program well. This term is rooted in the biblical framework that all of life should be lived as a spiritual act of worship for God’s glory in light of His delivering us from our bondage to sin (Deut. 10; Romans 12:1,2). This Reformed perspective on work and worship acknowledges Christ’s Lordship over all creation (1 Cor. 10:31; Col. 1:15-20); therefore, the college offers a broad spectrum of experiences. All of creation is meant to be understood, explored, and subdued (Gen. 1:28), but we are also called to work and serve as salt and light in this world (Matthew 5:13-16; John 21:15-17).

Avodah Experiences emphasize a holistic view of education giving practical application of theoretical teaching in the classroom through day trips and extended cross cultural immersion experiences. The purpose of the program is to learn about culture and kingdom service by exploring the broader culture - - including the people, worldviews, artifacts, traditions, languages, etc. that make up that culture.
Practically, this program is implemented in two phases: Avodah Excursions and Avodah Immersions. Avodah Excursions are day trip excursions into the Southern California culture. They are foundational learning experiences for this unique program and provide students with a taste of the diverse community in which we are placed. The second phase builds upon that foundation by granting junior and senior students opportunity to participate in extended cross-cultural immersion experiences (1-3 weeks). These trips occur primarily during summer term, but may also take place during the academic year.

All traditional students are required to complete three Avodah Experiences credits as a part of their Core requirements. Each Avodah Excursion is worth ¼ academic credit; each Avodah Immersion is worth one academic credit. Students must participate in one Avodah Excursion per semester during their time at Providence (eight total); traditional students may participate in as many as two excursions per semester at no extra cost to them (16 total). Transfer students complete the requirement at a pro-rated level depending on the number of credits they transfer into Providence (contact the department of student life for more information). The Avodah Immersion may satisfy the college cross-cultural experience graduation requirement (Please see the Cross-cultural Experience policy for more information). Avodah Excursions and Immersions will be graded on a pass/fail basis. Any combination of Avodah Excursions and Immersions can be used to meet the Core requirement of three Avodah Experiences credits.

Expenses for the Avodah Excursions are considered part of the academic program of the college and thus have been included in tuition. Students may attend two Avodah Excursions for each semester they attend Providence. Excursions beyond their limit may be attended on a space available basis; however, students will be charged a fee per additional experience to cover the expenses. The extended Avodah Immersion trips will be funded through a combination of tuition, student deposits, and individual student fundraising.

**Bicycles**

Bicycle racks are provided near the Providence section of the Aylward House between Aylward and the tennis courts. Bicycles must be parked/locked at provided bike racks or they will be ticketed with a note indicating a date/time at which the bike must be moved to a bike rack along with notification of consequences.

Please walk your bicycle while moving through the interior courtyard of Aylward. Bicycles are not allowed in rooms.

**Campus Security/Emergency Information**

Campus security is provided by WCIU 24 hours a day / 7 days a week in order to maintain a safe environment for students. Security Officers can be contacted at ext.2160 via a WCIU campus phone or 626-398-2160 from a cell phone or land line.

A vigilant campus community helps to maintain a safe campus community. If a student has been a victim or witness of a crime, he/she should report the incident immediately to a campus security officer AND a Providence student life staff member. The student will be asked to complete an Incident Report Form. This will begin the investigative and administrative process to achieve resolution.

The college also has a Crisis Management Plan (CMP) which includes policies and procedures to follow during an emergency. The CMP also includes important phone numbers and contact information. The CMP is reviewed each year by administration. Copies of the CMP are available in the
Library, student lounges, administrative offices, and from the office of student life upon request. Training in crisis management is conducted each year with the staff and students. A limited amount of emergency supplies are kept in the resident halls, but students are also encouraged to have an emergency supply of food and water in their rooms. More information on campus security can be found in the Resident Life section of this handbook as well as on the college website.

Check Cashing
Checks can be cashed from 9:00 am – 4:00 pm in the business office. Check cashing dollar amount limit is $50 per day, per student.

- Checks that **can** be cashed: personal checks, two-party checks made out to the student cashing the check.
- Checks that **cannot** be cashed: third-party (or beyond) checks, suspicious looking checks from unknown sources, checks from individuals who have previously bounced checks.

A $25 fee will be charged for any bounced checks and after the first occurrence you will no longer be able to cash checks at the business office.

Clubs
Providence students are encouraged to establish and facilitate clubs that provide outlets for their special interests. All clubs must, however, be sanctioned by the Student Life Department to receive funds, conduct fund-raising, or advertise events on campus. To establish a club, students must pick up an application from the director of resident life and student activities. The general requirements of the club are that it must have accountability (faculty/staff adviser), it must build unity (membership is open to all applicable persons in the college community), and it must serve the greater community (one community event per year).

Communication
In order for any community to thrive, positive communication needs to be practiced by all members. Let us strive to “encourage one another and build each other up” in all of our relationships. Additionally, when communicating with staff and faculty, students need to show respect for both the individual’s position and time. For example, staff and faculty should be addressed properly (e.g. Dr., Mr., Ms., or Mrs.), and appointments should be made and kept to respect the person’s time.

Staff and faculty communicate with the students electronically through email (providencecc.edu account) and through announcements posted on Populi. Students are expected to check their providencecc.edu email and their Populi accounts daily. Additionally, some announcements are made after chapels.

Commuter Students
Providence is primarily a residential campus and, while concerned about all students, student life staff members are primarily focused on providing an enhanced experience for students living on campus. Therefore, commuter students must take the initiative to build a relationship with their Student Senate representatives, faculty and staff members, and fellow students in order to stay connected to the Providence community. Commuters should be active in communicating with their faculty members, adviser, and classmates, as well as regularly checking Populi and the college website for announcements. The college also encourages commuter students to connect with the college community by spending time in the faculty/student lounge, Residence Hall lounges, joining clubs, campus bible studies, etc.
Cross-cultural Requirement

In keeping with the mission of the college and in order to equip students to effectively engage the diverse local and global communities, students must complete one significant cross-cultural experience as a requirement for graduation. This requirement is the primary vehicle for encouraging students towards Kingdom Service, one of the college’s core values.

The experience will include three phases: a time of cultural learning and preparation; a meaningful immersion into another culture; and a thoughtful reflection following the experience. The cross-cultural experience should be of sufficient intensity and duration that the student is able to personally interact with people of a different culture, learn about the culture, and understand the spiritual and/or physical needs of the host culture. Following the experience, the reflection should include an analysis of the student’s home and visited cultures from a Christian perspective. Mere tourism is not adequate.

A cross-cultural experience involves interaction with a cultural or ethnic community outside of the student’s home culture. After participating in the Cross-cultural Experience, a student will be able to:

- Define culture
- Explain a biblical perspective on culture
- Conduct cultural research using ethnographic methodologies
- Understand a cultural group other than his/her own
- Compare his/her native culture to another culture
- Observe, assess, and evaluate the needs of another culture as well as the needs of the student’s own culture
- Articulate a broad understanding of the global church
- Meaningfully interact with Christians from a different culture
- Appreciate cultural traditions significantly different from his/her own
- Understand cross-cultural tensions and different frames of reference
- Reflect critically upon his/her own culture

Phase 1 – Preparation

All students are required to attend at least four preparatory seminars before participating in the cross-cultural experience. As a part of the Avodah Immersion program, additional sessions will be led by the faculty/staff leading the trip. These sessions will focus on defining culture, understanding the target culture/country, prayer, team-building, fundraising, and logistics. While not a pre-requisite, COM 221 (cross-cultural communication) would be beneficial to the cross-cultural experience. Additional sessions may be required of those attending individually proposed Cross-cultural Experiences.

Phase 2 – Immersion

This phase can be accomplished through a number of different means. The immersion experience should be at least 7 days in duration, and include participant-observation data collection (e.g. written journals, photo journals, blogs).

The students must choose one of the following options:

1. Avodah Immersion – The Department of Experiential Learning will host an Avodah Immersion trip each year (Please review the Avodah Experiences policy for more information). These trips will include a variety of locations, durations, and experiences.
2. Avodah Excursion Mexico Trips – The Department of Experiential Learning will host at least one weekend Avodah Excursion trip to Mexico each spring semester. Attending two of these weekend Avodah Excursions will meet the requirement for Phase 2.

3. Independent Experiences – Students may opt to take a cross-cultural experience trip with their church or a missions organization. Semester abroad programs may also be considered on a case by case basis. These independent experiences must be approved by the director of experiential learning before participating in the trip.

Phase 3 – Reflection
While reflection will occur throughout the experience, it will formally happen following the trip. The trip leader will guide the students through a number of debriefing exercises after returning from the trip. These reflection sessions will vary in duration depending on the intensity of the experience. Students participating in an independent experience will debrief with a member of the student life staff upon returning to campus. Although there may be additional trip specific assignments, the following items must be submitted to the director of student life during this time:

- Copies of the written and photo journals
- A signature photo
- A cross-cultural reflection paper

In order to receive credit for the cross-cultural experience a student must:
1) Complete Phase 1 seminars
2) Complete the experience as documented by team leader’s report and student reflection assignments. Those completing independent experiences must submit verification of completion – a letter from a leader/official who administered the experience documenting the duration and tasks of the experience.
3) Completion of the reflection activities, including the submission of a written and photo journal, a cross-cultural reflection paper, and a signature photo that meets the criteria listed in the cross-cultural program guide.

Drama Association
Each semester, students who are interested in drama/theater work on a production to present to the college community and the greater community. The productions can be full length plays, one-acts, or musicals depending on the interest and ability levels of the students involved. These productions are typically guided by a Providence staff member.

Disciplinary Actions
The following is a list of disciplinary actions that may be imposed on the student found violating college policies and regulations. After fully investigating the charges, members of the student life staff are free to use these disciplinary actions as they see fit based on the circumstances and severity of the infraction. Any student deemed to have a negative impact on the unique educational community at Providence by student life staff may be subject to discipline including dismissal.

*Initial Disciplinary Action*

**No action:** The college may decide that the details require no official action be taken.

**Warnings:** An official verbal or written warning is given to the student rebuking him/her and notifying him/her of desired changes and future consequences. This reprimand will be recorded in the student’s file.
Reflection: Often recognition of wrong and repentance comes from time spent in reflection on scripture. If necessary, students may be asked to reflect on scriptural passages as an initial disciplinary action.

College Service: A student may be asked to perform a certain number of unpaid work hours on-campus to best resolve the situation.

Restitution / Fines: The college may determine that a financial penalty best fits the situation, or the student may be asked to pay for expenses that the college incurred as a result of the student action. Financial restitution or fines must be paid before the student will be allowed to enroll as a regular student the subsequent semester.

Subsequent Disciplinary Action

Restriction. The college may determine that prohibiting a student from participating in certain student life activities (i.e. intramurals, student government, club participation, etc.) would best help the student establish appropriate priorities. This restriction period would last no more than one semester and would involve regular accountability sessions with a student life staff member.

Probation. A student placed on disciplinary probation may be essentially removed from the non-academic life of the college community. This action may also put in jeopardy the student’s financial aid. Sanctions and requirements will be placed on the student in order to return the following semester at the discretion of the college administration.

Suspension/Eviction. A student may be removed from the campus community for a period of time. This action may also put in jeopardy the student’s financial aid. This action would be in response to a serious offense, repeated disregard for the campus policies, and/or safety of the student or college community.

Dismissal. The college may permanently remove a student from enrollment if a student continues to violate campus rules and regulations. Immediate dismissal would only occur if the student is viewed as a significant health or safety threat to the Providence community.

General Disciplinary Options

Parental Notification. At any point in the disciplinary process, the student life staff may feel that notifying the parents or legal guardian would be in the best interest of the student and the overall college community. This action is generally done with the student’s permission.

Counseling. Negative behaviors by students are sometimes physical manifestations of personal, spiritual, emotional, or psychological issues. The college may require a student to attend counseling from a Christian counselor or pastor in order to return or continue as a student at Providence.

Administrative Discretion. The college reserves the right to disqualify, discontinue, exclude, or involuntarily withdraw any student at the discretion of the President, director of student life, and/or Provost as deemed necessary for the safety or well-being of the student or campus community.

Due to the fact that we all sin against each other daily, how we respond to that sin is an important part of fostering a Christian community. Repentance is a vital aspect of this process. Recognizing and acknowledging the violation as sin is the first step in the process of reconciliation. If a student shows true repentance, the person is closer to being fully restored to the college community. Therefore, students are encouraged to self-report and confess his or her violation in true repentance and begin working with a staff member to overcome the sins associated with the violation. However, if a student waits until the violation is brought to light, the disciplinary process must begin with the assumption that full repentance has not been made, thus prolonging the process.

Failure to comply with sanctions imposed for improper behavior or failure to respond to requests from college officials to meet are regarded as disrespect for authority and a sign that the student does not
take responsibility for his/her own behavior. A student’s disciplinary record will play a role in
determining future disciplinary actions; therefore, repeat offenses may carry harsher penalties.

**Discipline Procedure**
While each situation is unique, the biblical model of conflict resolution and restoration (Matthew 18)
will be followed in every case. Generally, the following steps can be expected:
1. Notification – a student is notified of the offense that he/she has been accused.
2. Investigation – this process can involve many formal or informal actions; the investigator
   should seek truth by listening carefully to all sides.
3. Hearing – if resolution and restoration cannot be established or further actions need to be
taken, the case will be brought to the director of student life or another appropriate authority
   figure. If the case cannot be resolved at this level, it will move to judicial action.
4. Judicial Action – the case is heard formally by either a faculty committee or a Student Life
   committee.
5. Appeal – a student has the right to appeal any decision made to either a faculty committee or
   a student life committee, and eventually to the president and a committee of the Board of
   Trustees.

**Dress Code**
Appearance, as with all areas of life, is guided by biblical principles. It is expected that students make
wise decisions regarding their dress and overall appearance.

First, at all times students should be dressed modestly in a way that glorifies God rather than brings
attention to self. God has created humans in his image; therefore students should glorify God with their
whole being, including physically through their dress.

Second, in keeping with I Corinthians 10:31-32, a student’s attire should also be considered in light of
fellow brothers and sisters in the community. Essentially, dress should not cause anyone to stumble in
sin. In light of this principle, careful consideration should be made in choosing beach/swim and
exercise attire.

Third, classroom dress should reflect the academic nature of the setting. Although casual dress is
acceptable, one’s attire should not distract other students in the classroom.
Therefore, the following have been established as specific rules, but the general rule is to consider
others in the community in your choice of attire.
   · For health and safety reasons, footwear must be worn in the McGavran Hall (classrooms),
     Speer Hall (staff/faculty offices), LaTourette Library, and the Pierce Dining Hall.
   · Undergarments should not be exposed at any time.
   · Attire should not display any inappropriate images or messages.

**Financial Information**

**Tuition**
Full-time (12 to 18 credit hours per semester) **$13,187/semester ~ $26,374/year**
*Overload/Summer (over 18 credit hours per semester)
  **$550/credit hour (Dual enrollment courses will also be charged at the overload rate)**
Part-time (under 12 credit hours per semester) **$1,099/credit hour**
Audit fee (permission granted based on space available and instructor approval). Course fees must be paid.
Matriculated students **No charge**
Non-matriculated students $34/credit hour
Alumni students $17/credit hour

*Students whose overload is a result of 1 unit Chorale are exempt from this charge.

Room and Board (All resident students are required to have one of the meal plan options)

Aylward House
Single Dorm Room $6,360/year ~ $3,180/semester
Double Dorm Room $4,613/year ~ $2,307/semester
Oversize Double Room $4,835/year ~ $2,418/semester
**Triple Dorm Room $4,335/year ~ $2,168/semester
*Married/adult housing 1 bd and 50Plan $14,832/year
*Married/adult housing Studio and 50Plan $13,648/year

Townsend Hall
Double Dorm Room $4,915/year ~ $2,485/semester
**Triple Dorm Room $4,415/year ~ $2,208/semester

* Apartments are rented for 12 months only
**Triple rooms are limited and assignments are at the sole discretion of the college

Meal Plan Options
420 Plan $3,600/year ~ $1,800/semester
450 Plan $3,870/year ~ $1,935/semester
500 Plan $4,300/year ~ $2,150/semester

Security Deposit $100/maintained at all times
All students enrolled must pay a $100 security deposit to be maintained for the duration of their time at Providence. The deposit will be refunded when the student terminates enrollment, providing that all fines (e.g., library, parking) have been paid and the student account is in good standing.

Housing Security Deposit
Residence Hall: $400/maintained at all times
Apartments: $850/maintained at all times
All resident students enrolled must pay a $400 security deposit to be maintained for the duration of their time at Providence as residents. The deposit will be refunded when the student ceases to be a resident student (e.g. moves off-campus, terminates enrollment) providing that all housing policies have been adhered to properly and any and all related fees/fines have been paid.

Course Fees Fees TBD per course
Some courses, e.g. labs, may have additional fees associated with them in addition to normal tuition charges.

Housing Reservation Deposit $100/annually
All returning students who wish to reserve on-campus housing for the following year must submit a $100 deposit with a completed housing application. This deposit will be applied to room charges for the fall semester. Deposits are only refundable if a request is made in writing to the business office prior to June 1st. A $25 late fee applies for deposits received after June 1.

Orientation and Registration Fee $275 one-time*
The new student orientation fee is a one-time fee to help cover the cost for the student orientation activities.
*Students who come in after the fall semester will be charged a prorated fee of $150.

Student Fees:
**Student Activity Fee (SAC)** $200/semester. The student activity fee is applied toward the expenses of Res Life events, student senate activities, clubs, and co-curricular activities, including athletic leagues and intramurals.

**Student Services Fee (SS)** $225/semester. The student services fee covers student related technology services/support, postal services, cashiers office, campus safety, among other student services.

**Student fees charged accordingly, for-credit or audit:**
- $0 < 1 credit
- 50% of SAC and SS if > 1 or = 6 credits
- 100% of SAC and SS if > 6 credits

**Enrollment Deposit** $100/all students
The enrollment deposit serves as a confirmation of a student’s plan to enroll and is applied toward charges on the student account for the coming semester. Deposits are due by **May 1** for the fall and **November 1** for the spring, and within 10 days of acceptance for students accepted after the deposit due dates. Deposits are only refundable if a request is made in writing to the business office prior to the due date.

**Student Medical Insurance** Cost Varies per plan
All full-time students are required to have personal medical insurance coverage and will show proof of coverage at the beginning of each semester during registration. Those students who do not have coverage, may enroll in an individual coverage plan. Premiums are due at the time of initiation of coverage and are paid directly to the insurance company. Contact Ellen Avants with questions about medical insurance.

**Optional Resident Student Fees for 2015/2016:**
- Secure Parking - $125/semester~ $250/year
- Gym access - $50/semester ~$100/year

**Graduation Fee** $50 one-time fee
This fee includes, among other expenses, cap, gown, tassel and diploma. Intent to graduate form must be cleared 1st of the month prior to graduation (not commencement). See the Registrar for the intent to graduate form.

**Music Lessons** Approx $365/credit hour
Individual music lessons may be offered each semester. The following are estimated costs and will be determined on an individual basis.
For 1 credit hour, students meet for thirteen (13) half-hour lessons; 2 credit hours would meet for an hour. If the student is part-time or at an overload (>18 units), tuition is charged plus the lesson fee.

**Books**
Students may purchase text books and other supporting materials online through various outside sources. A booklist of required course texts for each course, including tips for book buying, is available on Populi or by emailing Ms. Tsai at tsai@providencecc.net.

**Avodah Excursions**
Required Avodah Excursions are covered through full-time tuition for students with a credit load of 18 credits or less. Students exceeding 18 credits in a semester will be charged the overload rate. All students are encouraged to attend two Avodah Excursions each semester and must complete 3 Avodah Experiences credits to meet the graduation requirement. (See the College Catalog for additional information.) Students are encouraged to attend additional Avodah Excursions on a space-available basis and for an additional fee.

**Fee TBD per Excursion**
Late Fees
“Pay Day” August 1st and December 1st

Pay Day is August 1st for fall semester and December 1st for spring semester. Students who fail to make either full payment or the first payment of the payment plan on “Pay Day,” without making prior arrangements, will be charged a $50 late fee. Students who do not pay in full on Pay Day will be placed on the payment plan and charged the $25 administrative fee for the semester, plus the late fee.

Payment Plan Late Fees
Students who do not make their monthly payment plan payments by the due date will be charged a $25 late fee.

Fall due dates: August 1st, September 1st, October 1st, and November 1st
Spring due dates: December 1st, January 1st, February 1st, and March 1st

Online Registration
Students who do not register by the deadline set by the Registrar online via Populi for their next semester courses will be charged a $50 late fee.

How the balance due is calculated:
The amount due on the account statement is calculated by subtracting financial aid (excluding student employment*) from the total charges. The balance due for the semester is to be paid in full on the day of registration unless other arrangements have been made with the business office (i.e. Payment Plan 4).

Students who do not pay in full on the day of registration will be placed on the payment plan and charged the $25 administrative fee for the semester.

* Student employment earnings are paid by direct deposit on a semi-monthly basis. 50% of earnings will be applied to the balance of the student’s account if a balance is held. Students have the option of applying more than 50% of their earnings, but not less.

My payment options for the balance due are…
Pay in full on or before Pay Day to avoid payment plan charges or late fees. “Pay Day” is Aug 1st for the fall and Dec 1st for the spring. Please mail all payments to: Providence Christian College, Business Office, 1539 E Howard St, Pasadena, CA 91104

Payment Plan 4 For a non-refundable fee of $25/semester, the balance can be made in four installments. To participate, submit a completed application form along with the 1st payment and the $25 fee on or before Pay Day.

Fall due dates: Aug 1st, Sep 1st, Oct 1st, Nov 1st
Spring due dates: Dec 1st, Jan 1st, Feb 1st, Mar 1st

Any account not paid in full or placed on the Payment Plan by Pay Day will be placed on financial hold AND charged applicable late fees until the balance is paid in full.

Charges for the current semester must be paid in full before registering for the following semester. Student employment earnings and transcripts will be held until accounts are paid in full. Payments can be made by Cash, Check ($25 Ret Chk Fee), Money Order or Credit Card (MC, Disc, Visa) via Populi

Food Service
The campus Dining Hall, Pierce Dining Hall, is located just east of Aylward and offers 19 nutritionally-balanced meals each week: three meals a day Monday through Friday and two meals on Saturday and Sunday. Resident students purchase a board plan, a $400 or $450 flex spending plan. Students on a
board plan receive a food service meal card which they must bring with them to each meal they eat in the Dining Hall. Commuter students can purchase meals at the door à la carte.

It is the goal of WCIU Food Service to provide excellent food with exceptional service. Any suggestions, commendations, or complaints should be submitted via email through their electronic “suggestion box” at foodservice@providencecc.edu.

Meal Hours (subject to change with notice)

**Monday - Friday**
- Breakfast 7:00 a.m. – 8:30 a.m.
- Lunch 11:45 a.m. – 1:00 p.m.
- Dinner 5:30 p.m. – 6:45 p.m.

**Saturday-Sunday**
- Brunch 11:00 a.m. – 12:15 p.m.
- Dinner 5:00 p.m. – 6:00 p.m.

**Dining Hall Dress Code**
A shirt and shoes must be worn at all times when in the Dining Hall.

**Sack Lunches**
If your daily schedule keeps you away from the campus during regular meal times, you may order a sack lunch to be prepared for you. **These must be requested 24 hours in advance.**

**Community Kitchen**
The Community Kitchen, adjacent to the Game Room, may be used to prepare meals and snacks. It is equipped with microwave ovens, refrigerators, toasters, and an electric range. All residents’ personal kitchen items whether it be food, utensils, or cooking gear must be stored in a sealable plastic tub if it is to be kept in the Community Kitchen area. Please be sure to clearly label everything you put in the refrigerators with your name and the expiration date (if the expiration date isn’t already on the item). The Community Kitchen refrigerators are cleared regularly, and all unlabeled items will be discarded. Please be considerate of your fellow residents when using the kitchen; clean up after yourselves.

**Vending Machines**
There are several vending machines located around the campus: in the Aylward Game Room, the Common Ground Café, outside the Dining Hall on the central lawn area and at the Mott Auditorium. If you lose money in any campus vending machine, please come to the WCIU Property Services Office for a refund.

**Gambling**
Any form of gambling is prohibited on campus; this includes any exchange of money with the desire to gain more money primarily based on chance. This includes betting on sporting events/tournaments, playing cards for money, or participating in lottery “pools.” Although gambling is becoming more popular in our society, biblical principles speak against it. We are stewards of God’s resources that He has entrusted to us, and it is our responsibility to use those resources with wisdom to advance His kingdom. Gambling can also become an addictive behavior and even playing gambling games without the exchange of money should be done with discernment.
**Game Room**

The Game Room is located next to the Mailbox Lobby. There is a ping-pong table, a piano, vending machines, and a gathering area for student use. **Guests or family members of residents under the age of 16 are not permitted to use the Game Room without adult supervision.**

Please care for the Game Room. Do not sit on the pool table or place food or beverages on either the pool or ping-pong table. The Game Room remains open during quiet hours (10pm – 8am daily) but the pool table, ping-pong table, and the piano must not be used during quiet hours as there are residents living nearby who could be disturbed by the noise.

**Grievance Procedures**

Providence Christian College is an educational community of believers. Within such a community, loving relationships are a vital part of the Christian ethos, as the second of the Love Commandments attests (Matthew 22:39). A breech in relationship can occur between a student and another student or between a student and an employee. Since we are in a Christian community, the Bible’s instruction for dealing with grievances must be followed; Matthew 5:23-24 and 18:23-24 offer such instruction.

Generally, the person who either has a grievance against another or perceives that the other harbors a grievance against him or her is required, either way, to take the initiative to resolve the issue and to bring reconciliation and restoration to the relationship. This person is to go directly to the other and seek reconciliation. If reconciliation does not take place, a third person who is acceptable to both parties is to be asked to serve as a bridge for understanding and healing.

Since a grievance by a student against a professor or staff member can be the most sensitive to resolve, the following guidelines are provided:

1. If a student has a grievance against a professor or staff member, the student should share the nature of the grievance with that individual in a private setting, typically through a pre-arranged appointment. Both the student and the professor/staff member need to listen to each other and try to “hear” the viewpoint of the other. Ideally, a win-win solution can be found. This means that both parties can accept the solution as being just, right, and respectful.

2. If all options have been explored and no mutually acceptable solution can be found, a third person who is acceptable to both should be invited to assist in the solution-seeking and reconciliation process.

3. If either party chooses not to accept the recommendation of the third party, he or she can seek assistance from the head of the department, who will determine whether existing policy provides an answer to the grievance. If not, the department head will refer the issue to an ad hoc committee. The goal of the committee will be to bring both parties together in reconciliation, but if that goal proves to be elusive, a judgment or decisive ruling is to be rendered by the committee. Written copies of the committee determination are to be presented to the student, the professor/staff member, and the president.

4. Further appeals can be made to the president and then, if desired, to a committee of the Board of Trustees.

5. If it becomes necessary, a student may also contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [http://www.bppe.ca.gov](http://www.bppe.ca.gov), telephone (916) 431-6924 fax (916) 263-1897
6. Neither party is to skip steps in this grievance procedure process. Intentional breaching of procedural protocol may create unnecessary dissonance in the body and, consequently, may lead to disciplinary action.

At any point during the process, a student has the right to file an official complaint with the appropriate administrator. This Student Complaint Form can be obtained from any faculty or staff member or Student Senate representative.

Students also have the right to appeal in writing all discipline decisions to the Provost and eventually to the president and a committee of the Board of Trustees.

Harassment and Abuse
Because Providence is a Christian college, it seeks to make the campus a warm and friendly place for students and employees. The college considers behavior that is harmful or hurtful to other members of the college community because of their race, color, gender, or disability to be unacceptable. Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Such behavior has no place at Providence and will not be tolerated. In the same way, any abuse: verbal, physical, etc. will not be tolerated. If a student feels that he or she has been a victim of sexual harassment or any kind of abuse, he or she should report it to a student life staff member immediately.

Health Insurance
All full-time students are required to have personal medical insurance coverage. If students are not covered under a dependent (family) plan, they can look into other affordable coverage options such as Covered California and Medi Cal, or even insurance plans through their home state if they are not from California. Contact the office of student life for any questions regarding health insurance.

Health Issues
Unfortunately, college is a time when students don’t get enough sleep, don’t make healthy dietary choices, and experience a significant increase in stress. It is imperative that a healthy lifestyle is pursued, e.g., getting a good night’s sleep each night, eating healthy, drinking water, and exercising regularly; all of these things will lead to a healthy college experience. If a student doesn’t feel well, he or she should first consider sleep, diet, and exercise; often, unhealthy practices in these areas cause the body to feel mentally and physically run-down.

If you feel like you need to see a doctor, contact your insurance company and check which doctor they would have you see locally. If you already have a local doctor, call them directly and set up an appointment. Remember to bring your insurance card and co-pay to the appointment. Additionally, there are a number of pharmacies and urgent care facilities in the area that will provide walk-in services.

If you need to go to the emergency room, contact your RA or Community Director immediately. They will either take you or will arrange for your transportation. Student life staff members are also trained in basic first aid. A first aid kit can be found in the Community Directors’ apartments, from RA rooms, or the administration offices.
Cold and/or Flu Care
Living in a close community increases the chances of spreading germs that may cause minor illnesses, like the common cold or the flu. Please take the following preventative care steps to stay healthy and keep the college community healthy.

Prevention
· Wash your hands and use hand sanitizers.
· Cover your mouth when sneezing and sneeze into your sleeve.
· Keep your living spaces clean … especially the common areas.
· If you are feeling “under the weather,” avoid close contact with others.

If you get the Flu …
· Stay isolated … go home to recuperate if at all possible.
· Do not attend classes; contact faculty to notify them of your absence.
· Order sack lunches and/or have a friend pick up food for you.
· Continue until fever-free (without medication) for 24 hours.

Health Risks of Drug & Alcohol Usage
Providence Christian College is a drug-free campus, and therefore prohibits the use of illegal drugs on the campus and at any college-related function. Possession, distribution, or use of non-medicinal or illegal drugs is not allowed at any time. If a student is caught in possession of illegal drugs or paraphernalia, he/she will be disciplined according to the college’s policies; additionally, he/she may be referred to local law enforcement for the applicable legal sanctions.

Alcohol Abuse ~ When excessive amounts of alcohol are consumed in a short amount of time (binge drinking), the brain is deprived of oxygen and will eventually cause the brain to shut down the voluntary functions that regulate breathing and heart rate. Excessive drinking can lead to alcohol poisoning which may cause the following …
· Vomiting
· Unconsciousness and eventual death
· Cold, clammy, pale, or bluish skin
· Slow or irregular breathing

Additionally, if an underage student is caught drinking or an of age student is caught supplying a minor with alcohol he/she may be referred to local law enforcement for the applicable legal sanctions.
· Providing alcohol to a minor is a misdemeanor punishable by a fine of $1,000 and 24 hours of community service. If consumption causes death or great bodily harm, punishable by 6 months – 1 year imprisonment and/or up to a $1,000 fine.
· Possession of alcohol by an underage person is a misdemeanor punishable by a $250 fine or 24-32 hours of community service on a first offense with increasing sanctions on subsequent offenses.
· Purchase or attempt to purchase alcohol by a minor is a misdemeanor punishable by a $250 fine and/or 24-32 hours of community service with increasing sanctions on subsequent offenses.

Heroin ~ a white powder (in pure form) that can be injected, snorted, smoked or swallowed and is one of the most addictive drugs in use today. It can erode physical and mental health including …
· Sleepiness, slow, shallow breathing, loss of appetite, constipation and loss of sexual desire.
· Vomiting and feeling faint.
· Increasing need, the user needs more and more to feel the same effects.
· Trouble keeping a job, spending all your money on heroin, neglect family and friends, loss of all concern for health and safety.
· Violent, erratic, or paranoid behavior.
· Collapsed veins, infection of heart lining and valves, abscesses, liver disease, pulmonary complications, and pneumonia.

*Marijuana* ~ a green, brown, or gray mixture of dried, shredded leaves, stems, seeds of the hemp plant usually smoked as a cigarette. It causes mental and physical impairments including …
· Memory, attention, and learning loss
· Respiratory infections
· Increased heart rate
· Anxiety and panic attacks

A student caught possessing marijuana may be referred to federal or local law enforcement for the applicable legal sanctions.

**Federal penalties for possession:**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
<th>Incarceration</th>
<th>Minimum Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any amount (first offense)</td>
<td>Misdemeanor</td>
<td>Up to 1 year</td>
<td>$1,000</td>
</tr>
<tr>
<td>Any amount (second offense)</td>
<td>Misdemeanor</td>
<td>15 days* - 2 years</td>
<td>$2,500</td>
</tr>
<tr>
<td>Any amount (third offense)</td>
<td>Misdemeanor or felony</td>
<td>90 days* - 3 years</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

*Mandatory minimum sentence


*Methamphetamine* ~ a white, odorless, crystalline powder that can be smoked, snorted, injected, or orally ingested. It causes primarily psychotic behavior and brain damage, including …
· Addiction
· Violent behavior
· Anxiety, confusion, insomnia, auditory hallucinations, mood disturbances, delusions, and paranoia
· Brain damage similar to Alzheimer’s disease, stroke, and epilepsy

**Steroids** ~ a prescription drug that is either injected or orally ingested including the common names of Anadrol, Oxandrin, Dianabol, Winstrol, Durabolin, and Depo-Testosterone. The health risks are both mental and physical, including …
· Acne, breast development, baldness in men
· Facial hair, deepened voice, menstrual irregularities in women
· Increased irritability, aggression, mood swings, fatigue, restlessness, loss of appetite, insomnia, reduced sex drive, and depression
· Liver cancer, heart attacks, and high cholesterol

More information on the health risks of drug and alcohol use at www.dea.gov
If you are struggling with the effects of alcohol or drug abuse or are addicted to any of the above (or other substances), contact a student life staff member for information on treatment centers and counseling.

**Housing Policies**
Believing that much of the best learning takes place through community and dialogue, Providence is dedicated to fostering holistic and organic conversation among students, faculty, and staff, in and out of the classroom. With the goal of creating and nurturing a covenantal, residential learning community, all students are ordinarily required to live on campus if they are unmarried and are not 21 years of age by the first day of the semester. Those students under 21 years old and desiring to live off campus (not with a parent/guardian) must submit the Housing Policy Waiver Application to the department of student life. Students who meet the housing policy requirements to live off campus must submit the Commuter Student Notification form to the office of student life.

Providence students typically reside in the Aylward and Townsend Housing Complexes on campus. Aylward House includes Residence Hall and apartment living.

**Residence Hall**
The rooms are traditional college rooms with two or three residents per room and community restrooms.

**Apartments**
The apartments are usually one bedroom units separate from the Residence Hall. This housing is typically reserved for married students who are given first priority for occupancy. Students living in this space are expected to observe all Providence Student Handbook policies as well as the WCIU tenant policies. Tenants pay for housing during their terms at Providence, but may reside in the apartments for the summer months as well.

Housing for new students is reserved through the enrollment deposit payment. Returning students reserve housing through the housing deposit submitted along with their housing requests in the spring semester. All students must maintain a housing security deposit with the business office throughout their time at Providence as well (see the “Costs and Payment Procedures” for more information). This deposit is refunded at the conclusion of the student’s time at Providence after all room damages, library fines, and other account balances with the college have been paid.

Room costs or charges charged to the student accounts allow students to reside on campus from “move-in day” on the academic calendar through the end of each semester. Thanksgiving, Christmas, and Spring Breaks may not be included in these fees. Students are encouraged to vacate campus during these breaks; however, if a student must stay on campus, the Community Director should be contacted and the student will be charged a per day fee for staying on campus. Room and board fees also include a monthly meal plan.

Students are expected to keep rooms or apartments in good, well-maintained condition. Providence Christian College and/or WCIU reserve the right to inspect rooms at any time and may impose cleaning/sanitation warnings and/or fines upon any students who do not keep their rooms well-maintained.

More detailed explanations about the housing policies and fees may be found throughout this handbook or on the college website.
Human Sexuality, Gender and Conduct

Since we are created as male and female, and because human sexuality is a gift from God, all members of the college community should strive to relate to one another in the ways that God has prescribed in His Word. For our benefit, God has provided boundaries for the expression of our sexuality.

Providence Christian College has deeply held religious beliefs, based upon Biblical principles and the confessional standards that govern the college, that only marriage between a man and a woman is God’s intention for the joyful fulfillment of sexual intimacy. According to the Scriptures, followers of Jesus Christ will uphold chastity among the unmarried (1 Cor. 6:18) and the sanctity of marriage between a man and a woman (Heb. 13:4). By contrast, it is our deeply held religious belief that Scripture condemns sexual immorality such as pre-marital sex, adultery, homosexual behavior, pornography, and all other sexual relations outside the bounds of monogamous marriage between a man and a woman (Matt. 5:27-28; Rom. 1:21-27; 1 Cor. 6:9-10; Gen. 2:24; Eph. 5:31). Sexual practices that are divorced from loving, covenantal marriage relationships between men and women distort God’s intentions and result in sinful behavior that ruptures relationships between men and women, and erodes the relationship between human beings and their Creator. We recognize that these principles may conflict with the practice or opinion of some within the larger culture. We are nonetheless convinced that this is God’s design for human sexuality, and all members of the college community are expected to live within this biblical standard. Any individual who does not abide by this campus standard for biblical living, through conduct or speech, is subject to discipline. Providence Christian College reserves the right ultimately to deny or terminate the enrollment of any student whose behavior and/or speech is out of harmony with this biblical standard. We will deal with such matters within the appropriate pastoral and disciplinary processes of the college.

It is also the college’s deeply held religious belief that human gender is assigned by God at birth and that birth gender may not be changed (Gen. 1:27; 5:2; Matt. 19:4). A person’s expression of gender should be consistent with his or her birth gender. Providence Christian College reserves the right to terminate or deny enrollment of those whose conduct, speech, and/or influence upon our faith community should prove to be in our judgment intractably contrary to this standard or contrary to the best interests of our students and their commitments to the college and to our Lord. Therefore, Providence Christian College will not support persistent or conspicuous displays of cross-dressing or other expressions or actions that are deliberately discordant with birth gender. We will deal with such matters within the appropriate pastoral and disciplinary processes of the college.

Identification Cards

Each student will be issued a photo ID card at orientation (resident student ID cards are issued by WCIU Food Service; commuter ID cards are issued by the Providence department of student life.) This card is to be used during the student’s entire time at Providence. If this card is lost, immediately notify a student life staff member and a replacement will be issued for a $5.00 replacement fee.

Immunizations

Providence requires that all students be in compliance with the California Department of Health Services recommendations regarding immunizations. These recommendations are also consistent with the U.S. Public Health Service Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American College Health Association (ACHA). This must be documented on the Medical Health and History Form. The required immunizations are: Hepatitis B vaccine, Measles-Mumps-Rubella vaccines, Tetanus-Diphtheria Toxoids vaccine, and the Varicella vaccine (Chickenpox). Additional vaccines may be required for students in some May term or Avodah Experiences that involve international travel.
Exemptions to the immunization requirements are allowed for medical reasons or personal beliefs. In order to be exempt from this requirement, the student must sign an immunization waiver form, which may be obtained from the office of student life.

**Library**

The LaTourette Library building provides study and research facilities, internet connections, copy/printing machines, and personal reference and research assistance. Students are able to access the library on the 3rd floor of the LaTourette Library building. The LaTourette Library collection includes 57,000 volumes, 35 current paper periodicals, and newspaper subscriptions. The library provides on- and off-campus access to more than 25 online indexes and databases, access to a wide range of internet resources, and an interlibrary loan service that obtains books and articles from other libraries around the world.

<table>
<thead>
<tr>
<th>Library Hours (subject to change)</th>
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<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:45 am – Midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>8:45 am – 5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>11:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
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</tbody>
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*See the Library page on the college website (http://www.providencecc.edu/resources/library/) and Appendix F for more information.

**Orientation (Embark)**

New student orientation will begin during the first week of each semester and will continue through formal and informal means. In addition to getting to know classmates, Embark involves sessions geared to understanding college life, student life expectations, study skills, and tools for academic success. During this time, students will also meet with their academic advisers and complete final registration.

New students in the fall semester will spend a portion of their orientation time at various locations around the Pasadena/Los Angeles Metropolitan area. This will be a time to get to know each other and consider the calling of a college student.

**Parking**

All resident students must park in either the Aylward gated lot or the Townsend lot. Resident students are charged a registration fee for parking per semester. Vehicles must display a current parking permit. Commuter students desiring to park on campus must also register their cars with WCIU and will be charged a parking pass fee as well. Students failing to display the parking permit on their vehicle may be ticketed and fined. Repeat offenses may result in the vehicle being towed at the owner’s expense. Commuters may also park their cars on the street, but should observe city of Pasadena parking regulations.

Parking is only allowed in designated spaces. Vehicles parked in driveways, fire lanes, areas posted “No Parking” or any other area that is not a designated parking space will be towed at the owner’s expense. Residents park at their own risk. WCIU or Providence is not responsible for damage and/or theft to or from a resident’s vehicle while parked anywhere on campus. Be sure to lock your car and remove all valuables from view. Watch for strangers in and around the parking lot and report any suspicious activity to Campus Security.
**Promotional Materials**
Any advertising and/or promotional materials on campus need to be approved by a student life department employee. This includes flyers or posters promoting fundraising, club announcements, Student Senate election campaigning, and events. To promote cleanliness, promotional materials need to be removed from campus no more than 48 hours after the completion of the event.

**Public Displays of Affection**
College is a wonderful time to enjoy relationships with persons of the opposite sex; however, these relationships need to be regulated by Scripture. This includes both biblical principles on relationships as well as concern for our fellow brothers and sisters in Christ. We all need to remember that we live in a Christian community with a variety of different perspectives on Christian living. Couples should respect the college community and refrain from public displays of affection. If you are offended by a couple’s displays of affection, you have the responsibility to politely confront the couple. If the issue is not resolved you can go to a member of the resident life staff and seek his/her help in gaining resolution.

**Quiet Hours (Campus)**
In order to preserve community and show respect for others, quiet hours on campus will be observed from 10:00pm – 8:00am daily. During Quiet Hours, the following will not be permitted:
- Loud voices in common areas such as courtyards, hallways, lounges, and parking lots.
- Playing of the piano, ping-pong, or pool in the Game Room.
- Playing of musical instruments anywhere in the Aylward or Townsend Housing area.
- Slamming of doors
- Loud volume of TV’s in the lounges and in rooms
- Vacuuming in your room.

**Respectful Attitudes**
God calls us first and foremost to respect Him and His Word. It is expected that God’s name, in any of its forms, will not be used in vain; it should not be used in a casual, comic, or cursing tone, and it should be reserved for prayer, worship, and respectful discussions.

God also calls us to be respectful of those that he has placed in authority over us. This involves staff and faculty, but also includes student leaders, e.g., student senators, chapel leaders, and resident assistants.

God calls us to love and respect our neighbors. This involves living in unity and grace whenever possible, which includes lovingly confronting sinful behaviors.

Conflicts often arise when students don’t respect the property of others, like using clothing, supplies, and equipment without asking; it also includes college property. College property cannot be used or moved without permission from a proper authority figure; this includes classroom technological equipment, televisions, lounge or furniture. In general, ask before using.

**Smoking**
Providence maintains a smoke free campus. We are created in the image of God, and our bodies are the temples of the Holy Spirit; therefore, we must care for our bodies in responsible ways. There are a
number of biblical principles that support a healthy lifestyle; however, the primary reasons for this policy stem from the addictive nature of tobacco (1 Corinthians 6:12), and the propensity of secondary smoke to put the college community at a health risk, especially for those in our community with allergies or asthma. Since smoking (and secondary smoke) has been shown to be injurious to the health of the user and others, smoking is not permitted on the campus. Those who choose to smoke are expected to do so off campus. Students caught smoking on campus will face disciplinary action, which may include a fine.

**Soliciting**
The primary purpose of the Providence campus community is to be an educational environment. No individual or off-campus organization may sell, solicit, or peddle anywhere on college grounds. No one may promote any commercial activity without approval from the office of student life. This includes any kind of student-operated business.

**Sports Equipment**
Sports equipment can be found in the Providence Hesed Lounge. A respectful use of the equipment is expected at all times. Returning sports equipment in a timely manner, in good repair, and to the correct location will allow the rest of the community to also use the equipment throughout the year. Lost or damaged sports equipment may not be replaced until the next academic year.

**Student Employment**
Providence has on campus job opportunities for a limited number of students. Students will be hired as part-time employees of the college after an application and interview process is completed. Under normal circumstances, students will be awarded 8 hours/week but may be allowed to work up to 15 hours/week. Students are eligible for on-campus employment after fulfilling the following requirements:

1. Complete a job application and submit it electronically to the financial aid officer
2. Interview for the position and be offered the position
3. Attend a work orientation session led by the supervisor
4. Demonstrate an ability to maintain a high level of work performance while also maintaining a normal academic load (new students will be evaluated at mid-semester).

**Non-College Employment**
The Academic Support and Career Center maintains a listing of job opportunities in the local community and on campus with partner institutions; announcements will also be made periodically regarding the current openings. Wages and application information will be determined by the employer.

*See the Student Employment Handbook (Appendix C) for more information.

**SOCAL (Student Organized Campus Activities and Leadership)**
SOCAL, elected by the student body, provides Providence students both with leadership and a representative voice.

2015-2016 SOCAL Members

<table>
<thead>
<tr>
<th>President</th>
<th>Andrew Bekkering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President</td>
<td>Cody Walters</td>
</tr>
</tbody>
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In its leadership role, SOCAL plans and oversees most of the campus student life organizations and activities. These include intramurals, social, and cultural activities. SOCAL meets regularly to discuss issues of importance to the Providence community.

Communication between the administration and the student body is often channeled through SOCAL. Students can ask questions or express concerns via their class representatives or the SOCAL email account (studentsenate@providencecc.edu). Student senators also have copies of the Student Complaint Form in case a member of the student body would like to file an official complaint.

**Technology Information**

Providence Christian College is committed to promoting an environment of learning that encourages students to use modern technology to enhance their experience. In order to facilitate this educational philosophy, students are required to bring a laptop/notebook computer that complies with the following minimum system requirements with them to Providence. Wireless internet can be accessed throughout the campus. Students will be oriented to college IT use policies during student orientation.

**Laptop/Notebook Minimum Requirements**

- **Processor:** Min 1.40 Ghz (802.11 b/g compatible) – Get the best processor for your budget and be sure it can support the needs of your operating system.
- **Operating system:** Windows XP or later (Windows 7 is preferred)
- **Memory:** 2-4 GB RAM
- **Hard Drive:** 160 GB or larger
- **Display:** Min resolution 1024x768
- **Wireless card:** 802.11 b/g (internal is recommended)
- **Other devices:**
  1. DVD/CD-RW is recommended (With a CD-RW/DVD combo drive, users can read DVD-ROM discs, read CD-ROM discs and create their own custom data CDs on discs that hold up to 700 MB of data.)
  2. USB 2.0 ports
  3. RJ-45 10/100 Ethernet Port
- **Software:**
  PLEASE DO NOT INSTALL MULTIPLE VERSIONS OF ANTIVIRUS OR ANTIspyware SOFTWARE (ONE OF EACH IS SUFFICIENT) UNLESS YOU ARE COMPETENT TO MANAGE THEM.
  1. Antivirus software (Required)
  2. AntiSpyware software (Required)
3. Microsoft Office Suite (Required - including MS Power Point and Access) – Use of many of the office applications are required for most classes. Please note, these are minimum requirements; you are welcome to upgrade as you see fit. Also - VERY IMPORTANT - please bring ALL installation disks/materials with you to campus to assist with tech support needs throughout the year.

- **Warranty options:** Most laptops come with a standard one-year manufacturer warranty. In order to ensure that the computer is usable for the duration of your time at Providence, we recommend that you purchase at least a three-year warranty. Laptop repairs are expensive and most need some kind of repair in the first several years of ownership.

- **Accidental Damage:** It is recommended that students purchase accidental damage coverage through the warranty (or separately). We frequently see damage that occurs and is not covered by a standard or extended warranty like liquid spills, broken screens or chassis from dropping, which can cost hundreds of dollars to repair out of pocket.

- **Multiple Devices:** Providence students are welcome to bring multiple electronic devices to campus and connect them to the wireless network, however no more than 3 devices can be connected simultaneously per student user account. Other devices may include: internet capable cell phones, iPod, iPad, tablet, Kindle, Nook, etc. If more than 3 devices are connected simultaneously then the connection(s) to the internet will simply fail.

### Technical Support Requests

All requests for technical support must be submitted to the support email address: techsupport@providencecc.edu, or via the tech support request form on the website: http://providencecc.edu/resources/community-resources/tech-support-request/

Students bringing their own laptops to campus will be responsible for their own hardware troubleshooting and tech support, which can be obtained from the manufacturer or vendor where the laptop was purchased. Providence does not offer any hardware tech support for student owned notebooks other than assistance in connecting to the wireless network. Providence tech support does offer hardware tech support for student owned laptops for a fee through our partner BeStructured.

### Media Usage

Responsible, Christian usage of media is expected on campus. Providence Christian College expects its members to use discretion and discernment in their choices of entertainment and recreation. Computers, television, and other forms of technology and media should be used in appropriate, God-glorying ways. Activities and entertainment that are of questionable value or diminish a person’s moral sensitivity should be avoided. Consideration for others and standards of good taste are important, and all activities should be guided by this principle. Inappropriate content being viewed or accessed by any member of the Providence community will be taken seriously and handled by the appropriate authority. *See also The Technology Purpose Statement and Acceptable Use Policy (Appendix A) for more information.

### Vandalism

Any intentional acts of destruction of college property will result in the guilty student(s) facing sanctions imposed by college and/or civil authorities.
**Weapons, Firearms, & Fireworks**

The possession of weapons on campus and at college events is strictly prohibited; this includes having weapons in a car on campus. Any student in violation of this policy will be referred to the director of student life and, if warranted, local law enforcement. Providence has a “no tolerance” stance on weapons in order to create a safe environment on campus; therefore, violation of this policy will be taken seriously and may include full discipline including dismissal. Weapons may include, but are not limited to, firearms, pellet guns, airsoft or BB guns, paintball guns, bows and arrows, sling shots, swords, switchblades, tasers, explosives, and large knives. This is not an exhaustive list; in fact, any object used in a way that threatens, causes fear, or inflicts bodily injury on another person may be considered a weapon. As logically follows, discharging of weapons, firecrackers, or other dangerous explosives or weapons is not allowed on campus.

**Weight Training Room**

The weight training room, equipped with universal lifting machines, a few cardio machines, and an assortment of free weights is located downstairs in Aylward. Residents may use the weight room once they have paid the annual fee and received a safety orientation. Contact the WCU Property Services Office staff to schedule a time for the orientation. Once you have completed the orientation, you will be given the pass code to access the weight training room.

**Spiritual Life**

**Foundational Statement**

Spiritual life at Providence is not just chapel, Bible studies, and church; it is “every square inch” of our lives. Often, spiritual life is compartmentalized apart from other areas of life, but it should be integral to everything we do. It is essential to build a strong spiritual foundation that will inform all areas of our life. Specifically, to nurture our spiritual lives, the college community is committed to grow together through corporate worship, Bible study, prayer, and fellowship. While spiritual life at Providence is integrated into every area of the college, we do have formal and informal programs that help us build that solid foundation.

**Bible Studies**

Staff and student-led Bible studies are organized for students. The resident life staff oversees the implementation of these studies. Upperclassmen also are encouraged to lead a variety of Bible studies open to all students.

**Chapel**

Corporate worship is a vital part of life for Christians. The Bible admonishes us not to give up meeting together, for coming together as a community for worship is an encouragement to one another (Hebrews 10:26). Although chapels are not church and should not be seen as a replacement for active participation in a local church, it is still a time where we join together as the body of Christ for a time of prayer, praise, and reflection on the Word. Chapel services are held twice per week in Franson Hall.

**Church**

At Providence we believe that the church plays a special role in the spiritual formation of the body of believers. Therefore, students are expected and encouraged to seek out and participate in the life of a local church for regular worship, spiritual oversight, hospitality, and encouragement. Returning
students will be asked to declare their church of choice early in the fall semester; new students will be given the first semester to check out local churches before identifying a church “home.” The students are expected to seek out ways to utilize their gifts to serve the church body, e.g., assisting with nursery, special music, Sunday school, youth programs, visitation, etc. Commitment to a particular church while at college is important for many of the same reasons membership in a church at home is important – to be fed spiritually, to provide opportunities to respond in service, for spiritual oversight, and to gain encouragement from the Body of Christ.

**Resident Life**

**Mission Statement**
Resident Life is a group of staff and students committed to the growth and encouragement of students, fostering a living and learning Christian community at Providence, and working as educators, spiritual counselors, and community builders.

**Foundational Statement**
One of the distinctives of Providence Christian College is the focus on residential, liberal arts education. The Resident Life team including, but not limited to, Community Directors and Resident Assistants (RA), builds and implements the Resident Life program in a way that glorifies God and serves the community. Res Life works primarily as educators, spiritual counselors, and community builders. As educators, Resident Life staff aims to connect with faculty for the sake of student success and to encourage critical thinking outside as well as inside the classroom. As spiritual counselors, they approach individuals and the community in an intentional way for the sake of assessing where they are at socially and spiritually to encourage personal and community growth. As community builders, resident life staff attempts to create a peaceful living environment and a community in which students are encouraged to explore and implement their Christian faith in relationship to each other and the world.

The following regulations apply to all students (resident and commuter) while on campus.

**Apartments**
All Student Life/Resident Life policies found in this Handbook apply to apartment residents as well unless specifically amended below:

Cleaning: WCIU does not clean the apartment restrooms.
Extended Stay: Apartment residents will be allowed to remain on campus over breaks but should still notify their Community Director of their plans.
Guests: Apartment guests are allowed to stay one week per calendar year free of charge. For guest stays beyond a week, ask the Community Director. Guests should still register with the Community Director in case of an emergency.
Refrigerators: No extra large appliances are allowed in the apartments without permission from the Community Director.
Security Deposit: Those students who desire to live in an apartment must maintain a housing security deposit during the duration of their tenancy. (See financial information)
Visitation Hours: While there are no specific restrictions for visitation in the apartments, all college policies should be upheld.
Appliances
Students may have refrigerators (see the section regarding Refrigerators for more information), clocks, hair dryers, electric blankets, portable heaters, portable air-conditioners, microwave ovens, crock-pots, and computers in their rooms. Radios, TV’s, DVD players and stereos may be used as long as others in the residence hall are not disturbed by their use. Please turn the volume down or use headphones during quiet hours (10:00pm – 8:00am, daily).

Hot plates, clothes irons, electric skillets, toasters, toaster ovens, coffee makers, and other appliances with open heating elements are not allowed in rooms. If you have any questions, please contact the WCIU Property Services Office.

Campus Security
The doors at both entrances to Aylward are designed to lock automatically. Students should be sure the doors close behind them. To enter and exit the residence hall, you must use only the main entrance or the south ramp door. To maintain security for all residents, students should not prop open these doors after 5:00 pm. The North Wing outer doors should never be propped open.

Please be aware of unauthorized people trying to gain access to the residence hall. Sometimes, people not belonging in the residence hall will loiter at one of the entrances waiting for the door to be opened so they can enter. If you don’t recognize an individual, don’t hesitate to deny them entry to Aylward.

If you see anyone who looks suspicious or out of place, please call security immediately at extension 2160 from the courtesy phones or 626-398-2160 from your cell phone or one of the courtesy phones located around campus. Be prepared to give Security a description of the person(s) and his/her present location or the direction they have headed towards when he/she left the location at which you first observed him/her.

Check-in
Residents may not move into college housing before the posted move-in date (found on the college calendar). During the week you move in, you will be given a Room Condition Report (RCR) for you and your roommate(s) to fill out. After making note of any damage in the room, all residents must sign and submit the RCR.

Check-out
Resident students must make an appointment at least 24 hours in advance with the RA to do a walk through (all roommates must be present). At that point the RCR will be updated to note any discrepancies from check-in. The student is responsible for turning in his or her keys to the RA. Students must be moved out by the set time or they will be charged a late fee. Once all the residents have moved out, student life staff, along with WCIU staff, will do a final inspection of each room for damages and cleanliness. The college reserves the right to assess charges at this time if other damages are found or if rooms are not cleaned.

Cleaning
All students are expected to keep their rooms clean and in good order. The restrooms are cleaned by the WCIU Housekeeping Crew regularly. Students should be courteous to the cleaners and seek to clean up after themselves. The housekeepers will not clean any area of a restroom that is excessively soiled as the result of resident carelessness. They have been instructed to report such incidences to the WCIU Property Services Office. Also, students should not store personal belongings in the restrooms (i.e. 41
shower caddies, towels, etc. need to be stored in the students’ rooms when not in use). Students residing in the apartments are expected to clean all areas of their apartments, including the bathrooms.

Students may check out cleaning supplies and vacuums from the WCIU Property Services Office to clean their rooms. These supplies are meant to be borrowed and returned to the cleaning closets immediately after use. Students should not store cleaning supplies in their rooms.

Conflicts
Conflicts with fellow students will arise. While these are inevitable in any community setting, residential settings tend to increase the likelihood of conflict. Students should look at conflict resolution from a biblical perspective and follow the prescribed steps below.

1. Pray about the conflict and seek scriptural guidance (Matthew 5 and 18) and godly counsel on how to proceed.
2. Lovingly discuss the conflict, and listen to the other person’s side.
3. Look for a solution that will resolve the conflict.
4. If you cannot resolve the conflict together, invite another respected person (that is agreed upon by both parties) to listen to both sides. Ask for wisdom from this third party.
5. If you still cannot resolve the issue, go together to the Community Director with the problem. Further steps can involve the director of student life or another proper authority figure.

Entertainment & Movies
As stated elsewhere throughout this handbook, entertainment should be edifying and follow biblical principles, and students should strive to meditate on what is excellent and praiseworthy (Phil. 4:8). Additionally, students living in community should avoid things that may cause others to stumble (I Cor. 10: 31-32). These principles apply to entertainment generally and movies specifically.

Movies with an R rating are not allowed to be shown in the WCIU public lounges, and normally, R rated movies should not be shown in the Providence lounges. However, we do recognize the flawed MPAA rating system. For example, there are many movies rated PG or PG-13 that are not “constructive” (I Cor. 10:23) and may cause people “to stumble” (I Cor. 10:31-32), and there are some R rated movies that are beneficial; therefore, entertainment and movie choices should be made with Christian discernment. If a student wishes to show an R rated movie in the Providence lounges, he/she must have it approved by a Community Director 24 hours before viewing; the CD has a list of previously approved R rated movies. However, if a resident life staff member deems a movie to be inappropriate for the lounge (regardless of its rating), the movie cannot be shown in the lounge.

Additionally, students need to be aware of the federal copyright laws and should stay in compliance with those laws. Most movies are for “home use” only rather than a “public performance”; it is the student’s responsibility to check this designation before showing a movie in one of the lounges. Under the copyright laws, students may watch movies with friends at their current “home” which is their residence hall.

To clarify, your residence hall is your “home” and the lounge is the “living room” in your home. You may watch movies with a few of your friends in your room or lounge and still be abiding by “home use” copyright laws. Advertising, charging for admission, or opening up the viewing to the greater Providence or campus community would make this a public performance and, thus, in violation of “home use” copyright laws.
Extended Stay
During college breaks (Thanksgiving, Christmas, and Spring break), typically, the residence halls are closed. Residential students are expected to be off-campus during these times. Students desiring to stay for a part or the entire break on campus must discuss this with the Community Director and fill out the “Request to Stay on Campus over Break” form at least 48 hours before the holiday break begins. Students will be allowed to stay during the college breaks for a per night fee (meal plan NOT included). Students wishing to stay on campus during the summer months must make their arrangements through WCIU Property Services Office.

Fire Safety Information
Fire Alarms and Equipment
Any tampering with, discharging of, or misusing fire alarms and fire safety equipment is not permitted. Any tampering with fire safety equipment may be reported to civil authorities for prosecution.

Intentionally setting off a false fire alarm will result in a significant fine which will cover any property damage and the cost of having the fire department respond to a false alarm. If the individual(s) responsible is not identified, the fine will be assessed to all members of the residence hall.

Fire Emergency Procedures
When a fire alarm is set off, students must vacate the residence hall immediately using the nearest safe exit. The resident life staff will be available to provide further information and assistance. Maps with escape routes are posted in all campus buildings and rooms.

Smoke Alarms
Smoke alarms are required by law. Students who tamper with or disarm smoke alarms or activate the emergency sprinkler system in any building will be referred for discipline, and will be held liable for any damages or charges.

Flammable Items
At no time may any flammable items be stored in or around the residence halls. Candles, incense, and potpourri pots may not be burned at any time in the residence halls (this includes candle warmers). Any decorative candles must have white wicks.

Guests
In order to maintain a safe campus, all guests must be approved by the Community Director. After obtaining approval from their roommates, students must register their guests with a Community Director or RA at least 24 hours before the guest arrives. Approval forms are available from the Community Director. Resident Life staff will notify the WCIU Property Services Office. Failure to register a guest more than 24 hours in advance may result in a fine. No more than two guests per room will be allowed unless the Community Director has granted an exception in advance. Guests may stay the first three nights per semester for a nominal charge of $5/night. Those who stay more than three nights in a semester will be charged $15/night up to seven nights per semester. All charges will be posted to the hosting student’s Populi account and must be paid in a timely manner as determined by the business office. Students are also accountable for the behavior of their guests and are responsible for ensuring that they abide by college policies. All guests must be
of the same gender as the hosting student. Unauthorized guests will be asked to leave. The room charge does not include meals in the Dining Hall.

**Interior Decorating**
No structural alteration to the room or painting of the room is allowed unless given permission by the Providence resident life staff. All decorations need to reflect a Christian perspective on life. Any items that reflect a predominately anti-Christian lifestyle are prohibited. Periodic room checks, both formal and informal, may be conducted by the Providence resident life staff or WCIU personnel to ensure that the room decorations comply with general Christian standards.

**Keys**
Students will receive key cards for access to the residence halls. Students should report lost keys to the resident life staff and the WCIU Property Services Office. Students who need new keys will be billed to replace the keys.
Students locked out of their rooms should contact the resident life staff member on duty (before midnight) or the Security Office (after midnight) to unlock their doors. Students will not be charged a fee for the first lock-out of each academic year; however, each additional lock-out will cost the student a small fee (before midnight) or a WCIU security fee (after midnight).

**Laundry Room**
There are laundry rooms located in each residence hall; the laundry room in Aylward is located near the south end of the West Wing in Aylward, and the one in Townsend is located on the basement level of the east side of the building, which can be accessed from outside. They are equipped with washers and dryers. The cost ranges from $0.75-$1.50 per load. A change making machine is located in the Laundry Room.

The wash cycle takes about 40 minutes and the dry cycle about 60 minutes. Students should remove laundry promptly when done so the next person may use the machine. Use the dryer lines to hang out blankets and other large items.

WCIU and Providence are not liable for lost or missing personal belongings left in the Laundry Room. If you experience a problem with any of the machines, please notify the WCIU Property Services Office. They will provide you with a refund if you lost money due to a malfunction.

**Maintenance**
Maintenance requests should be reported to the WCIU Property Services Office immediately via the email address maintenance@providencecc.edu. The email will be sent to the WCIU Property Services Office, WCIU Maintenance, and the student life staff. Please do not contact maintenance personnel directly. It is your responsibility to report maintenance needs.

The Property Services Office strives to attend to all maintenance requests as soon as possible, but there may be times when there is a short delay of a day or so due to priority issues with other requests. If your request has not been addressed within 48 hours of your maintenance email notification, please notify your Community Director.

Plumbing or electrical problems are given top priority. There may be times when the water supply will need to be shut off to Aylward in order to repair a plumbing problem. In these cases, WCIU will notify residents that the water will be shut off and the time the water will be off. WCIU Maintenance tries
(when possible) to shut the water off in the afternoon hours so as not to disturb the morning routine of the residents.

**Missing Students**
If you notice a resident student has been missing for 24 hours, contact a student life staff member to notify him/her of the situation; be prepared to provide information on last known location and description. The staff person will then follow the college’s procedures for missing students, as listed below.

*According to the Higher Education Opportunity Act (2009)*
- Each resident student can complete a form from the department of student life to register a confidential contact person to be notified in the case that the student is determined missing. This name will only be released to authorized campus officials and law enforcement officers in furtherance of a missing persons investigation.
- If a student goes missing for more than 24 hours, local law enforcement and the student’s parents will be notified. If the missing student is under the age of 18, the college is required by law to notify a parent or legal guardian immediately.
- Documentation regarding official missing students, along with any missing student reports, will be referred immediately to an institutional police with jurisdiction in the area.

*Missing Students Procedures*
- Once a staff person is notified that a student has been missing for 24 hours, he/she will attempt to contact the missing student via cell phone.
- If this attempt is unsuccessful, the staff person will contact all of the Res Life staff to see if any of them has knowledge of the whereabouts of the missing student.
- If no Res Life staff member is aware of the location of the missing student, he/she will contact the other student life administrators to make them aware of the situation and to check to see if the student has an emergency contact person/number on file.
- If the student life staff still cannot locate the student, they will notify the local law enforcement officers and submit documentation to them of the procedures that were already followed.
- The director of resident life and student activities will contact the missing student’s parents making them aware of the situation.
- If staff has warranted concern about a missing student who has been missing less than 24 hours, the procedures listed above will be implemented earlier.

**Overnight Off-Campus Trips**
Students going off-campus overnight must notify a member of the resident life staff. This can be done through any communication means: phone call, text message, email, written memo, or in person. If a resident student fails to make this notification, the college will be obligated to follow the “Missing Students” policy.

**Pets**
No pets of any kind (including fish) are allowed in the residence hall, either on a temporary or permanent basis. Seeing-eye dogs are permitted in the residence hall for the sight impaired.
Refrigerators
One small (under 4 cubic feet) refrigerator is allowed in each room. There is a utility charge for rooms with more than one refrigerator.

Restricted Items
In addition to the items previously listed in this handbook, the following are not allowed in rooms:
- Fireworks
- Tires
- Engines
- Gas cans / gasoline
- Open oil cans
- Paint

Roller Blades and Skateboards
Roller blades, skateboards, and scooters can cause damage to floors and carpets and can pose danger to others. Therefore, they may not be used inside the Aylward Housing area. At all times, students should ride with caution on campus.

Room Care/Damage
A student who registers for the first time at Providence must pay a Security Deposit that is maintained as long as the student lives on campus. This deposit will be refunded when the student graduates, moves off campus, or terminates enrollment at Providence Christian College as long as no excessive wear has been sustained and if no outstanding bills are due the college. Students are expected to keep their rooms and common living areas neat and clean. If the residents fail to comply with this request, the unit will be cleaned for them at their own expense. Students are responsible for damage caused by them and their guests anywhere on college property and will be billed accordingly.

Any damage caused to a residence hall room or its furnishings is the responsibility of the residents of the room. Any materials used to hang or display items on walls must be removed without damaging the wall, including paint, or repair damages will be assessed. Masking tape or other non-damaging material should be used. Damage to common areas and property may be assessed to all residents of the residence hall if the individuals responsible are not identified.

Room Changes
Normally, room changes are not to be made during a semester. If you are having problems with a roommate, you are encouraged to work it out using biblical standards of resolution. If the problem cannot be resolved on your own, your resident life staff will assist you in coming up with a plan of action. If after the semester you want to change rooms, you need to submit a written proposal to a Community Director who will then make a decision based on space availability and other factors.

Room Inspections
You are responsible for keeping your room clean and sanitary at all times while a resident at Providence. Resident life staff and/or the WCIU Property Services Office may periodically conduct room inspections to ensure that the County Health Department’s sanitation requirements and WCIU/Providence residency policies are being met. Room inspections may be announced ahead of time or unannounced. The room resident(s) does not need to be present in the room during an
inspection. Inspections are conducted at all times by two staff members. Student permission is not required to enter a room for inspection purposes.

Items or violations that you may be cited for:
- Improperly stored food items
- Unapproved appliances
- Illegal substances, items or paraphernalia
- Accumulated or improperly stored trash
- Spills that have been left without being cleaned up
- Dirty clothing strewn about the room
- Bad odor in the room
- Obvious damage to the room
- General uncleanliness

Residents who fail a room inspection will receive a written warning and a notice of the violations leading to the inspection failure, along with any discipline attached to the failed inspection. Residents will have seven days from the date of the inspection to correct the violations. Another inspection will be conducted after the seven day period to ensure compliance. Failure of the follow-up inspection may result in additional discipline, including possibly eviction.

**Telephones**

Resident rooms do not have phone jacks (land lines) provided. It is expected that students use their cell phones or computers to communicate. To call a number on campus from a cell phone, dial the area code (626), the prefix (398), and the four-digit extension to the office that you are trying to call.

**Theft**

The college is not responsible for damaged or stolen possessions, but all thefts should be reported immediately to WCIU Campus Security and a Providence staff member. Students are urged to keep their doors locked. The removal of any college or resident’s property for personal or other use without the permission of a college official or the owner of such property is not permitted.

**Trash Disposal**

Residents’ personal trash is to be securely bagged and should be disposed of in outdoor trashcans while bigger items go in dumpsters behind dining hall. Room trash should not be disposed of in the Community Kitchen, restroom, or Laundry Room.

Dumpster pick-up is on Mondays, Wednesdays, and Fridays. On pick-up days, the dumpsters are rolled out into the parking lot. Trash should not be placed on the ground when the dumpsters are out in the lot for pick-up.

Students should not dispose of food waste in toilets, restroom sinks, or into the community kitchen sinks. This will cause undue plumbing problems which in some cases, requires the water to be shut off to the entire building for a period of time while the lines are being cleared.
Unauthorized Entry
Students must enter through the designated entry doors. Any unauthorized entry or assistance of such entry into a residence unit through windows or other outside doors is not permitted. Students who remove screens and/or enter through windows may be assessed a fine.

Use of Public Spaces
Public areas are meant to be used by everyone with care and respect. Therefore, disruptive behavior, disrespect for others, as well as any other circumstances deemed a hindrance will not be permitted. The Aylward Lounge(s), Townsend Lounge, Hesed Lounge, the upstairs lounge, and McGavran Hall classrooms should remain clean; students are responsible for picking up after themselves and keeping the common areas orderly. Due to the public nature of these areas, appropriate attire and behavior is required in these areas at all times. Personal items should never be left unattended in public areas.

Common areas (hallways, lounges) must be kept clear at all times of a resident’s belongings. This includes bicycles, furniture, trash, etc. Residents are not permitted to take furnishings or any other items from a common area for their personal use. Students also should not congregate in the hallways/stairwells of the residence halls due to fire code regulations as well as a common courtesy to the residents of the hall.

Visitation Hours
Providence Christian College believes the visitation policy can be a healthy contribution to student development. Because of the community bathrooms and privacy concerns in the men’s and women’s residence hall areas, visitors of the opposite sex are only allowed in the rooms and hallways during visitation hours. Members of the opposite sex can visit other resident halls during the following hours:

- Monday – Thursday: 6:00 p.m. – 10:00 p.m.
- Friday – Saturday: 3:00 p.m. – 12:00 a.m.
- Sunday: None

The residents of each room may reduce these hours or visitation days, but cannot increase them. While hosting members of the opposite sex in a room, the door must remain open at all times and at least one set of lights must remain on. Students are also welcome to visit together in the Hesed Lounge, which is open 24 hours.

Students living in the apartments may host visitors at their own discretion. However, all Providence and WCIU standards/policies must be upheld.

Emergency/Crisis Management

Emergency Procedures
Instructions for Earthquakes
*During the shaking:*
Keep calm. Do not run or panic.
- If the earthquake strikes while you are indoors, take cover under heavy furniture, such as a desk or table, staying away from large windows, mirrors or other glass.
- If the earthquake occurs while you are outside, move away from buildings and utility wires. Move to an open area and stay there until the shaking stops.
· If the earthquake strikes while you are in a crowded public place, remain calm and seek shelter from falling debris. Do not rush for the exits—other people will have the same idea.
· If the earthquake occurs while you are in a car, pull to the side of the road, away from overhead power lines, remain in the vehicle, and turn on the radio. When leaving the automobile, move to an open area away from other cars.

After the shaking stops:
Prepare for possible aftershocks. Make sure you have shoes on. Check for injuries. Do not attempt to move persons who may be seriously injured unless they are in danger of further injury. Notify a college staff member immediately of any injuries or damage.

Take an inventory of the area you are in and notify the authorities present of any dangers so that an evacuation can be conducted if necessary. Evacuation of buildings is not automatic and depends on surrounding circumstances (i.e., gas leak, fire, or severe structural damage). If buildings are evacuated, stay out of them until directed to re-enter by a college staff member.

Instructions for Fires
If you discover a fire: Remain calm. Pull one of the fire alarms located throughout the building. Exit the building immediately.

Fire Evacuations
ALL ALARMS SHOULD BE TAKEN SERIOUSLY. If you hear an alarm, it is MANDATORY that you exit the building. Evacuate the area, walking as quickly as possible, closing all doors (but do not lock them) as you exit in order to slow down the spread of fire. Do not attempt to take your belongings with you. When you hear the alarm, evacuate immediately.

Before opening a door, check it for heat (top and bottom) with the back of your hand. If hot, do not open but exit through emergency window. The resident life staff will go from room to room to ensure complete evacuation.

If you are caught in heavy smoke, drop to your hands and knees and crawl to safety; hold your breath as much as possible; breathe shallowly through your nose and use a shirt or jacket as a filter.

When all people have been evacuated, move to the designated evacuation location and wait for an “All Clear” from the proper authorities before returning to the building.

If your clothing catches on fire, DO NOT RUN. STOP, DROP, AND ROLL.

*See also Campus Security/Emergency Information.

Federal/State Laws

Americans with Disabilities Act
Providence Christian College complies, as much as college resources allow, with the requirements of the Americans with Disability Act (ADA 1990) specifically in the areas of housing, education, and employment. If specific accommodations are needed, the student needs to speak with the director of student life and/or the provost before the end of orientation.
**DFSCA**
Providence Christian College, as directed by the Drug-Free Schools and Campuses Act (DFSCA), maintains a drug-free and alcohol-free campus. The drug and alcohol policies are published annually in the student handbook and employee handbook; these handbooks are available to each student and employee via college website. In short these policies prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on college property or as part of any of its activities.

**FERPA**
The Family Educational Rights and Privacy Act of 1974 (FERPA) was designed to transfer parental “rights” to their “adult” children when they enroll in college and, therein, protect the privacy of education records and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Questions about FERPA should be referred to the office of registrar. The College intends to uphold both the letter and spirit of FERPA, while at the same time upholding Biblical relationships and responsibilities of the family.

As general practice, the College does not inform parents and other students of disciplinary action taken toward students. However, the College encourages students to communicate openly and honestly with their parents about disciplinary matters. Even though students are legally and morally responsible for their conduct, the College also recognizes the concern of parents for the welfare of their children. Thus, the College reserves the right to notify parents under the following conditions:
- Medical treatment or psychiatric examination required to meet emergencies or to maintain one’s status as a student.
- Misconduct that is of such a nature that the student is in danger of suspension or expulsion.
- Extended absence or withdrawal from the College.

Providence designates the following categories of student information as public or “directory information.” The College reserves the right to disclose such information at its discretion, unless requested not to in writing by the student. Requests are to be filed with the Registrar’s Office prior to September 15 each year, or February 1 for students entering the College in the spring semester.
- Name, address, telephone number, email address, dates of attendance, class, photograph.
- Previous institution(s) attended, major field of study, awards, scholarships, honors, degrees conferred (including dates).
- Past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), date and place of birth.
- Home and local/student church membership, including church denomination.

**Hazing**
According to the biblical principles of loving your neighbor and in compliance with the California Education Code, no student “shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution” (CA Ed. Code #32050 – 32051). Thus, hazing or intimidation in any form (even when the student is willing to participate) is not allowed on campus. This includes, but is not limited to initiation or pre-initiation into student organizations, clubs, or athletic teams.
Compliance with Non-Discrimination Laws and Regulations
At Providence Christian College, the discrimination of individuals based on race, gender, socio-economic status, age, physical disability, or cultural differences is strictly prohibited on the grounds that it is antithetical with the gospel of Christ and his Word and is illegal under the laws of the United States and the state of California.

Providence Christian College operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs and activities and in its employment decisions. Such laws and regulations include:
1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin in the programs and activities of the College. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the College's tax-exempt status.
2. Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on sex, race, religion, color, or national origin.
3. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of its programs and activities.
4. The Americans with Disabilities Act of 1990 (Public Law 101-336), the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications, and transportation.
5. The Age Discrimination Act of 1975, which prohibits age-based discrimination against persons of all ages in programs and activities of the College.
6. The Age Discrimination in Employment Act of 1967, which prohibits discrimination against persons aged 40 and over regarding employment decisions.
7. Title IX of the Education Amendments of 1972, which prohibits all forms of discrimination on the basis of gender (including sexual harassment) in programs and activities of the College, except where the College has been granted exemptions based on its religious tenets.

As a religious institution, Providence is exempted from certain provisions of the above laws and regulations relating to discrimination on the basis of religion.

Harassment and Assault Policy
It is the policy of Providence Christian College to maintain a healthy environment and Christian community which provide a place for spiritual growth, work and study free of all forms of harassment, sexual intimidation, and exploitation. All students, staff and faculty should be aware that the College is prepared to take action to prevent such intimidation and exploitation, and that individuals who engage in such behavior are subject to discipline.
Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Such behavior has no place at Providence and will not be tolerated.
Additionally, the following behaviors are explicitly prohibited at Providence Christian College and will be treated with the utmost severity and care: rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

- “Rape” is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
Consent - Regarding consent for sexual relations, the state of California recognizes a “yes means yes” standard. What this means is that affirmative consent must be given by both parties of the sexual activity. Affirmative consent is marked by a conscious, affirmative, and voluntary agreement to engage in sexual activity. A lack of protest or silence does not qualify as consent. Past sexual activity or a history of a dating relationship also fails to qualify as an indicator affirmative consent.

- “Acquaintance rape” refers to a rape by a person known to the victim.
- “Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- “Dating violence” refers to violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- “Sexual assault” is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.
- “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

Regarding consent for sexual relations, the state of California recognizes a “yes means yes” standard. What this means is that affirmative consent must be given by both parties of the sexual activity. Consent is defined as an unambiguous and willful participation or cooperation in an act or as an attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate in a specific sexual activity, are positive and clear in their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures, body language or attitude. A prior sexual history between the complainant and respondent does not constitute consent. Consent is not freely given if one of the following applies:

a) The individual is unable to make an informed decision as a result of alcohol, drugs, or other impairing/intoxicating substances (including but not limited to predatory drugs or prescribed medications); or

b) The individual is unconscious, asleep, or suffering from shock; or

c) The individual is under the age of eighteen and therefore legally unable to give consent; or

d) The individual has a known mental disorder or developmental or physical disability, and therefore legally unable to give consent.

It is important to note that in the College process, use of alcohol does not diminish personal responsibility or act as a mitigating factor in disciplinary sanctions should a violation be found to have occurred.

None of these actions reflect a Christian attitude or commitment and all adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work environment constitutes a violation of the College's spiritual and/or educational standards, objectives and goals; and such misconduct will not be tolerated.
Under the direction of the appropriate administrator, the College will thoroughly investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student or employee will be informed of the action taken. These College officials will also take action to protect the reporting student or employee, to prevent further harassment or retaliation, and as appropriate, to redress any harm done.

It is the policy of the College not to tolerate any such harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Any individuals engaging in such conduct contrary to the College policy may be personally liable in legal action brought against them. A student or employee who feels that he or she has been sexually harassed may meet with a person officially designated to receive reports of discrimination, and to work for resolution in such situations.

**Procedure for Processing Complaints of Unlawful Discrimination, Including Sexual Harassment and Assault**

**I. Intent of the Procedure**

Providence Christian College is committed to maintaining the College environment as a Christian community that provides a place for spiritual growth, work, and study free of all forms of unlawful discrimination and sexual harassment. The intent of this procedure is to implement all applicable civil rights legislation and to make a good faith effort to ensure that no person shall, on the basis of race, ethnic group identification, national origin, age, sex, color, or physical or mental disability, be unlawfully subjected to discrimination under any program or activity offered under the control of Providence Christian College. Complaints of sexual harassment are included in the complaint procedures described below (for purposes of this procedure, all references to sexual harassment include instances of sexual assault). It is the intent of these procedures to allow for the prompt and equitable resolution of all complaints.

**II. General Provisions**

A. Coverage:

These procedures apply to the processing of complaints arising from alleged unlawful discriminatory actions including sexual harassment. Any student, applicant for admission, employee or applicant for employment (administrative staff or faculty) who believes that he or she is a victim of discriminatory action may file a complaint under these procedures. Student or employee complaints based on grounds other than discrimination should be pursued under the grievance and appeal procedures contained in the student handbook, faculty handbook, employee handbook, or other applicable mechanism.

B. Definitions:

1. Complainant: The complainant is an individual or group of individuals who believe that unlawful discrimination or sexual harassment may have or has occurred.
2. Respondent: The respondent is an individual or group of individuals against whom an allegation of unlawful discrimination or sexual harassment is made.
3. Complaint: A complaint is an allegation that a student, employee or applicant for admission or employment has been subjected to unlawful discrimination or sexual harassment.
4. Preponderance of Evidence: Standard of determining the validity/outcome of a complaint. Preponderance infers it is more likely than not, that the alleged incident did or did not occur.

C. Title IX Coordinator/s:

The Title IX Coordinator maintains authority over the compliance and adjudication of all Title IX complaints and all other complaints of unlawful discrimination under this procedure.
If the complainant does not meet requirements of the procedure, the Title IX Coordinator shall immediately notify the complainant of the specific deficiencies of the complaint.

D. Retaliation Prohibited:
Any retaliatory action of any kind by an employee or student of the College against any other employee, student, or applicant of the College as a result of that person's seeking redress under these procedures, cooperating with an investigation, or other participation in these procedures is prohibited and may be regarded as the basis for disciplinary action.

E. Privacy:
The privacy and confidentiality of the parties shall be maintained to the extent possible during the processing of a complaint.
College response may be hindered and limited with a complainant desiring anonymity and/or inaction. The College may be obliged to pursue an alleged sexual assault through internal disciplinary procedures without the cooperation of the complainant. In such instances, the College will inform the complainant of its obligation to address a community safety issue.

F. Resolution Options:
Individuals are encouraged to use this procedure to resolve their complaints of unlawful discrimination or sexual harassment. However, they may also file a complaint at the beginning, during or after use of Providence's complaint procedure with:
U.S. Department of Education
Office of Civil Rights
50 United Nations Plaza
Room 239
San Francisco, CA 94102

or

U.S. Equal Employment Opportunity Commission
111 N. Market Street
Suite 810
San Jose, CA 95113

III. Processing of a Complaint
Any person who believes he/she has been discriminated against, sexually harassed, or sexually assaulted may file a complaint with the Title IX Coordinator. In order for a complaint to be processed, the complaint must be filed within 120 days of the alleged unlawful discriminatory action or harassment, or within 120 days of the complainant learning of the discriminatory action or sexual harassment unless unusual circumstances exist that would extend the time for the filing of such a complaint as determined by the Title IX Coordinator.
Additionally, individuals are strongly encouraged to report alleged incidents of sexual assault immediately to the department of student life and/or other local law enforcement. Student life personnel will assist and advise regarding the importance of preserving evidence for the proof of a criminal offense and to whom the alleged offense should be reported.
However, it is the individual's decision whether or not to file a police report or to pursue civil action against the alleged perpetrator. Individuals will have access to support and referral services on-campus regardless of whether or not she/he decides to report the incident to local law enforcement.
V. Formal Procedures

Where informal complaint procedures are not possible or appropriate or fail to satisfactorily resolve the matter, the complainant may file a formal written complaint with the Title IX Coordinator.

A. On the Unlawful Discrimination/Harassment Complaint, the complainant shall describe in detail such alleged unlawful discrimination or sexual harassment and the action the complainant requests to resolve the matter. All written complaints shall be signed and dated by the complainant and, where known, shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged unlawful discrimination or sexual harassment. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, if possible.

B. Within five (5) working days after the receipt of the signed complaint, the Title IX Coordinator will review the complaint to determine whether it describes the kind of unlawful discrimination or sexual harassment which is prohibited under these procedures, and whether the complaint sufficiently describes the facts of the alleged misconduct. If the complaint does not describe the kind of prohibited conduct the College investigates under these procedures, the complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding the alleged misconduct, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

C. Within ten (10) working days of receiving the complaint or amended complaint, the Title IX Coordinator shall act as investigator or shall appoint one or more investigators to act alone, together or in conjunction with the Title IX Coordinator to investigate the charges, and shall notify the President and the respondent that a written complaint has been received and a formal investigation has begun. For allegations involving sexual harassment, the Title IX Coordinator will determine whether "interim actions" should be taken. This process seeks to assess the need to remove any person from campus deemed an immediate threat or danger to any member of the campus community or to take other temporary actions to protect the safety of the complainant. The College will investigate claims of sexual harassment/sexual assault even if the complainant does not wish to pursue disciplinary or legal action. Additionally, if the complainant desires to press legal charges, local law enforcement may also conduct a formal investigation.

D. The investigator(s) shall within ten (10) working days of the complainant's referral to the formal complaint process, commence an investigation of the alleged unlawful discrimination or sexual harassment. The investigator(s) shall meet with the complainant to review the nature of the complaint and identify the scope and nature of the investigation. The investigator(s) shall also meet with the respondent to present a copy of the complaint and this policy, to receive the respondent's answer to the complaint and to review with the respondent the scope and nature of the investigation. Any written response from the respondent shall be given to the complainant.

E. The investigator(s) shall thoroughly investigate the complaint. Prior to completing the investigation, the investigator(s) shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any others the investigator(s) should speak with, and to request any additional information.

F. After completion of the investigation, the investigator(s) shall meet with the senior staff member designated below. The appropriate Vice-President shall be responsible for reviewing the report of the investigator(s), making factual determinations, and reaching a conclusion regarding the charges and appropriate disciplinary sanction, if any, in consultation with the Title IX Coordinator.

1. If both parties are undergraduate students: Dean of Student Life.
2. If one or both parties are administrative staff members: Vice-President of Business Services, unless the complainant or respondent is a College Services employee, in which case the Dean of Student Life.
3. Any case not covered above: Dean of Student Life.

G. Within sixty (60) calendar days of receiving the complaint, the investigation shall be completed and a determination shall be made. A preponderance of evidence standard will be utilized. The Provost or other appropriate Vice-President shall forward to the complainant and respondent all of the following:

1. a summary of the investigative report;
2. a written notice setting forth:
   a. the findings of the appropriate Vice-President as to whether unlawful discrimination or sexual harassment did or did not occur with respect to each allegation in the complaint;
   b. a description of actions taken, if any, to remedy any unlawful discrimination or sexual harassment that occurred, and to prevent similar problems from occurring in the future;
   c. the complainant's and respondent's right to appeal the determination either as to the finding or to the appropriateness of the recommended actions.

VI. Appeal Rights

A. If the complainant or respondent is not satisfied with the results of the formal level administrative decision, the complainant or respondent may appeal the determination by submitting written objections to the Title IX Coordinator within ten (10) calendar days of the receipt of the determination.

B. The appeal shall be considered by a committee comprised of five (5) persons selected from a standing list of faculty, administrative staff and students available for such purpose (unless the matter involves only employees in which case only faculty and administrative staff may be committee members). The complainant and respondent shall each select one committee member. The two members so chosen shall select a faculty member (from the standing list) who shall be the third committee member. The Title IX Coordinator involved in the matter shall each select one committee member. The committee members chosen shall select one member to be the voting Chairperson for the committee.

C. Within thirty (30) calendar days of receiving the appeal, the committee shall consider the objections presented, review and evaluate the investigative report and findings of the appropriate senior staff member and any actions taken, and reach its conclusion (by majority vote) and communicate its conclusion in the form of an advisory recommendation to the President.

D. The President shall issue a decision in writing to the complainant and respondent within ten (10) calendar days of the receipt of the committee's recommendation, which shall be the final decision of the College in the matter.

College and Community Resources

The needs of someone who has been sexually assaulted vary from person to person and may vary over time. The College offers services and external resources, many of which may be accessed 24 hours a day, so that a person may choose what she or he would find most helpful and healing. The College urges anyone who has been sexually assaulted to seek professional support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for legal recourse including criminal prosecution and/or civil litigation. Even if the victim does not wish to report the event to the police or pursue civil litigation or formal College action, seeking medical attention as soon as possible is important. At any point that an individual is ready to come forward, Providence is prepared to help her or him. Providence offers educational and counseling resources through the department of student life.

Other Available Resources:
National Sexual Assault Hotline: 1-800-656-HOPE
Sexual Assault Crisis Hotline 24 hour: 714-957-2737
Local hospitals that have a SART (Sexual Assault Response Team):
Confidentiality/Legal Reporting Requirements
Providence will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information related to sexual assault. The degree to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles. They include counselors at the Fuller Counseling Center, medical clinicians, clergy and sexual assault counselors. Exceptions to maintaining confidentiality are set by law; for example, physicians and nurses who treat a physical injury sustained during sexual assault are required to report to law enforcement. Also, physicians, nurses, psychologists, psychiatrists and social workers must report a sexual assault committed against a person under 18 years of age to a child protective agency. Information shared with other individuals is not legally protected from being disclosed.

Security and Fire Safety Reporting
The college maintains a page on the college website that annually reports security and fire safety information to the public as required by the Higher Education Opportunity Act (HEOA 2009). By October 1 of each year, a security and fire safety report will be posted to the college website and will include all federal requirements for compliance, including the security and fire statistics for the most recent three calendar years (beginning in 2009). These reports will be available in printed form upon request.

Upon written request by the alleged victim of any crime of violence or a nonforcible sex offense, the results of any disciplinary proceedings conducted by the college against a student who is the alleged perpetrator of such crime or offense will be released to the victim. If the alleged victim is deceased as a result of the crime or offense, the information will be provided, upon written request, to the next of kin of the victim.

Violence
Violent acts or threats of violence will not be tolerated. Any comment (verbal or written) or action that intimidates or harms another individual will be addressed by the director of Resident life and Student Activities. Students inflicting harm on themselves or others will be treated seriously and referred to the proper disciplinary or counseling process.
Academic Policies and Procedures

Faculty
Dr. John Cunningham, Director of First Year Seminar
Mrs. Juliette De Soto, professor of English
Dr. Whitney Gamble, professor of Biblical & Theological Studies
Dr. Ryan McIlhenny, professor of History
Mr. John Milton, professor of Business
Dr. Russ Reeves, professor of History
Dr. Scott Swanson, professor of Biblical & Theological Studies

General Information
Any student who has questions or concerns regarding academic affairs should speak with his or her faculty adviser, the registrar, or the provost. The college catalog also includes more detailed information regarding academic policies and requirements (http://www.providencecc.edu/academics/catalog/).

Academic Advising
Providence follows an intake model for advising. When a student is admitted to Providence Christian College, an initial (intake) adviser (e.g. staff or faculty member) is appointed to provide the student assistance in developing a program of study, to monitor progress toward completion of that program, and to guide the student into a vocational calling. During registration periods, the adviser helps select courses that meet the goals of the student’s program. Once the student selects an area of concentration, he/she will be appointed to a faculty adviser on the basis of the student’s interest (generally by the end of the first year).

Academic Etiquette
Providence has a strong, respectful academic climate on campus, which means that we have high expectations for academic work. It is expected that assignments given to students will be completed, and students will be prepared for each and every class. Students should also dress appropriately for an academic setting. If a student is not able to make class, it is his/her responsibility to contact the professor as soon as possible before the class period. Professors at Providence are all very committed to helping students succeed; however, it is the responsibility of the student to initiate this assistance. Students should attend office hours or study sessions hosted by the professor if they need assistance.

Academic Freedom
As an academic community, Providence Christian College is committed to the wholehearted pursuit of genuine Christian scholarship and teaching. Students and faculty are free to explore, investigate, and engage all of creation in pursuit of truth.

Providence builds on Anselm of Canterbury’s definition of theology as “faith seeking understanding” by applying it to all aspects of study. Faith is not an obstacle to academic inquiry, but is a necessary precondition for the pursuit of truth. The context for interpreting knowledge from any source is the biblical world view, and the ultimate standard for determining the validity of truth claims is the teaching of the scriptures of the Old and New Testaments.
Academic Integrity
All Providence students will be expected to uphold the highest level of academic integrity. Any breach of this trust will be taken seriously by all members of the college community. While God calls us to show integrity in all of our relationships, as an academic institution we are specifically concerned about the following areas:

1. **Cheating** – this involves the unauthorized use (or attempted use) of another person’s work on an exam or assignment, or using (or attempting to use) unauthorized notes during an exam or assignment. This also includes allowing one’s work to be used by other students in an unauthorized way.

2. **Plagiarism** – this involves misrepresenting an intellectual work (written material, ideas, artistic work) as one’s own. This can also include falsifying or incorrectly citing sources. Students should be familiar with the plagiarism information in the college writing handbook.

3. **Dishonesty** – this involves deceiving one’s instructor or classmates regarding missed deadlines, absences from class, or forging a signature, among other practices.

Academic Resource Center (ARC)
If a student struggles understanding the course material, he/she should first contact the professor for help outside of class. Usually, the misunderstanding or miscommunication can be cleared up at this level. However, if a student is still having academic difficulties, he/she may then contact the Academic Resource Center (ARC), located in the McGavran Hall, or the ARC director. At this point a tutor will be asked to facilitate understanding of the concepts. The ARC can help students with subject tutoring, editing of student essays, remedial training, and additional academic issues. It is important to contact the ARC to schedule a meeting to ensure that a properly trained staff member will be available to meet your needs (arc@providencecc.edu).

The ASCC also provides career preparation and support. This includes hosting sessions about resume writing, interviewing, and job search skills. In addition, the ASCC has information about local job openings in the community.

Attendance
As part of the covenantal agreement to which both instructors and students have committed, students are expected to attend all class and laboratory sessions for which they have registered. Instructors are free and responsible to establish, place in their course syllabi, and enforce attendance policies for their classes. Any penalties or makeup privileges for absences are left to the discretion of the instructor.

Core Curriculum
The Core Curriculum of a college or university transmits the central identity and character of the institution. The Core Curriculum at Providence Christian College has been designed with this in mind. It seeks to represent the unique features that make Providence distinctive among other institutions of higher learning. A more detailed explanation of the Core is found in the College Catalog. If you have any questions regarding the Core, please speak with your academic adviser, the registrar or the academic dean.

Graduation Requirements
Upon recommendation of the faculty and approval by the board of directors, the degree of Bachelor of Arts is conferred upon students who have met the following requirements for graduation:
1. A minimum of 126 total semester hours of credit. All students must complete their last year in residence and at least nine upper-division credits in their major to graduate from Providence. Ordinarily, the last 62 credits must be taken at Providence.
2. A minimum grade point average (GPA) of 2.00 (4.00 scale) in courses taken at Providence and in the major. Students must also earn a C or better in each concentration course numbered 300 or higher.
3. Completion of the Providence Core Liberal Studies Curriculum.
4. Completion of at least two areas of concentration.
5. Fulfillment of Student Life requirements as evaluated by the following criteria:
   a. Membership in a local church
   b. Avodah Experiences (Excursions and Immersions)
   d. Student development participation
   e. Completion of an approved cross-cultural experience
Appendix A: The Technology Purpose Statement and Acceptable Use Policy

In order to fulfill our college vision to engage God’s world in the 21st Century, our students must be firmly grounded in both technological knowledge and a critical, Christian perspective on technology. This flows logically and faithfully from our Reformed perspective on all of life being under the lordship of Christ. While seeking God’s will is important in all areas of life, technology’s ubiquitous nature demands our faithful work in this area. Also, with regard to technology usage, it seems that “out of the same mouth come[s] praise and cursing” (James 3:10); therefore, we must carefully evaluate our usage of this powerful and confusing tool in our society. Additionally, technology is such a driving force in today’s society that if not considered in light of God’s word, it will soon “drive the ship” as is apparent in much of the secular world. Further complicating things, there are so many competing philosophies on technology usage, even within the Christian community; therefore, a clear statement of beliefs – a theology on technology – is vital before we proceed. Providence Christian College accepts the following points of philosophy, goals, and acceptable usage practices regarding technology.

Technology must be viewed as part of the cultural mandate. Technology is definitely a vital part of human cultural activity and, as such, falls under the Cultural Mandate given to us by God in Genesis 1:28. Therefore, we should not give into the temptation to “wash our hands” of technology and withdraw completely from the technological issues of the day. We have a command and responsibility to be actively participating and contributing to this area of life. This includes evaluating all areas of technology with fiscal and ecological stewardship and responsibility and from a Christian perspective.

Technology should be viewed as NOT neutral. While it seems pragmatically easier to state that technology is neutral and is able to be used for good or evil, this discounts God’s normative creation. By beginning with God’s normative will for creation, we have a much stronger foundation than a “value-less” human perspective. It is true that technology can be used for good or evil, but by affirming that technology is created by God as good, this fact elevates our responsibility to act out the cultural mandate in this area. We work faithfully to redeem this area of the fallen creation, acknowledging both God’s sovereignty over technology and the fallen aspects of technology.

Technology must be evaluated from a Christian perspective. First, we affirm that God’s word establishes normative principles in regards to technology. Because technological issues are not explicitly discussed in scripture, it is our responsibility to consider biblical principles in regards to technology. Through prayer, a careful reflection on God’s Word, and godly counsel, we will be able to discern God’s will in regards to technology.

Technology must fulfill our calling to love God and our neighbors. We need to guard against the busyness that much of technology breeds, for this distracts from the listening relationship that we should have with God and His Word. Technology should be used to grow closer to God and our neighbors. It should be used as a tool to strengthen communication among all members of our community.

Technology must facilitate the educational mission of the college. Providence Christian College is, primarily, an educational institution, and therefore, the technology must be evaluated in light of educational goals and objectives. Technological developments and
expenditures need to assist student learning. The implementation and use of technology in the classroom and on campus should be a transparent tool to be utilized by college faculty and staff, but should never be an end in itself.

**All members of our community must be able to evaluate technology from a Reformed, Christian perspective.**

Faculty, staff, and students need to be trained in using and evaluating technology from a Christian perspective. In order to express effectively our freedom and responsibility in the face of God’s normative principles on technology, we all need to spend time in training, reflection, and discussion on these issues. Due to the pervasive nature of technology in today’s world, a keen, critical eye on technology is of great importance.

Foundational statements informed by the following:


**Technology Goals**

The college’s information technology services will strive to …

- Provide appropriate technology to support student learning through academic development.
- Provide appropriate technology to support communication within the campus community.
- Provide appropriate technology to support engagement with the world.
- Provide appropriate technology to support effective administration of the institution.
- Encourage responsible use through policies, discussion, and accountability.
- Provide reliable service, appropriate tech support, and effective security in support of the institution.

**What the College Provides**

- College email account – providencecc.edu
- Populi accounts
- Network login information when appropriate
- Access to the college wireless network
- Phone/voicemail for full-time employees
- Classrooms equipped with functioning, current technology
- Training for faculty, students, and staff on technology usage

**What the College Expects**

**Laptop Requirements**

Each student is required to bring a laptop/notebook computer that complies with the minimum system requirements, as listed on the college website.

**General Expectations of Responsible Behavior**

All members of the college community are expected to use technology in God-honoring ways. This flows naturally out of our calling to live lives of thankful obedience as Christians. We must all strive to do what God commands and flee from sinful thoughts and behaviors. Additionally, due to the pervasive nature of technology today, all members of the college community must use Christian wisdom and discernment in technology usage. We recognize that the way to do this is to have a strong, consistent Christian walk filled with, among other things, personal devotions, church attendance, and Christian friends willing to hold us accountable.
**Filtering** -- To assist in holding each other accountable, the college has installed a “gateway device” that filters for both content and internet usage. Computer usage reports will be reviewed regularly.

**Accessing Blocked Websites** -- If access to a blocked website is needed for legitimate academic or personal purposes, a written proposal needs to be submitted to the director of operations. This proposal needs to include the website address, the reason for accessing the site, and personal contact information. A decision on access will be made within 24 hours of the proposal submission.

**Specific Expectations of Responsible Behavior**

Because the college is the Internet Service Provider (ISP) for the college community, the college is responsible for requiring legal and appropriate usage of the internet service. While you are responsible for personal usage, the college can be held liable for inappropriate and illegal usage because we are providing the access. Therefore, it is important to remember that internet service is provided primarily for academic reasons and secondarily for personal reasons. While all Christian life standards outlined in the student handbook apply to internet usage, the following statements have been adopted to help guide us in internet usage.

**Internet Usage**

- Accessing, downloading, or viewing pornography, sexually-explicit images or messages is forbidden.
- Accessing websites that contain any messages or images that can be construed as disparagement or harassment is not permitted.
- Internet gambling is not permitted.
- Internet gaming should be carefully discerned based on levels of violence, sexuality, and language.
- Usage of personal time and network resources needs to be carefully monitored to maintain appropriate levels of stewardship.
- Discernment is needed when posting information and images on public social networking websites, e.g., facebook. Inappropriate material or information that is harmful to the college community will be addressed by the proper college administrators.
- Downloading appropriate files, images, music, and presentations is acceptable as long as copyright laws are not violated.
- Use of programs that support Peer-2-Peer sharing are not permitted. The majority of music, video, games, and programs acquired through the use of file sharing programs, networks, and websites are being distributed without permission and are illegal. By default many of these programs, networks, and websites share files automatically, which complicates matters further. Because of the deceptive nature of these sites, you may be violating the law and not even realizing it. Be sure that what you are downloading is legal.

**Email Usage**

**General Guidelines**

- The college provides email accounts to promote positive communication among members of the college community.
- Carefully construct email messages and be careful to whom you address, reply, or forward in your emails because you will be held responsible for what is sent through your email account. Emails are easily and often forwarded to unintended recipients, so be professional and caring in what you say about others.
• The transmission of inappropriate messages or images (including, but not limited to, racial / ethnic slurs, pornographic material, disparaging remarks, threats, or offensive humor) is not permitted.
• Be sensitive to email gossip. Do not circulate unverified or inappropriate information that is not beneficial to building community.
• Conflict resolution is best handled face-to-face. Do not vent or send confrontational messages to or about someone. If you have something to discuss with a person, go to that person, respectfully, and attempt to resolve the conflict biblically (Matthew 18:15-17).

Specific Guidelines (providencecc.edu accounts)
• The college is the email provider, and thus has access to any content sent via the providencecc.edu email accounts. The sender or the receiver should not assume any level of privacy. E-mail correspondence is not a secure form of communication; confidentiality cannot be guaranteed.
• Providence email accounts should not be used for mass advertisement mailings, solicitation for commercial ventures, or promotion of political agendas. An exception will be made for specific college approved organizations and events. To gain permission to send a mass email, contact the director of student life or the director of resident life and student activities (students) or the appropriate department supervisor (employees).
• Use your Providence email account as a tool for communication. Check your email regularly, at least daily, and respond in a timely manner when appropriate. Manage your email account so that it doesn’t use excessive college resources, i.e., retaining large, unnecessary files.

Telecommunication Usage
• The telephone and voice mail system for full time employees is established to facilitate communication and build community. Any use of these systems that does not accomplish this goal is inappropriate.
• Voice Mail Maintenance (full time employees). Set up your voice mail account (with an appropriate message) and check it daily for messages. Make sure that you occasionally delete old voice mail messages so that the system can work most effectively.
• Personal local calls are free from the land lines provided; personal long distance calls should be made with a calling card or personal cell phone.
• Personal cell phone use should be conducted respectfully. It is not appropriate to use your cell phone when in the classroom, library, chapel, or Café. Use common courtesy when answering or making a call and follow the cell phone etiquette:

Cell Phone Etiquette
• Don’t subject others to your conversation. If you receive a call in a place where others are forced to listen to your conversation, then you should excuse yourself or allow the call to go to your voicemail.
• Don’t disturb others with your cell phone ring (volume and ring tone). Only set your ringer to the loudest volume setting if absolutely necessary. Others only have to hear your “cute” ring tone once before it becomes annoying. Remember, not everyone loves your taste in ring tone music.
• Turn your cell phone’s volume to “silent” or, better yet, turn it completely off or leave it behind during class times, public performances, chapels, church services, meetings, or during your student employment shift.
- Give it a rest -- a cell phone is a tool not a lifeline. It is not healthy to become overly dependent on this mode of communication. Put the cell phone away, and foster face-to-face communications to build relationships with others in the college community.
- Unless in an emergency, finish one conversation before beginning another. By allowing your cell phone to interrupt a face-to-face conversation, you are telling the person standing next to you that the person on the phone is more important than he/she is. Nobody has said that if your cell phone rings, you have to answer it. Utilize your voicemail.

**Respecting other’s property**
We must act as stewards of the college’s information technologies; therefore the following uses are **unacceptable**:
- Theft or unauthorized use of tangible property, intellectual property, college data, or college information technology resources (e.g. unauthorized copying of copyrighted software, documents, and intellectual property including movies and music, unauthorized use of college resources for illegal, commercial, profit-making, or any other purposes other than those approved by the college)
- Use of unauthorized software or devices on the college network that bypass the college’s network security, interfere with operation of the college network or provide unauthorized services on the network (e.g. switches, hubs, repeaters, wireless access points, modems)
- Using large amounts of file-server space (e.g. storing personal music, digital images, etc. that do not pertain to the educational, research, or service activities of the college or administration thereof)
- Using unnecessarily large amounts of server space (e.g. posting large files unrelated to the educational, research, or service activities of the college or administration thereof)
- Unauthorized access, or attempted access of the college administrative network
- Obtaining, possessing, using, or attempting to use someone else’s password, PIN, voicemail ID or any other unauthorized access to someone else’s electronic files, mail, voicemail, or granting access to college information technology resources to unsanctioned users (e.g. giving out your password so an unsanctioned user can access the college’s information technology resources)
- Misuse of printers and printer supplies (e.g. excessive printing for personal use, or printing extensive source materials such as online books or portions of books)

**Respecting other’s need for access**
No sanctioned user may usurp information technology resources that interfere with the educational, research, or service activities of the college or the administration, therefore the following uses are **unacceptable**:
- Anything that negatively affects the college’s network bandwidth (e.g. running any program that generates a large volume of network traffic, downloading movies or the prolonged use of streaming video/audio)
- Destruction or potential destruction of resources by the use, ownership, or distribution of viruses, worms, Trojan horses, spam, spyware, chain email or other destructive programs

**Accountability and Discipline**
As a Christian community, we are responsible for holding each other accountable. Take this command seriously. If you personally witness someone using technology inappropriately, follow biblical standards of confrontation and resolution.
If the violation cannot be resolved personally or if it affects the greater college community, you should report the incident to the director of student life (students) or to your supervisor (employee). This report should be made in writing to the appropriate authority, including any supporting documentation of the incident.

Any violation of college policy regarding technology usage will be handled through the proper disciplinary means. This may include use of all disciplinary tools up to and including dismissal. While each disciplinary situation is unique and may be handled in different ways, most of the violations will be handled in the following way (all of which will be documented in the student’s file):

1. Verbal Warning
2. Written Warning
3. Temporary Restriction of Internet Usage
4. Permanent Restriction of Internet Usage
5. Probation
6. Suspension
7. Dismissal

In addition, the disciplinary body may require restitution/fines, counseling, parental and/or church notification, or college service if they feel it best fits the violation.

You must comply with requests from proper college administrators to discontinue activities that are in violation of the above policies or threaten the operation or integrity of computers, systems or networks.

By signing this user policy, I hereby certify that I have read the above statement and do agree to abide by the conditions stated as long as I am a member of the Providence Christian College community.

Signature ___________________________________________ Date________________

Printed Name __________________________________________________________
Appendix B: Student Employment Handbook

Providence Christian College

Student Employment Handbook

The mission of Providence Christian College as a Reformed Christian institution is to equip students to be firmly grounded in biblical truth, thoroughly educated in the liberal arts, and fully engaged in their church, their community, and the world for the glory of God and for service to humanity.

Student employment serves to assist in the educational program of the college by providing financial resources for the students to help pay for college and by training students to be effective Christian employees to impact the world for God.
General Information:
- Students involved in on-campus employment are viewed as part-time employees of the college.
- Work assignments are issued for the full academic year (fall & spring semesters).
- If a student is terminated or quits during a semester, student employment is no longer available for the duration of that current year and may impact whether student employment will be available for future years.
- Funding for the student employment program comes from the college and from federal work study funds.
- Students must participate in the electronic transfer / direct deposit program for payroll funds.
- Fifty percent of the gross wages are directly applied to the student’s account balance. This percentage can be increased at any time. When the student’s account balance and the current academic year are all paid in full, the student can request the full wages (or any percentage) be paid to him/her or applied to next year’s student account.
- Student employees get paid at the wage of $8/hr.

Statement of Non-Discrimination
Providence Christian College considers students for employment without regard to gender, race, color, national or ethnic origin, or disability.

Forms / Documents Needed:
- Student Employment Application
- Direct Deposit Form
- Driver’s License
- Social Security Card
- W-4
- I-9
- State DE 4
- IIPP (Illness and Injury Prevention Program)
- Physician Pre-designation form (worker’s comp)

Jobs Available
On-campus positions are available in the following general areas:
- Office / Clerical
- Teacher’s Assistant / Academic Skills Center
- Admissions / Development
- Library Assistant
- Student Life

Expectations
Student employment during the college years helps prepare students for full-time employment following graduation; therefore, we expect students to act professionally and responsibly in regards to their student employment assignments. This includes communicating well with their supervisor and fellow employees, dressing appropriately for the assigned position, and working diligently to complete tasks to the best of their ability. Overall, students should respect and obey those placed in authority.
over them. If students are not working at an acceptable level they may be removed from the student employment program. Each position will have specific job expectations that will be required.

**Employee Training and Orientation**
During the first week of employment, each student is required to attend a training/orientation session led by the supervisor that focuses on specific policies/procedures, safety measures, job expectations, etc.

**Work Schedules**
The student employee program is set up with the understanding that the students are called to be students first and foremost. Therefore, work schedules should never interfere with class, chapels, Avodah Excursions, or other required activities. In the case of scheduling conflicts, the supervisor and the student need to realize that fulfilling the role as a student comes first. It is also important for our students to learn how to solve scheduling conflicts responsibly, so each student is asked to handle the situation without causing another person additional hassles. This includes looking at the schedules far enough in advance to find a replacement, re-arrange the work schedule, or speak to his/her supervisor (among other things).

**Number of Hours**
The college feels that 8 hours a week is a reasonable amount of work to ease the financial burden of the student as well as allow enough time for his/her academic work. Therefore, each student employee will be initially scheduled for 8 hours per week. There may be extraneous circumstances or additional opportunities that will allow students to work more or less hours during the week.

**Breaks and Rest Periods**
Employees are entitled to a paid 15-minute break after 3 hours of work and an unpaid 30-minute break after 5 hours of work. This break time is set by your supervisor.

**Attendance**
Scheduling is done with enough notice so that employees will be able to show up at every shift. However, there are circumstances that may cause an employee to miss a shift. In these cases, it is the responsibility of the employee to contact his/her supervisor in person or on the phone (phone messages or emails are not acceptable). Any unexcused absences will be documented in the student’s employee file. After three unexcused absences the matter will be referred to the Director of Student Life.

**Personal Activity**
Please conduct personal business outside of your shift. In essence, while you are being paid by Providence, you need to be doing Providence work. Personal business includes but is not limited to the following:

- Answering a personal call or email.
- Communicating via Instant Messenger or other telecommunication device for personal uses.
- Using the work computer (or your personal laptop) to search the internet, play games, listen to music, or conduct personal work.
- Studying or completing school work (unless your job/supervisor allows for it).
- Eating or drinking.
**Be a Professional**
Professional Student Employees …

- Report to work on-time, ready to work with a cooperative and positive attitude.
- Attend to assigned duties on the job, and do not conduct personal business while at work.
- Take full responsibility for the results of their efforts and actions.
- Effectively communicate with peers and their supervisors to meet the goals of the department.
- Continually seek to complete tasks above-and-beyond the call of duty. They are self-motivated and look for ways to help.
- Understand the principles and practices of ethical and professional conduct involving personal responsibility, honesty, and confidentiality.
- Notify their supervisor of work schedule changes due to projects or exams.
- Maintain satisfactory academic progress and notify their supervisor of any concerns or challenges.
- Take pride and satisfaction in the work they do individually and as a part of a team.

**Dress Code**
It is important that each employee report to work properly groomed and appropriately dressed. Employees are expected to dress neatly and modestly, in a manner consistent with the nature of work performed. Students should consult with their supervisor as to acceptable, appropriate dress for their particular work area.

**Student Evaluations**
Each student will be evaluated officially once per year by his/her supervisor. This evaluation will be completed with the student to celebrate strengths and identify areas of improvement. This is also an opportunity for you to make suggestions and raise your own concerns.

If students are not working up to expectations, the supervisor should spend time clarifying expectations and identifying the student’s deficiency. They should work together to come up with a plan for improvement. If the problem is not resolved after multiple attempts between the student and supervisor, the Director of Student Life will be contacted for assistance.

After repeated documented meetings with the supervisor and Director of Student Life, a student may be terminated from student employment. Causes termination vary but may include excessive unexcused absences, disrespect/disobedience, poor job performance, inappropriate actions/comments, etc.

**Problems and Grievances**
If a problem arises, or you feel you have been treated unfairly, you should seek resolution with the appropriate people by following the Biblical admonition to go to the offending or offended person before taking the matter to a higher authority. Since the foundational relationship is that of brothers and sisters in Jesus Christ, the Bible’s instruction for dealing with grievances must be followed. Matthew 5: 23-24 and 18: 23-24 offer such instruction. This person is to go directly to the other, without sharing information with persons who have no need to know, and seek reconciliation. If you fail to reach a satisfactory understanding, you should talk it over with your supervisor or take the matter to that person’s immediate supervisor.

You should notify your supervisor of your intent beforehand. Supervisors and department heads have a joint responsibility to be aware of and to work together to resolve such employee-supervisor matters in a biblical and mutually beneficial manner. If for some reason you should be unable to resolve the problem through the above procedure, you may discuss the problem with the Director of Student Life.
The employment relationship between students and the college is an “at-will” employment relationship. If student employment is terminated, this action becomes part of the student’s work record for future reference.

Reasons for termination include, but are not limited to, the following:
1. working during scheduled class or lab times
2. failure of the student to complete the required number of hours
3. failure of the student to perform quality of work expected
4. consistent failure of student to show up for work or submit time cards weekly
5. dishonesty, including falsifying time cards
6. any conduct deemed gross misconduct by FA Office and/or Student Life Office

Disciplinary Procedures are as follows:
1. Initial warning/counseling: Student will be informed of unacceptable performance and presented with an acceptable way to correct the problem.
2. Formal written warning: The supervisor will call a meeting with the student employee. The supervisor will issue a “Formal Written Warning” for the uncorrected problem, along with suggested solutions to the problem. Both the supervisor and student employee will sign and date the warning sheet. The original warning and any additional pertinent information will be sent to the FA office.
3. Termination: If there is no improvement after the written warnings and meeting with the supervisor and, if necessary, the Director of Student Life, the student will be contacted by the Director of Student Life and be terminated.

**Hiring Process**
Student Employment assignments are for the entire academic year. At the end of the spring semester job information for the fall of the next school year will be posted.

The process for applying for an on-campus job is as follows:
- Pick up a job application in the front office or from the Financial Aid Office.
- Look through the application and job descriptions, choose which department you would like to work for, fill out the application and turn it into the supervisor of that department. For example, if you would like to work in the Admissions Department turn in your application to the Director of Enrollment and Admissions, or if you want to work in the Library, turn your application into the Head Librarian.
- A list of supervisors and their contact information is on the application.
- Supervisors will look at all applications; choose who he/she will interview for that position and hire those who they feel would be best qualified for the job.
- You will be notified by the supervisor if you have been hired for the job or if not you will be notified by email that you were not selected.
- Students will be sent a reminder email in August of their Student Employment Positions.

**Time Cards**
Your supervisor will explain the system for your department.

**Federal Work Study**
This program offers students an opportunity to earn wages to help meet the cost of education. The amount a student may earn will be determined by financial aid need according to a student’s completed
FAFSA and the actual hours and wages of the Federal Work Study position. This program focuses on community service and at least one job must be in a “community-service” related area. Community service jobs that fulfill this requirement must perform family literacy activities in a family literacy project that provides services to families with preschool age or elementary school children or serve as a reading tutor for children who are preschool age or are in elementary school. Federal Work Study funds cannot involve constructing, operating or maintaining any part of a building used for religious worship or sectarian instruction.

**Specific Job Descriptions / Expectations**
The following is a list of job descriptions from most of the positions on campus.
These are very general; more specifics will be given during orientation or on-the-job training.

**Academic Support Center:**
- Meet with the director as arranged to discuss ASCC matters
- Serve as student mentors and/or help coordinate mentoring program
- Assist in the writing lab by conferencing with student writers, assisting with editing, research, and organizational matters
- Organize, promote, and/or administer study sessions
- Periodically proctor as test, upon request of the director
- Be available for peer tutoring and assistance with study strategies in the ASCC
- Conduct a survey mid-year among students to discover their needs for and experiences with the ASCC
- Clean all Providence classrooms in McGavran
- Assist director in providing workshops and guidance for students seeking career guidance

**Admissions Office:**
- Student will make phone calls to prospective students and enter resulting data into Populi
- Student will assist the Admissions Counselors as needed

**Business Office/Front Desk:**
- Answer all incoming calls on the college’s main phone lines
- Greet all guests and give directions
- Work on any office projects given by supervisor
- Assist with mailings
- Sort and deliver incoming mail
- Light cleaning/organizing as needed in office areas

**Library:**
- Be available at the circulation desk to assist patrons
- Check in/check out the materials for patrons
- Keep the library neat and clean
- Maintain a quiet environment for patrons who are studying
- Shelve books and periodicals properly
- Assist with Providence Library projects
- Assist with WCIU Library projects
Registrar’s Office:
- Needs to have an eye for detail and be able to keep quiet about confidential information
- Should have experience with Microsoft Word and Excel; working in Publisher will also be expected
- Filing and organizing files
- Updating files, checklists and layouts
- Occasionally editing or creating academic publications
- Assisting professors: copying, typing, possibly grading
- Setting up and analyzing course evaluations
- Tracking inventory of supplies
- Periodic cleaning of academic areas

Student Life:
Position: Office Assistant (these tasks will be assigned to the front desk workers)
- Input receipts/expense report information
- Assist with Avodah Excursion planning/logistics
- Make copies/collating packets of information
- Assist with parent/sibling mailings
- Update the Student Life website information

Position: Chapel Music Leader
- Assist the Chapel Organizer in planning chapels, especially the music
- Regularly lead chapel worship time
- Think critically about leading meaningful chapel worship times
- Study/learn more about effectively leading and planning worship (possibly at a worship conference or with local church leadership)
- Schedule regular practice times with musicians
- Train students who participate in chapel how to lead their specific portion on the chapel time
- Other tasks as assigned

Position: Chapel Organizer/Planner
- Work with Director of Student Life to plan chapel program theme for the year
- Plan bi-weekly chapels w/Chapel Music Leader
  1. Set the order of chapel
  2. Choose songs/scripture/readings that support the speaker’s message
  3. Coordinate student chapel participants (music leaders, readers, etc.)
  4. Set up PowerPoint slides with song lyrics and responsive reading info
- Run the PowerPoint during chapel
- Read/study/learn more about chapel worship planning through resources (as assigned by the Director of Student Life)
- Assist the Director in facilitation of the CARE groups program
- Other tasks as assigned

Position: Student Life Department Assistant
· Oversee the operation of the coffee cart
  1. Insure the cart is stocked with supplies each week
  2. Operate the coffee cart on campus during scheduled times
  3. Collect cash and submit it to the Director of Student Life regularly
  4. Promote the coffee cart around campus
· Cleaning
  1. Clean student lounge twice per week
  2. Assist the ASCC in cleaning classrooms as needed
  3. Clean Student Life staff offices
· Other tasks as assigned

Position: Vehicle Maintenance
· Reports to the Director of Student Life
· This person is responsible for all vehicle maintenance
· 7-10 hours per week
· Regularly insures vehicles are filled with gas and the interior is clean
· Semi-regularly check fluids, tire pressures, and washes cars
· Notices any irregularities/maintenance issues that need expert mechanic attention and reports them to the DSL
· This is a fairly autonomous position and demands a self-starter/hard worker
· The employee must pass a driving back ground check and be placed on the college vehicle insurance in order to work in this position (ideally this person will be over 21)

Position: Resident Assistant
· Makes rounds and reports incidents during on-duty hours 2-3 nights a week
· Attends weekly one-on-one meetings with RD and staff meetings
· Plans and facilitates hall meetings and form events
· Intentionally builds relationships with students in the residence hall
· Keeps other students aware of and accountable to school policies
Appendix C: International Student Handbook

INTERNATIONAL STUDENT HANDBOOK

INTRODUCTION

As a Reformed Christian institution, Providence Christian College is dedicated to preparing students who are firmly committed to biblical truth, thoroughly educated in the liberal arts, and fully engaged in their church, their community, and the world around them. At Providence, rigorous academic instruction and a Christ-centered world view are foundational to our college community. Classes have low student to professor ratios, enabling many personal interactions and mentoring opportunities. Providence students are making history, setting standards, and establishing traditions.

This handbook is written in order to help you with the application process and the transition to studying at Providence. The information provided here is just a small amount of the applicable regulations concerning international students. Before making decisions that might impact your eligibility to study in the United States, please contact the International Student Advisor (ISA). Booklet #1 and Booklet #4 in the If You Want to Study in the United States series from EducationUSA are very informative (http://www.educationusa.state.gov).

APPLICATION PROCESS

Having all the information required is essential for the Admissions Committee to make its decision regarding your application. Therefore, your application will not be considered until all the required documents have been received. We recommend that you begin the process approximately twelve months prior to the academic year in which you hope to enroll.

1. Providence Christian College Application for Admission (International Student): Complete the application either by typing or by printing legibly in blue or black ink. Be sure to sign the last page of the application.

2. Non-refundable US$ 25 Application Fee: If the complete application is received by December 31st, this application fee is waived. Otherwise, send the funds by money order.

3. Completed Essays: Two essay questions are found on page 6 of the application. Please type your responses (double spaced, 1 inch margins, size 12 font).

4. Official High School Transcript and/or National Exam Test Results: If your school is outside of the United States or Canada, please have your transcript evaluated by a current member of the National Association of Credential Evaluation Services (NACES). We require a course-by-course report. Please visit www.naces.org for more information.

5. Official Transcripts for Any/All Colleges Attended: If you have attended a college or university, have an official transcript sent to Providence. Again, if it is outside of the United States or Canada, please have it evaluated by a current member of NACES.

6. Educational History: Complete this summary of your educational history. Follow the directions given on the form.

7. Proof of English Language Proficiency: At this time, Providence does not offer English courses for non-native speakers. If English is not your native language or your secondary education was not conducted in English, you must demonstrate proficiency in English either by (1) a minimum IELTS band score of 7.0 (Academic or General Training) or by (2) a minimum
TOEFL score of 563 (paper-based test), 223 (computer-based test), or 85 (web-based test). Students need a minimum of 21 on the writing portion and the reading portion of the web-based TOEFL. In addition to the TOEFL test, you would be required to have a telephone interview.

8. **ACT or SAT Reasoning Test Results:** Typically, you must pre-register for the tests at least one month in advance of the test date. The results of either test are used for admissions as well as class placement. Currently, a copy of the results is sufficient as we do not yet have a school code for direct reporting. You will find more information on testing locations and test dates at [www.collegeboard.com/student/testing/sat/about.html](http://www.collegeboard.com/student/testing/sat/about.html) or [www.actstudent.org](http://www.actstudent.org)

9. **Academic Reference:** Please have a teacher, counselor, or administrator who knows your academic abilities well complete the academic reference and send it directly to the Office of Admissions. Providing an addressed and pre-stamped envelope is suggested.

10. **Pastoral Reference:** This reference may be completed by either your pastor, youth pastor, or an elder at your church.

11. **Financial Resources Statement:** International students need to provide financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the period of your intended stay. As there are limited funds available, it is essential for you to start looking early for sponsorship if you are unable to completely fund your tuition and living expenses. You may want to check with your church, various government agencies, or international organizations. Official documentation that supports the information provided on the form is required. This includes, but is not limited to, an official letter of employment to verify income, an official bank statement to verify resources, and a signed and notarized letter from each sponsor. You will also need this information when entering the United States at a port of entry (POE).

12. **Letter Requesting Financial Aid (optional):** There may be a possibility of limited funds being available for international students in the form of grants and scholarships. If there are extenuating circumstances that have not already been covered in the application process, you may write a letter detailing your need and what grants and scholarships you think you might be eligible for. See the course catalogue ([http://www.providencecc.edu/docs/PCCcatalog2006-07Finaledition.pdf](http://www.providencecc.edu/docs/PCCcatalog2006-07Finaledition.pdf)) for more details on grants and scholarships.

13. **Christian Leadership Reference (optional):** This reference is necessary to apply for the Christian Leadership Scholarship and is separate from the pastoral reference. See the course catalogue or contact the International Student Advisor for more details on this scholarship.

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**Helpful Websites**

http://www.educationusa.state.gov - If You Want to Study in the United States (an informative booklet series, especially booklets 1 and 4; published in several languages; look under publications)

[www.naces.org](http://www.naces.org) - Provides contact information for the current members of NACES

[www.collegeboard.com/student/testing/sat/about.html](http://www.collegeboard.com/student/testing/sat/about.html) - Information on the SAT Reasoning Test

[www.actstudent.org](http://www.actstudent.org) - Information on the ACT


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**VISAS**

In order to study in the United States, most non-U.S. citizens will seek an **F-1** (non-immigrant) student visa. This is the most common visa for those who wish to pursue academic studies in the United States. In order to apply for a visa at a U.S. embassy or consulate, you must first have a **SEVIS** (Student and Exchange Visitor Information System) generated document (I-20) issued by a college or university.
Plan on an **in-person interview** at the embassy or consulate which is required for most visa applicants. Each embassy and consulate sets its own interview policies and procedures regarding student visas. For current requirements and regulations, contact the U.S. embassy or consulate nearest you (http://usembassy.state.gov) for specific application instructions. Keep in mind that June, July, and August tend to be the busiest months. Therefore, appointments during those months are the most difficult to arrange. Be sure to **plan ahead** and be well prepared to avoid having to make multiple visits to the Embassy.

While students are encouraged to apply for the F-1 student visa early to provide ample time for processing, you should note that embassies and consulates are able to issue visa **up to 120 days in advance** of the course of study registration date. If you apply more than 120 days prior to your start date, the embassy or consulate will hold your application until it is able to issue the visa. Also note that all initial or beginning students are required to enter the U.S. **30 days or less** in advance of the start date shown on the Form I-20. Visa wait times for interview appointments and visa processing time varies for each embassy or consulate (http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php).

A SEVIS generated **I-20** issued by an educational institution is your Certificate of Eligibility for Nonimmigrant Student Status. In addition to the I-20, you must also pay the SEVIS **I-901 Fee** before going to your visa interview. You may pay the fee online (www.FMJfee.com) by credit card or debit card. An official paper receipt (**I-797**) or an Internet-generated receipt will be issued for each payment.

Visa applicants should be prepared to provide a great deal of information at the interview. As each student’s personal and academic situation is different, each may be required to submit different documents at the interview. Thus, the guidelines may be modified by consular officers overseas to include all, but are not limited to, the following:

- Form I-20 and payment of SEVIS I-901 Fee. The payment will be recorded in the SEVIS system. However, it is recommended that you bring the paper I-797 or the Internet-generated receipt to the visa interview.
- A completed nonimmigrant visa application (**Form DS-156 and Form DS-158**; some applicants will also be required to complete and sign **DS-157**) (http://travel.state.gov/visa/frvi/forms/forms_1342.html)
- A fingerprint scan as well as a digital photo will be taken during the visa interview.
- A passport valid for at least six months after the proposed date of entry into the United States.
- One (1) 2x2 photograph (http://travel.state.gov/visa/temp/info/info_1287.html)
- A MRV fee receipt to show payment of the visa application fee, and a visa issuance fee if applicable (http://www.travel.state.gov/visa/reciprocity/index.htm)
- Transcripts and diplomas
- Standardized test scores that are required by the educational institution such as TOEFL, SAT, ACT, etc.
- Financial evidence that you have sufficient funds for tuition and living expenses during the period of your intended study. This includes documents such as business licenses, income tax documents, and original bank books and/or statements for you or your sponsor.
- Those with dependents must provide evidence of the relationship to his/her spouse and/or children (e.g. marriage and birth certificates)
Additional Information

· No assurances can be given in advance regarding the issuance of visas.
· Unless canceled, a visa remains valid until its expiration date even in an expired passport. Keep the expired passport to use with your new passport; do not remove the visa page from the expired passport.
· F-1 students are allowed an additional 60 days after completing the course of study to prepare for departure from the U.S. or to transfer to another school.
· Be consistent with the spelling of your name on all documents. They must match your passport. Irregular placement of spaces and hyphens may impact the process.
· Though you may reside in a participating country of the Visa Waiver Program, students are not eligible for the Visa Waiver Program as they will be staying for more than 90 days. Hence, a visa is necessary.
· F-1 visas are for non-immigrant status, so student visas may be denied based on the lack of evidence of strong ties abroad. Some examples of ties can be a house, a family, a job, or a bank account. It is the responsibility of the applicant to demonstrate ties abroad that would compel them to leave the U.S. at the end of their temporary stay. Applicants who have been refused visas under Section 214(B) may reapply. When they do, they will have to show further evidence of their ties or how circumstances have changed since the original application (http://www.travel.state.gov/visa/frvi/denials/denials_1361.html).
· When you receive your immigration documents in a sealed envelope at the embassy or consulate in your country, do not open the envelope. The U.S. immigration inspector will open the documents at the Port of Entry.
· Canadian citizens are not required to obtain a U.S. visa. However, a U.S. immigration official will inspect your paperwork either in Canada or upon your entry to the United States. The paperwork must include, but may not be limited to, proof of Canadian citizenship, your admission letter to the college, your I-20, and proof of financial support that corresponds to the information on your I-20. Check with a U.S. embassy or consulate for more information.

Helpful Websites

http://travel.state.gov/visa/visa_1750.html - U.S. Department of State website, visa information
http://usembassy.state.gov - Listing of U.S. Embassies and Consulates
http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php - Information on visa wait times
https://www.fmjfee.com/index.jhtml - Website to pay SEVIS I-901 Fee
http://travel.state.gov/visa/frvi/forms/forms_1342.html - Visa application forms
http://travel.state.gov/visa/temp/info/info_1287.html - Nonimmigrant Visa Photograph Requirements
http://www.travel.state.gov/visa/reciprocity/index.htm - Visa Reciprocity Table

ENTERING THE U.S.

An F-1 visa allows you to arrive no more than 30 days before the program start date listed on your SEVIS I-20 form. Once you have finalized your travel arrangements, notify the International Student Advisor (ISA) of the details of your arrival. When traveling to the United States, you must hand-carry all your documents. You will be subject to an immigration inspection before you can collect your
luggage. Before your arrival in the U.S., flight attendants will distribute customs declaration forms (CF-6059) and arrival-departure forms for immigration (I-94). These forms must be completed prior to landing.

For the immigration inspection, you must have the following documents available for presentation: your passport; SEVIS form (I-20); Arrival-Departure Record Form (I-94); and Customs Declaration Form (CF-6059). It is strongly recommended that you also have the following on hand: evidence of financial resources; evidence of student status; paper evidence for the SEVIS I-901 fee; and the name and contact information for your “Designated School Official” (ISA), including a 24-hour emergency contact number at the school in case you arrive during non-business hours (evenings, weekends, holidays). When asked to state your reason for entering the country, be sure to tell the immigration officer that you will be a student. If the immigration officer cannot initially verify your information or you do not have all of the required documentation, you may need a secondary inspection.

Once through with the immigration inspection, you will collect your luggage and proceed to U.S. Customs. There, a customs inspector will ask you to declare what you have brought into the country, inspect your bags, and review the customs form (CF-6059).

Helpful Websites

http://www.educationusa.state.gov - If You Want to Study in the United States, Booklet #4
http://www.ice.gov/sevis/factsheet/100104ent_stdtnt_fs.htm - What to expect when arriving
http://educationusa.state.gov/predeparture/travel/customs.htm - U.S. customs information
http://help.customs.gov - A site to ask questions about U.S. Customs and Border Protection

EXIT / RE-ENTRY

During our longer vacations, international students may choose depart the country to return home or vacation elsewhere. Students must consult the International Student Advisor prior to traveling. You must have a current I-20 endorsed for travel. You will also need to have your current passport as well as form I-94 to leave the country.

On your return, you will need the above documents along with a valid, current visa and financial information showing proof of necessary funds to cover tuition and living expenses. If you re-enter through a land POE, bring your most recent I-94 to facilitate re-entry. If flying, you will need to complete a new I-94 upon re-entry. If you have been away from classes for more than five months, you will most likely need a new visa. See the U.S. Immigration and Customs Enforcement website for more information.

Helpful Websites

http://www.ice.gov/sevis/travel/faq_f.htm - U.S. Immigration and Customs Enforcement FAQ’s (Frequently Asked Questions) on Entry and Exit
http://www.travel.state.gov/visa/temp/types/types_1268.html - Student Visas (General Information from U.S. Department of State)
http://www.travel.state.gov/visa/temp/types/types_2941.html - Student Visa Validity Following a Break in Studies (from the U.S. Department of State)
http://help.customs.gov/cgi-bin/customs.cfg/php/enduser/std_adp.php?p_faqid=752&p_created=1077641280&p_sid=ADaGHioi&p_accessibility=0&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd1
What to do if you did not turn in I-94 when you left the U.S.

HOUSING

Providence Christian College requires students under the age of 21 to live either on-campus or with a parent/guardian/sponsoring family. The cost of on-campus housing includes room and board. Currently, Providence has limited housing for married students or students with dependents. Thus, these students must often find their own housing. Contact the Director of Resident Life and Student Activities for more information on housing suggestions.

EMPLOYMENT

Students must consult the International Student Advisor before seeking employment. F-1 students may seek on-campus employment their first year. While school is in session, they can work up to 20 hours per week. When school is not in session or during the student’s annual break, they may work full-time. The student’s SEVIS record will be terminated if the student engages in any unauthorized employment or works hours in excess of those allowed. Therefore, it is imperative that the student gets prior approval from the ISA.

Off-campus employment is a case-by-case exception made for students based on severe academic hardship due to unforeseen circumstances. In order to gain approval for off-campus employment, students must have been in F-1 status for one full academic year; be in good academic standing; be enrolled in a full course of study; show that working will not adversely affect academic standing or attendance; and show severe economic hardship due to unforeseen circumstances beyond the student’s control. Remember that students must show that they have sufficient funds to cover tuition and living expenses before receiving their visa.

Students need to work with the ISA and their employer to apply for Social Security Card. IRS publications 519 and 901 provide tax information that will be useful. Students are also strongly advised to seek tax advice from a professional.

Helpful Websites

http://www.socialsecurity.gov/pubs/10181.html - International Students and Social Security Numbers
http://www.irs.gov/businesses/small/international/article/0,,id=96431,00.html - IRS information website for foreign students and scholars

HEALTH CARE

Providence Christian College is committed to enhancing the academic success of our students by helping them to achieve and maintain the highest levels of health and well being possible. For the safety of the student and the entire college community, each student must complete a Medical History and Health Form that will be kept confidentially in the office of student life. This form will help us care for the student in an informed way, especially in the case of an emergency. The information will only be used to ensure the health/safety of the student or college community. As a condition of enrollment, all students must provide evidence that they have health insurance coverage. Unfortunately, due to the
low number of possible participants, we are not able to offer a group student health insurance plan through the college. Contact the Director of Student Life for more information.

Ask the U.S. embassy or consulate whether you must have a medical examination and/or immunization(s) before entering the United States. Regulations differ for each country of origin. If you plan to visit other countries before coming to the U.S., inform the embassy or consulate as this might change the requirements for you.

Helpful Websites

http://www.hthworldwide.com - HYH Worldwide Insurance Services  
http://www.acsa.com/plans/healthapp/chooseplan.asp?pm=4&act=local - American College Student Association (look at International Student Health Plan)

COST OF LIVING

Conveniently located in Southern California, Providence offers the potential for unique opportunities and experiences. This translates to a living cost from $10,000 to $12,000 which takes into account: on-campus housing, health insurance, books & supplies, student fees, and personal expenses such as a laptop, basic goods, and clothing. This living cost does not include trips between the United States and your home country. If you plan to live off-campus, you should plan to add commuting expenses. Bringing family members with you will, of course, increase your monthly expenses.

Providence also requires a one-time security deposit of US$ 2,000 (US$ 1,000 for Canadian and Mexican citizens). This deposit will be fully refunded upon the completion of your studies or when you leave Providence Christian College. The deposit insures that you have sufficient funds to return to your home country at the end of your studies.
## Appendix D: Student Fees/Fines List

<table>
<thead>
<tr>
<th>Fee / Rule Infraction</th>
<th>Fine Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized R-Rated Films in Lounges</td>
<td>$5</td>
</tr>
<tr>
<td>Overnight guest on campus with registration form (first 3 nights)</td>
<td>$5/night</td>
</tr>
<tr>
<td>Overnight guest on campus with registration form (nights 4-7; max of 7 nights per semester)</td>
<td>$15/night</td>
</tr>
<tr>
<td>Overnight guest on campus without registration form</td>
<td>$15/night</td>
</tr>
<tr>
<td>Keys locked in room before midnight (Res Life Staff)</td>
<td>$5 (1st time is free)</td>
</tr>
<tr>
<td>Keys locked in room after midnight (WCIU security)</td>
<td>$10</td>
</tr>
<tr>
<td>Keys left in door or over door latch/handle</td>
<td>$5</td>
</tr>
<tr>
<td>FYI – doors left open will be closed by staff</td>
<td></td>
</tr>
<tr>
<td>Lost key</td>
<td>$20</td>
</tr>
<tr>
<td>Lost and Found retrieval (send description of item to RD)</td>
<td>$.50</td>
</tr>
<tr>
<td>Pulling false fire alarm</td>
<td>Minimum of $100</td>
</tr>
<tr>
<td>Breaking Open Hours policy</td>
<td>$15</td>
</tr>
<tr>
<td>Staying on campus over college breaks</td>
<td>$15/night</td>
</tr>
<tr>
<td>Late move-out at end of semesters</td>
<td>$15/1st hour</td>
</tr>
<tr>
<td></td>
<td>$10/additional hour</td>
</tr>
<tr>
<td>Airport Rides with registration form (per trip)</td>
<td>$20 to Burbank</td>
</tr>
<tr>
<td></td>
<td>$30 to LAX</td>
</tr>
<tr>
<td></td>
<td>$35 to LB/ONT/OC</td>
</tr>
<tr>
<td></td>
<td>$55 to Santa Ana</td>
</tr>
<tr>
<td>Late Airport Ride Form</td>
<td>$10</td>
</tr>
<tr>
<td>Lost ID card</td>
<td>$5</td>
</tr>
<tr>
<td>Bounced check</td>
<td>$25</td>
</tr>
<tr>
<td>Smoking on campus</td>
<td>$25</td>
</tr>
<tr>
<td>Alcohol 1st Violation</td>
<td>Minimum of $100</td>
</tr>
<tr>
<td>Alcohol 2nd Violation</td>
<td>Minimum of $250</td>
</tr>
<tr>
<td>Alcohol 3rd Violation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Avodah late fee</td>
<td>$25</td>
</tr>
<tr>
<td>Avodah change fee</td>
<td>$25</td>
</tr>
<tr>
<td>Additional Avodah Excursion</td>
<td>Varied based on availability and cost</td>
</tr>
<tr>
<td>Weapons on campus</td>
<td>Minimum of $50</td>
</tr>
<tr>
<td>Illegal appliances / restricted items in room (see list in Student Handbook)</td>
<td>$25</td>
</tr>
<tr>
<td>Exiting rooms through windows</td>
<td>$25</td>
</tr>
</tbody>
</table>

*WCIU may also impose fines for violation of WCIU Living Standards
Please see a student life staff person if you have any questions regarding this list.
### Appendix E: Room Check-Out and WCIU Fees

#### Room Repair Fees

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Cost</th>
<th>Level 2</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ROOM</strong></td>
<td></td>
<td><strong>Level 2</strong></td>
<td></td>
</tr>
<tr>
<td>Basic Cleaning</td>
<td>$25</td>
<td>Full Cleaning</td>
<td>$50</td>
</tr>
<tr>
<td>Carpet Cleaning</td>
<td>$50</td>
<td>Carpet Replacement</td>
<td>$750</td>
</tr>
<tr>
<td>Touch-Up Door</td>
<td>$25</td>
<td>Repaint Door</td>
<td>$45</td>
</tr>
<tr>
<td>Paint touch up (1 wall)</td>
<td>$45</td>
<td>Paint touch up (3-4 walls)</td>
<td>$125</td>
</tr>
<tr>
<td>Paint touch up (2 walls)</td>
<td>$85</td>
<td>Repaint Walls</td>
<td>$250</td>
</tr>
<tr>
<td>Window Seal touch up</td>
<td></td>
<td>$65</td>
<td></td>
</tr>
<tr>
<td>Repair Window Screen</td>
<td>$55</td>
<td>Replace Window Screen</td>
<td>$65</td>
</tr>
<tr>
<td><strong>FURNITURE</strong></td>
<td></td>
<td><strong>FURNITURE</strong></td>
<td></td>
</tr>
<tr>
<td>Repair Bed</td>
<td>$105</td>
<td>Replace Bed</td>
<td>$880</td>
</tr>
<tr>
<td>Repair Desk</td>
<td>$85</td>
<td>Replace Desk</td>
<td>$240</td>
</tr>
<tr>
<td>Repair Chair</td>
<td>$45</td>
<td>Replace Chair</td>
<td>$85</td>
</tr>
<tr>
<td>Repair Mirrored Closet</td>
<td>$135</td>
<td>Replace Mirrored Closet</td>
<td>$350</td>
</tr>
<tr>
<td>Repair Closet Drawers</td>
<td>$45</td>
<td>Replace Closet Drawers</td>
<td>$75</td>
</tr>
<tr>
<td>Refinish desk</td>
<td>$66</td>
<td>Replace Blinds</td>
<td>$216</td>
</tr>
<tr>
<td>Refinish chair</td>
<td>$22</td>
<td>Replace Mattress</td>
<td>$175</td>
</tr>
<tr>
<td><strong>SHARED SPACE</strong></td>
<td></td>
<td><strong>SHARED SPACE</strong></td>
<td></td>
</tr>
<tr>
<td>Touch up Quad Door</td>
<td>$25</td>
<td>Repaint Quad Door</td>
<td>$50</td>
</tr>
<tr>
<td>Touch up Quad Hallway</td>
<td>$85</td>
<td>Repaint Quad Hallway</td>
<td>$200</td>
</tr>
<tr>
<td>Touch up Bathroom</td>
<td>$85</td>
<td>Repaint Bathroom</td>
<td>$250</td>
</tr>
</tbody>
</table>

*This list is not exhaustive and it is possible to be fined for damage not listed on this sheet. Should a damage occur that is not listed on this sheet, the current cost will be given within 14 days of move out.*

Last revised: 6/5/2015
Location:
1530 East Elizabeth Street, upper floor
Pasadena, CA 91104

Providence Library Hours:
Monday – Thursday, 8:45am – 12:00am
Friday, 8:45am – 5:00pm
Saturday, 11:00am – 5:00pm

Mailing address:
Latourette Library
1539 E. Howard St.
Pasadena, CA 91104

Revised 4-28-15 and is subject to revision at any time
GENERAL LIBRARY RULES

1. PLEASE BE QUIET! Also, be considerate of those studying at the carrels while you are looking for books and/or periodicals. Wireless communication devices (pagers, cell phones, etc.) should be set on "silent" mode and answered only outside the library.

2. Please read carefully the procedures for checking out and returning books in this handbook. Please note how to use materials on the class reserve shelves.

3. Do not re-shelve any materials in the library.

BRIEF TOUR OF THE LIBRARY

- **Circulation Area**
  - The circulation desk is immediately at the top of the main stairs when you enter the library. The Providence reserve shelf is behind the circulation desk.

- **Book locations**
  - Latourette Library Stacks (WCIU books) are located to the south and south west of the center stairwell.
  - Latourette Library Providence Stacks (Prov books) are located in the west section of the library (near the glass study rooms).
  - WCIU Research Center collections (McGavern, South Asia, and Winter) are located in the southeast corner of the library. These collections are available for in-library use only.

- **Reference Area**
  - WCIU Reference area is located to the south of the stairway. These items are available for in-library use only.
  - Providence Reference area is located east of the study carrels. The books in this area are general reference materials (dictionaries and encyclopedias) and bibliographical tools. Materials with a "Ref." before the call
number with red spine labels are shelved in the reference area. An atlas stand is located by the study carrels. These items are available for 2-hour check-out to Providence students only. All other patrons are welcome to use these in the library.

- **Computers**
  - Four computers are dedicated for printing and to accessing the library catalog and online databases. These are located on the east side of the stairway. Academic use of these computers has priority over personal use.

- **Copy Alcove**
  - The copier/printer is located to the left (behind the circ desk) when you enter the upper level of the library from the main staircase. Prints and copies are 10 cents per page.

- **Periodical Area**
  - The periodical area is located in the northeast corner of the library. This area houses 35 current periodical titles. The periodical shelving along the east wall features the most recent issues of a periodical on the sloping shelves. Periodicals are shelved in alphabetical order.
  - Back issues of these periodicals are located at the south end of the library.
  - A newspaper stand (featuring the LA Times) is located to the right as you come up the stairway.

**Policies & Procedures**

- **Library catalog**
  - The Online Public Access Catalog (or OPAC) contains records for all materials that have been processed by the library staff. Author, title, keyword, and subject searches are possible.
Simply click on a title to find the location and call number of a book (both are needed to locate the book).

Please ask for assistance if you are unsure how to use the computer catalog. It will take only a few minutes to help you understand how to search the database.

- **Borrowing Privileges**

  Library cards are given free of charge to WCIU, Providence, and INSIGHT affiliates. Many others can obtain a library card as well. Ask at the circulation desk to see if you qualify.

- **Circulation Policies**

  Students (WCIU, Providence, and INSIGHT): You are allowed to check out thirty (30) items (books, audio, video, etc.) for a period of four weeks. You are allowed 3 renewals. However, any item is subject to immediate recall by the library. Students may renew an item by logging in to their library account (see [http://www.wciu.edu/index.php/latourette-library/latourette-library-faq](http://www.wciu.edu/index.php/latourette-library/latourette-library-faq) for instructions to set up your library account) or by bringing it to the circulation desk for re-scanning. All books are due at the end of the semester. Summer and Christmas check-out can be arranged by speaking with the librarian.

  Staff: You are allowed to check out thirty (30) items (books, audio, video, etc.) for a period of four weeks. You are allowed 3 renewals. However, any item is subject to immediate recall by the library. You may renew an item by logging in to your library account or by bringing it to the circulation desk for re-scanning.

  Faculty: You may check out an unlimited number of materials for one year.

  Providence reference books and periodicals may circulate as needed as reserve items to Providence students.

  Overdue books are fined 10 cents per day per book. Overdue reserve/reference books are fined 50 cents per hour, $6.00 maximum per day per book.
Patrons who lose books and/or severely damage books will be charged an $80 replacement fee plus a $20 processing fee ($100 total).

Circulation Procedures

- Bring items to be checked out to the circulation desk. The circulation desk attendant will scan the bar-code on your library card or student identification card and then the item bar-codes. The due date slip in each book will be stamped.

- Bring items to be returned during operating hours to the circulation desk. Please hand them to the attendant.

- After hours, books can be placed in the library book drop at 1530 Elizabeth Street.

  NOTE: YOU ARE RESPONSIBLE FOR ALL BOOKS THAT YOU CHECK OUT FROM THE TIME THEY ARE CHECKED OUT UNTIL THE TIME THEY ARE CHECKED IN. You will also be required to pay for any books that have been damaged or lost.

- If you cannot locate a title that appears to be “on shelf” according to the computer catalog, ask the library staff for assistance.

Interlibrary Loans

- The library is able to obtain materials from other libraries throughout the country. There is a link for this service right in the catalog. You may also email the librarian any requests. There is no charge for this service for WCIU and Providence students.

Study Carrels

- All carrels are free for use by anyone on a daily basis and must be vacated by the close of the library each day. Personal items left on carrels will be discarded the following day.
• **Copying/Printing**
  
  o The copier/printer is located to the left (behind the circ desk) when you enter the upper level of the library from the main staircase. Print jobs from the four patron computers go through this printer.

  o The price for copies and prints is 10 cents per page. You can purchase copy credit in increments of 20 for $2.00.

• **Periodical Area**
  
  o Periodicals (newspapers and magazines) are to be used in-library only. After use, please place them on the desk located in the periodical area.

• **Computing**
  
  o The library provides four computer workstations for patron use. These machines are Internet accessible, have Microsoft Office, the library catalog, and online databases loaded on them.

  o Computing needs can also be handled by personal laptop computers and the wireless network.

  o The library has access to the following online databases:

    - World Cat
    - EbscoHost

    *Online databases can also be accessed off campus via password. See a Librarian for more information.*


  o Latourette Library is not responsible for material viewed by patrons from the Internet on the library’s computers. Patrons are cautioned that many of these pages include
offensive, sexually explicit, and inappropriate material. Patrons accessing the Internet do so at their own risk.

Computer resources are not unlimited. Network bandwidths have finite limits, and all users connected to the network have a responsibility to conserve these resources. Patrons must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, playing games, engaging in online chat groups, accessing streaming audio and/or video files, or otherwise creating unnecessary loads of network traffic associated with non-library related uses of the Internet.

Latourette Library staff have the right, but not the duty, to monitor any and all aspects of its computer systems.
Appendix G: Agreement Form

By signing below, I certify that I have read the Student Handbook of Providence Christian College and subscribe wholeheartedly to the vision and purpose of the college. I understand the community expectations and hereby agree to conduct myself in accordance with these standards.

Signature___________________________     Date_________________

Printed Name________________________