



Student Handbook

2014-2015

Name _____



2014-2015 STUDENT HANDBOOK

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This handbook is provided by Alaska Christian College to outline the rights and responsibilities as a student of Alaska Christian College. All students are expected to know, understand, and abide by the policies and procedures found within this handbook. Alaska Christian College maintains the right to make changes to this handbook during the academic school year. All changes will be communicated to students through writing. Any questions concerning this handbook should be directed towards the Director of Student Life: (907) 260-7422 x137.

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President's Welcome

The Adventure is on! You have chosen to invest two years of your life into growing with God, knowing more about God, and serving God like never before! What an adventure you are going to experience in the classroom, the dorms, in small groups, and on mission teams across and outside of the state! I am very excited to invite you into our Christian community as a fellow disciple of Jesus Christ. We are going to be a family together this year and that means we need to learn how to work things out, think of others first, and be open to growth in our community at ACC.

This handbook is yours to help you have the utmost adventure possible as a full part of the ministry of ACC. If you choose to use it as your guide you will have an exceptional year. Take full advantage of every aspect of ACC and follow this handbook when you have questions. Let the great adventure begin!!

Together serving Christ,

Keith

Introduction & Mission

Welcome to Alaska Christian College! We believe that you are enrolled in the premier program of academic discipleship available in Alaska. We also believe that by clarifying some expectations at the outset of the year, we can significantly enhance your growth and enjoyment. First, let's be clear as to the purpose of Alaska Christian College.

ALASKA CHRISTIAN COLLEGE EXISTS TO: EMPOWER ALASKA NATIVES THROUGH BIBLICALLY-BASED EDUCATION AND CHRISTIAN FORMATION TO PURSUE EXCELLENCE IN CHARACTER, LEARNING, AND SERVICE AS FOLLOWERS OF CHRIST.

...to prepare God's people for works of service, so that the body of Christ may be built up.

Ephesians 4:12

If you have come to Alaska Christian College (ACC) in order to grow as a disciple of Jesus Christ, in order to be better equipped to build up the body of Christ and to serve the world in Jesus' name, you will find this year to be one of the most significant years of your life.

If you look for me with all your heart, you will find me.

Jeremiah 29:13

At ACC, all we do is intended to pursue our mission which has three fundamental dimensions:

1. Character
2. Learning
3. Service

CHARACTER – through Spiritual Formation

Understanding that our greatest purpose is to love God with our whole heart, soul, and mind, ACC will provide you the opportunity to go deeper in your relationship with Christ. From the classrooms to the dorms, from meals together in the cafeteria to time spent serving in ministry, our entire community is designed to encourage your spiritual formation. As you develop a passion to know and experience God more, your growth will be strengthened through the love and accountability of the staff, faculty and other students. Courses such as Discipleship Encounters and Spiritual Disciplines will guide you in this adventure.

LEARNING – through Knowledge

At Alaska Christian College you will be shaped by the study of God's word and equipped you to know Him and to live as His follower. The Bible will be your most valuable textbook. Courses will include surveys of the Old & New Testaments and a study in Foundations of Christian Faith. You will also receive practical tools to study God's Word in Methods of Biblical Interpretation. With a greater understanding of God and His Word, you will be better prepared to apply its truths in all aspects of your life and to share His important message with others.

SERVING – through Action

God has called each one of us to serve Him and those around us. During your time at ACC some of your most meaningful experiences will occur when you apply what you are learning to actual ministry settings. On a regular basis, through volunteer opportunities and the Service Requirement, you will work within schools, soup kitchens, churches, as well as other sites in our community, across Alaska and beyond. Classes such as Service Learning for Ministry Leaders will help you evaluate your gifts in relation to opportunities for ministry service. You will be surprised how God will use your *availability* as you discover the *abilities* He has given you.

Community Life

Christian Community

If then there is any encouragement in Christ, any consolation from love, any sharing in the Spirit, any compassion and sympathy, make my joy complete: be of the same mind, having the same love, being in full accord and of one mind. Do nothing from selfish ambition or conceit, but in humility regard others as better than yourselves. Let each of you look not to your own interests, but also to the interests of others. Let the same mind be in you that was in Christ Jesus.

Philippians 2:1-5

God's creation and plan is perfect and good. Sin is our failure to live according to that plan. Perhaps the most tragic consequence of sin is the alienation we experience from other persons. Conversely, one of the greatest miracles God performs in our lives happens when we receive His grace through faith is the restoration of relationships in community. At ACC we seek to live in the peace and harmony of a community centered on Christ and committed to obeying His Word in the power of the Holy Spirit. Spiritual fruit such as love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control should be present in growing abundance among us. ACC will not be a model of perfection, but we pray that it will be a community of growth. For this to occur, we must, individually and corporately, live in humble obedience to God and in a spirit of love with our brothers and sisters. We must practice the act of forgiveness, strive to be servants, and seek not to be first but to be last of all. We will need to pray for God's strength to master our tongues and use them only for praise and edification. We must foster a constant awareness that when we care for (or leave uncared for) a brother or sister, we have cared for (or failed to care for) Christ Himself.

The Christian community of ACC is not only unique; it is a powerful force in the shaping of our lives of discipleship. It is the laboratory where one can live out the truths of the Bible and of the Christian walk. It is the place where wounds can begin to heal, where joys can be celebrated, where the truth can be spoken and where God is in some way incarnated again and becomes real to us in the flesh as we are members of His body. Because of the immense potential for the community of ACC to bless us all, personally and corporately, we take very seriously individuals and behaviors that risk the unity and health of the community. At ACC we consistently strive to consider and resolve issues on the basis of what is best for the community. We must realize that the instant we demand our rights, we are not obeying the Spirit of the One who laid down His power and authority in order to serve us all through His death on the cross. Let us reflect the Spirit of Christ in our midst, and when we fail, let us learn to seek, to forgive, to reconcile and to live in renewed relationship. This will be our greatest test...and our greatest joy.

Apparel Expectations

Alaska Christian College expects students to dress in a manner that respects God, themselves, and their classmates. Part of this expectation is that students wear clothing free from: alcoholic, drug, sexual, occultist, and offensive depictions or references. Alaska Christian College also expects all students to wear pants that sit at or on their waist, and females to refrain from wearing low-cut tops, short skirts and short dresses, and outfits that fail to cover their midriff area at all

times. If a Residence Life staff approaches a student about their dress attire, it is expected that they will change into appropriate attire immediately. ACC recognize that adhering to these guidelines may involve temporarily setting aside personal preference for the sake of the larger community. In every situation we ask that extremes be avoided.

Photo and Video Policy

Individuals associated with ACC take photos and video of students and campus visitors throughout the year. These photos often include students and visitors in classrooms, study areas, the LRC, common areas, outside areas and at special events. ACC reserves the right to use these images as a part of its publicity and marketing efforts. Students who enroll at ACC and people who visit the campus do so with the understanding that these images might be used in ACC publications, both printed and electronic, and for publicity purposes. If you do not want your image to be used in any promotional material, please submit your request in writing to the Executive Vice President.

Vaccination Policy

Upon arriving on campus, students will be given a form explaining the Meningococcal meningitis disease. Students must acknowledge receipt of this before moving into their dorm room. All students are to be current on their vaccinations upon their arrival on campus.

Tobacco-Free Campus

ACC is a tobacco-free campus which means that all forms of tobacco (smoking and non-smoking) are prohibited on Alaska Christian College property. Tobacco includes but is not limited to: lighted cigarettes, cigars, pipes, hookah, bidi, clove cigarettes, e-cigarettes, snuff, iqmik, and chewing tobacco. If this is difficult for you, please visit New Hope Counseling Center and other community and national resources that are in place to help all students become smoke-free.

Weapons

Student may not possess firearms, explosives, and concealed weapons while on ACC campus. The list of contraband weapons includes, but is not limited to: firearms, handguns, paintball guns, swords, Tasers, airsoft guns, crossbows, bows and arrows, and any knives with blades longer than 5" except for kitchen knives. Explosives, fireworks, and incendiaries of any kind (other than safety flares) are not permitted on college property.

Fundraiser Dinners

During the fall semester, there will be two fundraiser dinners (NHCC in October; ACC in November). The purpose of these fundraiser dinners is to help alleviate the financial burden on Alaska Christian College with the proceeds ultimately going to help the students. Due to the direct benefit the students receive from the fundraiser dinner, all students are required to attend and participate in these two events. This is not optional. When travel is involved (ACC fundraiser) all students are required to travel in an ACC vehicle as well. While these fundraisers are a lot of work, every year students talk about the fundraisers as being a highlight of their time at ACC.

Facebook

We have found that Facebook is the best way to communicate announcements with students. In the next few days, Student Life staff will send you a 'friend request' and then add you to the invite only 'Student Life Announcements' group. This group is for announcements and posts can be made by Student Life staff and students. Participation in this group is not required; announcements will also be made after story time, on Friday Family Matters, and on the reader-board outside of the main office. (Please remember that while this group is private, anything you post on Facebook is public knowledge and can be printed and placed in your Student Life file.)

Missing Student

If a student has been missing for 24 hours, individuals should notify an RS. Upon notification, the Student Life staff will complete the following actions:

- Check the resident's room
- Talk to the resident's roommate and friends about the missing student's whereabouts.
- Call the resident's cell phone provided upon arrival on campus
- If contact cannot be made immediately, Student Life staff will contact local law enforcement for assistance.

Should a missing person report be filed on a residence's behalf, authorized staff will contact the student's emergency contact as well as provide any information requested by local law enforcement.

If you are planning on leaving campus and will be gone overnight, you must notify your RS. This is for safety purposes and it will assist ACC in determining when and if someone is missing.

Emergency Preparedness and Response

In any emergency situation, residents should attempt to contact the RS on duty by dialing the On-Call phone number, which is (907) 394-2135. If you are unable to get a hold of the on-call RS call another RS who is on duty. If an individual is in imminent danger he/she should first dial 9-1-1. Student Life Staff are trained to assist in handling emergency situations and crisis response scenarios. These may include medical and trauma emergencies, mental health crises, such as suicide risks/attempts, alcohol poisoning or unresponsiveness, violence and threats, etc. Residents are not encouraged to assist in situations where they might be placed in danger, such as confronting someone who is seemingly under the influence of intoxicating substances, someone who is making physical threats, or someone in possession of a weapon.

In any emergency situation, ACC also reserves the right to summon emergency medical services to any situation that might involve a person's health. Any medical costs incurred will be the responsibility of the patient and may include ambulance, emergency room charges, medevac, or hospitalization.

Fire Evacuation

In the event of evacuation due to fire or fire alarm, housing residents will meet at the flag pole. All residents are expected to follow fire evacuation policies, building fire codes, and any safety or emergency procedure instructions by Student Life staff.

Immediate evacuation is mandatory when an alarm sounds, and/or emergency flashing lights have been activated and/or when instructed to do so by RS's. Re-entry is not permitted while the alarm is sounding. It is illegal to remain in a public facility when the alarm has sounding and hefty fines can be assessed by police.

Housing residents are expected to participate in scheduled fire drills each semester. These drills will be unannounced. See below for more information about specific emergency procedures.

An annual fire safety report, as well as fire logs can be obtained from the campus safety and security officer.

Natural Disasters

Soldotna, like the rest of coastal Alaska, lies on the Pacific Ring of Fire – a seismically active zone encircling the Pacific Ocean. Earthquakes have struck Soldotna in the past and remain a very real threat to the community. Residents may also wish to keep a disaster supplies kit in an easily accessible location. For guidelines on creating such a kit, please review FEMA's guidelines which may be found online.

Safety or Security Emergencies

Dangers such as assault and domestic violence, threat with a deadly weapon, burglary, fire, stalking, suspicious activity, and other imminent risks should be reported to the police by dialing 9-1-1 before being referred to the RS on duty. Other disruptive or emergency situations of lesser threats, such as unruly behavior, trespassers, dangerous conditions in the facilities or on the grounds of housing, etc., should still be relayed to the RS on duty.

An annual security report can be obtained from the campus safety and security officer.

Medical Emergencies

If a resident or guest requires immediate medical attention, call 9-1-1 immediately.

The RS on duty should then be notified. Residents are asked to assist staff and emergency personnel by giving the afflicted person space and to help guide responders to the person needing assistance, such as meeting an ambulance in the parking lot.

Mental Health Emergencies

Mental health emergencies, such as suicidal ideation, self-harm or self-injurious behavior, mania, and panic/anxiety attacks should be afforded the same care and concern as other medical emergencies. Call 9-1-1 immediately if the resident or guest requires immediate medical attention. Also notify an RS. If a person seems to be experiencing an emergent or disruptive episode but is not in physical danger, call a staff member immediately to assist with the situation and to determine the best course of action. In general, keep the afflicted individual calm and stay with him/her until help arrives unless he/she is a danger to others.

Residence Life

Roommate Bill of Rights

The following Roommate Bill of Rights is a reminder to each resident of his or her responsibility to roommates. One's enjoyment of life in a residential unit will depend, to a large extent, on the thoughtful consideration that students demonstrate for each other.

The basic responsibilities to your roommate include:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, or guest of roommate(s).
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from roommate(s).
6. The right to privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host roommate(s) and other hall residents.
8. The right to address grievances. (The residence life staff are available for assistance).
9. The right to be free from fear of intimidation, physical and/or emotional harm.

Remember: To be a mature adult is to accept responsibility for the welfare of others. In the event of roommate difficulties, first communicate concerns to the roommate to try to resolve problems. If that is unsuccessful, contact your RA or RS.

Dorm Life

ACC is a residential campus. All full time students are required to live on-campus. Living in the close quarters presented by the college dorms calls for some sensitivity and thoughtfulness. Students should consider their roommate's interests before their own.

The Admissions and Student Life departments assign roommates. Only in extreme circumstances will room changes be allowed during the semester. Direct requests for room changes to the Director of Student Life, not to an RS.

Students need to be in the building which they live by 11:00 p.m. Sunday – Thursday night and midnight on Friday and Saturday night. If you will be off campus past 11:00 p.m., you must ask the RS that is on duty permission to arrive back on campus after lock-up that evening before 9:00 p.m. The RS on duty needs to know where students are for reasons of safety and incase emergency contact is necessary (i.e. fire). Please let the RS on duty know if you will be staying the night off campus. The Student Life department reserves the right to make lock-up earlier if deemed necessary to increase student attendance at events and church.

After lock-up students are required to stay in their designated living areas. Students in the dorms can visit those who live on their hall or in connecting halls. Students living in the cabins and duplex can travel from cabin to cabin. Students in the triplex can visit others living in the triplex. You may not walk across campus at night, unless you have been given permission by a Resident

Supervisor. Pounding on the main doors to the dorm floors after lock-up is not permitted and will result in a warning.

Dorm meetings will be held throughout the year and attendance is required. Led by your Resident Supervisors, these will be times to discuss matters of concern to the dorm as well as a time to share and support one another personally.

Women are not allowed in the men's living spaces (this includes any housing which has been designated for men such as men's dorm rooms, cabins, and the duplex). Likewise, men are not allowed in the women's living spaces (this includes any housing which has been designated for women such as women's dorm rooms, dorm floors, and the triplex). When students are traveling together off-campus (weekends/trips), it is expected these standards remain the same. If this expectation is not met, a warning and perhaps further discipline may result. There may be times when the dorms are open for both sexes. These times will be announced. During open dorms, students with visitors of the opposite sex must have their doors propped open all of the way and the main light in the room must be on.

Rooms and community spaces need to be kept clean. Roommates will share cleaning duties for their living space. Inspections of the rooms will occur throughout the semester. If a room fails inspection, a warning and/or other consequences may apply. Likewise, public/community spaces need to be kept clean and tidy. It is the responsibility of each student to clean up after themselves. Respect the space and work together as ACC student's to keep community spaces clean.

Please inspect your room at the beginning of the semester and report all damage to your RS. Any damage found in the room upon the student leaving campus at the end of the semester/year will be billed to residents. Damages to common dorm areas will be billed equally among all dorm residents in cases where the person(s) responsible cannot be determined.

From your living area, please locate the nearest fire exit route. In the event that the dorm must be evacuated for fire, exit the building immediately and meet in the front driveway located outside the main front door. **Setting an alarm falsely will cost the student \$500.00 plus damages incurred.**

Students should familiarize themselves with the location and usage methods of the fire extinguishers in all buildings. Do not tamper with the smoke alarms (they are really sensitive), fire exit doors, or the fire extinguishers. Never block a fire exit route in any way, for any reason. Also make sure the hallway fire doors in the girls' dorm are closed at all times. (Propping these doors open would allow a fire to spread very quickly.)

Students may have personal refrigerators in their rooms, but they must be cleaned and unplugged over Christmas break and removed from your room over the summer. Do not use heating elements, incense, candles or open flames of any kind in dorm—the smoke detectors are extremely sensitive! Fire is a huge concern and must be avoided.

Student Conduct Record & Criminal History

ACC seeks to foster a residential community in which all members feel safe, secure, and unthreatened by peers and neighbors. ACC reserves the right to deny Student Housing to any applicants who have an open criminal court case or have been charged with aggravated assault, domestic violence, sexual assault, child neglect, illegal weapons possession/use, or any other charge that indicates that the individual caused harm or considerable danger to others.

Single Occupancy Rooms

A student wishing to have a single occupancy room at their request will be charged the cost of full occupancy for the room. Any student, at the discretion of the College, who is placed in single housing due to mitigating circumstances, and approved by the Director of Student Life, will not be charged this fee.

The number of available single occupancy rooms per semester is available from the Director of Student Life one week before the beginning of each semester. Students requesting a single occupancy room must have less than a \$2,000 balance in their student account from prior attendance. Room assignments are made solely at the discretion of the Director of Student Life. Single occupancy rooms are not guaranteed to be available. This fee is not prorated.

Bed Bugs, Lice, & Scabies

If you know you have stayed in a house with Bed Bugs, Lice, or Scabies in the past 12 months, you must inform someone on the Student Life Staff. If any of these are found and proven to be on campus, ACC will work to eliminate them as quickly as possible, but we will need your assistance in an attempt to work as quickly as possible on the solution.

Hair Dying

Hair dying is not permitted on campus.

Room Decorations

Decorations that mark or damage walls, ceilings, floors, closets, windows, fixtures, or furnishings (e.g., glues, contact paper, hooks, wallpaper, tacks, pins, etc.) are not permitted. Check with an RS before using any type of adhesive for decorations. Alcoholic beverage containers, alcoholic beverage advertisements, or materials with offensive racial or sexual content are not permitted in student rooms. Questionable materials are subject to the RSs discretion.

Quiet Hours

Quiet hours are designated as 'lockup' (11pm on school nights and midnight on non-school nights) to 8:00 a.m. every day. All residents are expected to refrain from causing any noise or disruption that would hinder other students' ability to study or sleep during this time. Please respect your roommates and neighbors, putting their needs above your own.

Room Damages

If there are any room damages found in your living space which you did not report in writing when you arrived, you will be charged for the fair cost of repair and labor as determined by the

maintenance department. Upon moving into your living space, if you notice any damage, report it in writing to your RS.

Phone Usage

Students are not allowed to use the campus intercom unless they have approval from a specific staff member.

Phones in your rooms are call restricted. Long distance calls may be third-party billed, called collect or billed to a calling card. Phones are provided for student's convenience. Please do not use the phones to disrupt others.

Visitors

Throughout the school year, students may wish to host visitors on our campus. We are pleased to include visitors in the Christian community of the College and simply ask that the following guidelines be followed:

- 1) For security reasons and in case emergency contact is necessary, all visitors need to register with the front office and pay for their meals **in advance**.
- 2) Clear all visitors with a Resident Supervisor 24 hours before their visit. Visitors will need to stay in your room (if same gender) or with an ACC classmate of the visitor's gender. Please make sure it is alright with your roommate before offering to host guests in your room.
- 3) If the visitor is an ACC prospect, please notify the Director of Admissions and Financial Aid.
- 4) It is expected that guests will cover the cost of their meals (see costs below).
- 5) Visitors to ACC live by the same community guidelines as all ACC students. There are no "allowances" and/or "exemptions" both for the visitor nor their host or hostess.
- 6) Having visitors does not exempt an ACC student from his/her responsibilities (i.e. class attendance).
- 7) Visitors may stay on non-school nights (Friday night and Saturday night). Visitors staying on school nights (Sunday-Thursday nights) need to have pre-approval from the Director of Student Life. Visitors staying the night must be at least 18 years old. Visitors under the age of 18 must receive pre-approval from the Director of Student Life.
- 8) Extended stays (more than 2 nights) are often disruptive to the purposes of the college and its mission of discipling. For this reason stays of more than two nights are not allowed. In extreme circumstances seek the approval of the Director of Student Life beforehand.
- 9) The college reserves the right to limit and refuse visitors.
- 10) During the academic school year, minor children of ACC residential students may not overnight on campus. At no time will ACC furnish or officially sanction childcare for children of ACC students on campus.

Dining Room Policies

- While in the dining room, please have a polite, courteous attitude and be respectful to your neighbors.

- No food or dishes are to leave the dining hall areas.
- Dining room is open only during scheduled meal times and is closed at all other times. Meal times will be clearly posted in the dining room and staff and students will be notified of any changes.
- Bag lunches will be available for those that are planning to miss a scheduled meal due to conflict with academics, meetings, or other ACC related event. These must be ordered in advance through the Food Service. All meals, in the dining room, other than bagged lunches ordered in advance, are sit down meals, in which you eat in the dining room.
- Students are to clean up after themselves and the areas they use.
- All students and staff are to practice good hygiene while using the dining room. Wash hands often, cover coughs and sneezes and use serving utensils.
- If absent from a meal, it is requested that the Food Service be notified as soon as possible prior to the meal so that adjustments in quantities prepared may be made.

Dining Room Hours

Monday through Friday:

- Breakfast (continental style) 8:00 a.m. to 9:00 a.m.
- Lunch (prepared meal) 11:30 a.m. to 12:30 p.m.
- Dinner (prepared meal) 4:30 p.m. to 6:00 p.m.

Saturday and Sunday:

- Brunch/lunch: 11:30 a.m. to 1:00 p.m.
- Dinner: 4:30 p.m. to 5:30 p.m.

*(There will be limited food service on weekends.)

Meal Punch Card System

Guests of the college are required to pay for their meals in advance using a Food Service Meal Punch Card. These can be purchase at the front office.

One-time guests to ACC may purchase single meal punches:

Breakfast	\$4.00
Lunch	\$8.00
Dinner	\$12.00

Laundry

Residence areas have washing machines and dryers available. Do not use the campus laundry facilities for washing sleeping bags, quilts, or other large items. They will damage the machines. Wet laundry should be placed on top of the dryer. Laundry Room hours are 8 a.m. - 10 p.m.

Women may use the laundry rooms on both first and second floors of the dorms. Men living in the cabins or the Peninsula Conference Center (PCC) basement are to use the laundry facilities in the basement of the PCC across from the basement dorm rooms.

Babysitting on Campus

Student babysitting and childcare (including watching your younger family members or children who are under the age of 18) is not allowed on campus unless approved by the Director of Student Life.

Room Privacy and Security

Each student will be issued a key at the beginning of the school year. Students will be charged \$100/lost key. The keys are not to be duplicated. Residence rooms and cabins are student's temporary home, and ACC recognizes student's rights and need for privacy. However, RSs and/or members of the administration and law enforcement may enter and search a room without a student's permission (though preferably in the presence of the occupant) when there is reason to believe that the standards of the college are being violated. Individual students, computers, and their vehicles may also be searched under similar circumstances. It may also be necessary for a member of the maintenance department to enter a room in response to a work order request.

Bicycles

ACC has bicycles for students to use in the spring and fall. ACC takes safety very seriously and all students will have to sign a 'Bike Agreement' form before using an ACC bicycle. Please do not lay bicycles on the ground and please put them back after using them. Always wear a helmet and make sure you are following the rules of the road (i.e. ride your bike with traffic) when using campus bicycles. Failure to wear a helmet or follow the rules of the road while using an ACC bicycle, could result in loss of bicycle privileges.

Transportation

ACC vehicles are intended for use in college activities. Town and business runs will be scheduled almost every week. The college will provide transportation for Anchorage pickup or drop-off for the following dates:

- The beginning of the 1st semester
- The beginning of Thanksgiving break
- The end of Thanksgiving break
- The end of the 1st semester
- The beginning of the 2nd semester
- The beginning of Spring Break
- The end of Spring Break
- The end of the 2nd semester after graduation

ACC is not obligated to provide transportation for students who choose to travel apart from these scheduled ACC trips to Anchorage and beyond. This includes but is not limited to air travel to/from the Kenai airport, as well as KPC students who have a different start/end date than the ACC calendar. This transportation will need to be arranged for by a non-ACC vehicle and paid for by the student.

Resident Supervisors are not taxi drivers and should not be treated as such. You should give a 24 hour notice for all transportation needs. If your RS is unable to provide a ride somewhere, please talk to your mentor, call a taxi, or CARTS (262-8900).

Only college personnel are allowed to drive college vehicles. Please do not ask to borrow a college vehicle.

Student Vehicles on Campus

Having a vehicle while at Alaska Christian College is considered a privilege, and the college reserves the right to revoke or suspend this privilege for non-compliance.

Students may not keep non road legal vehicles on campus (this includes, but is not limited to: snow machines, four wheelers, and dirt bikes). All road legal vehicles including temporary vehicles, used on campus at any time throughout the academic year are to be registered with the Director of Student Life. Students must have a valid driver's license (not just a driving permit), show state vehicle registration, and proof of insurance in order to register a car and must park only in the student parking area. It is required that a spare key must be left in the main office in case the vehicle needs to be moved to plow snow, etc. Students may not park a vehicle on campus unless all of the above requirements have been met.

All students who own personal vehicles must be back on campus for lock-up. If there is reason to believe you will not be back in time, notify the RS on duty by 9pm. Students need to be aware that each insurance carrier is different and it is very possible that the car owner's insurance will not cover a person who borrows the vehicle. If it is not 100% certain that insurance coverage is valid, it is best not to lend or borrow a vehicle.

ACC reserves the right to have a vehicle towed at the students expense if their vehicle is left on campus after the completion of the semester or after the termination of their residence.

If a student has had a DUI or DWI conviction in the past two years they cannot have a vehicle on campus.

Student Life Department

The mission of the student life department is: *To create a structured environment that facilitates a safe, healthy, and spiritually supportive community where students are introduced and empowered to partake in Christian living.* Because of this, the Student Life staff is intentional about making the ACC campus a place that allows each student to be safe and grow in their relationship with Christ. We understand that living in community often means putting aside personal preferences for the betterment of the community, and while this may inconvenience or even be disagreeable to some, we ask for the cooperation of all students in our attempt to make ACC an intentional Christian environment.

Therefore, since we are surrounded by such a great cloud of witnesses, let us throw off everything that hinders and the sin that so easily entangles, and let us run with perseverance the race marked out for us.

Hebrew 12:1 NIV

Resident Assistants (RA's)

Resident Assistants (RA's) are students that are hired to help maintain the community atmosphere and assist the RS's in a variety of different ways. Depending upon funding, there will be up to four RA positions available. The hiring of these positions will require an interview process with the Student Life department.

Resident Supervisors (RS's)

There are four Resident Supervisors that live on campus. Resident Supervisors are here to minister to students and staff and assist in a variety of activities. They have many tasks on campus but primarily they are here to make sure that campus is safe and appropriate student care is achieved. Students are encouraged to hang out with and get to know the RS's.

Though the RS's live on campus, they are employees of the college and like every other ACC employee they have days off each week. It is asked that students respect the RS's time off (even if the RS remains on campus during these days). If an RS is off duty, students will need to direct questions and concerns to either an RA or another RS.

While RS's love to be with and hang out with students, because of the variety of their responsibilities, the RS's may not be available to students at all times of the day. The RS's main job is not to drive students, but instead to keep the student body safe. After business hours and on weekends, the RS's are the ones who make decisions concerning the student body. As with all staff, students are expected to relate to RS's with respect and care.

Director of Student Life

The Director of Student Life oversees all aspects of the Student Life department including but not limited to: the Resident Supervisors and Resident Assistants, on and off campus events, community life, and disciplinary procedures.

Student Discipline

Student Life Issues

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

Hebrews 12:11

When dealing with lifestyle issues, it is understood that there will be a variety of views within the student body, as there is in the Church. Discussion of these views is encouraged both in the classroom and the dorm guided by God's Word and by the Spirit of Christ. For the duration of the college year, in the interest of Christian unity and in light of the fact that this is a community focused on maximum discipleship, it is asked that ACC students pursue the highest standards in choices of entertainment and activities. The questions to be asked are "Does this contribute to my growth as a disciple of Jesus Christ or detract from it?" "Does this contribute to community life at ACC or detract from it?"

For the duration of the college year, it is important that ACC students adhere to the following expectations while on and off campus:

- Abstain from the use of alcohol and the use of illegal drugs – including but not limited to marijuana
- Abstain from substances (natural or synthetic) used as a hallucinogenic or to get "high"
- Abstain from premarital sex
- No providing alcohol to minors
- Use of tobacco products is only allowed off campus
- R rated and above movies, music, mature (M) videogames and websites are not allowed (including unrated movies that were rated PG-13 or R in their theatrical release).
- No use of vulgar or obscene language (swearing)
- No possessing or accessing pornography
- No occultist practices, apparel, or media
- No theft
- No sexual harassment, assault, or misconduct
- Students must display respect of authority

It is important to note that although a student may be off-campus it is required that students live up to these expectations while enrolled at Alaska Christian College. Breaking any of these expectations anytime during the school year (including Thanksgiving Break, Christmas Break, and Spring Break), can incur disciplinary action.

Relationships

Couples in a relationship are reminded that all behavior should reflect a desire to build each other up spiritually and honor Christ. The following specific guidelines are intended to help couples

achieve this goal.

- Inappropriate displays of affection (IDA) are not appropriate and can be uncomfortable for all in the room. If a staff member or another student approaches you about your behavior being an IDA, please stop what you are doing even if you do not see your behavior as inappropriate. If approached by staff, you may be asked to engage in the disciplinary process.
- If two members from the opposite sex are engaged in physical contact, ‘four feet’ should be touching the floor at all times.
- Public displays of affection should be limited to holding hands or a brief embrace. More than this causes others to become uncomfortable and will hurt relationships you have with other students. If couples are seen displaying inappropriate behavior, other students and/or staff will address the issue.
- Couples should avoid time alone in any private area where there is not a healthy level of accountability. For example, couples should not be in an off-campus apartment or home without a third party, nor should they ever be alone in an off-campus bedroom.
- Sexual intercourse and many of the behaviors leading up to it are reserved exclusively for the context of heterosexual marriage. Sexual activity outside of such marriage is not honoring to God.
- Lights need to remain on in public spaces unless a staff member is present or has been consulted and given consent for the lights to be off. Examples of public spaces on campus are: the coffee lounge, Denali room, TV lounge, prayer chapel, and sports shack.

These relationship guidelines are set in place to help you both honor God and to protect yourself from damage to your emotional, physical, and spiritual growth. If a staff member confronts you on any of these guidelines, please show them respect.

Biblical Principles That Guide Our Approach to Discipline

Listed below are several biblical principles related to discipline within the Christian community. At Alaska Christian College, we seek to approach discipline in a way that reflects the spirit of these principles:

- Discipline is a normal and healthy part of Christian community. The degree to which we are willing to lovingly confront one another can be an indication of the degree to which we love each other and value our community (Hebrews 12:7-10).
- Discipline should be carried out in a spirit of humility, gentleness, patience, and awareness of our own sinfulness (Galatians 6:1; Colossians 3:12).
- Along with discipline, we should help carry each other’s burdens. Discipline works best in the context of loving, helpful relationships (Galatians 6:2; Colossians 3:13-14).
- The tone of our discipline should fit the needs of the person being disciplined; warning some, encouraging others, but being patient and kind to all and vengeful toward none (I Thessalonians 5:14).
- Discipline should begin prayerfully and privately (I John 5:16; Matthew 18:15).
- Sharp rebukes, and even expulsion from the community, are sometimes necessary to bring a person to the point of repentance (Matthew 18:17; II Thessalonians 3:15; I Corinthians 5:11, 13).

- Among the behaviors and attitudes that call for serious discipline are things like drunkenness, sexual immorality, divisiveness, greed, laziness, lack of gratitude, lack of love, and a refusal to forgive (Romans 16:17; II Thessalonians 3:6, 14-15; I Corinthians 5:11; II Timothy 3:1-5, Titus 1:10-13).
- We should extend forgiveness and comfort to those who repent, reaffirming our love for them and welcoming them back into the community (Luke 17:3; II Corinthians 2:7).
- When dealing with the sins of others, we should always be mindful of God's grace to us (Matthew 18:21-35; Luke 15:11-32).

Student Code of Conduct

As with all members of the college community, ACC requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited. Violations of the Code, which occur on property, owned or controlled by the college, or at activities authorized by the college, are subject to judicial review and disciplinary action by the college. Student behavior which, were it to occur on property owned or controlled by the college or at activities authorized by the college, are subject to disciplinary sanction when the college determines that the behavior would likely have an adverse impact on the health or safety of members of the college community, regardless of where the behavior occurs.

While ACC may be the safest place for a student to reside, the college must take into consideration the safety and wellbeing of the entire campus. While ACC desires that all students are in a safe and nurturing place, ACC is not a residential treatment facility and cannot be responsible to care for students needs beyond its scope as an academic institution.

A student who has been charged with a violation and refuses to participate in the judicial process or who fails to complete disciplinary sanctions as assigned may be prohibited from re-enrolling in the college or student housing until the charges or disciplinary sanctions are resolved to the satisfaction of the college.

The examples provided in this section of actions constituting forms of conduct prohibited and are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

Damage or Destruction of Property:

- Damage or destruction to property owned or controlled by the college; or
- Damage or destruction of property not owned or controlled by the college if the action constitutes a violation, e.g. the action occurred during an event authorized by the college; the student was a representative of the college, and the action occurred while traveling to or from an event authorized by the college; or the property not owned or controlled by the college was located on college property.

Theft of Property or Services:

- Theft or unauthorized possession or removal of college property or the property of any college member or guest that is located on property owned or controlled by the college; or

- Theft or unauthorized use of college services or unauthorized presence at college activities without appropriate payment for admission.

Harassment:

- Physical or verbal abuse;
- Sexual harassment; bullying; intimidation; or
- Other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

Endangerment, Assault, or Infliction of Physical Harm:

- Physical assault;
- Sexual misconduct and assault;
- Terrorist threats;
- Hazing or coercion or other activity that endangers or threatens the health or safety of any person, including oneself; or
- Conduct which causes personal injury

Disruptive or Obstructive Actions:

- Obstructing or disrupting teaching, administration, disciplinary proceedings, or other activities authorized by the college;
- Interfering with the freedom of movement of any member or guest of the college to enter, use or leave any college facility, service or activity; or
- Taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the college.

Failure to Comply with College Directives:

- Failure to comply with the directions of law enforcement officers or college officials acting in the performance of their duties;
- Failure to identify oneself to college officials when requested; or
- Failure to comply with disciplinary sanctions imposed by the college.

Student Disciplinary Procedures

At Alaska Christian College it is essential that students conduct themselves appropriately by implementing the highest form of discipline, that of self-discipline. If that fails, friends, then RA's, then RS's respectively, should assume the responsibility to confront anyone falling short of the community's expectations. The Director of Student Life may be involved only if these measures have failed. The security cameras on campus can and will be used to aid the Student Life Department in ensuring the policies and rules are being upheld and followed.

If a student is having difficulties with an issue in his/her life, whether or not it is a violation of campus regulations, he/she is strongly encouraged to seek help from some member of the campus community. When students come forward seeking help, every effort will be made by staff and students alike to bring healing, wholeness and reconciliation. Instructors, RS's, counselors, and staff are eager to listen and help students through difficulties. Please take advantage of this unique community as a way to grow both spiritually and emotionally.

The following is a progressive list of actions for reasons of violation to the community outlined in this handbook:

Personal Confrontation

Personal discussion of inappropriate behaviors is crucial for community health. All community members, including students, staff and faculty, are encouraged to participate in this responsibility in a spirit of grace and humility. If this is followed and the student attitude and behavior changes then that could be the end, however if this does not end the issue, greater consequences could take place.

Warning

Written documentation of inappropriate student behavior. RS's, staff, or faculty provides a completed warning sheet to the Director of Student Life which is placed in the student's file.

Examples of things that could result in a verbal or written warning:

- Violation of quiet hours
- Inappropriate public displays of affection
- Lights off in a public space while with someone of the opposite gender
- Failure to wear a helmet or follow the rules of the road while on an ACC bicycle
- Removal of food or items from dining area
- Dress code violations
- Room does not pass weekly inspection
- Abuse of TV or Internet
- Disrespect of authority
- Using tobacco on campus
- Use of vulgar or obscene language/swearing

Reprimand

Written documentation of inappropriate student behavior. The student will lose privileges as indicated in the warning and the possibility of further disciplinary action should the behavior continue. A Resident Supervisor or other staff will write an incident report and give it the Director of Student Life who will determine appropriate disciplinary action (including but not limited to suspension). The reprimand will be placed in the student's file.

Examples of things that could result in a written reprimand:

- In room of opposite sex during non-visiting hours
- Providing tobacco to minors
- Cruelty to another student
- Possessing or accessing pornography
- Violation of drug or alcohol policies
- Misdemeanor theft
- Sexual misconduct
- The 3rd documented warning and every warning thereafter

Suspension

A suspension is a serious penalty that is intended to serve as a warning that dismissal may result if changes do not occur in the student's behavior and lifestyle choices. The length of time for a suspension will be determined by the Director of Student Life or the Disciplinary Appeal Committee and can include either an on-campus or off-campus suspension. Students are considered un-excused for events missed while on suspension. An incident report is placed in the student's file.

Dismissal

The student is expelled from the college. Dismissal can be immediate or postponed as determined by the Director of Student Life.

Examples of things that could result in dismissal:

- 3 reprimands
- Providing alcohol to minors
- Sexual harassment or assault
- Physical threat or assault
- Multiple incidences of non-compliance
- Failure to adhere to a Written Action Plan or a Probationary Status Action Plan
- Providing illegal substances

Discipline Process

After the student receives their third reprimand during the academic school year, the student can be dismissed from ACC. At his/her discretion, the Director of Student Life has the option to give the student 72 hours to complete a 'Written Action Plan' on:

- 1) Why they should be allowed to stay at ACC
- 2) What they are going to do to change.

This plan must be presented to either the Director of Student Life or the Executive Vice President. If the student does not present an action plan within 72 hours, they can be dismissed from ACC. A fourth reprimand during the academic school year is an automatic dismissal.

When a student is dismissed or if they leave during their disciplinary process, they are not allowed to return to the Alaska Christian College campus until after the last day of the semester or later (if determined necessary by the Director of Student Life). After the semester in which the student has been dismissed comes to an end, a minimum of six months off is required before the student can re-apply to come back to community. After the semester the student was dismissed, they may visit the ACC campus, but not stay overnight. In order to be readmitted after the semester long break, the dismissed student must submit a 'Written Action Plan' on what they plan to do in order to be successful and avoid the mistakes that caused their dismissal.

Additional Disciplinary Measures

Additional disciplinary measures may include:

- Loss of privilege in participation in campus events, sports teams, vehicle registration on campus, etc.
- Developmental/Educational assignments – May include, but are not limited to, attendance in specific educational programs, personal essays, and written reports
- Student is referred for counseling and/or assessment
- Service projects/work projects (i.e. cleaning bathrooms)
- Restitution/reconciliation
- Fines
- Suspension
- Dismissal from ACC

Probationary Status Action Plan

There are times when ACC will admit students with the understanding that being a part of the community may be a difficult task for them. This can happen for a number of different reasons, including but not limited to: past legal problems, a history of substance abuse, previously being excused from ACC, previously leaving ACC without checking out properly, safety concerns, etc. While ACC desires that all students succeed, we also understand that ACC may not be the best environment for all students. In order to keep campus and other students safe, students that fall into this category will only be accepted under a ‘probationary status’, and are required to follow the action plan set up with the admissions department in conjunction with the student life department at their acceptance. Failure to follow their action plan can result in immediate dismissal.

Restoration

Our desire at ACC is to prepare students for whole-life discipleship. This means that we desire to equip students with the knowledge and tools to study God’s word in order to better understand it’s personal application for their lives, but we desire for students to allow God’s word to transform every aspect of their lives in order to make themselves complete in Christ. As a disciple and follower of Christ, God desires that we yield and submit all areas to His will, His guidance, and His authority. He desires that we allow His Word and His Spirit to convict us of sin and to restore us to a right relationship with Him so that we may continue to grow.

We at ACC understand that discipleship is a process and that yielding our lives to Christ is step by step. When one of our students fall, our main concern and desire is to assist that person in being restored in their relationship with Christ.

Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.

Galatians 6:1

It is with this gentle and humble spirit that we approach any student that has chosen a lifestyle or behaviors that are contrary to God’s word. Recognizing that none of us are without sin, and that we all have our personal areas in which we continue to struggle and in which God continues to grant us grace, we hope to remain humble and non-judgmental.

When it comes to our attention that a student is acting in a manner contrary to God's will and is hindering his/her relationship with God, we will prayerfully determine to what level it is appropriate for the staff to intervene. Our goal will always be to assist that person in restoring their relationship with God, however, the manner and method by which this is accomplished will be case by case and will be dependent upon the willingness of the person to acknowledge their sin and resubmit themselves to God. We see spiritual restoration as a two-step process:

1. We assist the student in confession by discussing the following:
 - a. God's word regarding the behavior. II Tim. 3:16
 - b. God's unconditional forgiveness – I John 1:9; Psalm 51:17
 - c. Consequences of lack of confession – Psalm 66:18 “If I had cherished sin in my heart, the Lord would not have listened.”
 - d. Hardening of hearts – Psalm 95:7b-11

2. After repentance, we minister to the student through the following:
 - a. Discipline – Hebrews 12:4-13
 - b. Accountability

Jurisdiction

Resident Supervisors, Staff, and Faculty: Resident Supervisors and members of staff have the authority to issue warnings without the need to consult the Director of Student Life although it may be done in conjunction with him/her.

Director of Student Life: Has the authority to issue all disciplinary actions described in the Student Disciplinary Procedures section. The Director of Student Life may also intervene as necessary, and assign additional sanctions to students or groups of students to protect the safety and welfare of individual students, the student body, and/or the ACC community.

Executive Vice President: If necessary, has the authority to review the decision to dismiss a student made by the Director of Student Life. The Executive Vice President will also fill in for the Director of Student Life when the Director of Student Life is away.

Community Life Grievance Procedure

If a student believes he or she has received unfair treatment in the community life experience (not including dismissal), he or she should first consult the respective staff member. (If it is a personal matter the student should take the grievance to the Director of Residence Life.) If it is a situation that could affect more than the individual, the student should then consult the Student Appointed Leadership Team to discuss the matter. The SALT will write a proposal and submit it to the Director of Residence Life. A meeting will be called to discuss the issue and a judgment will be made. If the issue is not resolved at this point, the student may write a formal grievance that will be addressed jointly by the Director of Student Life and the Executive Vice President. If all other avenues fail, grievances may be taken to the Board of Trustees of ACC. As final recourse students may bring their grievance to the Alaska Commission on Postsecondary Education at (907) 465-5316.

Dismissal Appeal Procedure

If a student believes he or she has been dismissed unfairly, within 72 hours of the dismissal, the student may write a formal grievance that will be addressed by the Student Disciplinary Committee. During the appeal process, the student is not allowed to remain on campus. If other avenues fail, grievances may be taken to the Board of Trustees of Alaska Christian College. As a final recourse, students may bring their grievance to the Alaska Commission on Postsecondary Education (907) 465-6741.

Academic Life

Alaska Christian College offers coursework leading to an Associate in Arts degree with an emphasis in Christian Ministry or Paraprofessional Education as well as a one-year Certificate of Biblical Studies. The requirements for the programs offered at ACC are outlined in the Academic Catalog.

Academic Personnel

Alaska Christian College places a high priority on one-to-one guidance and assistance to help maximize the educational experience for each student. All students are assigned a faculty advisor when they enroll. This person will meet with you to advise you regarding course load and expectations and will meet with you periodically throughout the year. Any questions regarding registration, course selection, and program planning should be referred to the advisor.

Any questions that cannot be addressed by the advisor, or questions that a student feels uncomfortable asking his or her advisor, should be directed to the Executive Vice President. The Executive Vice President is available for questions regarding classes, career and program planning, and general consultation.

Student Success Center

The Student Success Center (SSC) is located in the main administration building. The purpose of the SSC is to provide tutoring, advising, and assessment services to help all students achieve academically. Staff members of the SSC will help students develop an Academic Plan for students that desire assistance in academic accountability and structure. Hours for the SSC are posted outside the doorway of the SSC.

Electronic Devices

Students are advised to leave cell phones, iPods, and other personal electronic devices off and out of sight during class periods. Class instructors have the freedom to set their own policies concerning these devices and the penalties for using them in class.

Bereavement Policy

ACC will allow for academic accommodation for students experiencing bereavement. In times of bereavement, a student has four weeks (or until the last scheduled class period, whichever is shorter) to apply for academic accommodation. Students will need to meet with the Executive Vice President to formalize academic accommodation. Students can petition to have more time to complete the work assigned outside scheduled class time. Students will receive an “Incomplete” on their grade report until the required work is completed. Students will need to meet with the Executive Vice President and professor to work out the details for this option. Students can meet with the professor and Executive Vice President to create an alternate assignment/grading system for the courses affected by tragedy. The deadline for audits will be waived for the student affected by bereavement allowing them to audit up until the last class period.

Attendance Policy

Successful college students understand the importance of the attending class periods. ACC wants to instill the responsibility of on time attendance within its students. An attendance policy will be outlined for each class on the course syllabus. Students can be withdrawn from a class after 6 unexcused absences.

The following measures will be followed to ensure academic success for the student:

Absence 1&2: Missed class posted on Populi

Absence 3: Written warning and meeting with Academic Advisor

Absence 4: Missed class posted on Populi

Absence 5: Meeting with Executive Vice President, Advisor and instructor

Absence 6: Withdrawal from course

If the student drops below 12 credit hours, the student will have 72 hours to leave campus. During those 72 hours, the student must ask to meet with the Student Disciplinary Committee to present reasons why he or she should remain at ACC and to present a plan for personal academic success. The committee will make the final decision regarding reinstatement. If the student does not ask for a committee meeting or fails to come to the scheduled meeting, then the student will be expelled.

Academic Grievance Procedure

If a student believes he or she has received unfair treatment in the academic experience, he or she should first consult the respective instructor or appropriate person. If the issue is not resolved between the individuals, the concern may be addressed with the Executive Vice President. If the issue is not resolved at this point, the student may write a formal grievance that will be addressed jointly by the Student Disciplinary Committee. If other avenues fail, grievances may be taken to the Academic Committee of the Board of Trustees of Alaska Christian College. As a final recourse, students may bring their grievance to the Alaska Commission on Postsecondary Education (907) 465-6741.

Academic Probation

A student will be placed on Academic Probation if his or her cumulative GPA drops below 2.0, or if his or her Term GPA is below 1.5 in any given semester. The student will be referred to the Student Success Center to create an Academic Plan. To provide the student additional academic support, the following measures may be applied:

- Weekly meetings with a member of the Student Services staff
- Weekly meetings with an assigned faculty member
- Limitation of campus employment
- Limitation of participation in athletics and campus events
- Limitation of off-campus overnights
- Limitation of other privileges
- Potential loss of financial aid

Extracurricular Activities

For students wishing to play basketball, attend admission trips, development trips, or other

service trips, students are required to have a 2.0 Term GPA at the time of the activity.

Tuition, Room & Board, and Fees

2014-2015

Tuition	(\$3,750/semester)	\$7,500	
Room & Board	(\$5,250/semester)	\$10,500	(Room – \$6,000 / Board – \$4,500)
Total Tuition, Room & Board		\$18,000	
Housing Maintenance Fee		\$100	
Technology Fee		\$14	
Books		\$80	
Total Cost for the year		\$18,194	

Learning Resource Center

Welcome

The Learning Resource Center (LRC) is center of teaching and learning, and supports and reflects the curriculum and purpose of Alaska Christian College, with particular emphasis on Christian discipleship, Biblical studies, Christian ministry, general education, and life skills. The LRC is housed in two rooms-- LRC Kuzivac and LRC 2-- in the south end of the administration building.

The LRC houses over 14,000 volumes and provides access to numerous full-text resources through SLED (Statewide Library Electronic Doorway), the Christian Periodical Index (CPI), and several other databases.

This handbook is designed to provide a general introduction to the LRC. You will find the answers to many questions about policies, procedures and services. Please feel free to ask any LRC staff member if you have a question of any kind. We are here to serve you.

Learning Resource Staff & Extensions

Lindsay Hallam..... 907-260-7422 ext. 119
Mary Hunt.....907-260-7422 ext.117
Circulation Desk.....907-260-7422 ext. 123

Hours (closed during story, lunch, dinner, family matters, and some special events)

Monday- Thursday	9:00 AM - 9:00 PM
Friday	9:00 AM - 5:00 PM
Saturday	12:00 NOON- 5:00 PM
Sunday	5:00 PM-10:00 PM

LRC hours are subject to change depending upon changes in the class schedule. Any changes will be posted at various places around the campus.

We ask that you...

Respect the right of others to quiet study.

Respect LRC property by refraining from abusing or moving furniture, and sitting in chairs rather than on tables, desks or floors.

Do not remove materials from the LRC without checking them out.

Reference Service

LRC staff is available to answer your questions and help you locate the kind of information you need by providing assistance with research or use of any of the electronic or print information sources. Feel free to ask for help at any time.

Reference Collection

The reference collection is located in LRC2, and includes items such as general encyclopedias and subject encyclopedias; Biblical studies resources such as commentaries, concordances and

handbooks; dictionaries, directories, statistical sources and atlases. Reference materials may be checked out for a period of two weeks.

Document Delivery/Interlibrary Loan

- For material not available in house, the LRC uses the Christian Library Consortium (CLC). This service is provided at no cost to current students, faculty and staff. Please see Lindsay Hallam for assistance. Allow at least seven business days for a CLC request to be filled.

How to find Books and Other Materials

Online Catalog

The Destiny online catalog provides author, title, subject, and keyword access to materials held in the LRC, including materials on Reserve. LRC personnel are available to provide help with searching for materials using this resource.

Other Local Libraries

Through ALNCat (Alaska Library Network Catalog), the holdings in the KPC library, as well as public libraries in both Soldotna and Kenai are available to your use. It is possible for you to acquire library access through our relationship with KPC. However, the local public libraries require that you apply for a library card at their facility, for a small deposit fee, some of which will be returned to you when you leave the area.

Dewey Decimal Classification System

The Alaska Christian College LRC is set up under the Dewey Decimal System. You will find a posting of the divisions in the DDS in the LRC.

Periodicals

Periodicals are located in LRC Kuzivac. Current issues are displayed on shelves on the right side as one enters the room, and back issues are housed in file boxes on shelves on the north wall of the room. A list of periodical titles held at the LRC and those available for securing articles via interlibrary loan is provided at each research workstation and at the Circulation Desk.

Research Workstations

You will find computer research databases and a printer available for your use in the LRC 2. Academic use of computers will be given priority. Use will be monitored while using computers in all of these locations, according to general campus guidelines, and in keeping with the ACC mission.

Circulation Policies

In order to check out materials you must have a library account. Please see any library staff to have an account created. Regular circulation items may be checked out for a period of three weeks. Each item may be renewed in person.

Reserves

All reserve items must be requested at the circulation desk. They are held behind the circulation desk. Reserve items are checked out for three hours and are to be used in the LRC. Some reserve items may also be checked out overnight, one hour before closing, and returned when the facility opens the next business day.

Audiovisual Materials and Headphones

AV materials may be used at the Listening and Viewing Center in LRC2, or by using the CD/tape player and headphones that may be checked out from the circulation desk. Headphones may be checked out at the circulation desk.

Lost Materials

When an item is more than four weeks overdue, it is designated "lost". For each lost item that is not recovered, you will be charged the replacement cost for the item (a minimum of \$20) plus a nonrefundable processing fee of \$5. If the lost material is returned and is in usable condition, the replacement cost of the item may be refunded, but not the processing fee.

Textbook Services

Textbook Services is housed in Alapaa (classroom 1) in the administration building. Hours of operation will be posted.

Campus & Community Resources

Student Appointed Leadership Team (SALT)

The purpose of the Student Appointed Leadership Team is to enhance the student's experience at ACC by caring for and serving the community in whatever way seems wise. The budget of the Student Appointed Leadership Team is provided through the overall ACC budget. Additional funds may be raised by student projects.

The SALT is responsible for planning student activities, handling grievances, and leading the overall student body. These people must be concerned about student's individual needs as well as the needs of the entire student body. They will fill a unique role in being ambassadors between the student body and the staff.

SALT consists of four students elected by a general vote of the student body. These positions are: president, vice-president/secretary/treasurer, cultural coordinator, and spiritual ambassador. The election for these positions will take place after the first few weeks of school. Self-nominations will be received by the Student Life staff before the election meeting. Please confirm a person's willingness to stand before nominating them.

The Vice President of Student Services reserves the ultimate right to finalize or alter the decisions made on campus within voting issues among students. Examples include, but are not limited to: votes that take place that are tie votes, persons on the ballot that are not eligible for positions, and removal of persons due to disciplinary actions.

While the Student Appointed Leadership Team will organize itself in order to achieve its goals, it is anticipated that the student body will have opportunity to volunteer to work on various committees and projects that will contribute to life together.

Office Procedures

The office will be open to serve students during posted hours. The office is not a place to visit and converse and all business should be done at the window only.

Mail will be distributed to student mail slots by office personnel and will be available in the afternoon. Mailboxes should be checked and cleaned out regularly for ease of distribution. Please do not treat mailboxes as lockers. Outgoing mail may be deposited at the window. The office stocks stamps and correspondence supplies for a fee.

Photocopies made in the main office are for school use only. Photocopying required by instructors or for college activities (i.e. ministry trips) should be done during office hours. Personal copies are not to be done in the main office. Faxes are free of charge and coversheets are available.

Students must purchase their own supplies of paper, clips, pens, etc. Do not ask the office to loan you things you should have on your own.

The college cannot cash checks. The front office will accept cash, check, or credit card for tuition payments or other purchases.

Spiritual Life

The purpose of the Spiritual Life Department is to encourage, enhance, and guide the students and staff into a greater relationship with Christ through chapel services, mentoring, story, prayer, and intentional relationships on campus. In order to achieve this mission, students will be required to attend at least 30 community building activities in a given semester.

Coffee Lounge

This is a designated study/quiet area on campus. During the posted hours, the coffee lounge is reserved for the use of studying and/or quiet activities (i.e. reading). No distracting media or loud noise, including but not limited to TVs, music, or conversations is permitted in the coffee lounge. Outside of the posted hours, quieter activities such as board games and conversations can be conducted in the space. Please be respectful of those studying. ACC staff reserve the right to utilize the space for events and/or meetings.

Computer Lab

Computers are provided on campus for both academic and personal use. Priority may need to be given to classes or students pursuing academic research. Students are asked to do all they can to keep the computers running properly (i.e. no freelance rewriting of programs) and, if problems do develop, notify the main office or Director of IT Services as soon as possible. Although student privacy will be respected, anything stored on the ACC computers can be monitored by the IT or Residence Life staff.

Wireless Internet

Student wireless internet is available on campus. It is expected that students use the internet with integrity and good judgment. Students who access mature websites, proxy servers, pornography, and the like will be subject to disciplinary measures and may lose their wireless internet privileges. ACC reserves the right to monitor usage of the internet and campus computers. Excessive use of bandwidth may result in a temporary suspension of a wireless account. Students with laptops will be required to demonstrate that the laptop has antivirus software that is up-to-date and that the computer scans clean. Students will need to sign a usage agreement.

Satellite TV

There is one TV on campus with Satellite TV and should be used on a first come first serve basis.

It is expected that students watch programming that is appropriate for the entire student body. Students are asked to monitor themselves and one another when watching TV. If someone is watching something that is inappropriate, (including but not limited to: programming with sexual content, coarse language, ghost/horror/occultist/demonic themes, nudity, etc.) please ask for the channel to be changed. If the channel is not changed, then please notify a staff member. Disciplinary measures will be taken for those who abuse their TV privileges. Certain channels are blocked due to programming that ACC feels is inappropriate and does not model Christian values.

During major sporting events, please allow the TV to be used to watch these events.

Medical

Students need to provide their medical insurance details with the Student Life Office. When applicable, students need to have Certificate of Indian Blood available. Students who have their healthcare provided by Dena'ina Health Clinic (335-2100) have privileges on a case by case basis with the Central Peninsula Hospital (Soldotna). Please be aware of this and carefully discern if the condition is a medical emergency or not. All emergency room visits to the hospital in Soldotna will incur charges to the student. If the condition is not an emergency, go to the Dena'ina Health Clinic during normal business hours: Monday-Friday 7am-7pm by appointment. Walk in hours are also available.

ACC does not provide transportation to any medical clinics or hospitals outside of the Kenai/Soldotna areas. Students will need to find their own transportation for these appointments.

Please note in instances where the student has done harm to themselves (or is harmed by someone or something else) and is unable to make an appropriate decision about the medical care he/she needs, the Student Life staff can determine that an emergency room visit is necessary. In these instances, you will be charged by the hospital and the college is not responsible for medical bills incurred. Please keep this in mind in making decisions about your health and personal safety. Seconds matter in an emergency and you may be transported to the hospital without your consent when deemed necessary.

Student illnesses should be brought to a RSs attention so that appropriate care can then be arranged. When possible, all appointments are to be made after class hours.

Student Workers

It is the intent of the Alaska Christian College work study program to provide an opportunity for students to participate in on-campus employment to offset tuition costs and grow in their work place skills and personal development. Opportunities and position availability will be posted in the first week of the semester. See the Director of Financial Aid for more information.

Student Recreation

There are many activities that students can participate in right on the ACC campus. In the fall and spring there is a walking trail, a basketball and volleyball court, a Frisbee Golf course, as well as other outdoor games and activities to participate in. Bikes are also available during the fall and spring.

During the winter months there is a skating/broomball rink as well as snowshoe trails around campus. Skis and other outdoor equipment are also available. Please respect all equipment and return it to its proper place and in the condition in which you received it. Much of the equipment available to you was donated to the college and we are very grateful for the ability to offer use to our students.

New Hope Counseling Center (NHCC)

The mission of NHCC is to provide the opportunity for students of ACC and individuals, couples, and families of the Kenai Peninsula to be healed, restored and equipped in order to pursue a life of wholeness and hope.

At times, through no fault of our own, we may experience painful and challenging situations that leave us hurting and confused. Counseling provides the opportunity to share our story with another person in a safe environment so that healing and restoration might take place. We encourage you to let us walk alongside you.

KPC

Kenai Peninsula College is an extension campus of the University of Alaska Anchorage. It is located within a ten-minute walk from the ACC campus and provides many services to our ACC students. Computer labs, an art gallery, a library, and a Learning Center are all available for ACC student usage. You can stop for a visit or visit www.kpc.alaska.edu.

Academic Calendar

First Semester

August 21-24 Orientation and Registration

August 25 First Day of Classes

September 1 No Class: Labor Day

September 2 Assessment and Testing

September 5 Last Day to Add/Drop a Course

October 17 Last Day to Change a Course to Audit

November 14 Last Day to Withdraw from a Course

November 25 Thanksgiving Break Begins at 5:00 PM

December 12 Christmas Break Begins at 3:00 PM

Second Semester

January 9-11 Orientation and Registration

January 12 First Day of Classes

January 23 Last Day to Add/Drop a Course

March 6 Last Day to Change a Course to Audit

March 6 Spring Break Begins at 5:00 PM

March 16 Classes Resume

April 10 Last Day to Withdraw from a Course

May 2-3 Commencement Weekend

Campus Closings

Campus will be closed during Thanksgiving Break, Christmas Break, Spring Break, and Summer Break. No services will be available during these breaks and students are responsible to find housing off campus. Please see the Director of Student Life three weeks ahead of time if you do not have a place to stay over a break in order to discuss off campus housing options.

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