

Shasta Bible College

Student Handbook

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PRESIDENT'S WELCOME . . .

We are delighted that God has led you to become a part of the growing Shasta Bible College family. I continue to be amazed at the degree of dedication exhibited by our students and the consistent quality of their commitment to future Christian ministry.

I trust that the year of study and college experience ahead will not only equip you with a knowledge of God's Word, but also enhance your spiritual growth and development in preparation for a life of Christian witness and service.

All members of the SBC faculty and administration join me in extending to you an enthusiastic word of welcome. We also stand ready to assist and encourage you with both your academic challenges and personal spiritual growth.

*David R. Nicholas
President*

Shasta Bible College Directory

SBC Main phone530.221.4275

Fax: 530.221.6929

www.shasta.edu

President, Dr. David Nicholas.....	Ext. 213
Administrative Assistant to the President, Lanell Wren	Ext. 211
Office of Financial Aid, Connie Barton.....	Ext. 207
Book Store, Helen Baugh.....	Ext. 208
Academic Dean, Dr. Steven Brown.....	Ext. 202
Vice President for Student Life, Dr. Keith Stone.....	Ext. 203
Dean of Admissions and Records, Prof. George A. Gunn.....	Ext. 205
Registrar, Prof. Mark Mueller.....	Ext. 206
Dean of Students, Jeff Breshears.....	Ext. 204
Dean of Women/Receptionist Desk.....	Ext. 201
Library, Ginny Williams.....	Ext. 209
Office of Controller, Mary McEntire	Ext. 212

Jeff Breshears Dean of Students Cell – 530.604.0507

MISSION STATEMENT OF THE COLLEGE

The mission of Shasta Bible College is to equip students for life, witness and vocational Christian service by cultivating a compassion for the souls of men, a comprehension of truth based upon God's infallible Word, a capacity to maintain intellectual, moral, ethical and spiritual integrity and a passion to fulfill our Lord's final command (Matt. 28:19,20) as Bible expositors, pastors, Biblical counselors, Christian educators, evangelists, missionaries, Christian school teachers and local church workers.

PURPOSE STATEMENT OF THE COLLEGE

The College exists primarily for the development of the students. Therefore, the Shasta Bible College Statement of Purpose expresses the objectives of Student Development Services

The purpose of Shasta Bible College is to educate men and women for Christian ministries on the collegiate level through a program of Biblical and theological studies, general education in the arts and sciences, professional studies in Christian education, the pastoral ministry, world missions and church vocational areas deemed desirable. Basic in the philosophy of education of Shasta Bible College is the conviction that Christian higher education should be oriented to the divine Scriptures, the Bible, finding in the Scriptures one's frame of reference and basis for the integration of all knowledge.

To fulfill this purpose the College endeavors to encourage student growth and development through its pursuit of the following objectives:

I. Spiritual Objectives

Students will cultivate a lifestyle that demonstrates Christ-like character in accordance with the priorities and precepts of God's Word.

Students will develop an informed Christian world and life-view through the integration of Biblical truth in all areas of the curriculum.

Students will acquire both a cognitive and affective knowledge of Biblical truth through classroom instruction, faculty-student interaction, personal Bible study, Scripture memorization and discipleship experience.

II. Academic Objectives

Students will learn to think critically from a Biblical perspective and maintain intellectual and spiritual integrity in all areas of study and research.

Students will be equipped with both a knowledge of Biblical content and the skill to expound it by interpreting and applying Scripture in accordance with sound historical/ grammatical/exegetical principles.

Students will be prepared to communicate effectively, correctly and clearly through the use of media.

Students will be provided with the intellectual tools to integrate all fields of study with Biblical truth, realizing that God is the source of all truth.

Students will master study and research methods and develop the motivation necessary for lifelong learning.

Students will be able to meet contemporary challenges to historic, Biblical Christianity with a working knowledge of Christian theology and apologetics.

III. Practical Life and Ministry Objectives

Students will understand that their spiritual growth and development take place through the study and application of God's Holy Word.

Students will know that involvement in and loyalty to the local church is strategic to personal spiritual growth, Christian fellowship, and the fulfillment of the Great Commission.

Students will demonstrate a commitment to ministry in the local church and dedication to its maintenance and growth.

Students will be exposed to a variety of spiritual needs and ministry opportunities both at home and abroad.

DOCTRINAL STATEMENT

1. THE SCRIPTURES:

We believe in the plenary and verbal inspiration of the Scriptures, both of the Old and New Testaments. By this we understand that the Holy Spirit not only inspired the thoughts of the writers, but also formulated the very word structure into which the thoughts were cast with the result that the original documents were inerrant as to fact and infallible as to truth (1 Cor. 2:13; 2 Tim. 3:16-17; 2 Peter 1:20-21). We further believe that the Scripture is to be interpreted normally according to the grammatico-historical method.

2. THE GODHEAD:

We believe in one Triune God; Father, Son and Holy Spirit, eternal in being, identical in nature, equal in power and glory, and having precisely the same attributes and perfections (Deut. 6:4; 2 Cor. 13:14).

3. THE CREATION AND MAN'S FALL:

We believe all things in the universe were created by God in the six days of creation described in Genesis 1:1-2:3. We further accept the Creation account as both factual and historical, and thus view it as foundational to the understanding of every fact and phenomenon in the created universe. In addition, we hold that all things that now exist are being sustained and ordered by God's providential care. Furthermore, we believe that man was created in the image and likeness of God but through Adam's sin became alienated from God, acquired a sin nature, and came under the judicial sentence of death (Gen. 1:25-27; Rom. 3:22-23; Eph. 2:12).

4. THE PERSON AND WORK OF JESUS CHRIST:

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived of the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful man. We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a propitiatory and substitutionary sacrifice, and that our redemption is made sure to us by His resurrection from the dead in the identical, though glorified, body in which He was crucified (John 1:1-2; Luke 1:35; Rom. 3:24-25; 1 Pet. 1:3-5).

We believe that the Lord Jesus Christ is now in heaven, exalted at the right hand of God, where, as High Priest for His people, He fulfills the ministry of Representative, Intercessor, and Advocate (Heb. 9:25; 7:25; Rom. 8:34; John 2:1-2).

THE PERSONAL RETURN OF CHRIST will be pretribulation and premillennial. While His return is imminent, the exact time of His coming is unrevealed (Acts 1:11; Rev. 1:7; Mark 13:33-37; Titus 2:11-13; Rev. 22:20). When He comes in the air He will remove His waiting church from the earth by means of resurrection and translation (1 Thess. 4:16-18) after which He will pour out the righteous judgments of God upon the unbelieving world during the tribulation period (Rev. 6:1-18:24). Following this period of tribulation He will descend with His church, resurrect the Old

Testament and Tribulation Saints (Dan. 12:12-13; Isa. 26:19-21), and establish His literal Messianic Kingdom over all the nations for one thousand years (Rev. 19:1-20:6; Matt. 13:42-43). At the close of this thousand year period He will raise and judge the unsaved dead at the Great White Throne Judgment (Rev. 20:11-15). Finally, as the Son of David, He will deliver up His Messianic Kingdom to God the Father (1 Cor. 15:24-28); and, as the eternal Son, Christ shall reign forever with the Father in the New Heavens and the New Earth (Luke 1:32-33; Rev. 21:1-22:6).

5. THE HOLY SPIRIT:

We believe that the Holy Spirit, the third Person of the Godhead, in the present age regenerates and indwells all believers in the Lord Jesus Christ, baptizes them into the Body of Christ, and empowers for service. We also teach that every believer is commanded to be filled (controlled) with/by the Holy Spirit (Rom. 8:9; 1 Cor. 12:12-24; Eph. 1:13, 14; 5:18-20) and that the Spirit administers spiritual gifts to the church for the ultimate purpose of bringing glory to Christ through the implementation of the redemption of the lost and the building up of believers in the Faith (John 16:13-14; Acts 1:8; 1 Cor. 12:4-11; 2 Cor. 3:18). In this respect we hold, as well, that God, the Holy Spirit, is sovereign in the bestowing of His gifts for the perfecting of the saints today, and that the sign gifts (speaking in tongues and sign miracles) in the initial days of the church were for the purpose of authenticating the ministry and message of the apostles as revealers of divine truth and were never intended to characterize the lives of believers (1 Cor. 12:4-11; 13:8-10; 14:22; 2 Cor. 12:12; Eph. 4:7-12; Heb. 2:1-4).

6. SALVATION:

We believe that salvation is the gift of God offered to man by grace and received by personal faith in the Lord Jesus Christ, and that this faith is manifested in works pleasing to God (Eph. 2:18-20; Titus 2:11-14). We believe in the spiritual unity of all believers. We believe that all who are truly saved shall be kept by God forever (Rom. 8:1, 38-39; John 10:27-30; 1 Cor. 1:4-8).

7. THE CHURCH:

We believe that the Church is a spiritual organism composed of all believers who have been born again in this age by the Spirit of God and thereby are baptized by Him into the body of Christ (John 3:5; 1 Cor. 12:13). It is both the mystical body and the bride of the Lord Jesus Christ (Eph. 4:4; 5:25-32) which He began to build on the day of Pentecost (Matt. 16:18; Acts 2:47). The members of this one spiritual body are to assemble themselves together in local churches for worship, instruction, mutual encouragement, and the observance of baptism and communion (Heb. 10:25; Matt. 28:19-20; Rom. 6:1-5; 1 Cor. 11:23-24).

THE LOCAL CHURCH is an autonomous body of immersed believers united together upon profession of faith under the headship of Christ and the leadership of pastors and deacons (Col. 1:18; Acts 10:47, 48; Phil. 1:1;

1 Tim. 3:1-13). It is to be free from interference by any ecclesiastical or political authority and is to endeavor to reach men and women for Christ at home and abroad.

SINCE THE APOSTASY, the great falling away spoken of in the Scriptures as characteristic of the last days (2 Thess. 2:3, 2 Tim. 3:1; Matt. 24:12), is detrimental to the work of Christ and His church and is assisted by the ecclesiastical movement toward the one ecumenical world church, the Christian should be aware of the dangers of the ecumenical movement to historic Biblical Christianity and avoid compromising alliances which tend to aid and implement the breakdown of sound Biblical doctrine and promote false teaching that denies the infallibility and inerrancy of God's inspired Word and the essential deity of our Lord Jesus Christ (2 John 8-11; Rom. 16:17-20; 2 Cor. 6:14-7:1).

8. SATAN:

We believe that Satan is a personal, evil being who was originally created perfect along with an innumerable company of sinless beings known as angels. According to Scripture, Satan was formerly Lucifer, son of the morning, who, through the sin of pride, fell and was followed by a great number of angels, some of whom became demons who assist him as emissaries in subverting and supplanting the work of God. He is the tempter and accuser of mankind who persistently strives to counterfeit the works and truth of God. Satan and his emissaries were defeated and judged at the Cross of Christ and will be bound for a thousand years at the return of Christ to the earth. Following Christ's Millennial reign, they will be cast into the Lake of Fire where they will be punished eternally (Isa. 14:12-17; Ezek. 28:11-19; I Tim. 3:6; 2 Cor. 2:10, 11; 11:13-15; Matt. 4:3, II Pet. 2:4; Jude 6; Rev. 12:9,10; 20:10).

9. THE FINAL STATE:

We believe that the condition and retribution of the lost and the salvation and blessedness of the saved are conscious and everlasting (Mark 9:43-48; Rev. 20:15; 22:3-5,11).

CONCLUSION:

We not only believe that this body of doctrine is a sacred trust to be preserved and taught in its purity, but we also believe that it teaches a life to be lived and a gospel to be preached.

INSTITUTIONAL PHILOSOPHY (Abbreviated)

Our Educational Premise

The educational philosophy of Shasta Bible College is founded on Biblical truth as the basis for evaluating all knowledge (Proverbs 1:7; 2:6; 9:10; Col. 2:3). Thus, in the process of equipping students with a working knowledge of God's Word, we also seek to bring a Scriptural dimension to the study of the humanities, fine arts, social sciences and science, based upon the conviction that foundational principles for every area of learning are found in Holy Scripture.

Our Educational Process

While Shasta Bible College is committed to the pursuit of academic excellence, an effort is made to identify and develop "hidden potential" in students and to cultivate their creative abilities to the limits set by God for each individual. Many, because of Christian conversion, have a fresh motivation to succeed. The study of God's truth as revealed in Scripture and the search for academic truth is to be guided by experienced, spiritually and academically qualified faculty members who themselves are open to learning as they teach and interact with students. It is our conviction that the optimum learning experiences are those in which the student is encouraged to apply principles learned in the classroom to practical problem solving situations.

Our Educational Personnel

At Shasta Bible College we contend that what an individual is as a person directly impacts his or her effectiveness as a teacher or administrator. For this reason a priority is placed on personnel who can serve as models as well as mentors. A priority is also placed on securing faculty who are growing and alive in knowledge and quality of being. Realizing that a significant portion of formal learning comes from vicarious experience and cannot always be immediately related to life, we encourage the use of creative illustrations which present subject matter in a fresh perspective, making it more relevant to the student. We also believe that certain personality characteristics are conducive to excellence in teaching including: authenticity, enthusiasm, freshness, balance, creative freedom, breadth of interest and an enduring concern for the individual student.

Our Educational Product

Although it is impossible to dictate God's leading in a graduate's life, we at SBC hope to see (1) a significant number (if not the majority) enter vocational Christian service, (2) the maintenance of a vital Christian testimony in the community and the work place, (3) involvement in a Bible-believing local church, (4) a lifelong practice of integrating sacred and secular truth by critically evaluating the issues and problems of life against the standard of God's inspired Word.

Measurable student learning outcomes which demonstrate achievement of Shasta Bible College's goals and objectives are determined through classroom

tests and exams, written projects, senior theology oral examinations, field ministry feedback from local pastors and church staff supervision as well as personal observation by the faculty and administration committee evaluation prior to graduation.

LIBRARY

The college presently has over 28,300 volumes as well as 398 electronic volumes. SBC's user friendly library is designed to house 50,000 volumes and seat fifty four people. There are video and audio resources, as well as Curriculum and Juvenile literature collections. The computer station with internet and word processing always available to users also has web site links and other educational resources. Periodicals are over 3,000 volumes with over 60 current paper subscriptions. There is a reciprocal arrangements with Simpson University (110,000 volumes).

ADMISSIONS/RECORDS POLICIES

Shasta Bible College admits qualified applicants whom it considers to possess the personal traits necessary for successful participation in the life of the school. The College does not discriminate on the basis of sex, race, color, or ethnic origin in the admission of students to the College or its programs.

Academic Requirements

1. Possession of a high school diploma, or achievement of an average score of 50.0 or above on the General Education Development Test.
2. Presentation of high school grades and standardized test information indicating the applicant is capable of successfully completing the desired program. All students applying to admission in the B.A. in Bible and Theology program must pass a mathematics placement exam upon matriculating at Shasta Bible College . A student who does not pass this placement exam with an acceptable score will be required to pass a college level course in math. An exception is made for those students who have transfer units in college level math.

Students with a limited academic background may be granted provisional admission (see below).

Other requirements include the following:

1. Evidence that the applicant has been born again by faith in Jesus Christ as Savior.
2. Evidence that the applicant has a personal commitment to Christ and to the Christian ministry.
3. Willingness to abide by the doctrinal position and standards of conduct of the College.
4. Applicants must possess the social maturity to cope with the stresses of college life.

Application Procedures

For students who have not attended college:

1. Submit a completed application form along with the \$35 application fee and a personal photo to the Office of Admissions.
2. Request an official high school transcript be sent to the Office of Admissions.
3. Distribute a total of four reference forms: one to your pastor and three to mature individuals who know you well. Ask them to complete and mail the forms to the Office of Admissions.
4. Request that scores of the SAT (Scholastic Aptitude Test, CEEB) or ACT (American College Testing) be sent to the Office of Admissions.

5. Submit an autobiographical essay including your testimony of salvation and relationship to Jesus Christ.
6. Read and sign the College's foundational documents (Purpose Statement, Doctrinal Statement, Institutional Philosophy, Lifestyle Commitment).

For students transferring from another college:

In addition to the procedures required for beginning students (including an official high school transcript or the equivalent), transferring applicants must request an official transcript from each college attended. Students transferring from other colleges are admitted on the same basis, and following the same procedures, as students applying as freshmen, provided they have received an honorable dismissal from the school last attended. A student who has been dismissed or suspended from another school for disciplinary reasons must request that a letter be sent by the Dean of the school involved, detailing the reasons for the dismissal.

For Students Taking Classes for ACSI Certification/Recertification

These students are teachers or administrators in Christians Schools who already hold a bachelor's degree. They are not applying to a degree program at Shasta Bible College; they are only applying to take course work in continuing education to satisfy the requirements of the Association of Christian Schools International (ACSI) for either certification or recertification. If they desire college credit to be recorded on their transcript (as opposed to CEU's only), their application requirements are as follows:

1. Application form and \$35 fee (There is a separate application form for the ACSI Teacher Certification Program available from the Registrar).
2. Official College transcript showing Bachelor's degree.

Admission of International Students and Resident Aliens

Shasta Bible College is authorized under Federal law to enroll nonimmigrant students.

International students who apply for admission to Shasta Bible College must:

1. Meet all requirements that pertain to U.S. residents
2. Submit an official record of their completion of the Test of English as a Foreign Language (TOEFL). Minimum required score*:
 - a. Undergraduate: 500 for the paper based version, and 173 for the computer based version.

- b. Graduate: 550 for the paper based version, and 213 for the computer based version.

*This requirement may be waived subject to administratively approved evaluation.

- 3. Give evidence of ability to meet the financial responsibilities of an education in the United States in United States dollars. This includes round-trip travel, tuition, and room and board costs. (Note: This may be covered in part or in whole by point 4 below).
- 4. Submit the name and appropriate contact information of a U.S. resident sponsor who agrees to take financial responsibility for the student. Evidence of financial ability of the sponsor must be submitted to the college.

English Proficiency: In order that English proficiency may be determined, foreign applicants must take the Test of English as a Foreign Language (TOEFL) as administered by the Educational Testing Service at the nearest examination center. The Institutional code for Shasta Bible College is 4717. Exceptions to this requirement may be made for students from Canada, Great Britain, and Australia.

Students who wish to take TOEFL should obtain the TOEFL Bulletin of Information for Graduates, International Edition. Copies of this bulletin and the registration form may usually be obtained from American embassies and consulates, offices of the United States Information Service (USIS), United States educational commissions and foundations abroad, and at bi-national centers. The TOEFL Bulletin of Information for Candidates, International Edition and the registration form may also be obtained by writing to:

TOEFL

Educational Testing Service

P.O. Box 6155

Princeton, NJ 08541-6155

Phone: 609-771-7100

Fax: 609-771-7500

email: toefl@ets.org

web: <http://www.toefl.org>

Other Information Sources:

GRE

Educational Testing Service
P.O. Box 6000
Princeton, NJ 08541-6000
Phone: 609-771-7670
Fax 609-771-7906
email: gre-info@ets.org
web: <http://www.gre.org>

GMAT

Educational Testing Service
P.O. Box 6103
Princeton, NJ 08541-6103
Phone: 609-771-7730
Fax: 609-883-4349
email: gmat@ets.org
web: <http://www.gmat.org>

It is strongly advised that candidates for admission inquire as to testing dates well in advance of an anticipated matriculation date at Shasta Bible College.

Student Status: Foreign students are responsible to affirm their student status through VISA services and by presenting the appropriate VISA to the college registrar upon arrival on campus.

Registration: International students may register for classes only when the following conditions have been met:

1. The student has presented his Student VISA to the registrar's office. A copy will be made and placed in the student's file.
2. Full payment for one semester's tuition and room have been received, unless special arrangements have been made through the President's office.

Employment: International students admitted to the United States on a student visa are required by law to be full-time students, carrying a minimum of 12 credit units of academic work. No off-campus employment is permitted such a student without written permission of the United States Immigration authorities. Such permission is seldom granted.

Withdrawal from College

To withdraw from the College, a student must obtain and complete the appropriate forms in the office. A student who officially withdraws from the College will receive a grade of "WP" for all courses in which he has a passing grade at the time of withdrawal; otherwise, a grade of "WF" will be given. An honorable dismissal will be granted a student provided he has met all his financial obligations to the College, has completed the necessary forms, and is in good standing at the time. Any refund due will be calculated according to the refund policies stated in the Financial Information section of the catalog.

Readmission/Leave of Absence

Leave of absence is permitted for a period up to twelve months. Students desiring a leave of absence must file a Leave of Absence form with the Registrar. Students who withdraw and desire to return to Shasta Bible College within a twelve-month period need only call or write the Registrar's office for registration

materials and need not reapply for admission to the college. Such students when they return will register for classes in the same manner as a continuing student and continue under the catalog that was in force when they left. Students who take a leave of absence are encouraged to discuss plans for their leave with either the Dean of Students or their academic counselor prior to leaving the college.

If a student withdraws during the first two weeks of a semester, then the twelve month leave period includes those two weeks.

Students who withdraw from Shasta Bible College and have been gone for more than a twelve-month period must submit the following:

1. A completed application form and the \$35 application fee.
2. Transcripts from all schools attended subsequent to withdrawal from the College.
3. Recommendation from the applicant's pastor.
4. A brief essay by the applicant on his activities and spiritual growth since withdrawal from Shasta Bible College.

A student who has been academically dismissed may apply for readmission only after a full year (two semesters). He then must submit evidence of potential for academic success. A student who has been dismissed for disciplinary reasons may apply for readmission after two semesters. Faculty approval is required for readmission. Readmission of returning students is subject to review by the administration.

Provisional Status

Applicants may be granted provisional admission for any of the following reasons:

1. Incomplete Application

The application has been submitted late, and classes will begin before the application materials can be officially processed. In such cases the student may not register for a second semester until the application has been completed and approved. If enrolling in the Degree Completion Program, the student may not register for a second class until the application for admission has been completed and approved.

2. Non-declaration of Program

The applicant has no desire to complete an official academic program of SBC, but desires to pursue a limited number of units for college credit or audit.

Provisional admission status does not guarantee regular standing to applicants. A maximum of 16 units earned under provisional status may be applied to a certificate, diploma, or Bachelor of Arts degree program at Shasta Bible College.

3. Lack of High School Diploma

Students who do not have a high school diploma or the equivalent may not be admitted to any degree program. They may, however, be admitted to take individual classes on a provisional basis. Admission to a certificate, diploma, or degree program will be granted only when all admissions requirements are met.

Probationary Status

Probationary status may be granted to students with a weak academic background, and may be recommended to the College's tutoring program. Students admitted under probationary status will be reviewed by the Academic Committee at the close of each semester until probationary status is lifted. A minimum of 16 units must be completed before probationary status may be lifted.

Probationary status may be removed after one full semester in the following manner:

- Upon review by the Dean of Academic Studies.
- With satisfactory demonstration of acceptable academic proficiency.
- With faculty approval.

Transfer-credit Evaluation

Credits earned at other colleges may be transferred and applied toward satisfaction of program requirements at Shasta Bible College under the following conditions:

1. An official transcript must be sent to the Registrar from each school that the applicant has attended since high school.
2. Courses transferred must have a grade of C or better.
3. Transfer credit will be granted for appropriate courses from accredited or recognized colleges and universities.
4. Appropriateness of content, level, and unit value are the guides used in transfer-credit evaluation.
5. Courses for which a corresponding course does not exist at Shasta Bible College may be granted elective credit.
6. A maximum of 32 units transferred from other colleges may be applied toward fulfillment of the requirements of an Associate of Arts degree at Shasta Bible College .
7. A maximum of 64 units transferred from other colleges may be applied toward fulfillment of the diploma in Biblical Studies at Shasta Bible College.
8. A maximum of 96 units transferred from other colleges may be applied toward fulfillment of a Bachelor of Arts degree at Shasta Bible College.

Policies on the Retention of Student Records:

It is the policy of Shasta Bible College to maintain all records required by the Education Reform Act of 1989 for a minimum period of three (3) years, and all student transcripts for a minimum of fifty (50) years. The current custodian of records is Mr. Mark Mueller. The phone number is (530) 221-4277. The records are maintained at 2951 Goodwater Ave., Redding, CA 96002.

Family Educational Rights and Privacy Act (FERPA):

Shasta Bible College complies with the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The College has adopted a policy which explains in detail the procedures followed for compliance with provisions of the Act. Copies of the policy are available in the Student Services Office.

CAREER GUIDANCE

Career guidance is provided to all students throughout their time at Shasta Bible College. A "Career Strategies Handbook" is provided to students to guide them through the process of career selection. It is the sincere desire of the College to assist students in maximizing their talents and gifts for the Lord. Students in their final year are provided special assistance to help them locate either an appropriate graduate program or a suitable place of ministry. The president's office maintains ongoing contacts with churches and church organizations in order to ascertain pastoral placement opportunities. Students seeking pastoral placement assistance should contact the president's office. The Dean of Professional Education maintains ongoing contacts with the Association of Christian Schools International in order to ascertain teacher placement opportunities. Students seeking teacher placement opportunities should contact the Dean of Professional Education.

ACADEMIC LIFE

As a student at Shasta Bible College you have entered a program of study that is both academically and spiritually demanding. Because of the importance of this commitment, you are expected to take your studies seriously and pursue excellence both in the classroom and in the application of Biblical truth to your life and ministry. The following policies and regulations are designed to maintain an appropriate college atmosphere in which students can profit most from their studies.

Counseling and Registration

All new and returning students are advised by the Registrar or an appointed faculty member immediately before the beginning of a new term. The students will be guided in the selection and sequencing of required and elective courses appropriate to each student's career and life direction.

Students are responsible to secure an appointment for advisement before registration. Their registration will be completed upon full payment of tuition and fees or upon securing approval for a deferred payment program.

Students will receive credit only for those courses for which they are officially registered.

Adding a Course

Students who desire to add a course to their program may do so prior to the beginning of the third week of classes, provided the appropriate forms are completed and processed through the Registrar.

Withdrawal from a Course

To drop or withdraw from a course, a student must obtain from the Registrar, and complete, a Class Withdrawal form. Approval for the withdrawal must be obtained from the professor, the student's advisor and the Dean, as indicated by their signatures on the form. The completed form must be submitted to the Registrar. Any refund is calculated from the day the completed form is submitted to the Registrar. Students failing to follow this procedure will not be recognized as withdrawn nor be entitled to a refund. Incomplete or failing grades will be recorded as an "F" if the student has not officially withdrawn.

Students who officially withdraw from a course prior to the beginning of the third week of classes will not have that class recorded on their transcripts. For courses on a nonstandard schedule (e.g., 5-week schedule) withdrawals will not be recorded before the 3rd class session. After the beginning of the third week of the semester and prior to the last four weeks of the semester (see academic calendar for dates), students who officially withdraw from a course will receive a grade of "WP" or "WF" depending on the student's grade average in the course. Students who officially withdraw from courses during the last four weeks of the semester will receive a grade of "WF", even if a passing average has been maintained, unless evidence is presented to the Registrar indicating that the

circumstances necessitating the withdrawal are beyond the control of the student. **A grade of “WF” will count the same as an “F” in the calculation of the students Grade Point Average. For courses offered on a nonstandard (i.e., less than 15 week) schedule; dates for withdrawal will be figured on a rate corresponding to the length of the course.**

For non-traditional classes (i.e., those not scheduled according to a 15-week semester), the add/drop period is proportional to the scheduled length of the course.

Work Experience

No more than 30 units of credit may be granted for work experience (maximum of 15 for lower division courses and 15 for upper division courses).

Work Experience may be accepted up to 15 units, but it will not be recorded on the transcript until after 30 units have been completed at Shasta Bible College. An administrative fee of \$30.00 will be required to process any credit given for work experience.

Attendance

It is a policy of Shasta Bible College to take attendance. Students are expected to attend all class sessions. Absences will be counted from the first class session except in the case of late registration. All other absences must be cleared through the professor.

Additional unexcused absences will result in the reduction of the student's grade at the rate of .33 grade points per absence. Three tardies equal one absence. In the Degree Completion Program students are expected to attend each session. Absences require special permission from the teacher and are left to his/her discretion. Missing two evenings constitutes grounds for dismissal from the course.

Grading System

Grade	Explanation	Grade points per semester hour
A+		4.3
A	Superior work, subject mastery	4.0
A-		3.7
B+		3.3
B	Good work, subject competence	3.0
B-		2.7
C+		2.3
C	Average work, subject familiarity	2.0
C-		1.7
D+		1.3
D	Poor work, subject awareness	1.0
D-		.07
F	Unacceptable work, subject failure	0.0
WF	Failing work at time of withdrawal from course or withdrew from course during the last four weeks of the semester	0.0
WP	Passing work at time of withdrawal from course	0.0
I	Incomplete	0.0
AUDIT	Course taken for noncredit	0.0
PASS/FAIL	Given for Challenge Examinations and P.E. only	0.0

Incompletes

The request for an incomplete must be initiated by the student and is given only with the instructor's permission. Forms are available in the registrar's office and must be used. On the form the student indicates the nature of the incomplete and reasons for the request. The student must complete all unfinished course requirements within four (4) weeks of the end of the semester in which the course was taken. In extraordinary circumstances, such as family or medical emergency, the academic dean, in consultation with the faculty member, may extend the deadline as far as the end of the next semester. Failure to complete whatever is necessary within the time limit will automatically turn the incomplete to a failing grade.

Grade Appeal

Students who question the appropriateness of the grade received for a course should contact the professor first. If, after contacting the professor, a student still is not satisfied with the result, they should contact the Academic Dean. After the meeting with the student and the professor, the Academic Dean will make a recommendation to the Academic/Administrative Committee whose decision will be final.

Repeating Courses to Raise Grades

A course may be repeated to raise a low grade but credit for the course does not accumulate. The last letter grade earned by repeating a course is used to compute the Grade-Point Average. Students in the Bachelor of Arts Degree programs must repeat any required course they fail.

Learning Assistance

Any student having difficulty with a course is encouraged to see the instructor of that course for outside help. Students needing help with basic learning skills or study strategies may receive help by contacting the Dean of Students.

Computer Literacy

Computer literacy is expected of students for term papers and other assignments. Computer Literacy materials are available in the library for students who need the basic skills to do acceptable work. Please contact the librarian for more information and assistance.

Deferred Payment Plan

If you have made arrangements with the Office of Financial Aid to be on the deferred payment plan, you are expected to follow that plan throughout the semester. No grades or transcripts will be issued unless your account is paid in full. Failure to meet tuition obligations to the College will result in suspension or dismissal from classes.

Lateness of an Instructor

1. If an instructor is late for a class, an appointed student should take charge after 5 minutes have passed. It is suggested that he start a song and/or lead in prayer.
2. Five minutes after the beginning of the class hour, the student in charge should send someone to the office to inquire concerning the instructor.
3. If instructions have not been received by the class ten minutes after the beginning of the hour, class may be considered dismissed.

Assignment Standards

Students must have a basic grasp of English grammar. Any examination, report or term paper evidencing poor paragraph structure, incomplete sentences or spelling errors may result in a reduction of the student's grade, regardless of content.

All papers must be researched and written by the individual student and should conform to the standards set forth in M.L.A. or A.P.A., as determined by the professor. Standards are available from the English professor or the Book Store.

Plagiarism and Cheating

Plagiarism and cheating are serious offenses of academic life and violate the Biblical principles of speaking the truth which is the opposite of lying or being deceitful.

Plagiarism is using someone else's words or even their ideas in writing, without giving that person credit, as if the ideas or words were one's own.

You plagiarize if you:

- Do not acknowledge a quotation
 - Fail to put another's words inside of quotation marks
 - Paraphrase or summarize facts or opinions from sources without stating exactly where they come from.
 - Use in your paper long sections that have been written by a friend or tutor
 - Buy, find, or receive a paper that you turn in as your own work.
- (source: Raimes, Ann. *Keys for Writers: a Brief Handbook*. Boston: Houghton Mifflin Company, 1996, pp.62-63)

Blatant or intentional plagiarism occurs when a person copies a passage almost word for word without identifying the source of the words or ideas. Unintentional plagiarism occurs when a person attempts to paraphrase the words of another, but the sentence structure, sequence of ideas, and key phrases noticeably resemble the original without giving due credit to the author.

(Source: Rose, Leonard J. And Laurence Behrens. *The Allyn and Bacon Handbook*, 2nd edition. Boston: Allyn and Bacon, 1994, pp. 588-599)

Cheating is looking at or copying unauthorized sources during an in-class quiz, test, or exam or during a take-home exam or assignment. It may also include unauthorized submission of a paper or assignment used for another class.

Consequences of Plagiarism:

On the first offense, the teacher should privately instruct the student as to the nature and seriousness of the problem and require that the paper be rewritten.

The second offense will result in failing the assignment, discipline by the teacher, and a letter by the student detailing the offense to be kept on file with the Dean of Students.

The third offense will result in failing the course, discipline by the Dean of Students and a letter relative to the discipline kept on file with the Academic Dean.

The fourth offense will result in dismissal.

Makeup Work:

1. Makeup work for all absences is the student's responsibility.
2. A student may not enter a class, take an unannounced or announced quiz at the beginning of the hour and then miss the remainder of the class. No credit will be given for quizzes taken under such circumstances. Permission to take a scheduled quiz, test or exam early must be secured from the instructor.
3. The student is responsible for all class material even when absent. All assignments must be turned in on the due date. Assigned papers turned in late, for whatever reason, will be penalized at the discretion of the instructor.

4. Students may make up assignments and exams for illness, medical appointments and emergencies recognized by the instructor.

Change of Major

Although students are encouraged to select a major as early as possible and to continue with it to graduation, a student may change from one major to another by completing the appropriate forms in the College office.

Academic Load

Although minimum full-time student status is 12 units in a semester, normal progress is considered to be 15-18 units a semester. Students who want to register for more than 18 units in a semester must obtain special permission from the Academic Dean. Students that are on academic probation are limited to 10 units a semester.

SPIRITUAL LIFE

Chapel

Hebrews 10:24 says, "Let us consider how to provoke one another unto love and good works." Colossians 3:16 says, "Let the Word of Christ richly dwell within you, with all wisdom teaching and admonishing one another with psalms and hymns and spiritual songs, singing with thankfulness in your hearts to God." 1 Timothy 4:13 says to "give attention to the public reading of Scripture, to exhortation, and teaching."

Chapel is one of the most important events that our college family enjoys together. We gather to worship the Lord. We enjoy singing His praises together. We can testify as to what the Lord is doing in and through our lives. We can pray for world evangelism and be challenged by the preaching of God's Word. Our goal in chapel is to bring students the best biblical teaching possible on subjects that are relevant to all who attend.

The Administration endeavors to obtain helpful speakers, exposing students to spiritually uplifting messages and varied opportunities for Christian ministries. Missionaries, pastors, faculty, organizational heads and others are included. Chapel provides inspiration and worship for the entire college family. Therefore, chapel is considered a vital part of The Shasta Bible College curriculum, complementing a student's academic and spiritual experience.

Attendance at all chapels is required of all students, commuter and residential, taking 12 or more units. Part time students, taking daytime classes are required to attend one chapel per week. Chapel should be treated as any required class, and students should plan their work schedules and ministry commitments so as not to conflict with chapel. Six absences are permitted each semester to be used for illness, emergencies, or other situations. Tardiness to chapel services of more than ten minutes or leaving chapel before it is over is considered as an absence.

School-sponsored events that require a member of a ministry team or a music group to miss chapel will be excused. Any requests for consideration of excuse for additional emergency absences must be submitted in writing by the student to the Dean of Students within one week after the emergency.

Chapel exemption applications are available from the office only for commuter students for special situations. Application for exemption must be made in the Dean of Student's Office prior to making the job or ministry commitment. Exemptions are granted on a semester-by-semester basis, so application for exemption must be filed each semester.

Alpha Omega Conference

Each year Shasta Bible College hosts the Alpha Omega Conference. This conference is a unique four day conference emphasizing creation and end time prophecy. Shasta Bible College invites alumni, friends and family to join our student body for this conference. Attendance is required of all full time students and strongly encouraged for all students. Past speakers include Ken Ham, Dr. Henry Morris, Dr. Duane Gish, Dr. John Morris, Dr. John S. Feinberg, Dr. Thomas Ice, Dr. John Whitcomb, and Dr. David Larsen.

Church Involvement

All students at SBC are expected to attend church regularly. Several area churches offer service opportunities and enthusiastically welcome SBC students. You are encouraged to seek God's will in selecting a church where you can effectively worship and minister. This will be an important element in your training. In addition, your field ministry assignment will insure that you receive valuable practical experience where classroom precepts and principles may be tested in actual ministry situations.

All students should model a consistent Christian lifestyle both on and off campus.

Discipleship

Each year there is an emphasis on Discipleship. Students are encouraged to accept a mentor from the faculty or staff each semester and be disciplined in the foundational aspects of the Christian Life.

Gospel Outreach Teams

Ministry teams for gospel outreach are formed under the supervision of the Dean of Students. GO Teams are student led ministry teams. These teams may be formed to meet the needs of the community, reach out to those less fortunate, proclaim the gospel and fulfill the great commission. They must meet the approval of the dean's office. Students of SBC are not allowed to form rogue groups for any purpose. As students they represent the college on and off campus therefore administrative approval of organized efforts must be attained.

Spring Break Missions

Mission's opportunities will be made available to the student body during the spring break. SBC desires to provide students an opportunity to travel and minister cross-culturally. Trips are scheduled to facilitate students to work alongside seasoned missionaries, getting a first-hand view of how their interests and skills can be used in an international setting. Students will be provided opportunity to use skills acquired in their field of study on the mission field through these specialized trips. Additionally, other trips will focus on evangelism and church planting. Each student who joins a team is required to attend training sessions prior to going in order to become more equipped for the mission they will be involved with. The Missions preparation class trains students in issues

such as how to communicate cross-culturally, how to involve oneself positively with missionaries, how to work well as a team, how to prepare logistical details (e.g. passports, immunizations, tickets) for overseas travel, and many other important details. Academic credit is available for all training provided for these trips.

Israel Trip

Every other year a trip to Israel is offered to enhance student's knowledge of the holy land. Class credit is available for this trip. Students seeking class credit must attend training classes prior to the trip. They will be given additional projects by the professor leading the trip.

ASB Involvement

Student Council: Elected students work as a team to guide the student body. Their duties are listed under the purpose statement of Student Government.

Students may be involved in student government opportunities. Service includes those elected to the council and those who volunteer to lead or serve on committees and sub committees.

Additional Opportunities for Ministry and Outreach/Service by Students

Numerous requests reach the College for students to be involved in a variety of church ministries and spiritual formation groups. In addition, the College provides opportunities for outreach, musical teams, field ministry, and ministry placement assistance, SOAR tutoring opportunities etc.

STUDENT GOVERNMENT

The Associated Students of Shasta Bible College is the official student body organization of Shasta Bible College. The Student Council is the representative voice of the student body. It is composed of the elected student officers with the Dean of Students as the administrative representative.

Purpose Statement of Student Government

Purpose: Student government is to provide leadership to the student body primarily by providing various opportunities for the student's growth spiritually, socially, academically and physically. The student government should represent the student body in the following areas.

1. Spiritual growth which includes all student activities, including student chapels and regular college chapels, ministry opportunities and all social activities.
2. To develop a ministry theme and purpose for that year's student body.
3. To promote the development of student clubs; (drama, gospel outreach and missions.)
4. 4. To welcome and encourage new students both in the Fall and Spring semesters.
5. To be an example in Spiritual Leadership and growth and to encourage in the student body spiritual leadership and growth.
6. To develop a budget and allocate funds for various activities and projects for the student body.

Offices, Terms, and Duties

President, Vice-president, Secretary/Treasurer and Social Chairman are elected in the spring of each year and serve for one year.

President

Requirements: Must be at least a junior (third year) and approved by the administration for academic eligibility, Christian character and conformity to SBC's lifestyle commitment. Duties include chairing the Student Council, representing the student body, providing guidance and direction for all student government activities, and overseeing all Associated Student Body fundraising.

Vice President

Duties include participation on the Student Council, the coordination of the student missionary project and any other student-sponsored missions work. The Vice President will automatically become President if the presidency is vacated during the term of office and preside over the selection of a new vice president.

Secretary/Treasurer

Duties include participation on the Student Council, the recording of Student Council minutes and the management of Student Council funds in accordance with Student Council directives.

Social Chairperson

Duties include participation on the Student Council and the planning and organizing of social activities in cooperation with other members of the Student Council.

Student Life Representative

Appointed at the first Fall semester meeting of the Student Council to represent student concerns as a member of the Student Life Committee. This allows students to address matters of student grievance, conduct code, and related concerns.

CAMPUS LIFE

Student Decorum

Student conduct at Shasta Bible College is to reflect the Scripturally based moral and spiritual values which should characterize the lives of Christian believers. Although student maturity levels may vary according to age and Christian experience, basic Biblical principles dealing with interpersonal relationships should always set the standard for student decorum in all phases of campus life. Since visitors, prospective students and supporters of the College often make judgments based on the observation of students, it is important that campus standards be enforced and maintained.

General Conduct

At SBC we desire to develop a warm, family atmosphere among the students and faculty which exemplifies Christian love and consideration. In order to encourage the development of conduct standards based upon Biblical principles, the Shasta Bible College **Student Commitment must be signed by all students.**

To ensure the maintenance of such standards and to produce an atmosphere conducive to spiritual and academic excellence and based on the College's religious convictions, we ask that all students abstain from possession or consumption of tobacco products and alcoholic beverages. SBC prohibits sexual immorality, including homosexuality and lesbianism. SBC prohibits students from possessing or viewing any pornographic material (video, Internet, video game, or printed). SBC prohibits students from bringing on campus any kind of weapons, explosives, firearms, bb and pellet guns, airsoft guns, paintball guns, and other objects or materials that the Dean may judge to be harmful to students' safety. We ask all students to abstain from gambling. Other worldly activities or forms of entertainment which are inconsistent with Biblical principles including music which reflects the influence of either the occult or the drug culture are to be avoided.

Students who evidence through either conduct or attitude that they are unwilling to abide by the Student Commitment will be summoned to meet with the Administrative Committee and may be subject to dismissal depending on their responsiveness to the counsel of the Committee. Illegal activities will be reported to the appropriate law enforcement agency.

Resident Leadership

Resident Directors

Resident Directors (RD) Live on campus in the dorms and serve as liaisons between resident students and the Dean of Students. They

supervise and provide support for the Resident Assistants, administer discipline for policy violations and are available for lay counseling and referral. Resident Directors seek to create harmonious community life for resident students. (In the absence of a RD the RA will serve directly under the supervision of the Dean of Students.)

Resident Assistants

Resident Assistants (RA) are mature students employed by Shasta Bible College to assist the Dean of Students in supervising campus residents. They provide leadership for the dorms and assist in the spiritual, social and academic development of resident students. They also provide referrals in the area of discipline and counseling to the Dean of Students. In the absence of the Resident Directors they assume the responsibilities and authority of the RD under the supervision of the Dean of Students.

Assistant Resident Assistants

When deemed necessary, Shasta Bible College may employ mature students in the roll of an assistant to the Resident Assistants. They will assist the RA's in their duties and provide supervision and leadership under the direction of the RA and Dean of Students.

Academic Atmosphere

The atmosphere in the residence Dormitory should be conducive to individual study at all times. Residents are expected to show respect and consideration towards residence Dormitory mates by keeping noise levels to a minimum. Any noise from a room (including music) which can be heard in the living space or outside the Dormitory will be considered too loud and a noise violation may be issued.

Disruption to the Resident Community

Any student who is disruptive to the resident community may, with the approval from the Dean of Students or his acting designate, be removed from campus.

Motor Vehicles

Operating a vehicle on the campus of SBC is a privilege. Students should familiarize themselves with and adhere to all traffic and parking regulations. Any serious or repeated traffic safety violations will result in the loss of driving privileges as determined by the Dean of Students. **Automobiles parked on campus must display a campus permit.** Permits are available from the Dean of Students office.

1. The **speed limit** in the parking lot is **10 mph**. *Please watch out for children and bicycles!* Violators will be dealt with in the following manner:
 - 1st offense: Verbal warning from an RD, RA or Dean of Students.
 - 2nd offense: Written warning and \$10.00 fine.

- 3rd offense: Loss of driving/parking privileges in the SBC parking lot.
- 2. **"No Parking Areas"** are for loading and unloading only. *Please unload groceries within 15 min.!*
- 3. **Wash car** at the south end of the parking lot. *Conserve water; put hose and garbage away!*
- 4. **Minor** repairs and maintenance should be done near the dumpster.
- 5. Due to hazardous waste restrictions changing vehicle oil is not allowed.
- 6. **Major** repairs are not to be done on campus due to safety factors.
- 7. **Inoperable or non functioning** Vehicles may not be left on campus for more than two weeks without permission from the Dean of Students. Violators will be notified and charged a \$10.00 a day storage fee accumulating from date of notification.
- 8. **Abandoned** vehicles will be removed from the campus at the owner's expense.
- 9. **Insurance** proof must be provided at the beginning of residency to the Dean of Students for on campus motor vehicles. The insurance must meet the requirements of the no-fault-law. A copy of the registration should accompany the proof of insurance.

Proper Respect

Respect is an attitude and behavior that should be afforded to all members of the College community through proper acknowledgment of their personal and professional position. Students are required to observe academic courtesy with regard to all titles (Dr., Dean, Mr., Mrs. or Miss). Students should not use first names when speaking to or about faculty or staff members. Students are expected to exercise proper decorum in the classroom. Gentlemen must remove headwear in classrooms, chapel.

Students are required to respect Shasta Bible College's Statement of Doctrine and Purpose and are not permitted to engage in any activity on or off campus that would compromise the testimony or reputation of the college or cause disruption to SBC's Christian learning environment. Proper respect should be shown from one student to another at all times. No hazing or student initiations will be permitted. Derogatory comments of a sexual, religious or racial nature will not be tolerated. Students are expected to treat Shasta Bible College faculty and students in a spirit of Christian love, mutual respect and individual dignity.

The Lifestyle Commitment

As a Christian, I believe the Bible to be the verbally inspired and inerrant Word of God. I accept its teachings as the final authority in all matters of faith and conduct; and as a student at Shasta Bible College, I will maintain the moral and spiritual ideals of the College, render respect to members of

its faculty, conform to its social, academic, and spiritual requirements, and recognize my responsibility to live an exemplary Christian life in keeping with the admonitions of Scripture (see I Cor. 6:19, 20; II Cor. 6:14-7:1; Rom. 12:1-2; I Thess. 4:1-8, 5:22; Gal. 5:16-26; Eph. 5:18; Col. 3:17; Rom. 13:14).

Dress Code

General

In the interest of promoting a sharp campus image modesty and cleanliness in dress and appearance is expected at all times (1 Thess. 5:21-22; I Cor. 8: 9-13). Shasta Bible College trains men and women from all walks of life and from various cultures. The guidelines for dress are intended to reflect a Christ honoring outward appearance. The standard for dress helps to create a professional atmosphere conducive to the goals of the college. **While taste and opinion may vary in this area, respecting the rules and those who enforce them is a heart issue relating to obedience versus rebellion.**

Standard of Dress for MEN

Hair and clothing styles related to a counterculture or spirit of rebellion (as determined by the Dean of Students) are not acceptable. Facial hair should be neatly trimmed. Questions concerning the standard of dress for men should be addressed to the Dean of Students Office.

NOTE: RA's, RD's, Deans and Professors will enforce dress code and educate all students regarding what is acceptable and what is not. Questions concerning the standard of dress for men should be addressed to the Dean of Students Office, who will be the final authority.

Class Dress

Attire: Collared or polo shirts, sweaters, sweatshirts (no inappropriate logos), pants (includes neat jeans, properly worn, with no holes, patches, or tears), footwear must be worn, (sandals or flip-flops acceptable), no hats, beanies, caps, or hoods may be worn in class or Chapel.

When & Where: Academic and administrative buildings before 2:30 pm on weekdays; and in all classes and chapels, regardless of time.

Casual Dress

Attire: Shirts, neat pants, jeans, loose-fitting modest shorts (mid-thigh or longer), shoes (sandals or flip-flops acceptable). Swimsuits are not acceptable casual wear.

When & Where: Academic and administrative buildings after 2:30 pm on weekdays and in residence Dormitory.

Standard of Dress for WOMEN

Hair and clothing styles related to counterculture or spirit of rebellion (as determined by the Dean of Students) are not acceptable. Dresses and skirts should be modest. Skirt slits should be modest. Shoulder straps should be no less than one inch wide. Anything tight, scant, backless, see-through, low in the neckline or revealing the midriff (in any position) is immodest and unacceptable. Slips should be worn under thin material.

NOTE: RA's, RD's, Deans and Professors will enforce dress code and educate all students regarding what is acceptable and what is not. Questions concerning the standard of dress for women should be addressed to the Dean of Women, who will be the final authority.

Class Dress

Attire: Sweaters, loose-fitting tops, sweatshirts (inappropriate logos are NOT allowed), modest skirts, dresses and, pants. Footwear must be worn (sandals or flip-flops acceptable).

When & Where: Academic and administrative buildings before 2:30 pm on weekdays and in all classes and chapels, regardless of time.

Casual Dress

Attire: Shirts, neat pants, jeans, loose-fitting modest shorts (no shorter than mid-thigh), shoes (sandals or flip-flops acceptable). Swimsuits are not acceptable casual wear.

When & Where: Academic and administrative buildings after 2:30 pm on weekdays and in residence Dormitory.

Dating

In a residential, co-educational college, students sometimes forget that the primary purpose for attendance is educational rather than social. Serious consideration should be given to the stewardship of time and it is strongly suggested that most dating be confined to weekends. It is imperative that SBC students in training for vocational Christian ministries remember that an overemphasis upon the physical in a dating relationship will have detrimental effects. The college expressly forbids physical displays of personal affection (other than the holding of hands) in all college areas and at all college activities. Inappropriate displays of public affection will be dealt with by the Dean

of Students. Students are expected to observe the following guidelines in regard to dating.

1. Couples should avoid spending time together in unsupervised areas of the campus such as classrooms, offices, the lounge or music practice facilities.
2. Couples should avoid unlighted areas of the campus after dark.
3. Women are not to entertain boyfriends while baby-sitting in the community, nor are unsupervised couples to use the homes of married students or faculty in their absence.
4. Resident students may not entertain dates in their residence Dormitory facilities.
5. A third party is to be present when students visit friends of the opposite sex in off-campus Dormitory.
6. Students leaving campus by automobile for dating purposes must have a planned agenda, avoid isolated locations and exercise Christian discretion in all physical contact.

Engagement and Marriage

While there is probably no better place to meet one's life partner than on a Bible College campus, experience has proven that student marriages during the school year can be a hindrance to academic excellence. Students deciding to marry must select a wedding date which does not conflict with the school term. Students thinking seriously about marriage are encouraged to notify the Dean of Students and arrange for a series of pre-marital counseling sessions with a faculty member, pastor or Christian counselor of their choice.

Suicide Prevention Procedure

Student / Staff Course of Action

As a student, if I find myself or another student in crisis and/or experiencing suicidal thoughts and desire immediate counseling, I should contact my Resident Assistant (RA), Resident Director (RD), Dean (Dean of Women/Men) personally or by phone.

Based on the point of contact, the following steps will occur:

- The RA will contact the RD.
- The RD will contact the Dean.
- The Dean will contact a licensed professional (at SBC) and will also arrange for transport to the Hospital, if necessary.

Note: This expense will be covered by the student's insurance or by the student.

As a staff, faculty or administration member, if I come in contact with a student who is in crisis or is experiencing suicidal thoughts and is requesting immediate counseling, the following steps will be taken:

- The faculty, staff or administration member will contact the Dean of Women/Men immediately, stating they have a student in crisis who is requesting immediate counseling.
- The Dean of Women/Men's Office will contact a licensed professional.
- In the event that a licensed professional is unavailable, The Dean will transport or contact ambulance service for transport to a local Hospital.

Note: This expense will be covered by the student's insurance or by the student.

SCHOOL FACILITIES

Library

All students enrolled in Shasta Bible College are encouraged to use the library. Guidelines for use of the library are as follows:

1. Everyone who checks a book out of the library must be registered and have a card on file in the library.
2. Books may be checked out for three weeks and may be renewed.
3. Library personnel will check out or renew materials for you.
4. Reserve books are kept in the Reserve Section and fall under several categories.
 - LIBRARY USE ONLY (These include reference books and current periodicals). Back issues of periodicals may be requested checked out for one week.
 - ONE DAY OVERNIGHT - Must be returned by 9:00 a.m. the next day.
 - THREE-DAY - Overdue fine is \$1.00 a day.
5. Fines: Books in general use may be kept 3 weeks. Twenty cents a school-day will be charged for overdue books. A maximum fine will not exceed the replacement and processing cost of the books.
6. Lost Books: If a book is lost, the student will pay the list price plus \$5.00 for reordering and reprocessing.
7. No children are allowed to remain in the library unsupervised without special permission.
8. Do not reshelve books.
9. Library is closed during Chapel hour.
10. Library hours are posted on the library door.
11. Books can be checked out from Simpson College and Shasta Community College by showing your SBC student body card. Be sure you know their regulations. They will differ from ours.
12. If you can't find what you need, ASK for help! Library orientation is ongoing and may be scheduled at a convenient time for individuals, groups, and classes.

Student Computer Lab

Internet services are available in the library. Papers may be printed on the library printer for a charge.

Classrooms and Chapel

Our classroom facilities are a great asset to school life and we desire to maintain them in the best condition. The following guidelines are given to that end.

1. Use furniture the way it was intended to be used. Chair backs, tables, etc. are not designed to function as seats.
2. No small children may remain in the student lounge unsupervised.

3. Lights, heat, and air conditioning should be turned off if you are the last to leave.
4. Use of classrooms by students after class hours is prohibited unless prior permission is obtained from a faculty member and cleared through the office.
5. Students should report the presence of any individual(s) not connected with the College that enter school facilities.
6. Hours: Monday through Thursday and Saturday, 7:30 a.m.-11:00 p.m. Friday and Saturday, 7:30 a.m. - 11:00 p.m. (or 12:00 a.m. if arrangements are made 24 hours in advance).

Offices

The lobby and offices of SBC are located in Oran Smith Hall and above the library. The offices are open Monday through Friday from 9:00 a.m. to 4:00 p.m. Hours of individual faculty and staff members will be posted on their respective office doors. Library hours are also posted.

College Bookstore

Through the Bookstore, textbooks can be purchased at a substantial discount. You will be notified of other book sales throughout the year. Books cannot be charged or applied to your bill. They must be paid for at time of purchase. (Note: Students with financial aid may apply aid dollars toward the purchase of bookstore materials.)

Student Lounge

1. Lounge hours must be observed unless special permission is obtained through the College office.
2. Reservations for special functions must be made through the office of the Administrative Assistant to the President.
3. Students using the lounge must clean up after themselves and leave the area in an orderly condition. (this includes dishes, counters, tables, floors, furniture, etc.)
4. No small children may remain in the student lounge unless supervised by an adult.
5. Student lounge appliances are to be treated with care and respect at all times.
6. Student lounge lights and thermostat should be turned off by the last person leaving the area after the last class of the day.
7. The refrigerator in the lounge is for daily use of students. Daily lunch storage is permitted; however, foods stored for an extended period of time will be discarded.
8. Microwave ovens are for the students' convenience but the stove and oven are to be used with permission only. Permission may be obtained through the Administrative Assistant to the President or the RAs.

The SBC Movie Policy

We are all here, at Shasta Bible College, for the same purpose. Our desire is to honor Christ in all that we do and be above reproach. As the Scripture says, "...Let us cleanse ourselves from all filthiness of the flesh and spirit, perfecting holiness in the fear of God" (II Corinthians 7:1). All students of Shasta Bible

College sign a Life Style Commitment, which states "...As a student at Shasta Bible College, I will maintain the moral and spiritual ideals of the college...." It is the desire of the administration as well as the Student Body that "Since visitors, prospective students, and supporters of the college often make judgments based on the observation of the students it is important that campus standards be enforced and maintained." The life style of the student must emphasize the moral character of the college in that all "...forms of entertainment which are inconsistent with Biblical principles" need to be avoided.

This is not a policy that imposes upon individual's beliefs or standards concerning movies but concerns the use of the lounge. The use of the lounge is a reflection of the values of Shasta Bible College.

Any movie that is rated PG-13 and above (R,X,etc.) is not allowed to be watched on campus.

Note: "Students who fail to comply with the student life standards of Shasta Bible College will be required to attend a meeting of the Student Life Committee and submit to the committee's decisions." See Student Handbook under Disciplinary Policies.

Telephones

Students will be called from classes or meetings only in the case of an emergency. Phone messages will be received and placed in student mailboxes. The use of the office phone is to be discouraged. It is to be used for school business and your cooperation will be greatly appreciated. Cell phones must be turned off during class time unless there is the possibility of an emergency.

Mail

Mailboxes are located in the Chapel of SBC. Each student will be assigned to a box and his mail, notes and returned papers will be delivered to that box. Students are expected to empty their mailbox regularly.

There is a \$2.00 deposit required for your mail box key to be refunded at the end of the school year.

Outgoing mail may be mailed from the Student Services Office.

Students who live on campus will receive their postal mail at their box and should give the following address as their own:

2951 Goodwater Ave., Apt. #
Redding, CA 96002

Grounds

Students are expected to treat the school grounds with a high degree of respect as if the property were their own.

Repairs and Equipment Needs

For repairs or equipment needs, please complete a Request Form which is available in the Student Services Office. A decision and follow-up will be expedited as quickly as possible.

DISCIPLINARY POLICIES

Faculty/Student Involvement

A Student Life Committee is formed each year in keeping with the desire of SBC to develop leadership abilities in students, and in view of the need to encourage a good process of communication between students and faculty in regard to the enforcement of school standards. Its purpose is to encourage student understanding and compliance with the standards of the college. It will also promote the maintenance of student life and residence life standards. This Committee will consist of the Dean of Students, Academic Dean, Dean of Women and the Student Life Representative (who is appointed by the Student Council).

Academic Discipline

Academic Probation: Students whose cumulative grade point average falls below 2.0 or whose semester grade point average falls below 1.0 will be placed on academic probation. It is imperative that students who find themselves in this position work diligently under the direction of an assigned faculty member to improve their areas of deficiency and raise their GPA to an acceptable level.

Financial Suspension

Students who fail to meet their financial obligations may be placed on suspension until their obligations have been met or acceptable arrangements have been made through the Financial Aid Office. Failure to meet tuition obligations to the College will result in suspension or dismissal from classes.

Academic Dismissal

Students who show insufficient ability or lack of desire to rectify their academic deficiency will be subject to dismissal from SBC.

Student Life Discipline

Students who fail to comply with the student life standards of Shasta Bible College will be required to attend a meeting of the Student Life Committee and submit to the committee's decision.

Dormitory Resident Discipline

Dormitory residents are expected to maintain the On Campus Housing Standards specified elsewhere in the Student Handbook. On Campus Housing Standards will be enforced by the RAs and Deans. Students who consistently violate or fail to comply with these standards will be cited and referred to the Dean of Students.

Disciplinary Probation

Students who consistently violate the policies of Shasta Bible College or display disregard for a Biblical Christian lifestyle will be placed on disciplinary probation and be required to meet regularly with an assigned faculty member.

Disciplinary Dismissal

Students who refuse to live according to the Student Life Policies and The Student Commitment of SBC may be recommended for dismissal by the Student Life Committee to the Administrative Committee who will take necessary measures.

DISCIPLINARY SYSTEM

Call Slips

Official call slips are sent to students when a member of the administration or faculty needs to contact them. It is the student's responsibility to answer a call slip within the time designated on the call slip or call the appropriate office about any difficulties interfering with a prompt response. Failure to respond to an official call slip will result in increased disciplinary action.

Fines

Fines may be levied by the Dean of Students office, and should be paid to the Dean of Students office.

Fines are administered for the following reasons:

- Serve as a deterrent to violators.
- Teach students that inappropriate behavior has consequences.
- Allows the community to be compensated for violations of community standards.

SBC reserves the right to assess fees to a student's account if payment is not made in a timely fashion.

Work Details

Work details may be assigned by the Deans in an effort to correct inappropriate behavior or restore damage to school properties. Such details may be given in conjunction with other disciplinary action.

Evaluation

This is notification that the student's continued college attendance is in jeopardy and under evaluation.

Suspension

Students must leave campus for a period of time determined by the Dean's staff. A student is not allowed to attend class, or participate in any co-curricular programs, including music and after school events. Homework which is due on the days a student is suspended must be submitted to the professor in advance of the class session in order to receive credit. The student will receive a zero for any test, quiz, or work done in class that day.

Reapplication

At the end of each semester the Administration reserves the right to review a student's files and evaluate his or her spiritual, academic, and social progress and identification with the overall goals and philosophy of the college. Students who have experienced difficulty in those areas may be asked to reapply for the coming semester. Reapplication involves the student's self-evaluation and evaluations by four members of the faculty or administration. A final decision will be rendered by the Administrative Committee.

Dismissal

When expelled from the college, all current educational activities are terminated immediately and may not be resumed.

When a student is dismissed or asked to withdraw from the college, the following process will be followed:

- a. The student will not be allowed on campus for any activity or event without prior permission from the Dean of Students or the President.
- b. The student is responsible to move out of their room by 5:00 pm of the day they are informed of the Dean's decision.
- c. The student remains financially responsible for the balance of their student account. If the student's account is paid in full, then the schedule for refunds listed in the catalog will be followed, using the date of dismissal as the determining date.
- d. The student will receive the notation of "W" (Withdrawn) for all courses the student is enrolled in that semester.
- e. The student will be allowed to re-apply to the college at the Deans' discretion after one full semester if the following process is pursued by the student:
 1. The student submits himself to an accountability relationship with a staff member at their local church or other appropriate person agreed to by the Dean.
 2. The student demonstrates a consistent pattern of Christian living evidencing a sincere repentance.

Appeals

Students may appeal in writing to the Administrative Committee any disciplinary action taken. The committee will review the incident and make a final ruling.

CAMPUS HOUSING

Resident Dormitory Policies

All single students under 21, except those commuting from the home of their parents or legal guardian, are required to live in the College Dormitory or in approved housing. Unapproved, off-campus, housing is allowed only by special arrangement and with parental consent. The college assumes no responsibility to provide housing for single students over 25 years of age or for married students. **Full time unmarried students have priority for placement in on campus housing.**

Resident Dormitory Meetings

Weekly meetings will be held by the RD's or RA's. It is a privilege to live on campus and in order to insure a harmonious and safe dormitory life attendance is mandatory. Students are allowed three excused absences per semester with prior approval of the RD or RA. Sign in sheets will be turned into the Dean of Student's office weekly. Students absent from a dormitory meeting without prior excuse will be issued a call slip to visit the Dean of Students. Second offences will result in the assessment of a fine in the amount of \$20.00. This fine will be doubled upon the third offence. Students who incur further infractions will be summoned to meet with the Administrative Committee.

Curfew

Resident single students must be in their Dormitory by 12:00 midnight Sunday through Thursday evenings and by 1:00 a.m. Friday and Saturday evenings. Exceptions may be made in the case of those with employment responsibilities or special circumstances by arrangement with the Resident Assistant. This includes approval to leave campus overnight. No one is allowed to do laundry after curfew.

Signing Out

Students must obtain permission from the RD or RA to spend the night off campus. When a student stays elsewhere overnight, they must sign out on the sign-out sheet, leaving their destination, phone number and anticipated return time. Failure to sign out properly will result in a \$20.00 fine.

If emergencies arise, forcing a student to be out past curfew, that student must notify his/her Resident Assistant immediately. If a student is not located within 30 minutes after curfew, the Dean may be notified.

Dormitory hopping

Students are required to spend the night in their assigned Dormitory. Exceptions can be made for special circumstances or weekends with pre approval from the RA. The RA may deny this request without explanation.

Quiet Hours

For the consideration of different schedules, general quietness should be maintained in the Dormitory from 10:00 p.m. - 7:00 a.m.

Do not make **noise** that bothers a roommate or neighbor.

- Upstairs students should be especially considerate of Dormitory below.
- Be courteous and discreet about using plumbing or electricity during quiet hours.
- Be wise and inoffensive about the use and noise level of a radio/stereo, television, video, computer/printer. *Use headphones if necessary!*

Overnight Visitors

Shasta Bible College welcomes overnight visitors within the following guidelines:

- Overnight visitors must have advance permission obtained through the office of the Dean of Students.
- Guests extending their stay beyond two nights are required to pay a fee of \$10.00 per night.
- Emergency exceptions may be made by the RA.
- A guest may stay on campus for the time approved by the Deans office.
- All visitors are expected to adhere to SBC guidelines and policies. Any visitor not willing to abide by these guidelines will forfeit the privilege to stay on campus.
- Visitors are asked to comply with the dress code of Shasta Bible College, therefore all clothing should be modest and in good taste.
- Visitors are prohibited from using alcoholic beverages, drugs or tobacco.
- Visitors are asked not to use profanity.
- Visitors are not allowed in the residence Dormitory of the opposite sex.
- Visitors should not leave valuables unattended in the room.
- Visitors should not lend or borrow personal belongings.

Solicitation

Soliciting by non-students is not permitted in college residence Dormitory since it interferes with study and sleep, can be used for purposes of theft, and may compromise general security on campus. Any student wishing to sell merchandise in the Dormitory should obtain permission from his or her Resident Assistant.

Pets and Animals

Pets are limited to fresh water fish only.

Room Care and Room Checks

Rooms can be checked Monday through Friday. The RD or RA will announce room checks. The following list can help in proper room care:

- **General.** Beds need to be made, floors clean, belongings in orderly fashion, and wastebaskets emptied. To avoid insects, empty food containers should be removed. Garbage should not be stacked on the balcony or in front of Dormitory.
- **Walls.** Walls must not be marred.
- **Items Displayed.** Items displayed (i.e., posters, pictures, etc.) should be in keeping with the policies and spirit of the college. Students will be asked to remove any item considered sensual, coarse, or ethnically disparaging.
- **Furniture.** Students should not tamper with furniture or facilities in any way.
- **Kitchen.** Counter should be clean; dishes should not be allowed to stack up. Refrigerator and freezer should not be packed and should not contain moldy or old food items.
- **Bathroom/shower** sweep, mop, clean windows, clean and disinfect bath/toilet/sinks!

Room checks will be done once a week by the Dean's office. Three room failures will result in a meeting with the Dean of Students and will result in a \$20 fine. If a fourth room failure should occur, corrective action will be taken by the Dean of Student's Office. Room scores of 0-5 are considered a room failure.

Maintenance

Special permission is required to do repairs, remodeling and painting. Use small nails to hang pictures. Please notify the RD or RA for needed repairs and maintenance. Use the forms available in the office to request maintenance. Contact your RA or the office for emergency repairs.

Room Keys

Room keys are issued by the office after Dormitory assignments are made. A deposit of \$20 is required to be paid to the office of Student Services. Every resident is required to have a key for his/her Dormitory. If a student should lose their key, they should report the loss to their Resident Assistant. The cost for replacing a key is \$20 and may be given to their Resident Assistant. Duplicating a school key is illegal.

Room and Car Security

Students should keep rooms and cars locked. The college is not responsible for lost, stolen, or damaged articles.

Check Out

White glove Dormitory inspections will be done by the Dean of Student's Office at the conclusion of each semester. Security deposits may be held until the student passes these final Dormitory inspections at each semesters end.

Room Assignments

Room assignments are made by members of the Dean of Student's staff. Roommate requests for returning students are carefully noted and complied with whenever possible. Freshman placement is determined by the Dean of Student's staff, and will be available the student's first day on campus. SBC reserves the right to assign housing.

Patio

The patio is a common area for students to fellowship. It is the responsibility of the Dormitory community to keep the patio clean and free of clutter.

Student Lounge

The student lounge in Oran Smith Hall is available for student use. The lounge is for relaxation and enjoyment. Special care should be taken in keeping it presentable and in being considerate to guests or fellow students. Lounge furniture is provided for the mutual enjoyment of all and must remain in the lounge for that purpose. Destructive activity is not allowed. Students will be obligated to pay for any furniture they damage.

Kitchen and sink areas are available for student use. Clean up should be done immediately, not after class or later in the day.

Lounge hours are posted. Any special arrangements for lounge use must be approved through the Administrative Assistant to the President at least one week in advance of the activity.

Group use of the lounge is acceptable with permission from the Resident Director. Each group using the lounge is responsible for clean up.

Couples may meet in the lounge but it is not a date area. Couples should be careful not to exclude others from utilizing the lounge.

Members of the Opposite Sex

Men are not allowed in woman's Dormitory and women are not allowed in men's Dormitory. Neither are they to hang out or congregate in front of each others Dormitory. Members of the opposite sex are asked not to put themselves in a position where they might violate another's privacy. Specific areas of concern include the, Dormitory room windows, and balconies immediately in front of rooms. Privacy is to be respected and it is the policy of SBC to be above reproach in this area. The RD or RA may host a coed meeting in a Dormitory of their choosing as an exception to the rule. Parents of students are allowed to visit the Dormitory room of their son/daughter but care should be taken by the student to make sure the visit is not a surprise to their room mates.

Television

No TV's, personal DVD players, Computer gaming consoles are to be used in the Dormitory. Computers are not to be used as TV's or DVD players in the Dormitory.

Student Health and Safety

Health Insurance: Health insurance is not required by SBC. SBC does not provide any health services. Students not covered by their parent's health insurance should inquire about affordable individual coverage. This information is available in the office.

Accident Insurance is required for all full-time undergraduate students. Proof of accident insurance is required at registration. If students are not insured under their parents' policy, then a policy must be secured before final registration can be completed.

SBC, due to our size, does not provide any student health services. However, our student health policy does require immunizations. If needed, the SBC office will refer students to local medical facilities. Student safety is addressed in a number of ways: School building security and fire alarm system, the availability of the Dormitory Supervisor or Resident Assistant, adequate lighting, secure locks on all buildings, and smoke alarms in the Dormitory.

Pamphlets, videos, and other information including SBC's policies concerning transmittable diseases, AIDS, sexual harassment, and campus safety are available from the Dean of Students or the Dean of Women.

Several local Christian doctors and other health care professionals offer low cost health care upon recommendation from the administration. Forms are available in the office to apply for an optional medical assistance program for students. If the office is closed during an emergency or illness, you may call 911 or Dean Jeff Breshears (604-0507, 222-5254) Dr. Stone (474-4767 or 604-7340) Dr. Nicholas (244-3321).

Campus and Medical Emergencies

Emergency Medical Treatment personnel attend the College and are available for medical emergency when they are on campus. Please contact the Office immediately for assistance in contacting medical professionals. If a major illness or injury occurs, paramedics should not be contacted directly. Paramedics are to be contacted via the receptionist. Switchboard personnel are trained to coordinate Safety and Emergency units to insure the quickest response time. Victims with possible back injuries are not to be moved. In event of a major earthquake, the student should remember several things:

1. Electricity and telephones will probably not be working.
2. The College may not receive immediate professional medical or fire assistance.
3. You should protect yourself under desks, doorways, etc.
4. Evacuation should occur after the earthquake stops.

Student Sexual Harassment Policy

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Instances of harassment of any kind should be reported to the Dean of Students. Copies of the complete statement of the harassment policy are available in the Dean of Students office.

Sexual Assault and Rape

Shasta Bible College provides education about circumstances that can lead to sexual assault and rape including prevention awareness and victim support services. In the event of sexual assault or rape on campus, Shasta Bible College encourages the full prosecution of all local, state and federal laws. Victims are advised to report the incident to the Dean of Students, Pastor Jeff Breshears, to initiate any criminal and or disciplinary action as well as support counseling. The Redding Police Department should be contacted at 245-6565 or through 911.

Due Process

A valid grievance is an injustice and indicates a policy has been abused or violated. Before one files a grievance, one should first determine if a policy has actually been abused or violated. If a violation has occurred, the grievance should be resolved as follows:

1. The offended person should go to the person who has violated the policy and attempt to rectify the situation in the spirit of Matthew 18:15-17.
2. If there is no resolution of the grievance, the offended and the offender should go to the Dean of Students or the Dean of Women to find a resolution. The matter will be handled either confidentially or through the Student Life Committee. The meetings will be documented, and the record retained by the Dean of Students.
3. If the matter requires further attention, a written grievance will be made to the President who convenes a grievance committee (including student representation) to determine a final resolution. If necessary, the parties of the grievance may request a formal hearing and have the right to peer counsel, to call or cross-examine witnesses. The results of the hearing will be kept on file in the Dean of Student's Office.

All grievances not resolved by the Administrative Committee may be appealed in writing to TRACS, P.O. Box 328, Forest, VA 24551, (804) 525-9539, with a copy being filed with the Dean of Students.

Updates

While every effort is made to provide accurate and up-to-date information, the college reserves the right to change, without notice, statements in the catalog concerning policies, academic offerings, rules of conduct, and charges for tuition, room and board.

Laundry Room

1. Laundry Room Hours: Sunday-Thursday:
 - a. 7:00 a. m. - 10:00 p. m. Friday-Saturday:
 - b. 7:00 a. m. - 12:00 a. m. (midnight)
2. Laundry Room Cleaning Hours and Duties:
 - a. The Laundry Room is to be cleaned weekly, no later than 6 PM Sunday on a rotating basis between Dormitory as assigned by the RA. All Dormitory will receive an cleaning schedule to post as a reminder.
 - b. The cleaning responsibilities are assigned by the RA.
 - c. A **fine of \$10.00 per person** will be paid to the Deans Office if the Laundry room is not cleaned on time.
 - d. Steps involved in cleaning the laundry room:
 - i. Sweep down walls and behind machines.
 - ii. Wash the table with soap and water.
 - iii. Wash all machines (inside and out) including under the rim.
 - iv. Empty the trash and replace the wastebasket liner.
 - v. Sweep the floor.
 - vi. Mop the floor.
 - vii. Sign the date and time sheet indicating any problems or repairs.
 - viii. Notify the RA of any problems or repairs. If two or more residents **switch cleaning dates**, both residents should notify the RA in person so that proper accountability can be assessed.
3. Common Sense Rules:
 - a. Do not leave clothes or other items in the Laundry Room.
 - b. Once a load of clothes is started, please finish (1 1/2 hrs); don't go to class or shopping with a load in the washer or dryer. (**Washers run 30 minutes and dryers run 45 minutes.**)
 - c. Please be considerate in the use of the facility since others need to use it also.
 - d. Discarded items should be left in a box under the table and marked "Free". *Please remove the box and items left after a week will be discarded.*
 - e. If a water heater, washer or dryer breaks down please notify the Resident Assistant ASAP so repairs can be made.

*Always keep in mind why we are here:
To further our education for the ministry.
Please be considerate of those around you.*

*Love thy neighbor as thyself.
Matt. 22:39*

CALENDAR OF EVENTS

FALL SEMESTER, 2007	
Registration	Aug 13-24
Orientation	Sa-Aug 25
Classes Begin	M-Aug 27
Labor Day Holiday	M-Sept 3
Fall Round-Up	F-Sept 7
Last day to drop course	F-Sept 14
Scholarship Banquet	F-Oct 5
Day of Prayer & Praise	Th-Oct 18
Midterm Exam	Oct 15-19
Thanksgiving Recess	Nov 22-23
Christmas Banquet	F-Dec 7
Spring Registration	Dec 3-14
Classes End	F-Dec 7
Final Exam Week	Dec 10-14
SPRING SEMESTER, 2008	
Classes Begin	M-Jan 7
Last day to drop course	F-Jan 18
President's Holiday	M-Feb 18
Midterm Exams	Feb25-29
Missions Break	Mar 3-7
Day of Prayer & Praise	Th Mar 20
Good Friday	F-Mar 21
Easter	Sun-Mar 23
Alpha-Omega Conf.	Mar 26-28
Classes End	F-Apr 25
Final Exam Week	Apr 26-May 30
Graduation Banquet	F-May 2
Commencement	Sa-May 3

APPENDIX

Shasta Bible College's Policy Statement on AIDS

I. INTRODUCTORY STATEMENT

The US Centers for Disease Control has classified AIDS (Acquired Immune Deficiency Syndrome) as a public health hazard. Although the number of diagnosed cases in the United States as of 1987 was approximately 35,000, up to one million people may have the potential for carrying the disease. While the likelihood of the incidence of AIDS at our institution may be low, Shasta Bible College wishes to ensure that an appropriate policy exists in the event that one or more cases are. An individual affected by the virus, whether a student or an employee, normally would wish to continue with customary work and College activities as long as health permits. Governing factors considered in our policy and actions are in check with our due regard for public health interests, protection of individual rights and conformity to the moral standards of the Scriptures.

II. APPLICATION

These policies and procedures will apply to the following groups: (a) current and prospective students and (b) employees.

As a Biblical College, SBC seeks to promote a community in which one's lifestyle conforms to the moral standards set forth in the Scriptures. As members of the SBC community, both students and employees agree to conduct themselves in a manner consistent with these Scriptural standards. Most frequent transmission of AIDS is by acts of sexual promiscuity and drug-related paraphernalia. The use of illegal drugs and sexual promiscuity are incompatible with the moral standards required of Shasta Bible College. If it is determined that a student has violated the moral standards of the College, he or she will be subject to disciplinary action. If the acquirement of the AIDS virus was from sexual misconduct or the illegal use of drugs and associated paraphernalia causing infection prior to joining the SBC community, there will be no action taken.

III. ISSUES TO BE CONSIDERED

The College will follow the guidelines recommended by the Centers for Disease Control of the United States Public Health Department. These guidelines are under continuing review by the issuing agencies, and Shasta Bible College is up to date concerning these revisions.

A. Education

Our AIDS policy is part of our students and faculty Fall Orientation.

B. Confidentiality

There are no records in student files covered by the Family Educational Rights and Privacy Act or standard employment files that indicate that a student or employee has AIDS, AIDS related complex (ARC), or a positive HTLV III antibody. We use, for students, a separate confidential medical file to keep all information related to AIDS. The Dean of Students will keep this file. The President, Dean of Admissions and Records, Academic Dean, Dean of Students for student development and a roommate (if any) will be the only people on campus advised of the individual's condition unless the patient gives written permission. If a student or employee is identified as having AIDS after enrollment or employment, the College will notify public health officials if required by law to do so and will notify parents or guardians with student consent.

C. Admission

Prohibition of an individual because of the presence of AIDS or AIDS-related diseases is not a basis for non-admittance as a student. Each case will be reviewed individually to see if all admissions criteria are met, including certain prescribed moral standards. If an AIDS patient is admitted, it is expected that this information will be noted on a physician's report prior to the beginning of the semester. There may be a granting of a waiver for certain immunization requirements for students with AIDS on advice from a physician.

D. Evaluation

An AIDS Advisory Committee consisting of the Dean of Admissions and Records, Dean of Students for student development and a designated faculty/staff member will evaluate current students with AIDS on a case-by-case basis. The Committee will try to determine whether any disciplinary action is appropriate and if contraction of the AIDS virus through sexual promiscuity was subsequent to matriculation. Furthermore, the Committee will also assess the risk of dissemination based on a person's values and behavior. If the person with AIDS is willing to abide by guidelines for containment of the virus and to be under regular medical supervision by the director of health services and other appropriate medical personnel, the person may remain on campus with no restrictions other than limits based on currently recommended medical practice. The College is not responsible for any medical costs beyond routine care provided by the College. Any consultations with specialists or non-routine lab work will be at the expense of the person with AIDS.

E. Employment

If normal sanitation procedures are followed, no mandatory restrictions exist for campus employment. However, in concern for extraordinary caution, persons with AIDS will not be in positions where food is being prepared and the risk of bleeding exists.

F. Housing and Classroom Instruction

Persons with AIDS may be housed in the College's facilities and may attend classes as a regular student as long as their health does not interfere with normal functioning of the residence or classroom and as long as they are willing to sign a waiver indicating that the College is not responsible for any opportunistic infections they receive from living in a College residence or attending classes. Persons with AIDS will be provided single rooms, if space is available, unless roommates can be identified who know of the presence of the HIV and are willing to room with persons with AIDS. Because of the risk posed, persons with AIDS may be excused from classroom attendance during periods when there is an outbreak of potentially harmful diseases on campus. Alternate instruction will be arranged with the cooperation of the Dean of Student's office and individual instructors.

G. Public Relations

The AIDS Advisory Committee will provide information to the Enrollment Manager and the Dean of Admissions and Records, in dealing with questions from outside the College about a person with AIDS on campus. It will be the College's policy to confirm the presence of a person with AIDS but not to provide details about housing, the state of the disease or the name of the individual without written permission of the person with AIDS.

H. Affective Response

In every situation the College must encourage an attitude of caring and compassion involving those who are suffering from AIDS that is consistent with Biblical teaching regarding the worth of human life.