



2011 – 2012
Student Handbook

A Message from the President



God created you to impact
the world for Christ.

Welcome to San Diego Christian College! Our theme is *"The Voyage."* As I look backward, *"The Voyage"* has been very clear. I can see where God moved and directed; steered and guided. As I look forward, *"The Voyage"* is a mystery. I will need to wait on God to reveal and unveil; share and expose His plan and purposes. No matter where you are in your *"Voyage,"* my prayer is that you will let God speak through your educational trek in and out of the classroom at San Diego Christian College to help your *"Voyage"* be one of excitement, learning, and discovering how you can make an Impact on the World for Christ.

We place a great emphasis on your holistic development and trust that you will be stretched as an individual this year. Not only do I want you to flourish in the classroom, but I want to encourage you to take advantage of the many excursions that use your leadership skills. For some you will discover this through the performing arts. Others will find this on the athletic fields, and others will develop this through mentor relationships in the residence halls. Wherever the opportunity lies, I hope that you learn and discover the great things God desires to guide and direct in your life.

Let *"The Voyage"* be strong and sure with God at the helm.

Dr. Paul Ague

President
San Diego Christian College

This is the official San Diego Christian College Student Handbook. Please read this handbook, as it will serve as your campus life guidebook throughout the year. There have been some changes from last year so please be sure to review all the material carefully. All students will be held accountable for the information contained herein.

San Diego Christian College does not discriminate on the basis of age, race, color, physical disability, national or ethnic origin in the administration of its educational programs, hiring policies, admission policies, scholarship and loan programs, athletic programs, any other school-administered programs and/or privileges accorded to students.

The San Diego Christian College Student Handbook is subject to changes during the school year. If significant changes are made, they will be communicated through an all-campus memo and/or on the SDCC web site at www.sdcc.edu.

Doctrinal Position

The doctrinal position of the College, as set forth in the following tenets, is the cornerstone on which San Diego Christian College is built. All employees of the institution support the position, and all programs of the College are based upon it.

1. **The Absolute Integrity of the Holy Scripture and its Plenary Verbal Inspiration by the Holy Spirit.** as originally written through men prepared of God for this purpose. The Scriptures, both Old and New Testaments, are inerrant in relation to any subject with which they deal and are to be accepted in their natural and intended sense as full authority over Christian faith and life. No other religious writings or supposed revelations are to be accepted as divinely inspired or authoritative.

2. **The Triune God - Father, Son, and Holy Spirit.** There is only one God, who is the source of all being and meaning, and who exists in three Persons, each of whom is eternal, omnipotent, personal, and perfect in holiness.

3. **Direct Creation and Divine Preservation of All Things.** God created all things in the universe in the six days of special creation described in Genesis 1:1 - 2:3. The creation account is accepted as factual, historical, and clearly expressed, and thus foundational to the understanding of every fact and phenomenon in the created universe. Furthermore, all things that now exist are being sustained and ordered by God's providential care, and this fact also is essential to the proper understanding of any truth.

4. **Man, Created in God's Image and Ordained as God's Manager Over His Creation.** Although now marred by the fall, man was originally given the authority and ability to exercise dominion over the created world. Even now, redeemed and regenerated men have the incentive and potential to reclaim in part the processes of nature and the institutions of society for the accomplishment of God's revealed purposes.

5. **The Pervasive Influence of Sin and the Curse.** When the first man sinned, he brought himself and all his descendants, as well as his entire dominion, under God's curse. Thus, the entire physical creation, the world of living organisms, and all of man's institutions are now under the same "bondage of corruption" which has afflicted man himself. This universal principle of decay and death must be recognized in all phenomena if those phenomena are to be fully understood and properly utilized.

6. **The Redemptive Work of Jesus Christ.** In order to redeem man and the creation, God the Son became man through the miraculous conception and virgin birth of Jesus Christ. As the Son of Man, He lived a perfect and sinless human life and then yielded Himself up to die on the cross, in substitution for all men. The great curse finally reached its climax when the Creator Himself accepted and endured its ultimate and greatest intensity.

7. **The Centrality of the Bodily Resurrection of Christ.** After the death and burial of the body of the Lord Jesus, He rose from the grave on the third day. The redemption price had been fully paid, and man's justification before a holy God is now completely assured, as confirmed by His victory over the Curse and its universal law of decay and death. Not only can individual souls now be redeemed, but also, ultimately, the bodies of believers will likewise be resurrected and glorified, and even the creation itself will be delivered from its bondage of corruption - all because Christ died and rose again.

8. **The Imminent Return of Christ.** Although the price has been paid and the victory is assured, the final consummation is to be realized only when Jesus Christ, now in heaven at the right hand of the Father, returns personally to the earth to destroy all rebellion and to establish His perfect and eternal reign. His second coming, like His first, will involve many events, including the rapture of His church, the seven-year tribulation period, and the glorious appearing of Christ on the earth to set up His millennial kingdom. This will culminate in the installation of a new earth and a new heaven, which will last forever and in which His glorious purposes in creation will finally be accomplished. In the meantime, His coming is imminent and may be expected momentarily.

9. **Personal Salvation through Faith in Jesus Christ.** All men are guilty sinners before God both by heredity and by willful disobedience to the light received through nature and through conscience, as well as by the breaking of God's written commandments when known. No one can ever earn his own salvation, but Christ has graciously provided the free gift of salvation to all who will receive it, on the basis of His atoning death and resurrection. When a person's will and mind are submitted in repentance toward Christ, then God the Holy Spirit makes that person a new creation, with a renewed mind and converted will. This great salvation (assuming it is real and not merely a superficial emotional or intellectual decision) imparts eternal life to the believer and, therefore, can never be destroyed.

10. **The Real, though Temporary, Nature of Evil.** Although God is not directly responsible for the existence of evil in the universe, He has allowed it to intrude for a time, in consistency with His creation of freedom and responsibility for all spiritual beings, and also in order to manifest Himself as both Creator and Redeemer. All present evil in the universe is headed up in the cosmic rebellion instigated by Lucifer, originally the highest of God's angels, who is now Satan, the head of a mighty host of fallen angels actively opposing God's purposes in creation and redemption. Ultimately, these will be confined forever to the Lake of Fire, along with the resurrected bodies of all men who died without accepting the Lord Jesus and His gift of salvation.

11. **The Biblical Framework of History.** The true understanding of the present world requires correlation of all the data of science and history within the historical framework provided by the Bible including the following major events:

- Special creation of all things in six natural days;
- The entrance of sin and the Curse into the world;
- The worldwide Flood, which cataclysmically changed the entire earth in the days of Noah;
- The origin of nations and languages at the Tower of Babel;
- The preparation of a special nation, Israel, through which to reveal God's Word to men;
- The incarnation, death, and resurrection of the Lord Jesus Christ, as the surety of redemption;
- The consummation of all of God's redemptive plans, as well as His purposes in creation, through the events associated with the bodily return of Jesus Christ.

12. **The Christian's Responsibility to Society.** God has divided mankind into nations, tribes, and languages in order to enable each unit more effectively to fulfill its own mission in the world and to prevent a unified rebellion against Him such as occurred at Babel. The institutions of the home, the church, and government were established also with this end, all ideally to be directed toward the most effective ordering of society and history to implement God's purposes. The individual believer, therefore, is responsible for loyalty and obedience to these social institutions, including the civil government, which is faithfully fulfilling their ministries in accordance with God's Word. He is similarly responsible, as God leads and enables, to seek changes in them if they become disobedient to God's Word. In general, the constitutional government of the federal republic of the United States, together with the individual state and local governmental systems, has proved an effective means of accomplishing these purposes in this country, and is deserving of the support and defense of its citizens.

13. **The Great Commission.** Until the return of Christ, it is the Christian's duty and privilege to seek the conversion, baptism, and full instruction of men in every tribe and nation, in accord with Christ's Great Commission.

14. **Primacy of the Local Church.** While recognizing and emphasizing the importance of the universal fellowship and cooperation of all true Christian believers, the Scriptures make it plain that local organized assemblies of such believers are of primary importance in the practical implementation of the Great Commission. The ministry of San Diego Christian College, as well as of all other Christian associations and institutions, should be considered, therefore, as an extension or supporting ministry of a local church or of a group of such churches. Similarly, all students and employees should be active members of a local church in the community where they live.

Charismatic Practices and Beliefs

Although San Diego Christian College is not a Pentecostal or charismatic institution, students from charismatic churches do attend the College. It is expected that students who hold such doctrinal views be sensitive to the doctrinal position of the College. It would be considered inappropriate for charismatic students or guests to promote their beliefs and practices among other SDCC students.

Mission Statement

The mission of San Diego Christian College is to engage Christians in an academic community that offers a liberal arts education, promotes an environment of scholarship, and fosters the examination of truth, preparing them to influence the world through godly character within a framework of the authority and inerrancy of Scripture.

Learning goals centered on the mission are directed toward enabling students to:

- Obtain a foundational knowledge of the humanities, sciences, and social sciences that provides a framework for life-long learning
- Specialize in at least one academic discipline with specific career and life applications
- Demonstrate effective communication and social skills
- Apply critical thinking skills to scholarly, professional, and personal endeavors
- Practice individual responsibility to God, to others, and to the environment
- Explore a variety of opportunities for active participation in local and global communities in preparation for a lifestyle of service and ministry
- Interact effectively with individuals of diverse cultural perspectives
- Exercise self-discipline and personal integrity based on biblical principles and an active personal relationship with Jesus Christ

Values Statement

San Diego Christian College values a biblically integrated liberal arts education, by developing students' lives for the glory of God and creating a relational environment conducive to enhancing the potential of individuals as they serve Christ.

Introduction

The Student Life Department at San Diego Christian College (SDCC) is thankful that you have chosen our institution to provide you with a biblically oriented college education. Our goal is to help you grow in the areas of personal development, spiritual maturity, intellectual curiosity, ethical conviction, cultural sensitivity, professional achievement and faithful service to society and the global community. It is our privilege to serve you, and we look forward to providing assistance as you mature in all aspects of your life while at SDCC.

This publication is your introduction to our overall philosophy, institutional policies and preferences. The information contained herein expresses our commitment to offering an atmosphere for study, spiritual growth, personal exploration, and involvement in interpersonal relationships. Our desire is for you to leave SDCC prepared to follow a lifestyle where you serve others, live out your faith, and affect change in those around you and in the world. We also want you to enjoy living and learning in our campus community.

Local Church

God has ordained the local church and the family as fundamental institutions of society. San Diego Christian College desires to support and strengthen both of these institutions. One of the unique features of SDCC is its long-standing relationship with Shadow Mountain Community Church (SMCC). Shadow Mountain is characterized by excellence in its ministry and services to the College, community and missions field. Students from outside the San Diego area are encouraged to become a part of a local church ministry, and to take advantage of the opportunities to serve in ministry, evangelism, and mission field assignments. Having Shadow Mountain on campus is a distinct benefit that many SDCC students appreciate and commit to during their stay at the College. Additionally, there are several local churches that provide

training, guidance and a wide range of ministry opportunities and services to the community-at-large. You are encouraged to become an active member of a church to help you demonstrate integrity, commit to the Word of God, and live a God-honoring life.

Christian Testimony

The College is committed to assisting you in your spiritual development and supporting you as you mature in your relationship with Jesus Christ. At San Diego Christian we recognize, accept, and respect you for the unique person that you are and seek to provide the guidance necessary to help you develop greater spiritual maturity. **By enrolling as a student at SDCC, you are acknowledging that you voluntarily agree to submit yourself to the direction provided by the College through its programs, policies, and personnel.**

Biblical Basis & Christian Standards

San Diego Christian College is committed to the biblical teaching that the Christian life is lived by a personal relationship with the living God. There is a conscious effort to emphasize your individual responsibility to walk with God. Within the established culture of the SDCC community, there is freedom to make choices and exercise Christian liberty. The College allows and encourages you to set your own standards and to develop your own convictions before the Lord (Romans 14:4). Nonetheless, you are expected to curtail the exercise of some of your Christian liberties to maintain the particular standards of appearance and behavior that SDCC has determined to be in the best interest of life together in the campus community (Romans 14; 1 Corinthians 8; 1 Corinthians 6:12). These standards have been established because the College assumes that each student is at a different point on the maturity continuum. Their purpose is to promote harmony within the College community, to promote a consistent understanding and application of College expectations, and to present a consistent public testimony. Each policy is determined using the two perspectives of Biblical imperatives and institutional and cultural distinctives as its basis and should be evaluated accordingly.

Biblical Imperatives

These are clear scriptural mandates to be followed in direct obedience to God's Word (Romans 12:1-2; Galatians 5:19-20).

Institutional and Cultural Distinctives within the SDCC Community

These are specific standards that reflect the spirit of guiding biblical principles. There may not be specific scriptural imperatives to support these SDCC distinctives and some of these may not become a permanent part of one's lifestyle after leaving SDCC. Often such policies are for the purpose of "not letting our good be evil spoken of." We must avoid becoming a stumbling block to anyone. You are expected to abide by institutionally established policies (Hebrews 13:17; 1 Peter 2:13-17), and if you fail to do so, College personnel will provide wise counsel to help you understand the standards and develop the personal maturity to abide by these standards.

Sexual Conduct Policy

San Diego Christian College believes that marriage is a covenant relationship between a man and a woman, and that God has commanded that no sexual activity be engaged in outside of marriage. We therefore believe that any form of homosexuality, incest, fornication, adultery, and pornography are sinful perversions that are contrary to God's plan for His children. We also believe that God forbids any attempt to alter one's gender by medical and/or surgical intervention or appearance. (Gen. 2:24; Matt. 5:27-28; Rom. 1:21-27; 1 Cor. 6:9-10; 1 Thess. 4:1-8; Heb. 13:4)

Spiritual Life

SDCC has identified six vital distinctives that compose the basic "building blocks" of your spiritual development. These distinctives represent the heart, core, and essential components that make your spiritual experience as rich and challenging as possible. We believe this is one of the reasons many of you choose to attend this institution. Active involvement and participation in these key areas will enhance your spiritual development and maturity. You are provided with many opportunities to utilize your God-given talents and abilities in ministering and serving others both on campus and in the community-at-large.

The six building blocks are involvement in:

- Chapel
- Local Church
- Student Ministry Opportunities
- Day of Prayer
- David Jeremiah Bible Conference
- International Outreach Festival
- Missions

These are important and contribute significantly to the health and spiritual vitality of the College. They also support the mission and values of SDCC as outlined in our Mission and Values Statements. For these reasons, all students are held accountable in these areas. In addition to these six distinctives, residential students benefit from other spiritual opportunities including resident hall devotions.

Chapel

San Diego Christian College is committed to providing an environment in which our students become committed followers and imitators of Jesus Christ. Chapel is a purpose-driven endeavor that is central to the goals of SDCC and distinctive in its contribution to the student's educational and spiritual experience. Chapel focuses upon Christ-centered worship through music and teaching. It helps with the application of the truth to daily living and is intended to be a refreshing and challenging time. Chapel provides an opportunity for communication, encouragement, worship, inspiration, and edification for the entire college community. Each Monday, Wednesday, and Friday a class period is devoted to chapel. Guest speakers, faculty, staff, students, musical groups, drama and other special events help make it an impacting time. A deepening commitment to Jesus Christ is encouraged in chapel in the following ways:

- Community - to promote a community of followers with a distinctive purpose and sense of identity. It is the one time the SDCC community gathers as a body of believers on a regular basis.
- Worship - to worship together and learn to appreciate different forms and expressions of worship.
- Education - to support and enrich SDCC's other academic programs focusing upon our common sets of information and beliefs.

All full-time resident students are required to attend all three chapels each week whether or not they have classes that day. Full-time commuter students with extenuating circumstances must complete the chapel appeal process each semester. (the Chapel Appeal Form is online through the SDCC website.) Part-time students (eleven units or less) are required to attend one chapel a week. The Student Life Department must approve any exceptions to this policy. Students have the responsibility to treat chapel as any required class and are expected to schedule ministry assignments and work commitments around the chapel hour to the best of your ability.

Each student is responsible for making sure that he/she has properly swiped his/her ID card when they check into chapel and as they leave chapel. **Full-time and part-time students need to make 80% of the offered chapels for their required status.** Keep in mind that these absences are intended for doctor's appointments, illnesses, family visits, deaths in the family, studies, and special circumstances. Since it is impossible to foresee health needs, students are encouraged to reserve their allowed chapel skips for emergencies. Students should maintain an accurate record of their misses so as to know if they are in jeopardy of becoming over on their allotted absences. If the student's ID card is lost, stolen, or forgotten they will be counted absent until their original card is found or a new ID has been purchased. (See Student Life Section).

Students who accumulate more than their allotted chapel absences in a semester will be given an opportunity to make up chapels they have missed. This service is available on line through the SDCC web site under Student Life / Spiritual Life. Students must view the chapel service, complete and submit the makeup form within the allocated deadline. Submissions after the deadline will not be accepted. Chapel absences above of the allotment will result in a \$25 fine each. Chapel skips will be processed twice a semester coinciding with the Midterm / Finals schedule. Chapel Make Ups will be required to be submitted one week prior to midterm / final grades deadline. Fines will be paid twice per semester. Only 4 "Chapel Make Ups" per attendance period will be permitted. Chapel begins at 10:00 AM. After 10:10 AM, a student will be considered absent.

Electronic etiquette is greatly appreciated. Please program your watches, and cell/smart phones so they will not sound during special programs and chapel. No use of cell phones is allowed at any time during chapel. Your cooperation in helping to preserve the chapel atmosphere is appreciated.

Local Church

San Diego Christian College believes that Scripture strongly emphasizes the importance of the local church and that important learning and spiritual growth will occur through weekly participation. All SDCC students are expected to be active members in a church ministry and are required to register the local church you attend with the Spiritual Life Department.

Student Ministry

The Student Ministry program is designed to train and prepare students to impact the world for Jesus Christ. Students are provided opportunities for active service learning experience that offers a deeper dimension of learning that is vital to the entire educational program through practical application. Whether a student chooses church ministry, community agencies, or any of the SDCC-sponsored outreaches, resources are available to help everyone get involved.

The following Student Ministry principles have been established:

- Student Ministry contributes to whole person development of the student;
- Students enrolled at SDCC have different gifts; therefore, their student ministry will reflect their individual abilities;
- We believe the local church is God's primary equipping institution. The student's student ministry should be centered in and extend from the local church (Ephesians 4:11-16).

All students are expected to have a student ministry each semester they are enrolled except for their first semester of their freshmen year and seniors in their final semester of their senior year. **NOTE: Transfer students are expected to have a student ministry immediately; they are not given a one-semester exemption when they arrive.** Student Ministry assignments require a minimum of two hours each week or 30 hours completed each semester. Students are encouraged to be involved in the following ministries at least one semester of their over-all requirements:

- Cross-cultural
- Age related (Children/Youth/Senior Adults)
- Compassionate
- Within their field of study

An online Supervisor's Student Ministry Assessment must be submitted via e-mail at the end of each semester. Credit is also given toward Student Ministry requirements for any student involved in a short-term mission project. Students who serve in a full-time capacity at a Christian camp during the summer can use up to two summers as make up credit toward their requirement(s). To fulfill graduation

requirements, each student must successfully complete Student Ministry requirements. Student Ministry assignments will appear as an official part of each student's transcript. The assignments are graded on a pass or fail basis and reflect spiritual attitudes and faithful performance.

Day of Prayer

Each year one day is set-aside for the Day of Prayer. General sessions will include a keynote speaker, worship and relevant ways to experience prayer in the Christian life. Classes will not be in session on the Day of Prayer instead class time is devoted to a full day devoted to the prayer experience. Full-time students are required to attend the DOP. Part-time students are required to attend those sessions that correspond with the days they normally attend class. These are mandatory events. Exemptions will be limited to extreme circumstances and must be cleared through Student Life. (The Day of Prayer Exemption Form is online through the SDCC website.)

David Jeremiah Bible Conference

The David Jeremiah Bible Conference is scheduled every fall semester and outstanding speakers are featured. Classes will not be in session on Tuesday, October 4th; instead class time is devoted to a full conference day including the Conference speaker at two general sessions and multiple breakout session opportunities. Attendance is required and factors in with your chapel attendance. Full-time students are required to attend the conference. Part-time students are required to attend those sessions that correspond with the days they normally attend class. These are mandatory events. Exemptions will be limited to extreme circumstances and must be cleared through Student Life. (Conference Exemption Forms are online through the SDCC website.) Students are expected to adjust their work schedules for these events. Work is not considered an acceptable reason not to attend these special events. You are not to pre-arrange extra employment or a trip home on the incorrect assumption that it will be excused.

International Outreach Festival

The International Outreach Festival is scheduled every spring semester featuring dynamic speakers and engaging breakout sessions with Missionaries representing multiple nations. Classes will not be in session on Thursday, January 26th; instead class time is devoted to a full conference day including the Conference speaker at two general sessions and multiple breakout session opportunities. Attendance is required and factors in with your chapel attendance. Full-time students are required to attend the conference. Part-time students are required to attend those sessions that correspond with the days they normally attend class. These are mandatory events. Exemptions will be limited to extreme circumstances and must be cleared through Student Life. (Conference Exemption Forms are online through the SDCC website.) Students are expected to adjust their work schedules for these events. Work is not considered an acceptable reason not to attend these special events. You are not to pre-arrange extra employment or a trip home on the incorrect assumption that it will be excused.

Missions

Each year students are provided with unique short term Missions service opportunities through the Global Outreach Teams. The student body, staff and faculty can engage in these opportunities through participation, financial and prayer support. Applications for the Mission's endeavors are available through the Spiritual Life Office. Financial resources received will be used to help support students serving on short-term missionary assignments and other approved special benevolence opportunities. Those interested in applying for financial support for a mission's trip may obtain an application from Student Life. Training will be a strategic part of each Global Impact Team SDCC send out to serve. A Cross Cultural Team Development class will be offered to facilitate whole person growth.

Student Life

San Diego Christian College is dedicated to the training of people who genuinely desire to live a life honoring to Jesus Christ. The Student Life facilitates whole person growth in this academic community so that students can make a difference in the world for Christ.

Community Values and Standards

San Diego Christian College is committed to developing and maintaining a campus environment that contributes to the moral, spiritual, intellectual and social maturity of all students. The College recognizes that students are at various stages in their spiritual maturity and strives to help them learn the important balance between responsibility and freedom. Romans 8:29 instructs us to be "conformed to the image of Christ", and 1 John 2:6 instructs us "to walk even as He walked." The pattern for growth can be found in Jesus Christ. SDCC emphasizes following the example that Christ gave while learning to apply the life teachings in the Bible. As Christians, we are instructed to encourage one another in the faith, to bear one another's burdens, and to hold one another accountable. The spirit of Christ is one of consideration and service to each other. That is the model we follow and emphasize here at San Diego Christian College.

Community Values

Below are values that San Diego Christian College supports. By joining this community, faculty, staff and students are committed to living lives that honor Christ and exemplify these values.

We value the pursuit of holiness.

- We will pursue personal intimacy with Christ.
- We will commit to regular church attendance.
- We will commit ourselves to serving God and others through active ministry.
- We will pursue spiritual enrichment and renewal opportunities.

We value respect for self and others.

- We will treat others with respect whether or not we are in their presence (e.g. refraining from vulgar language and gossip).
- We will pursue meaningful interpersonal relationships.
- We will adhere to quiet hours as set forth in the Resident Life section of the handbook.
- We will limit pranks to non-destructive non-derogatory (pranks involving fire or water are prohibited).
- We understand that we share this campus and with other ministries. We will respect this shared community with our level of volume in music as well as other forms of entertainment.

We value modesty.

- We will dress modestly.
- We will represent ourselves modestly (e.g. pictures and descriptions used while social networking).
- We will pursue our outward appearance to be modest at all times, understanding it is a reflection of our heart demonstrating our inner relationship with Christ.

We value purity.

- We will live our lives in the spirit of Philippians 4:8, "Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy, think about such things." We will consider this verse when choosing entertainment (e.g. movies, music, video games, internet sites, or clubbing).
- We will abstain from sexual immorality (including pornography).
- We will decorate our campus (including dorm rooms) with pictures, posters and other items that are pure in nature.

We value honesty.

- We will speak the truth in love.
- We will exhibit academic honesty and integrity.

We value adherence to Federal and State Laws.

- We will comply with all federal and state laws and ordinances, including but not limited to: possession and/or use of illegal drugs, underage drinking, theft, assault, illegal file sharing, and the fair treatment of animals.

We value adherence to SDCC Campus Policies & Regulations (see section below).

- Even if we disagree with campus policies, we will follow them for the good of the total campus. We will express concerns or the need for clarification to the appropriate department.

We value wellness.

- We will endeavor to live balanced lives and be good stewards of our bodies and minds.
- When we encounter crisis in areas of physical, psychological or spiritual health, we will seek help from others (RA, RD, Counselor, Nurse, the Directors, Professor or other "trained friend" in our lives).
- We will abstain from smoking.

Community Standards

Below are standards that San Diego Christian College supports. By joining this community, faculty, staff and students are committed to living lives that honor Christ and uphold these standards.

Practical Jokes and Hazing

Students are expected to conduct themselves so as to create a minimum of disruption both in the college routine and the activities of other members of the College community. Hazing is prohibited by law and is defined as "any act which injures, degrades, disgraces, or tends to injure, degrade, or disgrace any fellow student or person attending the institution." If you participate in hazing, you may, by law, have to forfeit your financial aid and may be immediately dismissed. Practical jokes have a tendency to get out of hand and students are often hurt, embarrassed, angered, or even physically injured as a result. If this occurs, the Director of Student Life will review the situation and may respond with disciplinary action. Students involved with the prank must clean it up afterward. Pranks that involve fire and/or water are prohibited.

Sexual Harassment

It is the policy of San Diego Christian College to prohibit sexual harassment of its employees and students in any form. In maintaining this policy, the College seeks to assert basic Christian precepts, to affirm ethical standards universally accepted in the workplace, classroom and other locations, and to uphold existing federal and state law. Any practice or behavior that constitutes sexual harassment will *not* be tolerated.

- Sexual harassment is essentially a display of power intended to intimidate, coerce, embarrass, or degrade another person. Usually the harasser has power over the victim (such as a supervisor over a subordinate or a larger person over one of smaller stature), and seeks to unfairly exploit that differential in power. In any form, such behavior undermines the atmosphere of trust and collegiality that the College seeks to foster and is, therefore, unacceptable.
- Sexual assault or date rape is an extreme form of sexual harassment. The use of threat or force to obtain sexual contact is illegal and immoral. If proven, it is considered a major infraction against the SDCC standards of conduct and is grounds for immediate dismissal.

Please refer to the Procedures for Victims of On-Campus Harassment or Sexual Harassment for additional information. It is located in the Information Guide in the back of the handbook.

General Dress Standards

While SDCC realizes that students come to this campus from a wide range of backgrounds and may hold different ideas regarding appropriate dress, the following are the dress guidelines at SDCC. The primary reason for having guidelines about what one wears on campus is addressed in the Community Values section of this Handbook. We highly value modesty and respect for self and others. Both of these values need to be taken into consideration when choosing clothing. The way we dress can be reflective of our heart. Let's love and encourage each other in this biblical way—always seeking to care for each other as brothers and sisters in Christ.

- Men's hair should be not longer than the top of the shoulder.
- Body piercing other than ears and nose stud for women (piercing already obtained must be taken out while on campus)
- Clothing with ads, scenes, branding, or wording that promotes alcohol, drugs, or sexual connotations
- Dresses or shirts that are strapless/tube style
- Low cut dresses, shirts, halter tops, etc. Do not show cleavage. Err on the side of modesty.
- Showing bare midriffs or navels
- Miniskirts and short-shorts (nothing shorter than mid-thigh) Err on the side of modesty.
- See through clothing
- Any undergarments that are showing
- White muscle tank shirts or underwear shirts
- Sportswear cover-up is to be worn for those participating athletic endeavors while traveling on campus to the athletic areas.
- Slippers and pajamas (acceptable in resident hall buildings only)
- Bare feet (legal liability)

If you have any questions regarding your wardrobe please ask your RA or Student Life staff.

SDCC reserves the right to ask any student to change his/her clothing or hairstyle if it is not in agreement with the community standards of modesty or appropriateness reflected on this campus. **Any student who brings guests** (non-students) to any SDCC event (i.e. banquet) should take responsibility to insure that his or her guest is aware of the College dress standards. Questions concerning these standards should be brought to an RD, or one of the Directors.

Classroom & Chapel Dress Standards

SDCC is an academic learning community and it is requested that students dress appropriately while in the classroom and in chapel. The faculty and staff reserve the right to ask any student to change their clothing if it is inappropriate. Visors, ball caps, beanies or other head gear (i.e. bandanas, sweatbands, etc) are inappropriate in class and chapel for men and women.

Swimming

- Modest swimsuits are required
- Two piece bathing suits may be worn, but must be covered by a non-white solid colored shirt or tank at all times.
- Sportswear cover-up is to be worn when going to and from the pool, the dorms, and the beach
- Sunbathing on campus is permitted only at the pool.

The College reserves the right to ask any student to change his or her swim suit if it does not meet the standards previously mentioned

Movies/Television

Students are encouraged to use discretion when choosing ANY movie or television show, regardless of the rating. R-rated movies are not permitted on campus; exceptions may be approved by Student Life. The use of televisions and DVDs in the dorm rooms is not permitted.

Romantic Relationships

- In our dating relationships we will set clear and appropriate boundaries for expressions of physical affection (e.g. no prolonged kissing or hugging, sitting on laps or lying on the couch together, etc.).
- Any homosexual display of affection is prohibited.
- Dating couples will abstain from residing, vacationing or staying in the homes of any person or persons of the opposite sex unless accompanied by parents or relatives. Students are not allowed to live with persons of the opposite sex other than family members.

Dancing

San Diego Christian College does not allow for any social dancing on campus or as a part of any College sponsored event. Clubbing is prohibited.

Alcohol and Substance Abuse

Alcohol and illegal substances (drugs) are viewed as being detrimental to one's personal character development. We believe they can interfere with a person's ability to live a God-honoring life.

- SDCC is a *dry campus* and all students are expected to abide by the institutional policies regarding alcohol and illegal substances. It is expected that all students *will not* engage in alcoholic consumption or use of illegal drugs either on or off campus. (A medical marijuana card is not recognized as an exception to this rule.)
- *Possession or use of alcoholic beverages is expressly prohibited.* Students are not to be present in social situations (parties, events, over 21 establishments, etc.) where alcohol is served. Alcoholic beverage containers, posters and other items promoting and advertising alcoholic beverages are not allowed in the residence rooms, halls, or lounges.
- *Intoxication of any student*, whether on or off campus, will result in severe disciplinary action.
- *The College upholds federal and state laws that prohibit possession, distribution, or transfer of illegal drugs* (i.e., marijuana or narcotics) and will not protect any student, faculty, or staff member from legal prosecution if found with illegal drugs.
- *In the event that there is "reasonable cause" to believe a student or group of students possess illegal drugs in their respective residential rooms*, the Director of Student Life and/or College officials will conduct a room search. A report will be filed and possible criminal charges made based upon the search findings. Appropriate disciplinary and legal actions will be taken if warranted.
- *Students who are struggling with alcohol or use of illegal drugs* are encouraged to come forward on their own with no threat of disciplinary action to receive counseling, guidance and support. Counseling Services are available to assist in such situations. Referrals outside the campus are also an option in such cases. All matters will remain confidential unless it is determined that harm to self or others is possible, as stated under the law.
- The College prohibits the practice of sharing any legally prescribed medications with someone who the medicine is not prescribed to.
- In the event there is suspicion of drug use, the college has the right to administer a drug test to the student. During this test there must be two staff members present.

Tobacco

The use or possession of tobacco in any form is prohibited. Use of tobacco is against SDCC policies and regulations. If a student is found smoking or chewing, he or she will face consequences. Counseling is available to any student who comes forward to seek help with tobacco dependency.

Curfew

For security purposes, the campus gates are locked each night at curfew. Resident students are to be in their residence halls and visitors who are not registered to stay overnight are required to leave campus at curfew. Commuter students are permitted to stay past curfew in a residential student's room. Please notify the RA or RD of the guest in case of an emergency. Curfew hours apply to all residence halls and the main lounges. Curfew is at 1:00 a.m. every night including weeknights, weekends, and holidays. No student is allowed in any offices, music rooms, hallways or classrooms after curfew unless he or she is conducting official business and has permission from that office and from one of the Resident Directors.

If you plan to be away from your residence hall overnight, you are required to sign out on the Overnight Sign-out Form located by the RA room on each wing. It is important for RAs to know who is in the residence in the case of an emergency. Failure to sign out on the form may result in disciplinary action. All curfew extensions must be approved in advance by one of the Resident Directors.

Security's protocol for a student who is coming back on campus after curfew requires the student to present his or her SDCC ID card. The officer on duty will log his or her name, ID #, date, time and students signature in Log Book and will drop a copy by Residence Life during morning rounds. Students who violate curfew hours or jump the fence after curfew will face disciplinary action. An automatic \$25 fine will be given if a student is caught jumping over or crawling under the fence. The campus gates will be closed at 11:00 p.m. to enhance security during holidays, Spring Break and the summer

Resident students who are employed outside the College and work past curfew hours must notify the Student Life Department. Security personnel will be notified.

Social Networking Standards

SDCC recognizes the value of social networking and its ability to extend community nevertheless inappropriate pictures, videos, language or posts violate our community standards.

Discipline

Potential Consequences for Disregarding Community Values and Standards

When a SDCC student chooses to disregard the community values, he or she will receive consequences. The purpose of this discipline is to confront, restore, and heal in a firm and caring, manner in the context of a community of grace.

The College may choose to respond with any of the following options:

- Verbal Warning
- Letter of Reprimand
- Counseling
- Growth Contract
- Probation
- Suspension
- Dismissal

A student's attitude, intent, history of prior offenses, concern for safety, level of involvement, and public awareness of the incident are all taken into consideration before a consequence is determined.

Verbal Warning

A Resident Assistant, Resident Director, staff or faculty may speak with a student regarding a student's behavior that may be in question with our community values. This conversation may be documented with the Director of Student Life office but does not become a part of the student's permanent file. If the specific behavior continues further action will be pursued.

Letter of Reprimand

A Director may issue a Letter of Reprimand when a student has significantly disregarded the community values. This disciplinary letter is an official warning that serious behavior problems or unsafe choices they have made may result in suspension or dismissal. The letter states the nature of the problem, previous consequences, and a description of the next disciplinary step. A copy of the letter, signed by the student, is kept in the student's file in the Student Life Department. Should repeat offenses occur, this letter will be referred to for reference. Students are encouraged to notify their parents due to the financial ramifications should another offense occur, that a dismissal would entail. (See Below)

Counseling

Time and duration of counseling will be specified by the Director of Spiritual Life or the Director of Student Life.

Growth Contract

As Student Life seeks to facilitate whole person growth the Directors may choose to design a growth contract with the student. growth contract to remain in good standing at SDCC. Not completing the contract may lead to further action.

Probation

A student on *probation* is expected to actively address areas of concern that have been identified as a result of disregard for the community values. Those who struggle with these values may be required to see our counselor and other support services if deemed appropriate. Conditions of probation, for example, may include a contractual agreement stating desired changes that address the behavior. Weekly meetings with assigned personnel or a pledge of adherence to the community values may be incorporated into a student's probationary conditions. When on probation, a student is expected to remain in compliance with all SDCC policies and values. Any subsequent misconduct during the period of probation will result in further action. The Director of Student Life determine the terms of probation. Students are encouraged to notify their parents regarding such disciplinary action. Student Life reserves the right to inform parents about dismissal in accordance with the FERPA law. Students will be held responsible for the financial ramifications that a dismissal would entail

Suspension

A student may be *suspended* from campus for a period of time when a serious violation occurs. Typically, a student who is suspended is asked to return home during the suspension period. If a home suspension is not possible, other arrangements must be made with the Director of Student Life. Students may be suspended from class from one to five days. In such cases, Enrollment Services will notify professors. During the suspension period, the student is *not allowed* to be on campus, to participate in any sports or school/church sponsored activities, or to attend any athletic events on campus. Students are encouraged to notify their parents regarding such disciplinary action and Student Life reserves the right as well due to the financial ramifications that a dismissal would entail.

Behaviors That May Result in Immediate Dismissal

- Being in the residence hall or room of a person of the opposite sex (other than open dorms) without specific permission from a Resident Assistant, Resident Director, or Dean.
- Fire and Safety Violations:
 - Having open fire in room (e.g. candles, grills, etc.)
 - Moving/adjusting/tampering with fire equipment
 - Activating a fire alarm when there is no fire
 - Possession/use of firearms, firecrackers, explosives or knives with blades longer than 3 inches
- Forgery

- Hazing or excessive/inappropriate practical jokes
- Living off campus with a member of the opposite sex other than family
- Possession and/or use of illegal drugs
- Obscene or offensive telephone calls
- Occult involvement
- Possession or use of alcoholic beverages
- Possession or viewing of pornographic material (including but not limited to viewing movies, magazines, via the Internet or email)
- Sexual harassment
- Sexual immorality
- Spending the night with a person of the opposite sex
- Stealing
- Violation of Probation or Suspension
- Violent acts or behavior

While a student at SDCC all subject matter posted via Social Networking sites is subject to our Community Values and Standards.

Dismissal

When students are administratively dismissed they lose all academic credit for the semester in which the dismissal occurred. There is no refund of tuition, room and board, or fees. Students who are dismissed from the College must leave within 24 hours and may not return to the campus for a full semester unless they are specifically meeting with a Resident Director or have been granted permission by the Director of Student Life. Please note that a dismissal from the College will have serious financial ramifications. In most cases, a student will lose his or her financial aid and be required to pay in full. Students are not permitted to take any independent study classes at SDCC during the dismissal period. They are not allowed to complete courses under any circumstances for the semester in which the dismissal has occurred. After six months, students may re-apply through normal admission procedures, providing they have met prerequisites established by the Director of Student Life at the time of dismissal. Readmission is subject to an administrative review.

New Student Orientation

The purpose of orientation is to provide an opportunity for new and transfer students to make a smooth and enjoyable transition into college life. These students are required to participate in Student Orientation prior to the start of their first semester. This program purposes to support the educational and social development of students as they begin integrating into the SDCC campus community. Core groups of returning students are involved in the planning and implementation of this program. Their insights and past experiences enable the Director of Student Life to design a series of events that meet the initial needs of new students. A wide range of activities and meetings are scheduled to help acquaint new students with SDCC college life and procedures. Information and assistance is provided in the areas of academic placement testing, financial aid, business office advising, registration residential life, community values, and policies and regulations. Special sessions are offered to parents and students allowing for interactions and encouragement. Student Senate also participates by providing games and activities. It's a great way to begin meeting people and building relationships.

Student Senate

Student Senate exists to unite, serve and represent the Student Body to effectively accomplish the mission of SDCC by organizing events and creating opportunities that facilitate personal and educational development, and spiritual growth in this community. Senate serves as a liaison between the student body and the College administration and oversees the disbursement of the Associated Student Body (ASB) fee.

Student Senate works in cooperation with the Student Life Department and must adhere to the guidelines written in the Student Senate Constitution and its By-Laws.

Students involved in Senate are provided with the opportunity to serve in a leadership position through which they are able to cultivate and demonstrate their leadership skills and abilities while serving as a role model for the student body. All potential members of this student leadership team must be approved by the Director of Student Life and maintain a minimum of a 2.5 GPA for executive positions and 2.0 GPA for all other positions. Prospective Senate members are required to campaign for the desired position and be elected by the student body at the end of the previous school year, or in fall of the current year for positions which remain open.

Student Senate fees are invested in scholarships for some of the Senate officers, for activities and banquets, equipment and prizes for intramurals and minor facility improvements. Funding is also obtained through ticket sales.

Any student concern, constructive suggestion or issue-oriented agenda may be given to a Student Senate member and will be heard by the Senate in a regularly scheduled meeting, which occur every Sunday evening at 9pm in Room C. The Director of Student Life must review any decision concerning institutional recommendations before they are presented to the Administrative Cabinet.

Students will serve in the following executive and Senate positions:

- | | |
|---------------------------|-----------------------------|
| ▪ President | ▪ Director of Services |
| ▪ Vice President | ▪ Director of Communication |
| ▪ Executive Administrator | ▪ Athletic Liaison |
| ▪ Director of Activities | ▪ Chaplain |
| ▪ Director of Intramurals | ▪ Treasurer |
| | ▪ Senior Class President |

Athletics

The San Diego Christian College Athletic Department strives to honor Christ in all that we do by guiding and directing the lives of our student-athletes that they will become the leaders of tomorrow in this community and around the world. We desire to develop student-athletes and teams that will compete at their highest levels of performance while setting an exemplary standard of conduct reflecting the core

Christian values of San Diego Christian College. Competing in the strongest conference, the GSAC (Golden State Athletic Conference), in the NAIA (National Athletic Interscholastic Association and the National Christian College Athletic Association), the athletic department serves a dual emphasis here at the College: 1. Provide student-athletes with inter-collegiate competition 2. The athletic programs serve as a rallying point for school spirit. Currently, San Diego Christian College sponsors:

- Men's and Women's Basketball
- Men's Baseball
- Men's and Women's Cross-Country
- Men's and Women's Soccer
- Women's Volleyball

Facilities on campus include soccer and softball fields, three-court gymnasium, and a junior Olympic-size swimming pool. Off-campus SDCC takes advantage of a local community baseball field that we call home. All students are encouraged to participate in intramural competition.

International Students

San Diego Christian College welcomes students from around the world. The International Student Office is committed to making your educational experience at SDCC as stress-free and profitable as possible. International Student Center office is located on the Southern California Seminary (SCS) campus, across the street from the SDCC campus. It purposes to lead, promote, and oversee all services related to international and ethnically diverse students at San Diego Christian and San Diego Language Institute.

Each year an international student orientation program is offered to assist students in making a successful transition into college life. It is important that international students attend all international student meetings conducted by the International Student Office. An International Student Advisor is available to you to answer questions and give you as much guidance and support as you may need. Please refer to the International Student Handbook for answers to many of your basic questions and what your responsibilities are as a foreign student to maintain status. As always, most of responsibilities are yours, to get proper clearances and maintain accurate records with the International Student advisor when changes are made to your schedule or changes to your address and phone number. Do not rely on other students for correct information regarding your status. Contact the International Student Office when you have questions. For those who need to strengthen their English skills, the College has established a cooperative program with the San Diego Language Institute (SDLI) to provide for initial assessment and program development for language instruction needs. The Institute provides services to the non-English speaking students at both San Diego Christian College and Southern California Seminary.

Important Note: Any academic or administrative disciplinary actions taken against an international student attending on an I-20/F-1 visa will be immediately referred to the International Student office for the processing. Status of their I-20 will be determined and if necessary, arrangements made at the students expense to leave the US.

Campus Policies & Regulations

Abandoned Vehicles

If a vehicle has been immobilized for 2 weeks, the owner of the vehicle has been notified to have it removed from campus, and it remains essentially "abandoned," the College reserves the right to have it towed at the owner's expense.

Automobiles/Parking

All vehicles (cars, trucks, motorcycles, mopeds, trailers, etc.) must be registered with the Student Life Department within 48 hours of the time the vehicle is brought on campus, even if the car is new and does not have a license plate yet. Students must display a valid registration permit on the vehicle windshield at all times. **Student vehicles on campus without a valid SDCC parking permit on their windshield will be ticketed.** California State Law requires that all vehicle owners carry proper liability and property damage insurance. To obtain a SDCC parking permit, students must provide a copy of a valid driver's license and proof of insurance. Security will retain copies of these documents.

Bicycles and Skateboards

Students may ride a bicycle on campus only on established roads or in the parking lot traffic lanes, to and from their rooms or classes. Bicycles are to be stored in the bike racks between center and west halls. They may not be kept in dorm rooms, hallways or other access areas. Bicycles should be removed from campus when residence halls close for the summer. Bicycles left after the halls close will be donated. It is highly recommended that all students keep their bicycles locked whenever they are not in use. The College will not assume responsibility for damaged or stolen bicycles.

Skateboards, rollerblades roller-skates, scooters, etc. may be kept in dorm rooms, but use of these items is not permitted anywhere on campus or in any of the parking lots.

Childcare on Campus

Childcare services are not available on campus unless the College arranges them for certain events. In such cases, information will be provided via email or flyers. Although SDCC desires to be family-friendly, there are legitimate reasons why childcare is not permitted. We do not offer appropriately qualified and screened caregivers nor are we covered by liability insurance in the event of an accident. Our concern is focused on the safety of the child/children and the need for appropriate facilities for their care. Students should neither ask others to provide childcare nor provide it for others on campus on either a paid or volunteer basis. Those students who require childcare services while they are on campus should make arrangements at an off-campus facility or in the private home of a caretaker.

College Property

Students are expected to care for College property. If you cause damage to furnishings or to the facilities, you should report it and pay for the repair. If damages are not reported, the identified group of responsible students will be held accountable for the cost to repair damaged furnishings or College property. If you spill something in the lounge or on furniture, please take the responsibility to clean it up before it dries and stains. Cleaners can be obtained from the Operations Department.

Earthquake Information

In the event of an earthquake during work hours or while classes are in session, for personal safety and the safety of others, it is requested that you adhere to the following guidelines. Administrators, supervisors, managers and faculty should be aware they are responsible for the safety of their employees and/or students. They must give directions to employees and students and ensure that these guidelines are followed. Questions regarding these procedures should be directed to the Operations Manager at (619) 201-8694.

What to do if an earthquake occurs:

- Keep calm. Do not run or panic. If the proper precautions are taken, the chances of being injured will decrease.
- Stay put until directed by SDCC/SMCC staff or administration. Most injuries occur as people are entering or leaving buildings.
- If an earthquake strikes while you are indoors take cover under a desk, heavy table, bench or against inside walls or doorways.
- Stay away from glass, windows, and overhead light fixtures. If you are in a laboratory, stay away from hazardous materials that could spill and pose a hazard.
- Do not use matches during or after the tremor.

Fire and Safety Procedures

The Administration takes a serious approach with regard to the protection and safety of all students against fire hazards. To translate this concern into practical fire prevention measures, the cooperation of all students is imperative.

Specific fire safety prohibitions are as follows:

- Propping open fire/emergency doors, including dormitory exit doors.
- Moving, adjusting, hanging items from or otherwise tampering with any fire equipment such as extinguishers, hoses, heat sensors, fire sprinklers or smoke alarms.
- Use of prohibited appliances and/or extension cords.
- Burning candles, burning incense or having any open flame.
- Activating fire alarms when there is no fire. (This is a felony offense according to Fire Code 1001.7.4.)
- The possession or use of firearms, firecrackers or explosives. Use of paintballs, BB guns, pellet guns, air soft guns, knives or other projectile-type weapons is not permitted. (This is in accordance with the City of El Cajon ordinance.)
- Cluttering hallways with clothing, shoes, bicycles, boxes, furniture, and surf/boogie boards is prohibited.
- Removing exit signs from any location.

Offenders of any of the above stated prohibitions are subject to severe disciplinary action, including dismissal and possible referral to local law enforcement officials. **It is a felony to activate a fire alarm when no fire is present** and such action will likely result in criminal charges. To emphasize the seriousness of fire safety, any violation of these safety regulations will result in a meeting with the Director of Student Life.

Immobilized Vehicles

The College cannot assume responsibility for vehicles that are immobilized. It is the student's responsibility to have his/her vehicle repaired or removed from the College property within two weeks from the date the vehicle is in disrepair. Special arrangements can be made with the Maintenance Department for a student to repair or wash his or her vehicle in a designated area.

Parking Appeals

If a student believes a parking ticket that he/she has received is not warranted, he/she may appeal the ticket.

To appeal a parking ticket, a student must follow these steps:

- The appeal must be made within one week of the issue date of the ticket.
- Obtain a Parking Appeal Form from the Student Life office or SDCC website.
- Complete the appeal form; return it to Security Office located in the Administration building.
- Students may then make an appointment with the Chief Security Officer in the Admin Building.
- Each student who submits an appeal will receive a response in his or her mailbox regarding the appeal within two weeks from the date it was submitted.

Parking Fines

Parking fines are to be paid at the SDCC Business Office, located on the first floor in the Administration building. All fines will be levied automatically to each student's business account if not paid within 30 days. If a student believes the parking ticket he/she received is unwarranted, he/she may appeal the ticket.

There will be **no warnings issued**. The parking fine structure for all students is:

- 1st violation-\$25

- 2nd -\$50
- 3rd and beyond-\$100 per violation

If a parking fine is not paid within the 30 day period after the issue date of the ticket, a wheel lock may be placed on the student's vehicle until the ticket is remunerated. Be sure to report a lost or stolen parking permit to Student Life immediately during business hours.

Product Sales

Sales solicitation by non-students on campus is not permitted. Students who are engaged in private enterprise (i.e., Avon, Mary Kay, and Tupperware) may not actively solicit customers on campus, but may, with approval from their respective Resident Director or the Director of Student Life, post a product brochure on the Student Life Classified Ads Bulletin Board. San Diego Christian College does not endorse any products or services posted by students on the bulletin board. Student Life must approve all advertisements and signs placed on College property in advance. Promotional materials may not be distributed through campus mail.

Student Parking Areas

Parking at the SDCC campus is very limited. Available parking must accommodate not only the College, but also Shadow Mountain Community Church (SMCC), Christian Unified Schools of San Diego (CUSSD), and (on the West Campus) Southern California Seminary (SCS). Therefore, parking in many areas of the campus and neighborhoods is restricted. Both resident and commuter student parking is restricted at all times to the parking lots across the street on the West Campus (SCS) only. This is due to the limited spaces available to SDCC. Students may also park on the street on Greenfield Drive, but **not** on **Shadow Brook Lane** or **Shadow Glenn Lane**. In an effort to engage our community and our neighbors there is no parking in either of these two cul-de-sacs. Parking in either of these two places will be treated as parking in any other restricted area.

Female students may request a Security escort during night time hours by calling the Security cell phone at 619-672-0661. Students may also use the 30 minute parking near the flagpole for temporary loading or to make a quick trip into the building. Loading zones are marked and will be enforced. No student may leave their vehicle in one of these areas for longer than 30 minutes, on either side of the street.

Students who are actively working as Interns with Shadow Mountain Community Church may request a special permit with the Security Office in order to park on the east side parking lot during the time of their ministry. Handicapped and loading zone spaces may be used only for the identified purpose.

Parking tickets will be issued and/or wheel locks applied to those illegally parked in the areas identified above. Tickets are issued to the owner of the parking permit. Security will issue tickets for parking violations. A copy of the ticket will be placed on the student's windshield.

Towing

Students who continue to park illegally on campus may have their cars towed at the expense of the owner.

Wheel Lock

A wheel lock is a device placed over the wheel to immobilize a vehicle. The College or Shadow Mountain Community Church Facilities Department reserves the right to place a wheel lock on any vehicle that is parked illegally. If a student has a wheel lock placed on his or her vehicle, he or she must go to the Student Life Office Monday through Friday between 8:00 a.m. to 5:00 p.m. The \$25 fine for this parking violation must be paid in cash or have it billed to the student's business account. If you break a wheel lock you will be charged additionally.

Residence Life

Resident Director

Resident Director (RD) is an on-campus professional position of the residence life department and is a representative of the administration. The RD provides leadership and support for the RA staff. They are also available to support students, especially during evening hours.

Resident Assistants

Resident Assistants (RAs) are student leaders who function as representatives of the Student Life Department staff under the direct supervision of the RDs and leadership of the Directors. They serve as liaisons between students, RDs, and the Directors. As leaders, they serve those under their care and are accountable to those who have entrusted them with responsibility. RAs are responsible for encouraging, supporting, and counseling students as well as maintaining standards of appearance and behavior. They minister to and serve resident and commuter students.

Residence Rooms

A \$250 Guaranteed Housing Deposit is required before your residence room can be reserved. This good faith deposit is required in advance when you are requesting residential housing. All requests for refunds must be made to Residence Life before the appropriate deadline. Deposits received after the deadlines are accepted; however, the Residence Life Staff cannot guarantee that specific room requests can be honored and alternative room assignments may result. This "deposit" is applied as an initial payment toward the room and board charges.

No refund of housing charges will be granted for students checking into their housing assignment after the check-in period or checking out of the housing assignment early, unless approved by the Director of Student Life. Students who arrive on campus prior to the halls opening will be assessed a \$100.00 service charge and will be charged the daily summer housing rate. Students that have been given permission as an early arrival student will check into rooms at the designated early arrival times. The Residence Halls are closed for Christmas break. Alternate housing must be found during this time. The Residence Life Department reserves the right to assign students as necessary in order to fill or consolidate spaces. The Director of Student Life also reserves the right to reassign or remove residents because of lifestyles inconsistent with the requirements of group living.

- Tape, tacks, wall paper, contact paper or nails are not to be used on the walls or furniture; special putty adhesive is available in the Bookstore for hanging things on the walls or doors. Individual room improvements must be requested and cleared through the Director of Resident Life before any work is attempted.
- Damage to furnishings, equipment, facilities, or to the building itself should be reported to the RA or RD immediately. If damages have occurred in the room, the student responsible for the damages will be charged for necessary repairs.
- Removal of batteries or dismantling of smoke detectors is prohibited and is in direct violation of Fire Code 1001.5.1. Tampering with smoke detectors is a major infraction that may result in immediate dismissal.
- You must obtain permission in advance from the Student Life Office before you will be permitted to move from one residence room to another at any time during a semester. The spring semester is the only time this will be allowed. Students must follow the correct procedure for receiving a new assignment. Students who do not follow this process will be subject to a \$100 housing fine and will not be given permission to have a new assignment.
- Waterbeds are prohibited in rooms.

The SDCC Maintenance staff may, on occasion, need to make necessary repairs in a student's room or in the bathroom or shower. In such instances, work will be done during the Student Life Department hours of 8:00 a.m. to 5:00 p.m. on weekdays or during times of an emergency. Entrance into the hall and possibly a student's room will be cleared through the Residence Life or Operations. A member of staff from Operations or the student will accompany Maintenance staff or outside vendors into the residence halls and/or room when necessary. Verbal notice will be given when the Maintenance representative is a member of the opposite sex.

Lounges

In order to provide students with a comfortable, informal place to study and fellowship with other students, lounges are provided on each residence hall. Special care should be taken by every student to keep the lounges clean and presentable. The College is not responsible for items left in the lounges. Between curfew and 5:00 a.m., hall lounges may be used. However, since it is located in the residence halls – volume settings must be kept very low or use headsets. In addition the remainder of the campus including the main lounge, courtyards, landing, and nest and hallways are restricted. Residents and their guests are to be in their residence halls only.

Check-in Procedures

When a student arrives on campus, he or she must check in at the Student Life Department and Residence Life Department and sign for a room and mailbox key. Then, a member of the Resident Assistant staff will direct the student to his/her room. Each student will verify that his/her room is in good condition and has all the proper furnishings. The RA and student must sign a Room Condition Inventory upon check-in to their room each fall and spring Semester. When a student vacates his/her room, the RA will check out the student using the same "Room Condition" form. Any repair costs will be assessed to the students. In order to provide a secure residential environment, there will be a replacement fee of \$25 for all lost room keys. This fee will be used to replace the entire core of the lock. The fee must be paid at the time the replacement is provided.

Residence Hall Furnishing

Each residence hall room is furnished with a bed, desk, chair, dresser, window blinds, built-in closet, and overhead lighting. Students are expected to have the same inventory of furnishings in their rooms when they leave as when they arrive. Furnishings are not to be moved to or from other rooms. Pets are not allowed in the residential facilities. The only exceptions to this policy are fish and hermit crabs, which might be kept in tanks no larger than 20 gallons. The College does not provide linens, blankets, pillows, towels, wastebaskets, telephones or computers. It should be noted that decorative pictures or wall hangings in the residence halls might be hung in the hallway with the approval of an RD or Director of Student Life, but it will be installed by approved personnel.

Fire Alarms and Smoke Detectors

It is considered a felony to tamper with any fire alarm or smoke detector. It is a serious breach of trust to tamper with fire alarms, smoke detectors, fire extinguishers, fire hoses. Students who tamper or "play" with these safety devices are subject to the full measure of the law, including immediate dismissal from San Diego Christian College. Students who ignore the fire alarm by not evacuating to a safe area will be subject to disciplinary action.

Removal of batteries or dismantling of smoke detectors is prohibited and is in direct violation of Fire Code 1001.5.1. Tampering with smoke detectors is a major infraction that may result in immediate dismissal.

All residence rooms will be unlocked and opened and cleared of students during a fire alarm.

Stewardship

It is expected that all students respect the facilities and report any unsafe conditions in the residence halls, lounges or other areas of the campus which may be a risk to students or staff. If it is an emergency please contact the Operations Department at 619-272-1719, otherwise please email workrequest@sdcc.edu. Students who damage the property will be responsible to pay for any cost of repair. If no students come forward it will be the responsibility of the residence hall floor to share the cost of the repair. Therefore please report any violations which occur to avoid cost for yourself or others.

Guests

Overnight guests of resident students may stay in the residence rooms provided they make arrangements through the Residence Life Department, preferably two days in advance. Guests are limited to a maximum of five (5) nights per semester. The Director of Student Life of Students must approve exceptions to this policy in advance. Guest meals may be purchased in the dining hall. Guests are expected to abide by all College policies and regulations, including dress standards, during their stay. It is the responsibility of the student host to explain those expectations to his/her guest. Any guest not spending the night must be off campus by curfew. The College reserves the right to limit or restrict any overnight guest. Parents, and individuals under the age of 16, are not permitted to stay in the residential facilities. Students will not use residence hall rooms to entertain youth group members, nor will this campus be used for babysitting. Guest privileges are not meant to cover temporary housing needs for non-students.

Quiet Hours

Since classes are held at various times throughout the day, an atmosphere conducive to studying and sleeping should be maintained in the residence halls at all times. Quiet hours are set from 10:00 p.m. to 9:00 a.m. It should be noted that playing pianos, drum sets, and loud music/high stereo volume are not allowed during quiet hours. In addition Quiet Hours will be extended on Sundays from 6:00 am – 12:30 pm. Resident compliance is expected.

Electrical Appliances

Microwaves, toasters and burners are not permitted in residence rooms. Cooking is not permitted in the residence rooms. Coffee makers and hot pots are allowed inside residence rooms. Small refrigerators are acceptable in student rooms. Fire code regulations prohibit use of extension cords in any resident room. Students must use power strips instead of extension cords. For safety purposes, halogen lights are also *not* permitted in any rooms. Extension cords and halogen lights will be confiscated if found in a student's room. There is to be no grilling or use of grills in the residence halls.

Laundry and Vending Facilities

Laundry facilities are provided for your convenience in the residence halls. These machines are high efficiency. There are four places students have to do laundry, West, Center and East residence halls and also the café laundry located behind the cafeteria. Each semester students living on campus are charged a \$50 fee, the laundry machines do not use quarters or money, but are set up on a "free"/ fee basis. On campus students may only do their laundry. They may not do off-campus student's laundry or allow off-campus friends to use the machines in these laundry areas. Furthermore, off-campus students who wish to purchase a laundry pass may do so from Student Life. They will be given a pass which will allow them to use the machines. The fee is \$50 per semester. Off-campus students who are caught using the machines and have not purchased a laundry pass will be subject to a \$75 fine and a letter of reprimand. They will be issued a laundry pass for that semester and then will be allowed to use the machines. Items left in the laundry rooms for longer than 72 hours will be removed and donated.

Any problems with the laundry facilities should be reported to the workrequest@sdcc.edu along with the number of the machine that is not functioning correctly.

Storage

Storage facilities on campus are not available and students are encouraged to bring only those things that are absolutely necessary. During the summer months, you must clean out your room and store your possessions off campus in a storage facility.

Room Search Policy

All residential facilities are owned or leased by San Diego Christian College. It is the policy of the College to ensure students such privacy in their rooms and to provide a secure and safe environment. San Diego Christian College and the Student Life Department reserve the right to enter all students' rooms without notice, if necessary. Personnel authorized by the Directors (including RDs, RAs, Campus Security, members of the administration, and those operating under the authority of the administration) may enter a student's room for any of the reasons stated below. Exercise of this right will be used with restraint.

A student's room may be entered:

- To provide maintenance and general repair.
- To address an emergency or health risk.
- To ensure the room is empty during fire drills.
- To conduct health and safety inspections of all residences.
- To investigate possible disregard of the community values.
- To show partial room vacancies to prospective students.

In the event that a staff member or other authorized person enters a room and sees evidence of a violation of the standards of conduct, he/she may confiscate the evidence and inform the appropriate College or government authorities. A search of personal belongings may be made when there is a reasonable suspicion of a serious violation. A Director shall pre-approve all resident room searches except in emergency situations where the health and welfare of a student is threatened. If a room search is to be conducted when a student is absent, two or more SDCC staff members (i.e. a Director, RD) must be present. College Security, in conjunction with SDCC staff, may conduct random drug searches with a drug dog without notification to students. If contraband (i.e. alcohol, controlled substances, cigarettes, condoms, drugs, drug paraphernalia, and weapons) is found in a room in which other students are present, the College reserves the right to also search the other students' rooms. Vehicles in our parking lots may also be searched. The College upholds federal and state laws regarding drugs and alcohol and will support all legal and/or disciplinary actions that may be taken if warranted.

Theft Prevention

Theft of student or institutional property is a major infraction and is grounds for immediate dismissal. Students should take reasonable precautions against the possibility of theft of personal belongings. The following guidelines are suggested for preventing theft:

- The residence room should be kept locked at all times.
- Cash should never be kept in a person's room. A student should keep money with him or her or in the bank.
- Students are encouraged to engrave their initials on all student-owned items of value.
- A record should be kept of all serial numbers of valuable items.
- Clothing should be marked in such a way that it can be easily identified.

Students should never leave laptops, instruments or any other valuable unattended in any public area. Valuables should be kept with the student or locked in their room. In the event that a student becomes a victim of theft, an RD should be contacted as soon as possible. An incident report form should be completed by the student and filed with Student Life. These forms can be obtained on the SDCC website and submitted directly. Students should be prepared to give a detailed description of the item stolen and any other information that could prove helpful.

The College is not responsible for stolen money or items but will provide assistance in recovering missing items. Procedures on how to handle a theft can be found in the back of the handbook. SDCC does not offer personal or supplemental insurance for such items. **It is highly recommended that you consider obtaining renter's insurance through your parent's homeowner's insurance or as a stand-alone policy.**

Checkout Procedures

To properly checkout all residents student must completely fill out the Student Life Checkout form (available in the Student Life Office). This form includes obtaining a RA's signature; returning keys and filling out forwarding address forms. Each student living in the Residence Halls is responsible to clean their room to standard, pay for any damages ensued during their stay, and pay for any lost or stolen school property in their care. Whenever a student changes rooms, is dismissed from school, or withdraws from school it is their personal responsibility to go through the proper check out procedure. Any questions concerning this matter can be taken to Residence Life.

There is a \$25 fee to replace a lost room key. There is \$10 fee to replace a lost mailbox key. A \$100 charge will be added to a student's bill if their room is not cleaned to standard and a \$50 charge when proper checkout procedures are not followed. All excessive damages will be fined individually.

Students are required to vacate the residence halls no later than 10:00 pm the last day of finals for Christmas and summer vacation. Only students with prior permission obtained from the Housing Coordinator may remain in their room during these vacations. No meals are available during vacations.

Vacation Guidelines while on Campus

Students with permission to stay on campus during vacations, semester breaks, or during the summer months should realize that it is a privilege to do so. They must be willing to abide by all policies stated in this handbook during that time. Failure to comply with policies and regulations will result in loss of resident privileges.

Roof Access

Roof access is not allowed. There is no reason a student is to be on the roof at anytime unless approved by one of the Directors of Student Life, Spiritual Life or through the Director of Operations. Students who violate this policy are subject to a \$100 fine and a letter of reprimand.

Summer Housing

Summer housing may be offered with limited availability. A monthly room fee is charged per contract.

Off-Campus Housing Requests

San Diego Christian College is a residential college. Much of the overall excellence and college experience takes place in residence life and relationships. As such, SDCC under 21 are required to live on campus. The requirements to live off campus are as follows:

- Any student who is 21 years of age or older at the beginning of the semester for which he or she has applied
- Any student who lives with blood relatives (parents, grandparents, brother or sister, uncle, or aunt)
- Any student attending school part-time, taking eleven units or less

All other requests to live off-campus must be approved by one of the Directors. Requests should be submitted online at least one month prior to the first day of classes in a given semester. The Off Campus Housing Appeal form can be obtained from the Student Life office for those students struggling with financial constraints.

Commuter Students

Commuter students are a vital part of the SDCC campus community. If you commute to the College, we encourage you to get acquainted with the various resources, programs, departments, and staff members who are available to support and assist you. SDCC offers special meals opportunities to our commuters throughout the course of the school year. All commuter students are under the same regulations and standards as resident students except for those, which pertain strictly to resident life

Commuter Assistants

Commuter Assistants (CAs) are student leaders who function as representatives of the Student Life Department staff under the direct supervision of the RDs and leadership of the Directors. They serve as liaisons between commuter students, RDs, and the Directors. As leaders, they serve those under their care and are accountable to those who have entrusted them with responsibility. CAs are responsible for encouraging, supporting, and counseling students as well as maintaining standards of appearance and behavior. They minister to and serve resident and commuter students.

Commuter Information

We will work to make sure Commuter students are consistently informed about various campus activities and programs. There are two primary ways to stay up-to-date on SDCC activities—the SDCC web site and the bulletin board in the main hallway. We encourage all students to take time to read the notices and announcements. Your involvement in all events and programs is encouraged.

Commuter Student Parking

Commuter student parking is restricted Monday through Friday, from 8:00 am to 5:00 pm, to the supervised parking lots across the street on the West Campus (SCS) only. This is due to the limited spaces available to SDCC. Students may also park on the street on Greenfield Drive at any time.

Food Services

Commuter students are welcome to purchase a meal plan for the College dining hall. Information is available from the Food Service Director. Students who are not on a meal plan or who have not purchased a meal will not be permitted to sit in the dining hall. Limited seating causes the College to uphold this policy. Commuters are encouraged to eat with Resident Students in the Solid Rock Cafe. Those who do not purchase a meal plan are encouraged to bring their own lunch/food on campus. The SDCC bookstore, “The Perch”, located in the main hall, offers a variety of food, snacks and beverages at reasonable costs. Occasionally, SDCC sponsors activities that include a meal provided by the College food service. In these situations, while resident students receive the meal as part of their board plan, commuter students may be asked to pay a guest rate for that particular meal, unless specified otherwise. Hours of operation for the dining hall are posted outside the main entrance for your convenience.

Off Campus Housing Directory

The Student Life Department requires all commuter students to file directory information at the beginning of each semester. A housing directory is prepared each semester and contains current addresses, telephone, or cell phone numbers, and e-mail addresses of all full and part-time students. Faculty and staff utilize this information to contact resident and commuter students. If this information should change at any time throughout the semester/year, you are asked to notify Student Life immediately and provide current information.

Health and Wellness

The Health Services Office and infirmary are located in the Hawk’s Landing. The school nurse, a registered nurse, provides a wide range of services at no charge, depending upon the specific medical request. Office hours vary; see Student Life for more information. The nurse is on-call 24 hours/day and can be reached via a cell phone to respond to non-life threatening emergencies. If you suffer from allergies, chronic health conditions, or take prescription medications, you are asked to include information on Health Form. This applies to residential and commuter students.

There is no physician on staff; however, students in need of a physician’s attention will be referred to a local physician who is available to care for SDCC students. Before receiving medical services from the physician, students covered by school health insurance are required to obtain a referral from the nurse during office hours and complete a claim form (found on www.renstudent.com) in the office prior to scheduling an appointment. Students insured with their own policy need to make sure they notify their insurance company and change their primary care physician to a local physician here in East County.

If a medical emergency occurs on campus, contact the nurse. In her absence, contact the Director of Student Life, a Resident Director or Resident Assistant. If a life threatening emergency occurs, call 911 and notify staff. Any decision that involves summoning emergency aid to campus (fire department, police, and paramedics) should involve the nurse, the Director of Student Life or a Resident

Director. The nurse, Director of Student Life, Resident Directors, and Resident Assistant staffs are CPR certified and available to assist with emergencies as well.

Emergency care is available at East County Urgent Care (located 1½ miles from the campus). The hours of operation are Monday through Friday from 8:30 a.m. to 7:00 p.m. and on Saturday and Sunday from 9:00 a.m. to 4:00 p.m. Sharp Grossmont Hospital in neighboring La Mesa is also an option in an emergency situation.

Health Insurance

All full-time students must be covered by medical and hospitalization insurance. Group insurance must be purchased through the College if your family or personal plan does not cover you. **If you do not have private insurance, you MUST fill out a health insurance application in the business office.** Insurance is billed each semester, and second semester (spring) insurance covers you through the summer. Insurance information and an application for College insurance are included in your check-in packet or can be picked up at Health Services. International students are required to provide proof of their own insurance. Personal or family insurance must meet minimum insurance criteria; otherwise, group insurance through the College is required. Insurance coverage is also available for dependents of students enrolled in the SDCC insurance program. Please read over the Brochure and Schedule of Benefits to know what is covered; any questions should be directed to: Personal Insurance Administrators, Inc. (800-468-4343).

Communicable Diseases

Health Services maintains a file copy of the SDCC policy for communicable diseases. The Director of Health Services and Resident Directors are required to have the Hepatitis B series immunization. Students working as sports medicine assistants are also required to have the Hepatitis B series. A person's health condition is confidential; however, the College's goal is to maintain a balance between the rights of the individual and the priority of community protection when warranted.

Tuberculosis (TB) Policy

All SDCC students are required to take a TB test prior (within one year of enrollment) to attending the College. This is a skin test and not an immunization. Tests taken *within one year or less* of date of enrollment are acceptable. If TB test results are positive, students will be required to seek medical attention and follow the recommended medical advice for treatment. An American physician who adheres to local standards of care and practice must provide this advice. Students who do not have a current TB test will not be able to attend class until completed.

Counseling and Support Services

SDCC campus offers counseling services for students through a partnership with Southern California Seminary and its counseling program for MFT licensure. Students currently enrolled in Master's Level Psychological instruction will be made available as part of their practicum trainee requirement to facilitate this role. There are no fees for these services. Appointments may be scheduled through the Student Life office counselor directory. Counseling care includes personal, family and spiritual issues, grief or hardship, emergency services, crisis intervention, as well as teambuilding and leadership trainings.

Student Counseling Services operates on a short-term therapy model based firmly in Scriptural principles revealed as absolute truth. The number of visits is determined individually for each student depending on his or her situation. All records are kept in accordance with professional, legal, and ethical guidelines. No one will have access to records other than the Counseling Center unless the student releases them in writing. Counseling records will not become part of the student's academic file, and even the fact that the student has come to Counseling Services will not be divulged to anyone without the student's permission. Counselors consult with a required supervisor to improve skills and provide students with the highest quality services possible. This will be done using the highest level of confidentiality.

Exceptions to confidentiality include the following:

- Student is assessed to be a danger to themselves or others
- Student discloses cases of child or elder abuse
- Law requires student's records
- Student informs counselor they plan to commit a crime
- When the student desires to release the information and signs a release

The counseling office is located in the Student Services Center located next to the Hawk's Landing. You can access counselor information through the Student Life/Health area of SDCC website.

Contact and crisis phone numbers are also posted outside the Student Health Services Office.

Campus Services

The Student Life Department provides a diversified range of services aimed at supporting an educational environment where the quality of life is enriched and students' faith is strengthened. Personal character development is promoted, as students are encouraged to seek God and His will in their lives, while committing themselves to spiritual growth and development. It is the goal of our department to facilitate whole person growth in this academic community so that students can make a difference in the world for Christ.

The department provides opportunities for students to become involved in a campus community that exemplifies Christian values and characteristics. Staff members serve as student advocates as they strive to address the needs of our students, their interests, and their concerns. Support systems have been established to meet the ever-changing needs of students, while they are encouraged to become competent, responsible, adults and faithful followers of God who seek to use their talents and resources for His glory. Programs and activities are designed to increase student involvement, improve student learning, and support student retention.

The Student Life staff desires to develop and maintain a leadership role in the lives of our students in the areas of their personal, spiritual, social, intellectual, and career development. These goals are accomplished by providing assistance, resources, and information in the following areas:

- Blackboard™
- Bulletin Boards
- Campus Bookstore
- Campus Email
- Campus Mail
- Career Services
- Computer Resources
- Facilities Reservations
- Food Services
- Identification Card (ID)
- Library
- Lost and Found
- Personal Development Class
- Security
- Student Lounges
- Student Publications
- Swimming Pool

Blackboard

SDCC uses Blackboard™ as its Course Management System, this is a type of software that allows instructors to put course content online and extend their classes beyond the four walls of the classroom. Students can view and access their syllabus, assignments, course materials, grades, tests, and many other resources through the Internet. Blackboard™ can be accessed through the SDCC website (www.sdcc.edu). "mySDCC" – [Login to Blackboard](#). Fill out your login account information (this will be the same as your e-mail login information). Once you have completed these steps you will then be able to access all of your class and campus information. Be sure to check your Blackboard™ account regularly for any updates from your professors. If you have any trouble logging onto Blackboard™, contact Maria Keckler at 619.590.2175, or the IT Department at 619.590.1709.

Email

Bulletin Boards

Bulletin boards are located in the main hallway to serve as an informational tool to communicate events, announcements, career opportunities, etc.

Campus Bookstore

The campus bookstore, also known as "The Perch" is located in the center of campus. The Perch supports the students, faculty, and staff of San Diego Christian College in many ways from textbooks and check cashing; to prayer and encouragement.

The Perch offers a variety of meal items, beverages and snacks. Hours are posted and communicated by email.

Methods of payment in the Bookstore include cash, personal checks, student vouchers, debit cards with a VISA/MasterCard logo, and the following credit cards: VISA, MasterCard, and Discover Card. We do not accept American Express. We do charge a 50¢ fee for all purchases under \$5.

Services offered in the Campus Bookstore:

- Check cashing and cash back on check and credit card purchases (up to \$20)
- Faxing
- Gift Certificates
- Class ring and graduation announcement information
- Postage stamps and mailing
- Special orders on books not in stock

The Bookstore also offers an assortment of the following items:

- Bibles, Bible reference and study books
- Christian non-fiction books
- School supplies
- SDCC apparel and merchandise
- Greeting cards and gift items
- A small assortment of over-the-counter medications

As a benefit to SDCC students, the Bookstore offers 20% off the retail price of all Bibles and books not used as textbooks. Students may be employed in the Bookstore if they are a part of the work-study program. Please see the Career Center for additional information and position descriptions.

Campus Email

Every SDCC student receives a free email account (username@sdcc.edu). Students can access their SDCC email from their Blackboard™ homepage once the IT Department has established this account. User names and temporary passwords are distributed to new students during registration or through the IT Department. It is important that you access your email right away and reset your password. Campus wide announcements, as well as announcements from your instructors, will be arriving to this account, so be sure to check it regularly. For questions regarding campus email accounts, contact IT at 619.590.1709

Campus Mail

The Student Life Department provides mailboxes and mail services. All students are issued a mailbox and key at check-in, this includes commuters, credential students, and APS students. Student mail from campus offices will NOT be sent to the student's home address. It is important to check your mailbox every day, as you may be required to respond to urgent notices. There is a replacement fee of \$10 when a key has been lost. If you receive articles too large for your mailbox, you may pick them up from the mailroom during posted hours on weekdays (hours will vary). Daily outgoing mail is picked up from the mail drop box located in the Student Life Office, weekdays at 10:00 a.m. Stamps can be purchased at the College Bookstore and postage may be paid for in the SMCC Copy Center/Mail Room.

The proper way for mail to be addressed to residential students is as follows:

(Your Name)
San Diego Christian College
(Your Mailbox Number)
2100 Greenfield Drive
El Cajon, CA 92019

If you are sending mail to a faculty member it can be placed in the individual mailbox on the third floor of the Administration building.

Career Services

Career Services is committed to providing assistance and resources to SDCC students in meeting their personal, educational, and career objectives. When entering or returning to college there are numerous things to consider such as: how to choose a major, find a job, or identify a career path that complements your God-given talents and abilities. Providing answers to these and many other related questions is what career services is all about. The following services are offered:

- Career Planning
- Professional Development Class
- Workshops/Seminars
- Job Board
- Federal and College Work Study

Computer Resources

- Network access is provided in all residence hall rooms for students living on campus
- **Computer Lab:** Open to all students, the computer lab is located on the Third Floor of the Administration Building. SDCC students have "Open Access" to the lab throughout the school year during posted day, evening, and weekend hours. Lab Assistants are available to assist students with equipment and software troubleshooting. The schedule is posted on Blackboard™ by the second week of each semester.
- **Library Computers:** Students can use computers in the Library during regular library hours for word-processing, printing, Internet access, and general network access. In order to print, users must have a SDCC or SCS login name and password.
- **Wireless Access:** Students who own a notebook computer with wireless capabilities can access the campus network and Internet in the Solid Rock Café and the campus Library. Students who wish to use wireless access for the first time must first register their notebook computer via a self-registration process. The IT Help Desk (619-590-1709) is available for assistance between 8-5pm M-F.

Facility Reservations

Group activities that require use of any area on campus (outside areas or rooms) must be approved by the Faculty Advisor for the campus group and the Student Life Department. A response will be provided or recommended alternate locations based on availability.

Food Services

Breakfast, lunch, and dinner are served cafeteria-style in the SDCC dining hall. Meal hours and menus are posted daily at the dining hall entrance. A SDCC ID card (meal pass) must be shown at each meal if you are a residential student and it may not be used by anyone else. If you regularly miss a meal because of student ministry, class activity or employment, you may have a sack lunch provided. Arrangements should be made with the Director of Food Services at least 24 hours in advance. Special meals can be arranged through the Director of Food Services for students under a physician's orders for diabetes, hypoglycemia, allergies, etc. A copy of the doctor's prescribed diet must accompany special requests. The dining hall is closed during Thanksgiving and Christmas vacations, spring break, and summer. Provider Contract Food Service presents a variety of creative menu items. One such feature is exhibition cuisine – food is prepared in front of the patron. Options have included teriyaki bowls, a baked potato bar, specialty salads, and wraps.

Meal times are as follows, Monday through Friday:

- Hot Breakfast: 7:30 am - 9:00 am
- Continental Breakfast 9:00 am – 10:00 am
- Lunch: 11:30 am - 1:00 pm
- Dinner: 4:45 pm - 6:30 pm

Saturday:

- Lunch: 10:00 am - 12:30 pm
- Dinner: 5:45 pm - 7:00 pm

Sunday:

- Brunch: 12:30 pm - 1:30 pm
- Dinner: 5:00 pm - 6:30 pm

Identification Card (ID)

The Student Life Department will issue a student identification card (ID) at check-in. All SDCC students are required to have an ID card. If you are a resident student your ID card also serves as your meal pass. You will not be admitted to the dining hall without it. Commuter students will also need their ID card to gain entry into the dining hall for meals. The SDCC ID card will record chapel attendance, serve as a library card, and can be loaded with funds which can be used for various purposes on campus. If you lose your ID card, a replacement fee of \$25 will be charged. Your ID card may also be required at certain athletic events. Off campus, this card identifies you as a college student in places of business that may offer student discounts.

Library

The College Library desires to provide and maintain a balanced collection of books, audiovisuals, periodicals and electronic resources for the academic and spiritual needs of students, faculty, and staff. More than 165,000 items are provided through the library catalog, including monographs, audiovisual materials and resources in electronic form. Access to over 18,000 full text periodicals is available through the library's web site, 24 hours per day 7 days per week. These 80+ online resources provide access to online newspapers and journals, a classical music library, hundreds of reference works, and a growing number of electronic books – all available through the library web site, anytime anywhere.

Since no library has limitless resources, libraries must work together to bring their students and faculty valuable access to materials. Consortium and resource sharing efforts are important in sharing access to materials. The College Library has access to library collections around the world as a member of Online Computer Library Center (OCLC), the world's largest library consortium. Local public library access is also available to college students at nearby branch libraries.

Start your research projects using the library's catalog. It will revolutionize how you find materials. Not only does it include the holdings of the SDCC Library, full-text contents of the library's 80+ databases, but also includes open access digital collections and holdings from libraries world-wide! This catalog utilizes Web 2.0 technology including book covers, email, citation generators, tagging, and creation of personal lists.

Campus network computers are available in the library for student use. The Library's 31 computers have Internet access, Microsoft Office Suite 2007 and other software programs. A student ID (which is linked to your network account and is also your library card) is required to copy or print (BW \$.06/page; Color \$.25/page). Wireless internet access and electrical outlets are available in the library and the adjacent Solid Rock Café.

In May 2000 the Southern California Seminary Library merged with the SDCC College Library. By sharing resources and facilities, library users at both institutions have increased access and collection depth. You can check out the library web site at: <http://sdcc.edu/library>.

Lost and Found

SDCC Lost and Found holding area is located in the Student Life Office.

Items such as books and clothing, which may be left in classrooms and chapel, are taken there and kept up to three months. Small items such as jewelry, wallets, sunglasses, money, and keys are turned in to the Student Life Department. If you have lost something, come by the office during normal business hours (8:00am - 5:00pm). Items will be donated or discarded if not picked up.

Personal Development Class

College and Career Planning is offered as a class. This multifaceted class is designed to assist students in making a successful transition to college, both academically and personally. Career and education are addressed from a biblical perspective. The course gives an overview of SDCC, its parameters, mission, and purpose. Learning strategies and time management techniques are covered. Students identify their spiritual gifts and transferable skills through the use of a battery of career inventories, which include spiritual gifts, personality traits, skills identification, values, and vocational interests. Once these are known, students learn to integrate this information with career decision-making and life choices, goal setting and choosing appropriate options for college majors and career opportunities. Ultimately, students formulate individual vocational plans. The Student Life Office recommends this option for all first time college students and those who feel reticent about college expectations.

Security

Campus security can be reached twenty-four hours a day. Students who reside in the dorms are required to be back in their respective dorms by curfew. Anyone who works past curfew hours should notify the Student Life Department or a Resident Director, so campus security can be notified of late arrivals. The gates at SDCC and SCS will be locked by 1:00 am each day. During holidays, Spring Break, and summer the campus gates will be locked at 11:00 pm to enhance security. The Resident Directors and Resident Assistants work in concert with Security and should be your first contact when you have special concerns or security problems. The Resident Directors will assist the Security staff and represent student needs in the evenings and on weekends. They will coordinate security concerns with the Administration and Security supervisors. If you have a need to contact Security it is recommended that you call the following numbers: (619) 672-0661 (24 hour cell phone)

Student Lounges

There are three resident student lounges available for student use. There is one on each hall and is designated for resident students. These are gender specific except during open hall visitation. There is one main lounge which is designated for both resident and commuter students. There are game tables, a large screen television, and couches. Quiet hours apply to all of the residence hall lounges. The Solid Rock Cafe, outside the dining hall, is an area for students to socialize or study. This area features wireless internet access. Students are expected to develop a sense of ownership and take pride in keeping the College and lounges clean. Picking up trash, straightening out furnishings, and cleaning up any spills are necessary if the facilities are to be maintained properly. Couches, cushions, pillows, tables, and/or chairs are not to be removed from any of the lounges or cafes. Should the community not care for the lounges this privilege may be suspended for a period of time.

Student Publications

The SDCC yearbook is one of the major publications of the College. All full-time students who attend school both semesters receive a free copy of the Yearbook. Part-time students and those enrolled for only one semester may purchase a yearbook at a full or pro-rated fee. Yearbook is a great way for students to get involved on campus. Students interested in joining the Yearbook staff should contact the Student Life Department. Prior experience is valuable, but training is offered as well. Duties will include photographing campus life and creating unique pages for publication. Under the direction of Student Senate, SDCC students offer insight and information through the newsletter/paper – the *Toilet Paper* and the monthly publication – *The H*. If interested in reporting, editing, or formatting for the *Toilet Paper* or *The H*, please contact a Student Senate representative.

Swimming Pool

Use of the swimming pool is limited to scheduled hours when a lifeguard is on duty. The pool hours of operation will be posted on campus. Special permission for the use of the pool for other than posted hours must be approved through the Student Life Department office.

Academics

Academic Freedom

San Diego Christian College is committed to a policy of academic freedom, which is foundational to maintaining an educational environment. The College believes that the intellectual growth of students is dependent on academic freedom; but freedom in any context carries with it corollary responsibilities and limitations. Responsible behavior is vital to the maintenance of academic freedom.

Students are free to inquire into and to examine all views; however when they disagree with their professors or one another, they are expected to practice courtesy and respect while questioning others' views. They are expected and encouraged to carefully and critically examine information until they are able to formulate their own convictions regarding truth. Students are expected to develop critical thinking skills and adequate research techniques so that their inquiry will be carried out in a scholarly manner.

Academic Climate

It is the desire of the administration and faculty to establish a learning environment at San Diego Christian College that is based on a collaborative relationship between faculty and students. Faculty and students are expected to come to every class prepared to contribute to the learning process. Each faculty member prepares detailed syllabi for his/her courses to outline expectations and to provide structure for the learning that is to take place over the course of the semester.

Textbooks and reading supplements are selected with objectives in mind and serve to provide a foundation for learning. Assignments are designed to reinforce important concepts and to extend learning beyond the information discussed in class. Students are expected to read assigned materials, to follow through on assignments, and to communicate their questions to faculty.

Faculty members do have the authority to dismiss students from class if they fail to come prepared and/or exhibit behavior or attitudes that negatively impact the learning environment. Such dismissals will be treated as unexcused absences. Repeated failure to come to class prepared and/or continued behaviors that are disruptive to the learning environment can result in a student being dropped from the course by a faculty member. Students who are unhappy with the learning environment should speak first with the faculty member. If there is no improvement in the situation after meeting with the faculty member, students should speak with the Department Chair and/or the Academic Vice President (see Grievance Policy and Procedures).

Class Attendance

The full-time faculty at San Diego Christian College has established the following attendance policy as a strong statement as to the importance of class participation in the learning process:

- Students are allowed to miss one contact hour without penalty per unit of credit associated with a course. In the case of a normal 3 credit course, this means students are allowed to miss up to three contact hours without penalty. These absences are for times of illness, to attend to personal business, and to participate in co-curricular activities (athletics, music ministry, etc.). Up to three additional contact hours (for a 3 credit course) may be missed for administratively excused absences without penalty. Administratively excused absences are for missed classes associated with required student involvement in institutionally sponsored events. Notification of such absences must be given to faculty in writing prior to each event, indicating the specific hours when student involvement will conflict with class times.
- Whether excused or not, any student missing more than six contact hours for a 3 credit course will be dropped from that course unless a petition is approved for excessive absences. Petitions must be signed by the faculty and the student's advisor before being submitted to Enrollment Services. In the case of excessive absences due to required involvement in institutionally sponsored events, the faculty/staff director for the event should also sign the petition.
- In any event, absence from class does not excuse students from scheduled exams or assignments due. Penalties for late assignments and/or make-up exams are determined by each individual faculty member.
- It is your responsibility to request and complete any work that is missed and/or arrange for any make-up tests. It is wise to talk with faculty as soon as possible in the event of an absence.

Electronic Etiquette

Electronic etiquette is greatly appreciated. Please program your watches, and cell/smart phones so they will not sound during class and special programs. No use of cell phones is allowed at any time during any class period. Your cooperation in helping to preserve the classroom atmosphere is appreciated.

Academic Integrity

Integrity requires adherence to moral principle and character. The academic community of San Diego Christian College expects students to complete all assigned work honestly. Honesty begins with oneself and extends to others. Mutual trust and respect grow as each individual in the community takes responsibility to perform with personal integrity. An act of dishonesty affects the atmosphere of trust on the entire campus.

In addition, the administration and faculty believe that dishonesty in the completion of assignments, examinations, or written papers is contrary to the teachings of Scripture. Cheating results when you depend on someone else to do the work necessary to complete coursework. Plagiarism is the handing in of written work that is not your own. It includes verbatim copying of someone else's ideas without proper acknowledgement, and paraphrasing someone else's words without proper acknowledgement. Both of these are acts of dishonesty.

Cheating and/or plagiarism will be handled as serious threats to the academic integrity of the entire campus community. In the event a faculty member suspects a student of cheating or plagiarism, he or she will confront the student directly. If there is evidence of dishonesty the faculty member has the option to give a failing grade for the assignment or exam, assign a failing grade for the class, or drop the student from the class. The incident will also be reported to Student Services and such notice will remain in a student's file for the duration of their enrollment at San Diego Christian College. Repeated infractions will result in increasingly serious consequences.

- First Offense: Student who has plagiarized or cheated will receive academic consequences and a confirmed letter of notification to the Student Life Office.
- Second Offense; Student who has plagiarized or cheated will receive academic consequences and disciplinary accountability as directed by faculty or staff. The student will write an appropriate two to three page research paper on academic integrity.
- Third Offense: Student who has plagiarized or cheated will be Administratively Dismissed and non-reenrolled for the subsequent semester. Please note that dismissal from the College will have serious financial ramifications. In most, cases, a student will lose his or her financial aid and be required to pay in full even though he/she will not earn any credit for the semester.

Any appeals on the part of the student should be submitted in writing to the Academic Vice President and will be reviewed by an Academic Appeals Committee. Any appeal in the sequence must be made within thirty days of the notification of the violation for that particular incident. While awaiting appeal, the student is required to complete the consequences as expected.

Privacy of Student Records

In compliance with the Family Education Rights and Privacy Act of 1974, no information from a student's record will be conveyed to any party, agency, or organization external to the College without a student's consent. Forms for the release of transcripts of grades are available in the Enrollment Services' Office. Students enrolled at the College have access to the addresses and phone numbers of other students. If you do not want this information available, please inform the Enrollment Services' Office and the Student Life Department.

Registration Procedures

Registration for classes currently takes place online or on campus. You will be assigned an academic advisor in your major by the Enrollment Services. You will also be given a Master Schedule for your degree program outlining the required courses and the recommended sequencing. The advisor will assist you in the selection of classes and must sign your registration form. Still, it is your responsibility to monitor your progress in meeting the requirements for your degree. Completed registration forms are submitted to the Enrollment Services' Office but registration is not complete until you have met your financial obligations with the Business Office and Financial Aid. A late registration fee is charged if you register after the closing date for pre-registration.

Adding and Dropping Classes

Once you have completed registration any changes in courses must be processed using an Add/Drop Form. This form is available from the Enrollment Services' Office. There is a \$10 fee for each form that is processed once classes have started. You are responsible to see that the forms are filed. If you fail to complete one and stop attending a class, you will receive a WF (withdraw failing) for that class. If you attend a class without officially registering for it, you will not receive credit for it.

Academic and/or Administrative Dismissal

Students who fail to make satisfactory progress toward a degree will be subject to academic dismissal. Details on expected academic progress can be found in the *Catalog*. Students who are administratively dismissed due to violations in the *Student Handbook* will receive a grade of W or WF for each class on their transcript, based on performance at the time of dismissal.

Participation in Graduation

Students planning to participate in commencement will be required to complete ALL degree requirements PRIOR to graduation. The ONLY exception will be students enrolled in spring classes that will finish after commencement and student teachers finishing their teaching assignments in June. Petitions to graduate must be filed at least two full semesters (Fall-Spring) in advance of the anticipated date of graduation. Any questions regarding graduation requirements should be directed to Enrollment Services.

Withdrawal from School

If you withdraw from classes during the semester, you must submit an official withdrawal form within 10 days after you stop attending classes. Failure to file an official withdrawal will result in WFs on your transcript and in forfeiture of any right of refund or return of deposit. Withdrawal forms are available in the Enrollment Services' Office.

Computing & Networking Use Policy

Use of College Resources

The college expects you to use the World Wide Web and e-mail system responsibly and refrain from any actions that waste college computing resources.

SDCC's Email

Your college electronic mail is the official college-to-student means of communication. Consequently, all students are expected to read their SDCC e-mail on a regular basis. You may access your e-mail from residence halls, computer labs or college computers. When away from the college, you may access e-mail accounts via the Web.

Required Conduct

You are required to follow these guidelines.

- Use college resources for authorized purposes only.
- Protect your email password.
- Access only information that is your own, publicly owned, or to which you have been given authorized access by the IT Dept.
- Use only legal versions of copyrighted software in compliance with vendor license requirements. Students shall not load any software on SDCC computers.

You are required to refrain from the following:

- Giving your password to another person.
- Attempting to by-pass or circumvent the firewall through any means, including proxy servers.
- Engaging in any activity that might be purposefully harmful to systems or to any stored information.
- Monopolizing systems, overloading the network with excessive data, or wasting other resources.
- Making or using illegal copies of copyrighted software, storing such copies on the network, or transmitting them over the network.
- Downloading software programs for storage on SDCC computers.
- Using another person's system, files, or data without permission.
- Making any changes to SDCC lab computer settings; i.e., background, screen saver, computer desktop, etc.
- Accessing, transmitting or using material that is not acceptable according to SDCC (and biblical) standards via Internet, e-mail, DVD, CD-ROM or other programs. Computer misuse may include, but is not limited to:
 - Obscene or vulgar content

- Graphic violence
- Pornography
- Communication that is not edifying (i.e., inappropriate chat rooms, Instant Messenger, e-mail, etc.)
- Witchcraft or Satanic-related material
- Possession or use of copyrighted material
- Gambling

Note: IT may monitor use of internet sites according to the Acceptable Use Policy. If you have questions about what is appropriate contact the Student Life Department.

I. Use of File-Sharing and Peer-to-Peer (P2P) File Sharing Policy

The following activity is strictly prohibited:

- Use of network and/or any file sharing software/devices that shares transmits or receives copyrighted materials. (i.e. eDonkey, Warez, Kazaa, iMesh, Gnutella, etc.)
- Operation of programs/devices that may transmit viruses, worms, etc. to other computers on the network.
- Operation of programs/devices, products, services, etc., which may adversely affect performance of the network resulting in, reduced quality of service for other users.
- Operation of any business or service (profit or non-profit) via the network without express written permission from the Chief Technology Officer.
- Any activity that is illegal or against the letter and spirit of the Student Handbook.

Failure to comply with this policy may result in loss of network account, network and computer access privileges, and/or further disciplinary action.

II. Question and Answers Regarding the Use of File-Sharing

Question: Why shouldn't I use file-sharing (P2P) programs/devices or websites in the labs or in my dorm room?

Answers:

- Copyright holders can take civil and criminal legal action against violators. Civil liability can result in fines up to \$150,000 per infringed work. Criminal liability can result in fines up to \$250,000 and 5 years in federal prison.
- All students are obligated to follow both the letter and spirit of copyright laws and policy. Obtaining and using illegal copies of software, music and literature of authors and companies is illegal and unethical.
- File sharing is largely accomplished by shareware or other peer to peer (P2P) programs that infringe on copyright laws by transferring files from one user to another without monetary compensation to the copyright holders.
- These programs can overload available bandwidth and decrease access speeds to the Internet for all users. Significant bandwidth congestion may require IT to respond by explicitly blocking access to Internet services that are used to download files.
- IT has blocked various types of file-sharing sites to protect the integrity and security of both the college and each individual user.
- Many file-sharing programs turn your computer into a server, which allows other people to remotely access your computer across the Internet. This could allow others to access your personal information such as banking information, credit card numbers, passwords, etc.
- Many file-sharing programs require you to download files from unknown, anonymous sources. This could easily infect your computer with viruses and impact other network users. (Just because a file is named "britneyspears.mp3" doesn't mean that is what it actually is). Also, some viruses, such as Trojan horses, can hide inside of valid files and destroy information on your computer unnoticed.
- If you use a modem to connect to the Internet through a phone line, you are only connected when signed on to your ISP. However, here at SDCC, we have a direct connection to the Internet, which means your computer is always "online."
- Certain files/folders on your computer may be "shared." This means that you have access to these files, but so do some other people on our network. While you may legally own mp3's on your computer, it is illegal for other people to copy these files.

III. Technology and Internet Use Agreement

Every SDCC student is required to sign a Computer and Network Acceptable Use Policy before an account will be provided. The agreement does not supersede the guidelines set forth in the Student Handbook, nor does the Student Handbook supersede the Computer and Network Acceptable Use Policy. Both documents are applicable to every student. A copy of this Agreement is given to all students during the registration process, and a copy of student Agreement will be kept in the Student Life Office. In the event that a student fails to abide by the terms of the Agreement, he or she may lose technology privileges on campus or their privileges may be restricted.

Student Grievance Policy & Procedures

San Diego Christian College acknowledges that in any college community there is the possibility of conflict and student dissatisfaction. The College wishes to provide an education and services of the highest quality to its students, and to provide equity and harmony in the application of policies and procedures. When a student has a complaint or grievance, there are steps that may be taken to resolve the matter. The following information is offered as a guide in addressing a student grievance. A *grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the College community that in any way adversely affects the status, rights, or privileges of any student.* A student may seek redress within 60 days of the alleged grievance. The burden of proof rests with the individual making the complaint.

Informal Complaint Procedure

When a student has a grievance, resolution should be sought through informal communication with the appropriate instructor, department chair, staff member, or administrative officer who may be able to help clarify or rectify a situation before a written complaint is filed (Matthew 18:15). Discussion between those involved in a grievance is essential in the early stages of a dispute and is encouraged at all stages. This procedure should be as expeditious as possible. If the dispute cannot be resolved to the student's satisfaction through informal procedures, the following procedure must be followed.

Formal Complaint Procedure

1. A student who wishes to make a formal grievance with the College must present the grievance in writing to the immediate supervisor of the person that the grievance is directed toward. The following information should be included in the grievance:

- The date of filing the grievance (month, day, year).
- A narrative description of the grievance, including all relevant date when the dispute was evident. All evidence relevant to the grievance, related proof, and witnesses shall be included in the written statement.
- A proposed statement of the desired resolution.

2. The written student grievance will be submitted to the immediate supervisor who is responsible for the individual to whom the grievance pertains.

- The immediate supervisor will send a written acknowledgement to the student within five (5) working days upon receipt of the grievance.
- This acknowledgement will indicate that the grievance has been received, the nature of the grievance, and that the student will receive a written response with a proposed resolution within approximately seven (7) working days from the time the grievance was received.
- A copy of the written student grievance and acknowledgement letter will be sent to the executive administrative officer (i.e. the VP of Student Life or VP of Academics).

3. Administrative disposition of the student grievance generally consists of an investigation into the source of the complaint, previous efforts to resolve the dispute, and any contingencies that may aid in the deliberation and disposition of the problem.

- If the immediate supervisor determines that the nature of the grievance is beyond his/her expertise or authority, the next level administrator (i.e. VP) shall be consulted and may be asked to respond to the student.
- The responding administrator (i.e. VP) will send the student a written statement informing him/her of their resolution to the grievance.
- This response shall be issued to the student within a reasonable time (usually in three (3) working days upon receipt of the statement).
- A copy of the deliberation response shall be sent to the next level administrator (i.e. VP) or to the President.

4. When the student receives the deliberation response to his/her written grievance and they are satisfied with the resolution the matter is completed.

5. When the student receives the deliberation response to his/her written grievance, they have the right of appeal to the Grievance Committee if they are dissatisfied with the response.

- The dissatisfied student may request a hearing with the Grievance Committee by submitting an appeal to the President's office.
- A Grievance Committee will be schedule by the President within 72 hours of the hearing request.
- The student will give the Committee a copy of the written grievance statement.
- The Committee will notify the student at least 24 hours in advance of the hearing date.
- The Committee may invite the student and any witnesses to attend the hearing.
- The Committee will review and evaluate the information and evidence presented to them.
- The hearing is kept confidential and all records pertinent to it shall also be kept confidential.
- The decision of the Committee shall be by majority vote and shall serve as an advisory recommendation to the President for a final decision.
- The President will issue a decision in writing within three (3) working days of the hearing.
- The decision of the President is final and no further appeal is available.

Grievance Committee

The President shall appoint members of the Ad Hoc Grievance Committee in the fall of each academic year. This committee is composed of two faculty members, staff member, and student representative. The chairperson of the committee will be elected at the first meeting of the committee. Student representation may be appointed for the entire academic year or serve on a semester basis.

Legal Concerns

Procedures for Victims of On-Campus Crimes Involving Violence, Theft, Injury, Destruction of Property or Illegal Drugs and Alcohol Use

San Diego Christian College has developed and established the following procedures to provide information to students, faculty, staff and visitors to the campus.

Notice to Students, Faculty, Staff and Visitors

In the event you are a witness to, or the victim of an on-campus crime, please take the following steps:

- Campus Security can be reached on a 24 hour cell phone at (619) 672-0661.
- Notify the nearest administrator, supervisor, faculty, staff, Resident Director, Resident Assistant, or Campus Security Officer. Prior to 4:00 p.m., please contact a Resident Director or Resident Assistant, as they will represent student needs and special concerns. Campus security will be available from 4:00 p.m. to 8:00 a.m. Monday through Saturday and all day Sunday.
- The administration offices and Student Life offices are open until 5:00 p.m. during the week and should be your first point of contact. Campus Security should be the first point of contact after business hours. If necessary, under dire emergency circumstances only, call for Emergency Services (police/ambulance) by dialing 911.
- File an incident report of the crime or incident as soon as possible.
- If you require assistance with counseling or civil or criminal prosecutions due to being the victim of an off-campus crime, notify the Student Life Department and/or the Vice President of Finance as soon as possible.

San Diego Christian College recognizes that the Scriptures may not provide specific instructions regarding some social practices; therefore, self-restraint is advocated in all situations that may be harmful or offensive to others.

Harassment

Harassment is defined as demeaning gestures, repeated verbal attacks, threats that are violent in nature or physical attacks that are directed toward another person. This includes hazing or other dehumanizing actions, harassing, or humiliating an individual.

For example, a person harasses another individual when he or she does any of the following:

- Publicly insult another person with gestures or abusive language in a way that may be humiliating or provoke a violent response;
- Subjecting another person to offensive physical contact;
- Demonstrating subtle forms of behavior such as offensive posters, caricatures, cartoons, jokes of a sexual or demeaning nature; or
- Making unwelcome advances or verbally attacking another in a harmful or hurtful way.

San Diego Christian College believes that all students, faculty, staff and visitors to the campus should be respected and treated with dignity. Harassment of any sort is prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is a form of sex discrimination and is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment is defined as unwanted or unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature that constitutes sexual harassment. Often such conduct occurs in a context of formal or informal power over another person. This behavior can be verbal, non-verbal or physical and may interfere with one's academic environment, work, or employment status. For example, sexual harassment occurs in any of the following situations:

- When submission to such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other College activities;
- When submission to or rejection of such conduct by another person is used as a basis for evaluation when making academic or employment decisions that affect an individual; or
- When such conduct purposes to unreasonably interfere with an individual's academic or work performance or creates a hostile, intimidating or offensive College environment.
- Derogatory jokes or comments, unwelcome flirtations or propositions, threats/demands or subtle pressure to submit to sexual requests, offers of preferential treatment in return for sexual favors, or retaliation for having reported or threatened to report sexual harassment also exemplify ways in which an individual may be harassed.

San Diego Christian College believes that any form of sexual harassment can have a devastating effect upon the people involved and it will not be tolerated. Academic success requires a safe learning and working environment that supports a healthy sense of community and respect for all members affiliated with a college. Prompt action will be taken to protect the victim, investigate the charges and discipline the violator, which may include immediate dismissal.

Procedures for Victims of Harassment or Sexual Harassment

Anyone who believes he or she is witness to or the victim of harassment or sexual harassment is encouraged to immediately report the incident by following these steps:

- If the alleged incident involves a student and staff member, notify the Director of Student Life, Spiritual Life, Resident Director or a security officer, which works with the parties involved.
- If the alleged incident involves a faculty member, notify the Director of Student Life, Spiritual Life, Resident Director or VP of Academics, which works with the parties involved.
- The appointed administrator, in a way that assures confidentiality to the extent feasible, will investigate the incident in an expeditious manner.
- The incident must be in writing with sufficient details and must allege actions taken against or toward the victim, which constitute harassment or sexual harassment. Information provided should include when the incident took place, which is being charged; and what circumstances, conversations or witnesses may define and support the reported problem.
- After the complainant has signed the incident report, individuals have been interviewed and charges have been thoroughly investigated, a final judgment on the merit of the complaint will be made by the appropriate administrator and may include immediate dismissal.
- Steps will be taken to immediately put a stop to any on-going inappropriate behavior toward the complainant. Upon conclusion of the investigation, there will be a decision made as to the specific course of action deemed appropriate for the offense.
- Counseling and support services will be available for the victim. Assistance with civil or criminal prosecutions will be available through the Chief Operations Officer.
- No one at the College may retaliate against a person or persons who make a claim of harassment or sexual harassment.

PERSONNEL DIRECTORY

ADMINISTRATION

President	Dr. Paul Ague
Vice President for Academic Affairs	Dr. Jon DePriest
Vice President for Administration & Finance	Ken Yoder
Vice President for Student Life (Interim)	
Vice President for Enrollment and Marketing	Mitch Fisk

ENROLLMENT MANAGEMENT

Enrollment Management Offices	Mitch Fisk	800.676.2242
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ENROLLMENT SERVICES

Director of Enrollment Services	Susie Parks	619.201.8688
Enrollment Specialist	Heather Baerg	619.201.8730
Enrollment Specialist	Erin Neill	619.201.8730
Enrollment Specialist	Vanessa Delos Reyes	619.201.8730

ADULT PROFESSIONAL STUDIES

Dean of Adult Professional Studies	Lorri Ague	619.590.1172
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ADVANCEMENT/ALUMNI/DONOR RELATIONS

Director of Advancement	Vic Conner	619.201.8710
Events and Publications Coordinator	Shellby Hemmen	
Office Manager	Teri Lyall	619.201.8711

ATHLETICS

Athletic Director	Chris Bando	619.201.8767
Associate Athletic Director	Ryan Dillon	619.201.8736
Sports Information Director	Kyle Ferguson	619.201.8766

BOOKSTORE

Assistant Bookstore Director	Rikki Donohue	619.201.8696
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INFORMATION TECHNOLOGY

Chief Technology Officer	Jerry Harder	619.590.1709
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FOOD SERVICES

Provider Food Service	Seana Sullivan	619.201.8690
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LIBRARY

Director of Library Services	Ruth Martin	619.201.8680
Operations Librarian	Mona Hsu	619.201.8681
SCS Librarian	Jennifer Ewing	619.201.8682
Systems Librarian	Matt Owen	619.201.8683

STUDENT SENATE

President	Katelyn Neverkovec	619.201.8700	X1199
Vice President	Jackilyn Lowry	619.201.8700	X1199

STUDENT LIFE

Director of Student Life	April Fisk	619.201.8739
Director of Spiritual Life	Steve Jenkins	619.201.8720
Office Manager	Robyann Oakes	619.201.8721
Operations Manager	Robert Agnew	619.201.8694
Productions Manager	Andrew Thompson	619.201.1246
Resident Director	Brad Pulcipher	619.201.8725
Resident Director	Kelcie Mandl	619.201.8724
Director of Health Services	Malia Jenkins	619.201.8728

Campus Directory

Need Information?

Absences, if hospitalized
Absences, all other
Absences, chapel
Academic advising
Accidents
Accounts/billing
Activities, student
Adding/dropping classes
Admissions, traditional
Admissions, Degree Completion
Alcohol/Drug information
Alumni relations
Athletics, intercollegiate teams
Audio-Visual Services
Book Sales
Career Counseling
SDCC Catalogs
Change of Address
Chapel/Student Ministries
Class Schedules
Clubs/Organizations
Commencement
Computer labs
Counseling, academic
Counseling, personal
Depression
Diplomas
Discipline
Doctor referrals
Emergencies
Employment, work study
Employment, off campus
Events
Exam Schedules
Financial Aid
Grades
Graduation
Health Services
Housing, on campus/summer
Housing, off-campus
ID cards
International Outreach Festival
Intramural sports
Jobs, work study
Jobs, off-campus
Laundry machine problems
Library services
Lost /found (small valuables)
Mail, outgoing
Mail, incoming
Mailing packages
Maintenance
Meal card purchase (commuters)
Meal card replacement (residents)
Medical problems
Music Recitals
Orientation programs
Parents' Weekend
Parking violations, information
Payment of student accounts
Postage stamps
Records, student
Re-enrollment, former students
Refrigerators
Registration
Reserving meeting rooms

Who to Contact

Enrollment Services/Student Life
Individual Faculty
Spiritual Life
Academic Advisor
Health Services / Student Life
Business Office
Student Senate
Enrollment Services
Admissions
Admissions – APS Recruiter
Student Life /Health Services
Alumni/Advancement Office
Athletic Office
Library
Bookstore “The Perch”
Career Services / Student Life
Admissions Office
Enrollment Services/Student Life
Spiritual Life
Enrollment Services
Student Senate
Enrollment Services
IT Department
Faculty Advisor
Student Life
Health Services/Student Life
Enrollment Services
Student Life
Health Services
Student Life /Security
Career Services
Career Services
Student Senate/Music Department/Student Life
Enrollment Services
Financial Aid
Enrollment Services
Enrollment Services
Health Services
Student Life / Advancement
Student Life
Student Life
Spiritual Life
Student Senate
Career Services / Student Life
Career Services
Student Life
Library
Student Life
Mailbox, main hallway
Student Life /Mailroom
Bookstore
Facility Operations
Enrollment Services
Student Life
Health Services
College Music Office
Admissions/Student Life
Admissions/Student Life
Student Life
Business Office
Bookstore
Enrollment Services
Admissions Office
Student Senate
Enrollment Services
Student Life

Residence Halls	Student Life
Resume writing	Career Services
Rooms and roommates questions	Student Life
Schedules, class	Enrollment Services
Scholarships	Financial Aid
Security	619 / 672 - 0661
Snacks	Bookstore "The Perch"
Sports information	Athletic Office
Student government	Student Senate
Student Ministries	Student Life
Study skills improvement	Academic Labs
Summer school	Enrollment Services
Telephone service, residence halls	Student Life
Textbooks	Bookstore
Thefts	Student Life
Transcripts	Enrollment Services
Transfer credit evaluations	Enrollment Services
Tutoring Center (Community)	Career Services
Tutoring, peer	Academic Vice President
Vehicle Registration	Student Life / SMCC Security
Withdrawal from Classes	Enrollment Services
Yearbook	Student Life