

2016-2017

Student Handbook



Shasta Bible
College &
Graduate School

Table of Contents

SHASTA BIBLE COLLEGE DIRECTORY 9

MISSION STATEMENT OF THE COLLEGE 10

PURPOSE STATEMENT OF THE COLLEGE 10

DOCTRINAL STATEMENT 11

INSTITUTIONAL PHILOSOPHY (Abbreviated)..... 14

 OUR EDUCATIONAL PREMISE..... 14

 OUR EDUCATIONAL PROCESS 14

 OUR EDUCATIONAL PERSONNEL 15

 OUR EDUCATIONAL PRODUCT 15

ADMISSIONS/RECORDS POLICIES..... 15

 WITHDRAWAL FROM COLLEGE..... 15

 READMISSION/LEAVE OF ABSENCE 15

 PROVISIONAL STATUS 16

 PROBATIONARY STATUS 16

 TRANSFER-CREDIT EVALUATION..... 17

 POLICIES ON THE RETENTION OF STUDENT
 RECORDS: 17

 STATE APPROVAL 17

 ACCREDITATION 17

 APPROVAL FOR VETERANS 18

CAREER GUIDANCE 18

ACADEMIC LIFE 18

 COUNSELING AND REGISTRATION 18

 ADDING A COURSE 19

 WITHDRAWAL FROM A COURSE..... 19

 WORK EXPERIENCE 19

ATTENDANCE.....	20
GRADING SYSTEM	20
GRADING PROFILE FOR ESSAYS	21
INCOMPLETES	22
GRADE APPEAL.....	22
REPEATING COURSES TO RAISE GRADES.....	22
LEARNING ASSISTANCE.....	23
COMPUTER LITERACY	23
DEFERRED PAYMENT PLAN	23
LATENESS OF AN INSTRUCTOR.....	23
ASSIGNMENT STANDARDS	23
PLAGIARISM AND CHEATING	23
MAKEUP WORK	24
CHANGE OF MAJOR	24
ACADEMIC LOAD	24
SPIRITUAL LIFE.....	25
CHAPEL.....	25
ALPHA OMEGA CONFERENCE	25
CHURCH INVOLVEMENT.....	26
DISCIPLESHIP	26
GOSPEL OUTREACH TEAMS	26
SPRING BREAK MISSIONS	26
ISRAEL TRIP.....	26
ADDITIONAL OPPORTUNITIES FOR MINISTRY AND OUTREACH/SERVICE BY STUDENTS	27
STUDENT GOVERNMENT	27

PURPOSE STATEMENT OF STUDENT GOVERNMENT.....	27
OFFICES, TERMS, AND DUTIES	27
PRESIDENT	27
VICE PRESIDENT	28
SECRETARY/TREASURER.....	28
SOCIAL CHAIRPERSON	28
STUDENT LIFE REPRESENTATIVE.....	28
CAMPUS LIFE.....	28
STUDENT DECORUM	28
GENERAL CONDUCT.....	28
THE LIFESTYLE COMMITMENT	28
RESIDENT LEADERSHIP	29
DISRUPTION TO THE RESIDENT COMMUNITY	29
PROPER RESPECT	30
DRESS CODE	30
MOTOR VEHICLES	31
DATING, ENGAGEMENT and MARRIAGE	31
SUICIDE PREVENTION PROCEDURE	32
LIBRARY	33
STUDENT COMPUTER LAB.....	33
CLASSROOMS AND CHAPEL.....	33
OFFICES	34
COLLEGE BOOKSTORE	34
STUDENT LOUNGE.....	34
SBC Technology Policy.....	34

SBC MOVIE POLICY MAIN CAMPUS	34
TELEPHONES	35
MAIL	35
GROUNDS	35
REPAIRS AND EQUIPMENT NEEDS.....	35
DISCIPLINARY POLICIES	35
FACULTY/STUDENT INVOLVEMENT	35
ACADEMIC DISCIPLINE	35
FINANCIAL SUSPENSION	36
ACADEMIC DISMISSAL	36
STUDENT LIFE DISCIPLINE	36
DORMITORY RESIDENT DISCIPLINE	36
DISCIPLINARY PROBATION	36
DISCIPLINARY DISMISSAL.....	36
DISCIPLINARY SYSTEM	36
CALL SLIPS.....	36
WORK DETAILS.....	37
EVALUATION.....	37
SUSPENSION	37
REAPPLICATION	37
DISMISSAL	37
APPEALS	38
CAMPUS HOUSING	38
RESIDENT DORMITORY POLICIES.....	38
ACADEMIC ATMOSPHERE.....	39
RESIDENT DORMITORY MEETINGS	39

CURFEW	39
SIGNING OUT	39
DORMITORY HOPPING	39
QUIET HOURS	39
COMMUTERS STAYING IN THE DORMS.....	40
OVERNIGHT VISITORS	40
SOLICITATION.....	40
PETS AND ANIMALS	40
ROOM CARE AND ROOM CHECKS.....	40
FURNITURE	41
FIRE CODE REGULATIONS	41
MAINTENANCE	42
ROOM KEYS	42
ROOM AND CAR SECURITY	42
WHITE GLOVE & CHECK OUT	42
ROOM ASSIGNMENTS.....	42
ENTERING STUDENTS' ROOMS.....	42
PATIO.....	43
STUDENT LOUNGE.....	43
MEMBERS OF THE OPPOSITE SEX	43
TELEVISION/ ENTERTAINMENT	43
Technology Policy for Dormitory Residents	43
SPEAKERS IN THE DORMS	44
LAUNDRY ROOM.....	44
STUDENT HEALTH AND SAFETY.....	45
HEALTH INSURANCE.....	45

ACCIDENT INSURANCE45

CAMPUS AND MEDICAL EMERGENCIES45

EMERGENCY CONTACTS.....45

STUDENT SEXUAL HARASSMENT POLICY46

SEXUAL ASSAULT AND RAPE.....46

MISSING STUDENT NOTIFICATION.....46

EMERGENCY AND SAFETY POLICIES: ON CAMPUS47

 RESPONSIBILITIES-ALL EMPLOYEES47

 BUILDING EVACUATION PROCEDURES48

 ACCIDENTAL INJURY REQUIRING MEDICAL
TREATMENT48

 INFORMATION FOR REPORTING48

ON CAMPUS FIRE.....50

 EVACUATION AND EXITS50

 DESIGNATED MEETING AREAS50

 COMMAND PERSONNEL50

 FALSE ALARM.....50

EARTHQUAKE51

BOMB THREAT PROCEDURE51

 INSTRUCTIONS FOR PERSON IN CHARGE52

 TYPICAL BOMB THREAT CHECKLIST52

BREAK DOWN EMERGENCY PROCEDURES

INTRUDER/SHOOTER ON CAMPUS.....53

DUE PROCESS53

SHASTA BIBLE COLLEGE’S POLICY STATEMENT ON
AIDS54

UPDATES.....56

APPENDIX.....58

 TECHNOLOGY ACCEPTABLE USE POLICY.....58

Purpose58

Scope58

Background and Summary58

Policy58

General Standards58

Shasta Bible College and Graduate School
 electronic information environment.....59

Spam.....60

 Non Compliance61

Students.....61

Faculty/Staff61

Guests.....61

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, Th.D.
President*

~~SHASTA BIBLE COLLEGE DIRECTORY~~

SBC Main phone: 530.221.4275

Fax: 530.221.6929

www.shasta.edu

President, Dr. David Nicholas	Ext. 31
Administrative Assistant to the President Barbara Wellock	Ext. 29
Office of Financial Aid, Linda Iles	Ext. 32
Academic Dean, Dr. Stephen Brown	Ext. 23
Dean of Admissions and Records Dr. George A. Gunn	Ext. 25
Registrar, Mrs. Faith McCarthy	Ext. 26
Dean of Students, Benjamin King (Cell) – 503-508-9198	Ext. 27
Dean of Women/Receptionist Desk Donna Nicholas	Ext. 21
Library, Ginny Williams	Ext. 28
Chief Financial Officer, Eric Brown	Ext. 24
Professor Tom Meyer	Ext. 22

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:

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.

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, and 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.

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 grammatical-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).

Life

We believe God specially and directly created all life and that human beings are made in His image (Gen. 1:27). Human life is sacred, beginning at conception.

Marriage

God created humans male and female and has ordained marriage as a union between one man and one woman. Marriage is defined by Scripture and Shasta Bible College and Graduate School as the exclusive covenantal union of one man and one woman in a lifetime commitment to one another (Gen. 2:18-24; Matt. 19:5). A civil government's sanction of a union will be recognized as a legitimate marriage by Shasta Bible College and Graduate School only to the extent that it is consistent with the definition of "marriage" found in this Doctrinal Statement.

Human Sexuality

Legitimate sexual relations are exercised solely within marriage. Consequently, sexual activities outside of marriage (referred to in the New Testament as *porneia* – πορνεία) including but not limited to, adultery, premarital sex, homosexuality, and pedophilia are inconsistent with the teachings of the Bible, the church, and Shasta Bible College and Graduate School. Further, lascivious conduct, transgender behavior, and the creation and/or distribution and/or use of pornography, are incompatible with a Biblical Christian lifestyle (1 Thess. 4:3-8; 1 Cor. 6:9-11; Gal. 5:19-21; 1 Thess. 5:22; Rom. 13:14).

We believe that in order to preserve the function and integrity of Shasta Bible College and Graduate School, to provide a Biblical role model for our students, and to maintain a consistent testimony for Jesus Christ in our community, it is imperative that all persons employed by the College in any capacity agree to and abide by this statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil 2:14-16; 1 Thess. 5:22). We also believe that every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31).

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; 1Pet.1:3-5).

PRESENT WORK: 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).

FUTURE WORK: The personal return of Christ will be pretribulational 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 believe 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. 2:8-9; 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.

ADMISSIONS/RECORDS POLICIES

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 \$50 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
 - a. 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
 - a. 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.
 - b. 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
 - a. 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:

1. Upon review by the Dean of Academic Studies.
2. With satisfactory demonstration of acceptable academic proficiency.
3. 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.

STATE APPROVAL

Shasta Bible College and Graduate School is approved under the provisions of the State of California Education Code.

ACCREDITATION

Shasta Bible College and Graduate School is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; email: info@tracs.org] having been awarded Category I offering Certificates, Diplomas, and Associate Degrees; Category II offering four-year Bachelor's degrees; and Category III offering Master's degrees by the TRACS Accreditation Commission on November 5-6, 2002; this status is effective for a period of 10 years.

TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

APPROVAL FOR VETERANS

The following programs are approved for veterans:

1. Certificate in Biblical Studies
2. Certificate in Early Childhood Education
3. A.A. in Biblical Studies
4. A.A. in Early Childhood Education and Administration
5. Diploma in Biblical Studies
6. B.A. in Christian Professional Studies (both Biblical Studies and Biblical Counseling/Christian Family Life Education)
7. B.A. in Bible and Theology
8. B.A. in Christian Teacher Education

The Secondary Bachelor of Arts in Biblical Studies is not included with this approval. Individualized Distance Education courses are approved when applicable to the Associate of Arts in Early Childhood Education only. They do not apply to the Certificate in Early Childhood Education.

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 student's 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 the policy of Shasta Bible College to take attendance. Unexcused absences will negatively impact a student's grade as follows:

Classes that meet three times a week: Students are allowed three unexcused absences. Additional unexcused absences will result in the reduction of the student's grade at the rate of .33 grade points per absence (e.g., reduction of an A to an A-, or an A- to a B+). Three tardies are treated as the equivalent of one unexcused absence.

Example: Student has earned a grade of B -, but has accumulated 4 unexcused absences and 3 tardies (equivalent of 5 unexcused absences). Resultant grade for the class will be a C+.

Classes that meet twice a week: Students are allowed two unexcused absences. Additional unexcused absences will result in the reduction of the student's grade at the rate of .33 grade points per absence (e.g., reduction of an A to an A-, or an A- to a B+). Three tardies are treated as the equivalent of one unexcused absence.

Classes that meet once a week: Students are allowed one unexcused absence. Additional unexcused absences will result in automatic withdrawal of the student from the course. Three tardies are treated as the equivalent of one unexcused absence.

Modular or intensive courses: Students are expected to attend each session. Absences require special permission from the teacher and are left to his discretion. Missing two sessions constitutes grounds for withdrawal of the student from the course. A valid excuse for an "excused absence" is up to the discretion of the teacher; however, valid excuses are normally such emergency situations as illness, accident, or car breakdown on way to school. Excused absences are not granted for vacations, weddings, recreation, oversleeping, malfunctioning alarm clocks, etc.

GRADING SYSTEM

Grade	Explanation	Grade points per semester hour
A+.....	Superior work, subject mastery.....	4.3
A.....	4.0
A-.....	3.7
B+.....	Good work, subject competence.....	3.3

B	3.0	
B-	2.7	
C+	2.3	Average work, subject familiarity
C	2.0	
C-	1.7	
D+	1.3	Poor work, subject awareness
D	1.0	
D-	.07	
F	0.0	Unacceptable work, subject failure
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

GRADING PROFILE FOR ESSAYS

Grades assigned to essays indicate certain strengths and weaknesses in student writing. The profiles below give the weaknesses of the typical “C” paper, and the strengths of the typical “B” and A” papers.

The “C” paper

A partially successful piece of writing, but contains one or more of these weaknesses:

- too general a subject or inappropriate for the assignment
- ineffective beginning and/or ending (too long, too short, vague, irrelevant, nonexistent)
- weak in creation of a dominant idea; no clear thesis or statement of controlling idea
- faulty organization
- lack of imagination in development of ideas
- short, choppy, undeveloped paragraphs
- muddy, unclear sentences; problems in logic
- wordiness, deadwood, redundancy
- careless diction (wrong word, utility words like “great,” vague words)

- several (5) major mechanical or grammatical errors (unintentional fragment, run-on sentence, comma splice, misspellings, faulty agreement, faulty pronoun reference, dangling or misplaced modifier, faulty parallelism)

The “B” paper

An essay free of the weaknesses of the “C” paper, with the addition of:

- Complexity of idea
- The writer uses negative as well as positive evidence in drawing a conclusion, sees relationships among related facts, and avoids common fallacies.
- Clarity of explanation
- The writer employs such techniques as definition, comparison, contrast, analysis, and exemplification.
- Precision in the use of language
- The writer is accurate in his choice of words; his tone is appropriate to the subject; he makes very few, if any, errors, in mechanics.
- Careful work throughout; evidence of commitment.

The “A” paper

A superior piece of writing, with these additional criteria:

A superior “B” paper (subjective analysis of excellence enters here)

Maturity of insight.

- The essay reflects the superior intellectual capacity of the writer to perceive the significance of his materials. His discussion illuminates the more subtle relationships among facts and the less obvious truths implicit in his subject.
- Consistency of tone.
- The writer allows no discords or false notes; his arrangement of details is controlled by his purpose.
- Suggestiveness of language.
- The writer is sensitive to the connotative value of words; he employs language with imaginative force.

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 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:

1. Do not acknowledge a quotation
2. Fail to put another's words inside of quotation marks
3. Paraphrase or summarize facts or opinions from sources without stating exactly where they come from.

4. Use in your paper long sections that have been written by a friend or tutor
5. Buy, find, or receive a paper that you turn in as your own work. (Raimes, Ann. *Keys for Writers: a Brief Handbook*. Boston: Houghton Mifflin Company, 1996, 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. (Rose, Leonard J. And Laurence Behrens. *The Allyn and Bacon Handbook*, 2nd edition. Boston: Allyn and Bacon, 1994, 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:

1. 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.
2. 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.
3. 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.
4. The fourth offense will result in dismissal from the college.

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 an important events that our college family enjoys together. We gather to worship the Lord through praises of music, testifying of His work in our lives, prayer and to be challenged from His Word. Our goal in chapel is to bring students the best biblical teaching possible on subjects that are relevant to all who attend and to teach applicable life skills necessary to maintain a positive Christian testimony in all aspects of their lives.

Chapel offers opportunities to be challenged by local pastors, Christian community leaders, missionaries from around the world, and representatives of various Christian organizations; and to learn vital Christian Life Skills such as financial responsibility, health and wellness, professional attire and behavior, and other relevant life skills. 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 commuter and residential students, taking 12 or more units. Part time students, taking daytime classes are required to attend one chapel per week. Because it is required, students should plan work and life accordingly. Six absences are permitted each semester and are to be used for illness, emergencies, or other situations. Tardiness to chapel of more than five minutes or leaving before it is over will be considered as an absence. Students missing more than the permitted six absences will be charged a fine of \$10 per chapel (billed to the student's account).

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 of the Dean of Students for special situations. Exemptions are granted on a semester-by-semester basis, are not retroactive, and are considered on a case-by-case basis.

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. Classes are suspended so that students can attend these sessions. Attendance is required

of all full time students (during one's normal class schedule) 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.

DISCIPLESHP

Each year there is an emphasis on Discipleship. Students are encouraged to find a mentor each semester in conjunction with their Field Ministry requirements and be discipled 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. Official outreach teams should 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.

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, 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. 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 the same in the student body.
6. To develop a budget and allocate funds for various activities and projects for the student body.

OFFICES, TERMS, AND DUTIES

A President, Vice-president, Secretary/Treasurer and Social Chairman are elected in the spring of each year and serve for one year. One week (minimum) before elections, the existing council shall receive nominations from current, enrolled students. With approval of the administrative committee, these will then be voted upon.

Qualifications: To run for Student Council, and to maintain a position on the council, students must exemplify godly character, capable leadership abilities, and have a minimum cumulative GPA of 3.0. Council members who fail to meet these requirements at the end of the Fall semester will not be eligible to serve in the Spring. At the discretion of the Dean of Students, officers may be asked to step down during the semester, should they not meet these qualifications.

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, overseeing one

weekly student chapel, and overseeing all Associated Student Body fundraising. The President shall work closely with the Dean of Students.

VICE PRESIDENT

Duties include working closely with the President to plan and execute all events, coordinate any student missionary projects and 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 planning and executing all events, together with other council members, recording of Student Council minutes, and the management of Student Council funds in accordance with Student Council directives.

SOCIAL CHAIRPERSON

Duties include planning and executing all events, together with other council members, and the planning and organizing of social activities in cooperation with other members of the Student Council.

STUDENT LIFE REPRESENTATIVE

A student life representative shall be 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, staff and faculty which exemplifies Christian love and consideration. In order to encourage the development of standards based upon Biblical principles, the *SBC Lifestyle Commitment* is signed annually by all students.

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 and staff, 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).

The “Lifestyle Commitment” is an agreement between a student and the institution. This agreement is in effect as long as the student is enrolled, including breaks and summers.

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 games, 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 of Students 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 conduct or attitude that they are unwilling to abide by the *Lifestyle Commitment* will be subject to disciplinary action and may 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

At the discretion and determination of the college, Resident Directors (RD) may 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 Directors will work under the supervision of the Dean of Students.

Resident Assistants

Resident Assistants (RA) are mature students assisting Shasta Bible College and the Dean of Students by 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.

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. Campus guests who are suspicious or deemed dangerous will be escorted from the property.

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 and chapel.

Students are required to respect SBC'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, threatening, 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.

DRESS CODE

In the interest of promoting a sharp campus image modesty and cleanliness in dress and appearance is expected at all times (1 Cor. 8:9-13; 1 Thess. 5:21-22). 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, during one's season at SBC, all students are asked to willingly place themselves within these guidelines.

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, and for women, to the Dean of Women who will be the final authority on dress code.

MEN - Standard of Dress

Classroom Attire

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).

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

Hair and clothing styles that promotes or endorses a spirit of rebellion (as determined by the Dean of Students) is not acceptable. Facial hair should be neatly trimmed.

WOMEN - Standard of Dress

Dresses and skirts should be modest, with slips under thin material. Shoulder straps should be one inch wide or more. Clothing that is tight, scant, backless, see-through, low in the neckline or revealing the midriff (in any position) is immodest and not acceptable. Jeans should fit properly, without being too tight. Hair and clothing styles should not reflect a spirit of rebellion.

Class Dress

Attire: Sweaters, loose-fitting tops, sweatshirts (inappropriate logos are not allowed), modest skirts, dresses and pants (includes neat jeans, properly worn, with no holes, patches, or tears). 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).

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

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:
 - a. 1st offense: Verbal warning from an RD, RA or Dean of Students.
 - b. 2nd offense: Written warning and \$20.00 fine.
 - c. 3rd offense: Loss of driving/parking privileges in the SBC parking lot.
2. **"No Parking Areas"** are for loading and unloading only. Unload within 15 minutes.
3. Wash car at the south end of the parking lot. Conserve water; clean up.
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.

DATING, ENGAGEMENT and MARRIAGE

In a residential, co-educational college, students should recall that the primary purpose for attendance is educational rather than social. Students should strive to be good stewards of their time. An overemphasis upon the physical in a dating relationship will have detrimental effects, especially for those training for vocational Christian Ministry.

Physical displays of personal affection are limited to the holding of hands in all college areas and at all college activities, and discretion and wisdom should be used regardless of location. Violations 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.
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.

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 wishing to marry during the school year should use wisdom in selecting a date, and are encouraged to meet with the Dean of Students to discuss their relationship and the wisdom of pre-marital counseling.

RELATIONSHIPS AND SEXUAL BEHAVIOR

The development of wholesome friendships, good dating habits, and acceptable social manners are a vital part of your personal growth. It is important that you conduct yourself, both publicly and privately, in such a way that you do not offend your fellow believers, nullify your testimony, or become involved in inappropriate activity. You are expected to refrain from moral impurity. All sexual relationships should be within the context of a faithful heterosexual marriage (1 Thessalonians 4:3-8, 1 Corinthians 6:9-11, Galatians 5:19-21).

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:

1. The RA or RD will contact the Dean.
2. The Dean will contact a licensed professional (at SBC) and will also arrange for transport to the Hospital, if necessary.
3. 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:

1. 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.
2. The Dean of Women/Men's Office will contact a licensed professional.

3. In the event that a licensed professional is unavailable, The Dean will transport or contact ambulance service for transport to a local Hospital.
4. Note: This expense will be covered by the student's insurance or by the student.

SCHOOL FACILITIES

LIBRARY

The Fay Mesler Library currently contains 35,000 physical volumes and a growing collection of ebooks (over 1,700). The Library is user-friendly with space for group study as well as individual study carrels. All students enrolled in Shasta Bible College are encouraged to use the library.

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.
 - a. **LIBRARY USE ONLY** (These include reference books and current periodicals). Back issues of periodicals may be requested checked out for one week.
 - b. **ONE DAY OVERNIGHT** - Must be returned by 9:00 a.m. the next 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 reshelv 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

Computers and 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. Students should report the presence of any individual(s) not connected with the College that enter school facilities.

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 vary. Library hours are posted.

COLLEGE BOOKSTORE

With the advent of the internet and the ease of obtaining books, SBC no longer offers a full college bookstore. Students are responsible for the purchase of all textbooks. Students would be wise to shop around (online or at Christian bookstores) prior to purchasing their books. The college may assist students in ordering if needed.

STUDENT LOUNGE

1. The student lounge is primarily for the use of students and their guests. It may be used whenever the college is open.
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 young children must be 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 student refrigerator in the lounge is for daily use of students. Food stored for an extended period of time will be discarded.
8. Microwave ovens and the stove are for the students' convenience and use, as long as they are left clean.

SBC Technology Policy

Shasta Bible College and Graduate School supplies internet services for the students' use. Any illegal or pornographic use of the internet is grounds for dismissal and may be reported to authorities. Any personal information on the SBC Populi system is for the private use of the students and staff only. It may not be shared with anyone. Any abuses of the Populi system are grounds for dismissal.

SBC MOVIE POLICY MAIN CAMPUS

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 (II Corinthians 7:1). In keeping with the Life Style Commitment students sign, their lives must emphasize the moral character of the college in that all "...forms of entertainment which are inconsistent with Biblical principles" need to be avoided. Any movie that is rated PG-13 and above (R, X, etc.) is not allowed to be watched. This is not a policy that imposes upon individual's beliefs or standards concerning movies but concerns the use of movies while students are enrolled at SBC.

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 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 silenced during class time.

MAIL

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

There is a \$5.00 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 and return completed form to this 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. Students in violation or suspected violation may come directly to the Dean of students or be confronted by the Dean of students. At any time during this process the student may request a hearing with the Student Life Committee.

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. In the case of open rebellion the Dean of Students may bring disciplinary action directly to the administrative committee.

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.

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:

1. The student will not be allowed on campus for any activity or event without prior permission from the Dean of Students or the President.
2. 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.
3. 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.
4. The student will receive the notation of "W" (Withdrawn) for all courses the student is enrolled in that semester.
5. The student will be allowed to re-apply to the college at the Dean of Students discretion after one full semester if the following process is pursued by the student:
 - a. The student is placed on disciplinary/discipleship probation.
 - b. 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.

- c. The student abides faithfully by all the conditions of probation as expressed in their Discipleship Relationship Covenant.
- d. The student demonstrates a consistent pattern of Christian living evidencing a sincere repentance.
- e. The Administration finds the student has successfully met the letter and the spirit of their probation and evidences a mature, consistent walk with the Lord.
- f. The Administration reserves the right to re-admit or recommend further areas of growth for the student as they see fit.

Note: Disciplinary probation is a gracious period of examination and discipleship and is NOT a guarantee of re-admittance by jumping through some hoops. Failure to abide faithfully by any conditions of probation, as set forth by the Dean of Students Office, is grounds for termination of Disciplinary Probation.

DISCIPLINARY PROCEDURE

The normal disciplinary process will follow these guidelines:

1. The Dean of Students will determine if there is *any* validity to a charge(s) or violation(s). If so, he will proceed.
2. The Dean of Students, together with one other member of the Administration, will meet with the student and give he/she an opportunity to express their view of the situation. This will not be an interrogative meeting, but a student's opportunity for confession, clarification and sharing from their perspective.
3. Following this meeting a decision will be made about the situation (with any collaborative exploration, follow up meetings with the student or students taking place at this time), its level of severity and appropriate discipline and action.
4. In some cases the situation may go before the Administrative committee for review and a final decision of discipline.
5. The Dean of Students, together with one other member of the Administration, will meet with the student and deliver an appropriate letter of discipline. At this time the Dean of Students will explain the letter, and discuss any consequences, mentorship, etc. The Dean of Students will also provide a letter of immediate general guidelines for the Student, and when necessary schedule an appropriate follow-up meeting to draft personal goals towards restoration and reconciliation.
6. All interaction will be documented and kept in a locked file.
7. All disciplinary procedures and outcomes will be confidential, and **may not** be discussed with anyone besides the student, supporting witnesses, and the Administrative committee.

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. Dorms are reserved for students under the age of 26. For single students over 26, special permission may be given by the Administrative Committee to reside on campus.

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.

RESIDENT DORMITORY MEETINGS

Weekly meetings may 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, as needed. 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 prior 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 (located in each RA's dorm), 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.

1. Do not make noise that bothers a roommate or neighbor.
2. Upstairs students should be especially considerate of Dormitory below.
3. Be courteous and discreet about using plumbing or electricity during quiet hours.
4. Be wise and inoffensive about the use and noise level of a radio/stereo, video, computer/printer. Use headphones if necessary.

COMMUTERS STAYING IN THE DORMS

As a matter of safety there may be times that a commuter student may stay on campus. (Road conditions or driver fatigue). Commuter students must have permission from the Dean of Students and RA. There will be no charge for SBC commuters staying overnight in a dorm for safety purposes.

OVERNIGHT VISITORS

The overnight visitor provision is intended for prospective students, and family members of students

Shasta Bible College welcomes overnight visitors within the following guidelines:

1. All overnight visitors must have advance permission from the office of the Dean of Students.
2. Guests extending their stay beyond two nights are required to pay a fee of \$15.00 per night.
3. Emergency exceptions may be made by the Dean of Students and RA.
4. A guest may stay on campus for the time approved by the Dean's office.
5. 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.
6. Visitors are asked to comply with the dress code of Shasta Bible College, therefore all clothing should be modest and in good taste.
7. Visitors are prohibited from using alcoholic beverages, drugs or tobacco.
8. Visitors are asked not to use profanity.
9. Visitors are not allowed in the residence dormitory of the opposite sex.
10. Visitors should not leave valuables unattended in the room.
11. 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

Indoor pets are limited to fresh water fish only.

ROOM CARE AND ROOM CHECKS

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

1. 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.

2. Walls: Walls must not be marred.
3. Items Displayed: Items displayed (i.e., posters, pictures) 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.
4. 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.
5. 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. All dorm residents will sign the *Dorm Cleaning Agreement*. It is the responsibility of each resident to clean their living area and share in cleaning the dormitory each week.

Living on campus is a privilege. The SBC Dormitories house multiple students and serve as both living space and food preparation space. This unique apartment like setting requires students to clean and maintain a safe and healthy food preparation and living space. The dormitories are an asset to the school that should be well cared for as stewards of God’s provision. Therefore it is required of all students who live in the on campus housing to clean their dorms weekly. When one or more residents fail to do their part in the weekly cleaning it places their fellow dorm mates in an unhealthy or unsanitary living environment. Poor maintenance is also poor stewardship as failure to clean weekly leads to larger and more costly maintenance for the school.

To insure a clean and healthy living experience for all students we are requiring all dormitory residents to enter into a cleaning agreement. Failure of any student to fulfill his or her cleaning duty as assigned will have their school account billed at the rate of \$15.00 that week for cleaning services arranged by the school office.

Students will have a posted cleaning schedule (see attached) in their dormitory. Cleaning instruction and clarification is available from the Dean of Students office and those assigned to conduct dorm checks. Each student will be held accountable for their area of responsibility (as assigned to clean). The dorm check will be announced and conducted with warning on regular intervals. Opportunity to correct any missed cleaning will be given to any student as long as there has been a good faith effort to perform the work and they are present to correct the shortfall. Students who fail consistently to meet the cleaning requirements may lose their on campus privileges.

I (student’s name) _____ agree to fulfill my cleaning duties as assigned with my best effort. In the case that I fail to clean my weekly area to the satisfaction of the dorm check I agree to have my school bill assessed the cleaning fee of \$15.00.

FURNITURE

Students should not tamper with furniture or facilities in any way. If furniture is broken or needed, contact Donna Nicholas to arrange to remove or replace the item.

FIRE CODE REGULATIONS

California Fire Code mandates the following regulations:

1. No decorations on the ceilings.

2. There must be twelve (12) inches of space between the ceiling and any combustible material placed on the walls.
3. For every five (5) feet of continuous combustible decorations, a twelve (12) inch separation needs to be made to help prevent the spread of fire.
4. No combustible decorations are to be placed on exit doors.
5. Christmas trees are not allowed unless they are flame retardant.
6. Curtains, blinds, or drapes must be flame retardant material.
7. Residence hall room doors are not to be propped open.
8. Halls and stair wells must be clear of obstructions.
9. Extension cords are to be used sparingly. Surge protectors may be used but not plugged one into another.
10. Floor heaters must be UL rated and kept away from flammable items.
11. Absolutely no burning candles/incense, or open flame are to be used in the residence halls.

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. Fill out the form and turn it in to the front desk. 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.

ROOM AND CAR SECURITY

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

WHITE GLOVE & CHECK OUT

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

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.

ENTERING STUDENTS' ROOMS

When there is reason to believe that the standards of the College are being violated, members of the College administration may enter and search a room, preferably in the presence of its occupant(s). Individual students and their cars may be searched under similar circumstances. Students may not enter another student's room without an invitation, nor remain in the room when asked to leave. The personal property rights of others must be respected.

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. It will be cleaned in conjunction with the Laundry Room cleaning schedule.

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 other's 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 roommates.

TELEVISION/ ENTERTAINMENT

No TV's or Computer gaming consoles are to be used in the dormitory.

Technology Policy for Dormitory Residents

Purpose

Set standards and practice of use of technology in the dormitories. Protect privacy of individual dorm residents. Set guidelines for use of computers, phones, handheld devices and the like.

Guidelines

Shasta Bible College and Graduate School Students, guests and dormitory residents will comply with the **SBC&GS Acceptable Use Policy and Lifestyle commitment at all times**. Students should ask themselves about any content, "Does this content honor and is it acceptable before the Lord?" The dormitories primarily exist to provide students with an appropriate environment for sleeping, eating, and study. With this in mind, students are allowed to use their computer or other internet capable device in dorms for both study and entertainment purposes with consideration to the following guidelines.

- Use headphones to keep noise from disturbing those around you.

- Announce use of any camera or live video and use caution not to violate the privacy of others.
- Consider what you watch and give weight to the Scriptures, the lifestyle commitment and the acceptable use policy when choosing your content.
- Be considerate of dorm mates and on campus guests.

Violation and abuse

Any student found in violation of the acceptable use policy or lifestyle commitment will be subject to student discipline as outlined in the Student Handbook.

SPEAKERS IN THE DORMS

The Dean of Students must approve a speaker who is not on the faculty or staff of Shasta Bible College before any invitation to speak or perform at any residence hall function is issued.

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 Dorms will receive a 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. This money will be used to pay to have the room cleaned.
 - 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.

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

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 Benjamin King: 503-508-9198 or Dr. Nicholas: (h.) 244-3321 or (c.) 227-4275).

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.

EMERGENCY CONTACTS

If the office is closed during an emergency or illness, you may call 911 or Benjamin King: 503-508-9198, or Dr. Nicholas: (h.) 244-3321 or (c.) 227-4275.

Mercy Medical Center --- 2175 Rosaline Ave. Redding, CA, 96001 --- 530-225-6000

Shasta Regional Medical Center -- 1100 Butte Street, Redding, CA, 96001 -- 530-244-5400

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, Benjamin King, to initiate any criminal and or disciplinary action as well as support counseling. The Redding Police Department should be contacted at 225-4200 or through 911.

MISSING STUDENT NOTIFICATION

Resident students who do not report in at curfew will be considered "missing" after a 24 hour period of time. Students, faculty or staff, that suspect a resident student has gone missing should report this to the Resident Assistant, Resident Director or Dean of Students immediately. Resident students may register with the office of the Dean of Students a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person's investigation will have access to the confidential contact person's information.

When any Resident Student is considered missing local law enforcement will be contacted. Local law enforcement will be contacted even if the Resident student has not registered a confidential contact person. Resident Students less than 18 years of age and not emancipated will have their parent or guardian notified when they become considered or suspected missing.

RA, RD and Dean of Students are required to refer the missing student report to law enforcement immediately.

Procedure for missing student reporting:

1. RA, RD or Dean of Students receives a report of missing student noting the last time the student was observed. A missing student report must be filled out.
2. RA, RD or Dean of Students will investigate the matter checking dorm, roommates, cell and other contact information available to contact the individual All efforts to locate the missing student will be exhausted.
3. If the student still cannot be found local law enforcement will be contacted 24 hours after last time of contact as reported on the missing student report. If there is any

reason to suspect the missing student is in any harm local law enforcement may be contacted immediately.

EMERGENCY AND SAFETY POLICIES: ON CAMPUS

Shasta Bible College is committed to insuring that all facilities of this institution are safe for use by all authorized faculty, staff, students, and visitors. In striving to reach School objectives, the safety of the individual must be paramount.

Goal: It is the goal of Shasta Bible College to minimize accidents and injuries. With personal awareness and a conscientious effort by all faculty, department heads and employees, this goal can be reached; at least, accidents will be held to a minimum.

Safety Responsibilities: Supervisors (anyone who has direct responsibility over one or more employees or student workers) are directly responsible to see that each employee in their areas use only safe procedures and equipment. Supervisors are responsible for developing proper attitudes and a healthy awareness toward safety both in themselves and those in their area of responsibility.

In order to comply with personal as well as physical property insurance coverage regulations, supervisors are also responsible for proper and thorough documentation of all accidents, injuries or incidents related to safety. Such documentation must be made to the College Business Office. Accidents involving non-school personnel must be reported to the Business Office.

In case of a campus emergency, the campus management system (Populi) will send an SMS message to all active users with one or more of the following roles: Student, Faculty, Staff, Advisor.

RESPONSIBILITIES-ALL EMPLOYEES

President/or Designee

The President or designee is responsible for establishing and maintaining a Scene Commander for the purpose of coordinating communications and support efforts. Depending on the type of emergency, the Scene Center may be established in the President's Office or Student Service Office where communication is available.

The responsibility for the decision to evacuate and to reoccupy buildings and the campus rests with the President or designee. The President or designee is responsible to act as the College's spokesperson when addressing the various media regarding campus emergencies.

Faculty Responsibilities

Faculty are responsible for ensuring that all students leave the classrooms immediately with their personal property. (e.g. briefcases, backpacks, etc.) and proceed to the nearest evacuation zone. Faculty are to lock classroom doors and proceed to the nearest evacuation zone and wait for further direction from the designated Evacuation Coordinator [trained EC].

Staff Responsibilities

Staff are responsible to lock office, proceed to the nearest evacuation zone and wait for further direction from their designated Evacuation Coordinator.

BUILDING EVACUATION PROCEDURES

In the event of an emergency, it may be necessary to immediately evacuate a campus building or all buildings. It is important that you become familiar with the various responsibilities outlined in this procedure and the location for the evacuation zone nearest your building. Should such an emergency situation occur, the alarm bell will be sounded and you will need to do the following:

Faculty Responsibilities

Faculty are responsible for ensuring that all students leave the classrooms immediately with their personal property. (e.g. briefcases, backpacks, etc.) and proceed to the nearest evacuation zone. Faculty should lock classroom doors and proceed to the nearest evacuation zone and wait for further direction from the designated Evacuation Coordinator. Note any suspicious objects and report this information to the Evacuation Coordinator.

Staff Responsibilities

Staff are responsible to lock office, proceed to the nearest evacuation zone and wait for further direction from their designated Evacuation Coordinator. Note any suspicious objects and report this information to the orange vested Evacuation Coordinator.

The President or designee will provide further direction via the Incident Command Center or initiate the following procedures: If it is safe to return to the buildings, the campus siren will be sounded continuously for a period of one minute. If it is not safe to return to the buildings, the Evacuation Coordinators will be contacted to coordinate the procedures outlined in the section CAMPUS EVACUATION PROCEDURES.

Evening Classes

In the event of an emergency at night when classes are still in session, it may be necessary to evacuate the building. If this should occur, the faculty should immediately contact the President or designee for direction. Should the decision be made to evacuate all campus buildings, the President or designee will notify those individuals who make up the Incident Command center to assist in the evacuation effort.

ACCIDENTAL INJURY REQUIRING MEDICAL TREATMENT

Accidents/Injuries Procedures

Staff

Notify Supervisor immediately when any injury occurs. Supervisors should contact the Business Office to ensure all required paperwork is processed for on-the-job injuries.

Supervisors

Report all injuries and accidents to the Business Office.

Serious Injury

If an employee is seriously injured, the faculty member at the scene should telephone the receptionist and request the operator to contact the Paramedics or Ambulance as needed.

Paramedics are NOT to be contacted directly. Switchboard personnel are trained to coordinate Safety and Emergency units to insure the quickest response time.

The faculty member should report the incident to the Business Office if the incident involves a faculty member or school employee.

INFORMATION FOR REPORTING

Faculty members should have the following information ready when reporting an injury to the Student Services Office.

1. Name of the injured employee
2. Location and time of injury
3. The nature of the injury and part(s) of the body affected.
4. Cause of the injury and tools or equipment involved
5. Names of persons witnessing the injury
6. Disposition made of the injured person: hospital, treatment, paramedics (Who? When? Why? Where?)

Medical Emergencies: All injuries, whether to faculty, staff or students, are to be handled initially in the same manner.

If a major illness or injury occurs, the Paramedics are to be contacted via the receptionist. Paramedics should not be contacted directly. Victims with possible back injuries are not to be moved.

All non-work related minor injuries may be reported to the Business Office if a student is involved. Faculty members should report student injuries to the Dean. Faculty and staff will report all work-related injuries to the Business Office. And then be sent to the appropriate medical facility. Work –related injury cases are to be sent to:

Mercy Medical Center, 2175 Rosaline Avenue, Redding CA 96001, 530 225-6000

If the injury can be handled on site and first aid is required, anyone assisting should use the proper protection located in the first aid kits (located in the Main Office downstairs, and the Office of the President’s Assistance).

If ambulance service is required, Phone 911. Notify them of the nature of the emergency and request ambulance. If emergency support is NOT needed transport injured employee to:

FIRST AID STATION: Student Services

Eyewash Stations: Men or Women’s restrooms located on ground level, Restroom located on 2nd floor, student lounge/kitchen located on ground floor. Wheel Chair-Downstairs storage in main hall. Crutches – Storage A. Emergency Blanket –Student Lounge.

Policy for an Injured Student

If this is an emergency call 911 then Benjamin King: 503-508-9198

Non-emergency, call Benjamin King 503-508-9198 or RA’s.

If he is unavailable and you think a student should see a doctor, contact the Business Office for any paperwork and send them to:

Everyday Health Care, 3270 Churn Creek, Redding CA 96002 (they will bill us).

Location is across the street from Enterprise High School

ON CAMPUS FIRE

If a fire or smoke is observed, faculty shall evacuate their classrooms and pull a fire alarm. Remain calm, the fire alarm will automatically notify the fire department. During working hours, someone familiar with the Simplex alarm system will silence the alarm and notify you as soon as possible of the location of fire.

The Switchboard operator will Sound internal fire alarm. Notify all employees of situation and instruct to proceed with evacuation from the building. Close all doors and windows in the fire area, ONLY if this can be done safely. Notify the fire department (place a verifying call to 911). The person reporting the fire will provide the fire department the following information:

1. Company Name and address:
Shasta Bible College, 2951 Goodwater Avenue, Redding CA 96002
2. What is burning: machines, paper, walls, etc.
3. Location of the fire: roof, office, apartment complex-Shasta View (west building) or Lassen View (east building).
4. Are there people trapped in the building?

EVACUATION AND EXITS

The building is divided into two segments by a fire resistant door. The door is to be closed by 4 pm each day. Should evacuation of all personnel and students within the building be necessary, evacuation maps are posted throughout the building showing exits. Employees and students should exit to the nearest and most accessible exit from where they are working at the time of evacuation. As each department is searched, the department head will leave the building and join the group in the assigned parking lot.

DESIGNATED MEETING AREAS

The East school parking lot from the main building or the Crosspointe Community Church ball field across the street to the west.

Faculty shall contain their students away from the building and insure that no one re-enters the building until someone with executive authority or by the local fire/law enforcement officials.

All personnel will remain in the designated 'safe' areas until the ALL CLEAR is given to return to work (follow wall map).

COMMAND PERSONNEL

1. Clear all hallways and other areas of students and visitors
2. Close all doors and windows if possible
3. Check driveways to see that they are clear for firefighting equipment
4. Wait at front entrance for arrival of firefighting equipment and direct the firemen to the fire, if necessary.

FALSE ALARM

In the case of a false alarm (i.e. The fire alarm going off when there is no fire), the person verifying that there is no emergency will direct the switchboard operator to contact the Fire Department 225-4141 and Alarm Company Number posted on doors ADT 1.800.369.0996

EARTHQUAKE

In the event of an earthquake, the following procedures shall be followed:

1. Assess damage and Injuries
2. Give first aid as needed. Remember, after an earthquake, utilities, police and fire agencies may not be readily available. **DO NOT ATTEMPT TO USE THE TELEPHONES UNLESS ABSOLUTELY ESSENTIAL**
3. Notify executive management
4. Call the fire department only in the case of fire

The nearest hospital for treatment is:

- Shasta Regional Medical Center, 1100 Butte St, 244-5400
- Mercy Medical Center, 2175 Rosaline Ave, 225-6000

Have damaged or potentially damaged utilities shut off at main controls.

Personnel are to be instructed that they are to take shelter under a study table, equipment, or door way during an earthquake and remain there until all shaking has ceased.

Evacuate as necessary. Supervisors shall be responsible for seeing that employees are evacuated to a safe area outside the building and clear of overhead electrical lines, utility posts, blocks walls, etc. which might fall during after-shocks. Supervisors are cautioned to be alert for fallen high tension lines which may be touching metal objects on the ground.

Have all areas of the building inspected for damage before allowing personnel to return to the building(s).

Have gas, electrical, water and fuel systems checked to determine that they are not contaminated. Water contained in toilet tanks can be boiled and used if absolutely necessary for drinking or treating injuries.

BOMB THREAT PROCEDURE

Procedures on bomb threats to the campus are to be taken seriously at all times. In order to provide a safe work environment for students and employees, these guidelines are to ensure a reporting and evaluation plan in the event of a bomb threat.

Switchboard operator (or person receiving bomb threat call) should remain calm and pull the bomb threat checklist (bright orange card) out and hold it up for a person nearest them to acknowledge that there is a bomb threat call. Get as much information as possible. Write down information reported by the caller using bomb threat checklist
NOTE THE TIME OF THE CALL AND ASK:

1. What time is the bomb set to explode?
2. What part of the building is threatened?
3. What is the exact location of the bomb?

4. What kind of bomb it is?
5. How will the explosive be set off?
6. What does the explosive look like?
7. How do you know so much about the bomb?
8. Why did you place the bomb in the building?
9. What is your name?
10. Where are you calling from?

Keep the conversation as short as possible, but try to determine as much as possible about the caller...male, or female, young or old, accent background sounds/noises?

Notify the President or Dean of Students immediately. If neither is available, notify any supervisor immediately. Do not take time to explain to other persons the nature of your call but immediately try the next person. It is important that you spend only a few minutes talking.

Phone Redding Police and Redding Fire Department at 911 and give:

1. The time you received the call
2. The time the caller indicated that the bomb will explode
3. Any other information requested by those departments

No other calls should be made within the building or to the outside by the switchboard operators any other personnel unless ordered to do so by the President or Dean of Students, or a supervisor.

INSTRUCTIONS FOR PERSON IN CHARGE

Send one person to the main entrance to meet firemen and police and direct them to the person in charge.

Notify all departments, class rooms, students advising them of the call, the time the bomb is to explode, and ordering the shutdown of all equipment and the evacuation of the building. Instruct each department to leave the building quietly and without panic. Each department head will be the last to leave the department and wait outside to assist police and firemen in the building search for the bomb.

Instruct all other personnel to follow the fire disaster procedure to go to the North Valley Baptist Church Ball field. As each room is searched, the department head will leave the building and join his group in the parking lot. All personnel will remain there until the all clear is given by police and fire authorities to return to the building or go home.

TYPICAL BOMB THREAT CHECKLIST

Instructions: Listen carefully; do not interrupt the caller; hold up this orange card to alert those nearest you that you are on the line with a bomb threat. **REMAIN CALM.**

Name of Employee taking call: _____ time: _____ Date: _____
 Caller's Identity: Sex: Male Female Approximate age: _____ years
 Name: _____ Address: _____ Phone _____
 Origin of Call: Local Long Distance Phone Booth Cellular Phone Internal
 Details (list personal characteristics as well as background noises)
 Voice: _ Loud High _ Pitch _ Raspy _ Intoxicated _ Pleasant _ Deep Soft
 Speech: _ Fast _ Slow _ Stutter _ Slurred _ Distinct _ Garbled
 Accent: _ Foreign _ Regional _ Local _ Not Local _ Other

Language: _ Excellent _ Good _ Fair Poor

Manner: _ Calm _ Rational _ Irrational _ Angry _ Emotional _ Laughing _ Other

Background Noises: _ Office _ Traffic _ Quiet _ Airport _ Voices _ Children _ Trains _ Autos _
Animals _ Music Party _ Other

Any other details _____

Bomb Facts: (ask as many questions as possible):

What time is the bomb set to explode? Time: Date

What part of the building is threatened? _ Main Campus _ Shasta View Apartments _ Lassen View
Apartments

What is the exact location?

What type of bomb it is? _ Pipe _ Dynamite _ C-4 _ Parcel _ Letter _ Other

What does it look like? How will explosive be set off?

How do you know so much about the bomb?

Why did you place the bomb in the building?

What is your name? Where are you calling from?

Did caller appear familiar with the plan or building in their description of the bomb location?

Action to be taken immediately while call is in progress:

Notify a supervisor or nearest person by holding up this orange card

Supervisor is to notify President, Dean of students

Notify Redding Police Department and Redding Fire Department at 911

NO other calls should be made within the building or outside by operator or anyone else unless
ordered

Follow guidelines set in the Injury and Illness Prevention Program

Remain in control, note all details keep this in a visible area

BREAK DOWN EMERGENCY PROCEDURES INTRUDER/SHOOTER ON CAMPUS

Emergencies may come in two ways: Building Coordinators receive telephone
calls/runners report emergency OR Intruder/Shooter is observed by you.

1. Immediately call 911
2. Immediately lock outside building doors or block doors with furniture.
3. If possible, alert Dr. Nicholas, Benjamin King, Dr. Gunn, Dr. Iles.
4. Identify Location
5. Observe condition of the victim
6. Describe the suspect/vehicle/clothing/direction of travel
7. Describe weapon
8. Retrieve the Emergency Bag; Put on Vest, Set Radio to Channel 5
9. Do NOT pull fire alarm
10. Advise everyone in classrooms to stay inside, remain low, take cover. This is
the safest option
11. Wait for instructions from Incident Command Center.

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, (434) 525-9539, with a copy being filed with the Dean of Students.

SHASTA BIBLE COLLEGE'S POLICY STATEMENT ON AIDS

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.

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.

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.

1. Education
 - a. Our AIDS policy is part of our students and faculty Fall Orientation.
2. Confidentiality
 - a. 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.
3. Admission
 - a. 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.
4. Evaluation
 - a. 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.
5. Employment
 - a. 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.

6. Housing and Classroom Instruction

- a. 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.

7. Public Relations

- a. 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.

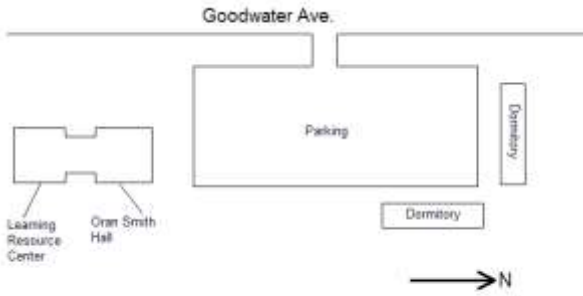
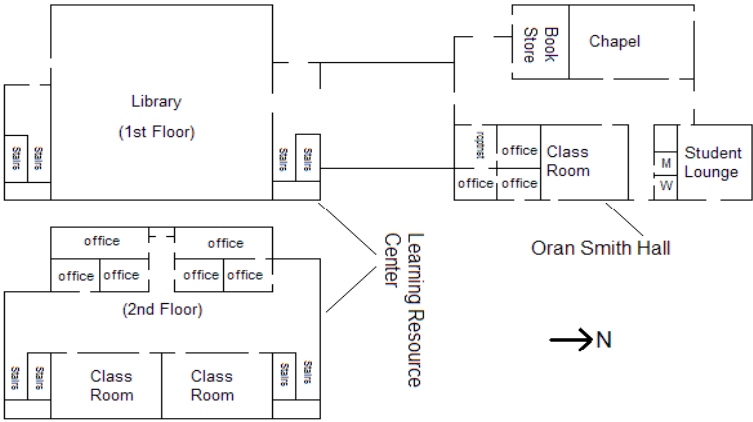
8. Affective Response

- a. 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.

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.

CAMPUS MAP



APPENDIX

TECHNOLOGY ACCEPTABLE USE POLICY

Purpose

The policy is based on the principle that the electronic information environment is provided to support College business and its mission of education, research and service. Other uses are secondary. By using College electronic information systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable Shasta Bible College and Graduate School policies, as well as City, State and Federal laws and regulations.

Users of Shasta Bible College and Graduate School computing resources are expected to review and understand the contents of this policy and its associated standards.

Scope

This policy applies to all students (residential and online), faculty, staff, and guests who may utilize Shasta Bible College and Graduate School computing resources.

Background and Summary

This standard defines the boundaries of "acceptable use" of Shasta Bible College and Graduate School's computing resources, including computers, networks, electronic mail services and electronic information sources.

This standard will be reviewed regularly and modified as new technologies emerge and/or are implemented within Shasta Bible College and Graduate School electronic information systems.

Policy

1. Shasta Bible College and Graduate School will document and communicate its standards of acceptable use of school's computing resources.
2. The acceptable use standards will support Shasta Bible College and Graduate School's requirement to:
 - Protect confidentiality of sensitive information;
 - Provide information integrity;
 - Ensure IT resources remain available for College business.
3. Shasta Bible College and Graduate School will regularly review and modify these standards as new technologies emerge and/or are implemented within Shasta Bible College and Graduate School electronic information systems.

General Standards

1. General Standards for the acceptable use of Computing Resources require responsible behavior with respect to the electronic information environment at all times.
2. Behavior of all users on the network will be consistent with the mission of the College, and in accordance with the **Lifestyle commitment** (for students) and/or the **Staff/Faculty Handbook** (for faculty and Staff) All users will maintain compliance with all applicable local, state, federal and international laws and regulations.
3. All users will maintain truthfulness and honesty in personal and computer identification.
4. All users shall respect the rights and property of others, including intellectual property rights and Copyright laws.
5. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to a copyright owner under section 106 of the Copyright Information Act (Title 17 of the United States Code). Those rights

include the right to reproduce or distribute a copyrighted work, as well as the right to make derivative works from the copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes infringement. In the academic context, copying or paraphrasing parts of a copyrighted work as your own constitutes infringement. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, unauthorized downloading and unattributed copying, is expressly forbidden, and may subject violators to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages of not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, see the Web site of the [U.S. Copyright Office](#), especially its FAQ's.

6. All users shall exhibit behavior consistent with the privacy and integrity of:
 - Electronic networks;
 - Electronic data and information;
 - Electronic infrastructure and systems.
7. All users shall protect the value and intended use of human and electronic resources.
8. All users will maintain the computing resources provided to them by:
 - Keeping up to date with operating system patches;
 - Keeping up to date with College software patches (Office, Adobe, etc.);
 - Running anti-virus software;
 - Running personal firewall software.
9. All user's shall utilize passwords to ensure privacy of records.
10. All users will report incidents such as stolen laptops or passwords, or severe virus outbreaks that are not automatically cleaned by Anti-Virus software. Malicious activity should be reported to the IT Department.
11. All users will protect College sensitive information, such as passwords, Social Security Numbers, Credit card numbers, etc.
12. Faculty/Staff are responsible for exercising good judgment regarding the reasonableness of personal use. Such use must not interfere with official duties or violate appropriate use guidelines elsewhere in this standard.
13. All users consent that their use of the College Network may be monitored for compliance to this policy and applicable laws and regulations.
14. All users that are physically on the Shasta Bible College and Graduate School campus shall initiate an automated screen lock after an inactivity period not to exceed 15 minutes to protect systems when the operator walks away.
 - The screen lock must require the password to regain system use.
 - Users shall activate a screen lock whenever the system is left unattended.
 - Users shall terminate active sessions when finished by logging off or shutting down the system as appropriate. In cases where active jobs are still running, the screen lock shall be activated. For example, do not just switch off the monitor when leaving a PC unattended.
 - Users should physically secure systems from unauthorized use when left unattended, such as through use of a key lock, a locked drawer, or a secured facility.

1. All SBC&GS Usernames and E-mail accounts are property of Shasta Bible College and Graduate School and as such Shasta Bible College and Graduate School retains exclusive rights to the creation, assignment, revocation, usage and content management of all Shasta Bible College and Graduate School Usernames and E-mail accounts.
2. The following activities and behaviors are prohibited:
 - Interference with or disruption of the computer or network accounts, services or equipment of others, including but not limited to, the creation, installation, transmission, or propagation of computer “worms” and “viruses”, or activities that would result in a denial of service.
 - Revealing passwords (either your own or someone else’s) or otherwise permitting the use by others of your accounts for computer and/or network access.
 - Altering or attempting to alter files or systems without authorization.
 - Unauthorized scanning of the College network for security vulnerabilities.
 - Unauthorized network monitoring of other users activities.
 - Attempting to alter any College computing or network components (including, but not limited to routers, switches, wireless access points, etc.) without authorization.
 - Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any network service; For example, setting up your own wireless bridge is prohibited.
 - Intentionally damaging or destroying the integrity of electronic information.
 - Intentionally disrupting the use of electronic networks or information systems.
 - Intentionally wasting human or electronic resources.
 - In order to maintain the integrity of network performance; students are not to utilize ad-hoc, peer-to-peer applications which are specifically used for file-sharing (such as Kazaa, Vuze, BitTorrent, eDonkey, etc.) while on the College network.
 - All applications operated on the College network shall be properly licensed.
 - All 3rd party software must be properly licensed. Each user accepts personal responsibility for the legality of all software NOT installed by SBC&GS IT Department.
3. Unlawful and inappropriate communications are prohibited, including, but not limited to:
 - Threats of violence
 - Any communication which violates the legal rights of others
 - Obscene and profane communications
 - Pornography
 - Harassing communications (as defined by law)
 - Defamatory communications
 - Transmitting unsolicited bulk messages or ‘spam’ (see Section 3 below).
 - Any communication which could be utilized for academic cheating
 - Selling or purchasing access to College computing resources
 - Marketing of personal services or merchandise or negotiating such services
 - Any communication which introduces, installs, transmits or propagates a computer virus

Spam

Spam is defined as unsolicited, bulk electronic mail which includes ‘junk’ e-mail, advertisements, chain letters, etc.

- California state law prohibits spamming.
- All users of Shasta Bible College and Graduate School computing resources are subject to federal and state spamming laws and the penalties that may be incurred if found in violation of those laws.
- Spam sent to Shasta Bible College and Graduate School accounts, or sent from Shasta Bible College and Graduate School accounts is unacceptable and violates the terms of acceptable use of Shasta Bible College and Graduate School computing resources.
- Shasta Bible College and Graduate School users are permitted to send a single e-mail to no more than fifteen (15) users per instance.
- Exceptions to this limit may be granted for special circumstances, and those exceptions must be approved by the Dean of Students.
- Any user of the Shasta Bible College and Graduate School e-mail system who sends spam could have their Shasta Bible College and Graduate School account disabled.
- Reactivation of all accounts that have been disabled as a result of sending spam must be approved by the Dean of Students.
- Faculty may send a mass e-mail to all students on their course roster through Populi, GoogleApps, or other email client provided the content of the e-mail is course related.
- If you feel you are being spammed please forward the message in question to the IT department.

Non Compliance

Students

- Non-compliance to these standards by any student will be subject to disciplinary actions outlined in the **Student Handbook**.
- For infractions not outlined in the Student Handbook, disciplinary actions will be at the discretion of the Office of the Dean of Students
- Depending upon the nature of the infraction, the student may also be subject to local, state, federal or international penalties.

Faculty/Staff

- Non-compliance to these standards by any faculty or Staff member will be subject to disciplinary actions outlined in the **Faculty and Staff Handbook**.
- For infractions not outlined in the Faculty and Staff Handbook, disciplinary actions will be at the discretion of the Board of Directors of Shasta Bible College and Graduate School and or the President of the SBC&GS.
- Depending upon the nature of the infraction, the faculty or Staff member may also be subject to local, state, federal or international penalties.

Guests

- Non-compliance to these standards by any guest may result in the revocation of all access to Shasta Bible College and Graduate School computing resources.
- Depending upon the nature of the infraction, the guest may also be subject to local, state, federal or international penalties.

