

IMPORTANT DATES 2011 FALL SEMESTER

August 18.....	Residence Halls Open For New Students
August 19.....	New Student Enrollment
August 20.....	Residence Halls Open for Returning Students
August 22.....	Returning Student Enrollment
August 23.....	CLASSES BEGIN 7:00am
August 23.....	Drop/Add Fees & Late Enrollment Fees Begin
August 23.....	Last Day Full Refund of Fees
August 29.....	Last Day 90% Refund of Fees
August 29.....	Last Day to Add A Class
September 6.....	Last Day 75% Refund of Fees
September 19.....	Last Day 50% Refund of Fees
October 3.....	Last Day To Drop Without Showing as WP or F On Transcript
October 3.....	Last Day to Change to Audit Status
October 3.....	Last Day 25% Refund of Fees
October 21.....	Mid-term Grades Available From Academic Advisor
October 24-Nov 14.....	Pre-Enrollment Begins
October 31.....	Last Day to Drop A Class
October 31.....	Last day to Withdraw
November 18.....	Residence Halls Close at 4:00pm
November 19-28.....	Thanksgiving Break
December 1-5.....	Living Christmas Tree
December 9.....	Last Class Day
December 12-15.....	Final Exams
December 16.....	End Of Semester
December 16.....	Residence Halls Close at 4:00pm

2012 SPRING SEMESTER

January 9-13.....	Winter Session
January 13.....	Residence Halls Open For New Students
January 15.....	Residence Halls Open for Returning Students
January 16.....	Enrollment for All Students
January 16.....	Last Day Full Refund of Fees
January 17.....	CLASSES BEGIN 7:00am
January 17.....	Drop/Add Fees & Late Enrollment Fees Begin
January 23.....	Last Day 90% Refund of Fees
January 23.....	Last Day to Enroll or Add A Class
January 30.....	Last Day 75% Refund of Fees
February 13.....	Last Day 50% Refund of Fees
February 15.....	Deadline for President's and Dean's Scholarship Application
February 27.....	Last Day To Drop Without Showing as WP or F On Transcript
February 27.....	Last Day to Change to Audit Status
February 27.....	Last Day 25% Refund of Fees
March 16.....	Mid-term Grades Available From Academic Advisor
March 16.....	Residence Halls Close at 4:00pm
March 17-25.....	Week of Evangelism
April 2.....	Financial Aid Deadline for FAFSA, I and M Grant Application
April 3.....	Last Day to Drop A Class
April 3.....	Last day to Withdraw
April 9-30.....	Pre-Enrollment
May 12.....	Last Class Day
May 15-18.....	Final Exams
May 18.....	End Of Semester
May 18.....	Baccalaureate
May 19.....	Commencement
May 19.....	Residence Halls Close at 4:00pm
May 30.....	Final grade reports mailed to students
June 4-15.....	Summer School

OZARK CHRISTIAN COLLEGE READY REFERENCE

Non-Emergency Phone Numbers

Non-Emergency Police.....417-623-3131
 Non-Emergency Fire.....417-623-0403
 Non-Emergency Ambulance.....417-623-3347

Emergency Phone Numbers

Emergency.....911
 Campus Security Phone #.....417-825-5397
 Campus Security Ext. #.....ext. 2222

Casteel Administration Building Hours:

Monday-Friday.....8:00 am – 5:00 pm
 Main phone #.....417-626-1234

Mini Telephone Directory

Residence Halls (Students).....417-626-0200
 Residence Directors (RDs).....417-626-1234
 Alumni RDs.....ext. 2602
 Dennis RDs.....ext. 2600
 Goodman RDs.....ext. 2601
 Strong RDs.....ext. 2603
 Williamson RDs.....ext. 2604
 Boatman RDs.....ext. 2605

Richardson Health Center.....ext. 2360

Health Center Hours:

Monday-Friday.....12:00 pm – 4:00 pm

Counseling Center.....By appointment only.....ext. 2044

Curfew

The curfew for all residence halls is:

Monday-Wednesday.....12:00 am
 Thursday.....10:00 pm
 Friday-Sunday.....1:00 am

Seth Wilson Library.....ext. 2700

Library Hours:

Monday.....8:00 am – 9:30 pm
 Tues.-Thurs.....6:50 am – 9:30 pm
 Friday.....6:50 am – 6:00 pm
 Saturday.....9:00 am – 6:00 pm
 Sunday.....Closed

Reference Assistance phone.....ext. 2724

The Learning Center.....ext. 2725

Learning Center Hours:

Mon. & Wed. 10:00 am – 12:00 pm / 1:00 – 6:00 pm
 Tue. & Thur. 11:00 am – 12:00 pm/ 1:00 – 6:00 pm
 Friday.....9:00 am – 5:00 pm
 Saturdays and Sundays.....Closed

The Business Office.....ext. 2024

Business Office Hours:

Monday-Friday.....8:00 am – 5:00 pm
 The Business Office is closed during Chapel services and Life Groups.
 Closed evenings, Saturdays and Sundays.

The Mabee Student Center.....ext. 2370

Mabee Student Center Hours:

Monday- Wednesday.....8:00 am – 11:45 pm
 Thursday.....8:00 am – 9:45 pm
 Friday.....8:00 am – 12:45 am
 Saturday and Sundays.....1:00 pm – 12:45 am

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Chapel Hours:

Monday-Friday.....7:00 am – 10:00 pm
 Saturday.....7:00 am – 10:00 pm
 Sunday.....1:00 pm – 10:00 pm

Audio-Visual Department.....ext. 2712

Audio-Visual Hours:

Monday-Friday.....8:00 am – 5:00 pm
 Saturdays and Sundays.....Closed

Bookstore.....ext. 2350

Bookstore Hours:

Monday.....8:00 am – 5:00 pm
 Tuesday-Friday.....7:45 am – 5:00 pm
 Saturday.....as needed

Dining Hall.....ext. 2300

Dining Hall Hours:

Meals at a reasonable cost may be purchased during the following hours:

	Breakfast	Lunch	Supper
Monday.....	7:00 – 9:00.....	11:00 – 1:00.....	4:30 – 6:00
Tues.-Fri.....	6:15 – 8:15.....	11:00 – 1:00.....	4:30 – 6:00
Saturday.....		11:00 – 1:00.....	4:30 – 6:00
Sunday.....			4:30 – 5:30

Multi-Purpose Building (MPB).....ext. 2301

Multi-Purpose Building Hours:

Monday-Thursday.....9:00 am – 9:00 pm
 Friday.....9:00 am – 7:00 pm
 Saturday.....9:00 am – 9:00 pm
 Sunday.....2:00 pm – 6:00 pm

Athletic facilities are available for use by permission only.

Missions Building locked nightly at 10:00 pm

Chapel Building locked nightly at 10:00 pm

The Bookstore, Business Office, Library, Learning Center, and Student Center are closed during Chapel services and Life Groups.

WELCOME

Welcome to the family of Ozark Christian College! This handbook is intended to provide you with information that will help you have a pleasant and successful experience as an Ozark Christian College (OCC) student. The Student Development Office (SDO) desires to assist you in every way possible. Please keep this handbook for future reference and feel free to contact us if we may help you. You will find our offices in the north wing of the Casteel Administration Building. These policies are subject to change without prior notice.

MISSION STATEMENT

The mission of Ozark Christian College is to train men and women for Christian service through an undergraduate Bible College education.

RIGHTS AND PRIVACY STATEMENT

Ozark Christian College is in compliance with the Family Educational Rights and Privacy Act (FERPA). The purpose of FERPA is to protect the privacy of individual students and their records and provides guidelines for the correction of inaccurate or misleading information. A complete FERPA explanation is in the OCC catalog.

The accrediting association, ABHE (Association for Biblical Higher Education) requires that all member colleges provide their address in the event you, as a student, have an unresolved conflict with the school. The ABHE expects students and administrators to work together to resolve all problems, but also recognizes that in rare circumstances conflicts can arise that are not resolved satisfactorily for the student. Please refer to the Grievance Policy outlined in this handbook.

RESIDENCE HALL LIFE

HOUSING

Single Students

A student enrolled in eight (8) or more credit hours of classes is required to live in a residence hall. Exceptions to this policy may be granted by the SDO in the following instances:

1. When a student will be living with his/her immediate family which provides a guardian relationship;
2. When a student has completed 90 credit hours (senior status);
3. When a student will be twenty-three (23) years of age or older prior to the upcoming semester;
4. When a student has already lived in a residence hall seven semesters;
5. When an engaged student plans to be married during an upcoming semester, a housing exception may be granted to secure the couple's first residence. Only one exception per couple will be allowed. Couples marrying during the summer must be married by the 2nd week of June to qualify for the exception.

Before seeking off-campus housing, students need to secure approval and proper documentation from the SDO. Any student moving out of a residence hall, must also inform their RD.

All off-campus students are expected to adhere to OCC behavioral policies or they may forfeit the privilege of off-campus housing. Housing exceptions may not be granted to students on academic or disciplinary probation. Housing exceptions will not be granted solely for financial reasons.

A student enrolled in seven (7) credit hours or less must live off campus unless he/she is enrolled in the OCC/MSSU co-op program. Otherwise, in order to live in the residence halls, special approval from the SDO is required. Being housed in a residence hall is a privilege. A student is expected to adhere to OCC policies, treat college personnel respectfully, and make a positive contribution to residence hall life. In any case where these goals are not accomplished, a student may forfeit the privilege of residence hall housing. In such cases, the student will need to drop under an eight-hour class load.

Residence Directors

Residence halls are under the direction of Residence Directors (RDs) who assist students, supervise activi-

ties, maintain the standards of the college and create a family environment. RDs are directly responsible for the Residence Assistants (RAs) in their residence hall.

Residence Assistants

Each residence hall is assigned students to serve as Residence Assistants. The responsibility of the RA is to lead residents in developing an atmosphere that will help students in spiritual, academic, and social growth. As representatives of the Student Development Office, they are also entrusted with the responsibility to see that all policies concerning housing and conduct are maintained. As mentors, encouragers, peer counselors, and organizers of residence hall activities, the RAs are a vital element of the residence life program.

Spiritual Life/Devotions

Opportunities for spiritual growth are plentiful on the OCC campus. Those provided in each residence hall consists of mentoring, hall devotions, and floor devotions.

Room Assignments

You may request to live in the hall and room of your choice; hall and roommate preferences by applicant will be considered but not guaranteed. Late arrival may result in forfeiture of a room assignment. According to the housing contract, the college reserves the right at any time to change room assignments and roommates. Room changes may be requested through RDs during the first two weeks of classes. Following that time, room changes may be made through your RDs only after paying a \$50.00 cash fee in the business office.

All first semester freshmen are assigned a roommate. Single rooms may be requested by juniors and seniors for an additional fee and are subject to availability. A student requesting a single room is required to sign an agreement accepting responsibility for a single room fee. If during the semester you desire authorization to move out of your residence hall, inform your RD and seek approval and proper documentation from the SDO.

Before seeking off-campus housing (after being a dorm resident) you must inform your RD and seek approval and proper documentation from the SDO.

Please note: Unassigned rooms are not available for student usage.

GENERAL RESIDENCE HALL POLICIES

Access

Primary doors (lobby doors) of all residence halls are equipped with card readers. Residents of each hall may gain access through these card reader doors with the use of their student ID cards. Access may be gained through card reader doors at all times. After curfew, in cases of a card malfunction, a security officer may be contacted for entry at 417-825-5397 or by using the pager located next to the book drop at the front of the library. You will be asked to show your student ID at such times. All secondary doors (non-lobby exits) are equipped with safety alarms. Your RD will provide information regarding hall specific guidelines for secondary door usage.

Curfew

Monday, Tuesday, Wednesday	12:00 am
Thursday*	10:00 pm
Friday, Saturday, Sunday	1:00 am

*Thursdays are reserved for devotions and meetings.

Special authorization is needed from the SDO to attend midnight movie showings or concert venues that may cause a student to be out past curfew.

Off campus students or other residence hall guests must vacate the campus at curfew unless pre-approved by your RD.

Lobbies

Lobby hours are 12:00 pm (noon) until fifteen (15) minutes before curfew. A guest of the same gender must leave the lobby at that time but may visit a dorm room until curfew. Guests of the opposite gender may only visit the lobbies of the halls. During finals week lobby hours may be adjusted.

Please help take care of lobby furnishings. This is your home away from home; it is important to maintain a

clean, well-kept lobby area for the use of residents and guests.

Quiet Hours

Quiet hours in the residence halls begin at 10:00 pm. Music and noise levels need to lessen at this time for the purposes of rest and study.

Overnight Guests

All overnight guest arrangements must be pre-approved with your RD. A fee of \$10.00 per night will need to be paid to the business office prior to any overnight stay. Exceptions to this fee are immediate family and OCC alumni. The hosting student is responsible for the guest's awareness and adherence of campus policies. No guests of the opposite gender will be allowed to stay in a dorm room. Overnight guests must be at least 12 years old. SDO approval must be obtained for guests staying more than three nights. If a student desires to spend the night in another residence hall, the RD in both halls must be notified before 10:00 pm

Open House & Hospitality Nights

Each residence hall customarily hosts an annual Open House when guests are welcome to tour the residence hall and visit student rooms. Hall and room visits are also permitted during scheduled hospitality nights.

Residence Hall Community Fund

As a member of a residence hall, students will be asked to contribute to residence hall funds each academic year. This money is used to purchase hall and social supplies.

Work Passes

If your employer requires you to work past curfew, advance permission must be obtained from the SDO. Work permit forms are available from your RD or the SDO.

Sign-Out System

On-campus residents are required to spend the night in their residence hall on school nights (Monday-Thursday). If you will be gone overnight on a school night, you must obtain authorization in advance from your RD. If you will be gone overnight on a weekend, you must "sign-out" according to the system in place in your hall. The "sign-out" system provides for communication in the event of an emergency. Failure to follow proper "sign-out" procedures may result in disciplinary action. Please turn off the air conditioners, lights, electronics, etc. and adjust the heating thermostat when leaving on weekends or vacation breaks.

Telephones

Basic telephone service, including long distance, is provided at a nominal fee. This service also includes voice mail. Students are required to provide and maintain a room telephone. Each student is provided a personal extension number; however, there is only one telephone line per room. Both extension numbers ring to the same line. Therefore, only one telephone is necessary per room. The student extension number that is called determines which voice-mail box receives the message. Students are required to frequently check the status of their voice mail for campus information.

Courtesy phones are located in the Mabee Student Center, the northeast corner of the Multi-Purpose Building (MPB), the first floor of the Chapel, the upstairs of the Dining Hall, the Admissions lobby in the Casteel Administration Building, the second floor hallway of the Missions Building and in the Library foyer.

Soliciting/Private Business

Salespersons and solicitors are not permitted to conduct business anywhere on campus. This consists of any kind of student-operated businesses including babysitting/childcare, multi-level marketing, etc.

Pets

No pets of any kind are permitted in the residence halls, including aquarium animals.

Personal Property

Please take proper precautions with your money and valuables. Lock your room when you leave it. Never enter another student's room without permission. Although the college cannot be responsible for personal losses, please report any missing articles to your RD immediately so a security report can be filed. You may want to obtain renter's insurance for your possessions.

Room Checks

For the purpose of living together in neat and orderly surroundings, residents are responsible for cleaning and vacuuming their own rooms. Rooms are checked weekly by an RA or an RD.

Storage

Some storage is available in the residence halls as a courtesy to you. Please take the following steps to make this service work effectively:

Regular Storage: Every effort is made to provide each student a storage bin during the school year. Please fill out a "Request for Storage" form if you desire one. This form may be obtained from your RD. Bins are assigned by availability.

Summer Storage: If you need summer storage, please fill out a "Request for Summer Storage" form available from your RD. You must have a room reservation for the next fall semester to obtain summer storage. Please read the following stipulations regarding storage:

- Items are stored at the student's own risk. OCC is not liable for theft, damage, or loss of any items.
- Bins must be labeled with names. Items not properly labeled or abandoned may be discarded as the residence halls close for the summer.
- You should secure your storage bin with a lock. It is a good idea to make an inventory of your stored items for your own records. In the event of a loss, your renters/homeowners insurance may provide coverage.
- Due to fire codes, stored items must be inside the assigned bins. Bins must be labeled with names. No flammable or combustible materials shall be stored.

Any questions regarding storage may be addressed to your RD or the SDO.

Room Deposit

At the time of enrollment, a \$75.00 fee is charged to each resident as a room deposit. Each room is checked for damages and for cleanliness at the time the student moves out. The room deposit will be returned to the student less the cost of repairs and cleaning necessary. It is possible to incur further charges if damages exceed the \$75.00 room deposit fee.

Vacating & Re-Entry

At the close of each semester, students must vacate the residence halls by the announced closing date and time or a late vacating fee will be charged. Hall residents are responsible to find their own housing during vacation breaks. Unauthorized late exit or early re-entry will result in a minimum charge of \$25.

Medical – Possession of Syringes, Needles & Lancets in the Residence Halls

In order to comply with government regulations and to protect our janitorial staff and the individual's roommate all syringes, needles, lancets, or any other "sharps," as well as medication vials, etc. are considered hazardous waste and must be disposed of accordingly. **Any student who has syringes and needles, lancets, or any other "sharps" must report to the Richardson Health Center (RHC) in person within 48 hours of arriving on campus.**

No one may have any syringes or needles or injectable medications on campus without a prescription from a licensed physician. Diabetics, hemophiliacs, those with injectable migraine medications, etc. will be given instructions on how to dispose of their used equipment while they are living on campus. Anyone having syringes, needles, lancets, or any other "sharps" must have an appropriate container for their disposal from the RHC and must dispose of the "sharps" and the container through the RHC. Filled containers may be exchanged for new ones at the RHC. All containers must be hand-delivered in person to the RHC, for disposal when the student leaves campus at the end of the semester. Containers may not be left in or by the trash cans.

Fire Safety Guidelines and Prohibition

- Nothing may be hung from or attached to ceilings or other horizontal surfaces above the head.
- Nothing may be hung or draped over electrical outlets, smoke detectors, lamps, or other items with the potential to ignite the item through excessive heat exposure.
- Electrical outlets and extension cords may not be overloaded.
- All extension cords must be UL (Underwriter Laboratory) certified and should not run across open areas of the floor.
- Surge protectors should be UL approved. Instead of extension cords, use surge protectors for multiple

- plugs. Surge protectors should not be linked to other surge protectors or be placed underneath carpets.
- Electric candle warmers, candles (including the wickless variety), incense or any other flames are prohibited in residence hall rooms or common areas. Evidence of violations will result in disciplinary action.
 - The use of halogen and goose neck lamps with plastic shades are prohibited in residence hall rooms or common areas. Having such lamps will result in disciplinary action and immediate removal of the lamp.
 - The use of cooking appliances in the residence halls are prohibited with the following exceptions: small coffeemakers in the residents' rooms, hot pots and blenders in the laundry rooms.
 - Ironing is not permitted in residents' rooms. Ironing boards are provided in each hall's laundry room. Students are responsible for providing their own automatic shut-off iron.
 - No flammable materials or equipment that contains flammable materials (such as camping stoves, lanterns, etc.) may be stored in residence halls.
 - Live Christmas trees are not allowed in residence halls. Residence Life staff in each building will provide guidelines for holiday decorations to residents.
 - Keep room clear of fire hazards that are created through the accumulation of potentially flammable materials such as newspapers, magazines, boxes, etc.
 - SMOKING is not permitted in any residence hall.
 - Fireworks, flammable liquids or other hazardous materials are not permitted in Residence Halls. Tampering with fire alarm or fire protection systems or deliberately causing a false fire alarm are violations of the student conduct code and students found responsible are subject to strict sanctions.

Cleaning

Housekeeping is provided for you in the hallways, bathrooms and lobbies to help insure a high standard of health and sanitation. You will be expected to empty your own trash on a regular basis (trash-can liners are required but not provided). If at any time there is need for repair or maintenance in your room or residence hall, please inform an RA or your RD.

Laundry

Coin-operated washers and dryers are available in each hall. These are for use of the hall residents' only. Any equipment failure should be reported to your RD immediately.

Ironing

Due to fire codes, and in the interest of safety, ironing is not permitted in residents' rooms. Ironing boards are provided in each hall's laundry room. Students are responsible for providing their own automatic shut-off iron.

Vacuum Cleaners

Vacuum cleaners are provided for use in each residence hall.

Candles and Incense

Due to fire codes, and in the interest of safety, electric candle warmers, candles (including the wickless variety), incense or any other flames are not permitted in residents' rooms.

Cooking

Fire codes prohibit the use of cooking appliances in the residence halls with the exception of small coffeemakers in the residents' rooms, hot pots and blenders in the laundry rooms. A microwave and refrigerator are provided in each hall for your convenience.

Food

Snacks or any food items in your room should be stored in airtight containers. Any orders for food delivery (e.g., pizza) must be planned so that deliveries can be made prior to curfew.

Note: No food or drink is to be taken from the dining hall to stock in-room or residence hall's refrigerators.

Keys

One room key is assigned per resident. Students are not permitted to duplicate keys. Moving from campus without returning a room key will result in a \$25 charge.

Lamps

Due to high heat, halogen and goose neck lamps with plastic shades are prohibited in the residence halls. Students should never drape clothes or any other items over any lamps. Lamps should never be placed

closer than two feet to the ceiling, shelves, or any other fixtures.

Christmas lights and Christmas décor in the residence halls are permitted for seasonal use only (not before November 1st and removed before leaving for semester break).

Walls and Ceiling

When hanging decor in your room, nothing (nails, prongs, etc.) may be driven into the walls or ceiling. White plastic-tac and/or Command® brand hooks may be used and must be removed and cleaned from the walls when you leave. Removal of such items by OCC staff will result in a charge against your room deposit.

No items should be attached to any of the wood in your room (doors, closets, shelves, etc.). No contact paper may be used for decorating.

Questionable room decor will be subject to the approval of the RD.

Refrigerators

You may have one small student provided refrigerator per room in the residence halls. These refrigerators must not exceed the following specifications: **Capacity: 3.5 cubic feet; Electric: 1.1 amps, 120 volt;** a three-pronged plug must be used; **no extension cords or plug adapters may be used.**

All upkeep and maintenance of these refrigerators is the responsibility of the student. Federal laws concerning refrigerants mandate that only trained service personnel are qualified to repair the refrigerators.

Note: No food or drink is to be taken from the dining hall to stock in-room or residence hall's refrigerators.

Furnishings

Air conditioned rooms are furnished with single beds, closets, bookshelves, desks, wastebasket, blinds, and chair (students with their own desk chair should return furnished chairs to their RD for storage). You will need to supply linens, mattress covers, blankets and bedspreads. We suggest you bring a laundry hamper. If curtains are desired you will need to provide your own spring rod(s). Doors are to remain on closets and no alterations are to be made to the room that involves removal of any bolts or hardware. All furnished equipment must remain in the room. Extra mattresses must remain in vacant rooms for use by guests.

In an effort to help prevent unnecessary damage to the existing room cabinetry and bookshelves, no fabricating of shelving (large boards) is allowed over the door or across the windows.

TV, Video Viewing and Video or Computer Gaming

Televisions and DVD players are permitted in the residence's rooms although cable or satellite connections are not provided or allowed.

Antennas, or other items used to enhance TV reception, may not be placed on the exterior of the residence hall. Due to space limitations we suggest TVs be no larger than 32 inches. TVs are provided in each lobby for student use and guidelines are listed in the "Entertainment" section of this handbook. Movies viewed in the rooms will be under the same guidelines as dorm lobby movies.

Students are to use discretion in choosing appropriate video games. Video gaming on campus is a privilege that may be withdrawn from individuals for whom such gaming may affect class attendance, academic success, or social interaction with others. Students are encouraged to learn the value of budgeting time and living in mutual respect with those around them. Wholesome and disciplined use of media technology is imperative and a mark of accelerated maturity.

Computers and Internet

Students are encouraged to have personal computers in their rooms. The college has a required Internet service package that is both inexpensive and filtered. Although the campus has wireless capabilities, Ethernet connections are recommended in the student's room. Please remember your environment and why you are here. No unwholesome use of computers or the Internet will be tolerated. It is the student's responsibility to adhere to the following OCC Internet Acceptable Use policy detailed below.

OZARK CHRISTIAN COLLEGE

INTERNET ACCEPTABLE USE POLICY

Access to computer systems and the network owned or operated by OCC imposes certain responsibilities and obligations and is granted subject to college policies, and local, state, and federal laws. Acceptable use is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, individual privacy rights and freedom from intimidation, harassment, and unwanted solicitations.

Almost all commercial software is protected by the Federal Copyright Act. Use of College facilities for the use of or the copying of computer software that does not contain specific permission to copy is prohibited. The unauthorized publishing of copyrighted material is prohibited and users are responsible for the consequences of such unauthorized use. All users are prohibited from loading any software of any kind, including games and chat software, on College computing equipment without proper authorization.

Downloading any unlicensed copyrighted materials or files, such as music, pictures, clipart, or documents, is prohibited.

Any use must be consistent with all other policies in the OCC Campus Handbook.. Use of the network and computing facilities at Ozark Christian College implies consent to abide by the terms of this policy and other relevant policies regulating the use of these facilities. Use of the college's computing facilities is a privilege, not a right. To ensure that all persons act responsibly, the following guidelines have been established for using the college e-mail and Internet:

Guidelines

1. Access only files and data that you own, that are publicly available, or to which you have been given authorized access. You should not use another person's user ID, password, files, or data without permission. Take precautions to safeguard your password. You are responsible for all activities on your user ID or that originate from your system.
2. Use only legal versions of copyrighted material in compliance with vendor license requirements.
3. Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, or other resources.

Expressly forbidden are:

1. Attempting to use computer programs or other means to decode passwords or access controlled information.
2. Attempting to circumvent or subvert system or network security measures, including creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
3. Connecting unauthorized equipment to the campus network, including hubs and switches.
4. Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, worms, or "Trojan horse" programs; disrupting services; damaging files; or making unauthorized modifications to College data.
5. Making or using illegal copies of copyrighted materials or software, store such copies on College systems, or transmit them over the College network (This includes Kaaza style networks).
6. Using e-mail or messaging services to harass, offend, or intimidate another person. Broadcasting unsolicited messages, sending unwanted mail, or using someone else's name or user ID.
7. Wasting computing resources or network resources by intentionally placing a program in an endless loop, or by sending chain letters or unsolicited mass mailings.
8. Storing games and other large non-academic related files (e.g., mp3, video) on shared computing facilities (e.g., lab computers and personal network directories).
9. Transmitting, retrieving, or storing of any communications of materials that are obscene, pornographic or X-rated. No abusive, profane or offensive language is to be transmitted through the college's e-mail or Internet system. Use of the college Internet system for gambling is prohibited.

10. Transmitting messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin or, physical attributes. Harassment of any kind is prohibited.
11. Engaging in any other activity that does not comply with the General Principles presented above. Electronic media may not be used for a purpose that is against any other college policy.

Enforcement

It is the policy of OCC that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standards of ethics. The College considers any violation of acceptable use principles or guidelines to be a serious offense. OCC reserves the right to copy and examine any files or information resident on College systems allegedly related to unacceptable use and to protect its network from systems and events that threaten or degrade operations. All users of the College's computing facilities are responsible for understanding the principles set forth above. An individual's access to computer, data, or voice resources shall be suspended immediately upon the discovery of a violation of this policy.

Failure to comply with the guidelines above may result in suspension of privilege, or civil or criminal action under state or federal law. Students discovered to be in violation of these principles will be referred to the College's discipline system. The college also reserves the right to advise appropriate legal officials of any illegal violations.

Monitoring

All messages created, sent, or retrieved over the college's e-mail/Internet are the property of the college and should be considered public information. The college reserves the right to access and monitor all messages and files on the college's e-mail/Internet system. Users should not assume electronic communications are private even if protected by encryption and should transmit confidential data by other means.

Students are responsible to abide by this Internet Acceptable Use Policy and are responsible for any use under their User account. The college has the right to monitor Students' computer and Internet activity. Failure to follow this policy shall result in appropriate discipline by the College and/or legal action. Further, access ceases and all login and e-mail accounts will be removed and all files will be deleted when a student is no longer enrolled at Ozark Christian College.

Social Networks (facebook, twitter, etc.)

Ozark Christian College and its faculty and staff do not monitor online communities. Further, the College does not forbid faculty, staff, and students from joining and participating in online communities as individuals not acting as agents of the College. However, any behavior that violates this policy or other OCC standards will be treated as any other violation and will be referred through proper disciplinary channels outlined in the Student Life Handbook.

If you identify yourself as an Ozark student, staff, or faculty member you must indicate that you are sharing personal views and not representing Ozark. ("The views expressed on this [blog, website, etc.] are mine alone and do not necessarily reflect the views of Ozark Christian College.")

Unauthorized File Sharing

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at 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, in its discretion, 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, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Students who engage in illegal downloading or unauthorized file sharing of copyrighted materials, including distribution of music and movies to others through the College's information technology system, will be subject

to disciplinary sanctions under the Student Life Handbook, including suspension and dismissal from the College. Employees who engage in unauthorized downloading or file sharing of copyrighted works also will be subject to appropriate disciplinary action by the College. While the College takes disciplinary action against those who violate copyright law and employs a variety of technology-based deterrents to foil such illegal acts, each member of the Ozark community is responsible for complying with laws and policies of use of electronic resources and intellectual property. The College Technology Department may disclose network usage and other information to legitimate law enforcement agencies or monitoring entities.

The College allows downloading of copyrighted material through recognized channels such as Amazon.com, iTunes, and other legal alternatives. A link to legal sources of online content is provided by EDUCAUSE <http://www.educause.edu/legalcontent>.

CAMPUS POLICIES

Student ID Cards

A student ID card will be issued to you to use for the duration of your student years at OCC. Among other uses, you will need this card in the dining hall to obtain your meals, for entrance to the residence hall, to check materials out of the library, to record chapel attendance, and for admission to athletic events on campus. Allowing others to use your ID card is prohibited and will result in disciplinary action for all individuals involved. Replacement ID cards are available through the SDO for a \$10.00 fee.

Vehicle Use

Use of any vehicle on campus is a privilege. The privilege may be forfeited by anyone who demonstrates irresponsibility in this area. You will need to be aware of the following policies, which are in place to ensure safety and to best accommodate the needs of all who travel our campus:

1. **All vehicles must be registered and must have a parking permit sticker.** Failure to have a sticker on your vehicle will result in a \$25 fine. Penalty for a second offense will be \$50. Parking stickers are available at the SDO.
2. The parking permit sticker must be affixed to the vehicle and must be easily visible. Stickers for automobiles are to be affixed to the inside of the rear window, preferably the upper right hand corner (passenger's side).
3. Color codes and some signs indicate designated parking spaces and areas. Campus designations include:

Faculty/Staff	Red
Handicapped	Blue
Loading/Unloading	Yellow
Open Parking	White

In addition, the parking spaces directly in front of Dennis Hall are for residents of Dennis Hall only. Anyone driving to the dining hall will need to use the available designated spaces on the dining hall side of the road or in the parking lot west of the dining hall.

4. On-campus students are **not** allowed to drive to class.
5. Relatives of faculty/staff are **not** allowed to park in red areas.
6. All traffic signs, speed zones and parking regulations are to be honored. Violations will result in citations and fines.

First violation	\$ 5.00
Second violation	\$10.00
Third violation	\$20.00
Thereafter doubled (\$40.00, \$80.00, etc.)	

If you receive a yellow vehicle violation notice, you must report to the Physical Plant within two business days. Unless other arrangements are approved in advance, fines that are not paid will be doubled. Fines continue to double weekly until paid.

7. All 4x4 vehicles, 4 wheelers, motorcycles, motorbikes and motor scooters are to remain on the pavement only. Helmets are required. No "off-road" riding is permitted on campus. No vehicle

shall be operated or parked on a sidewalk.

8. Inoperable vehicles must be repaired or removed from campus. After a reasonable amount of time and due notice concerning such a situation, the vehicle will be towed from campus and stored at the owner's expense.
9. Vehicles are not to be left on campus through the summer months. Such vehicles will be towed from campus and stored at the owner's expense.
10. Please remember that visitor parking is to be left open for visitors and is not to be used by students.

Bicycles

Bicycles may be used on roadways only. No bicycles are allowed on sidewalks. No "off-road" riding is permitted on campus. Bicycle racks are provided for your use at various locations on campus. Guidelines for storage of bicycles at specific residence halls will be determined by each hall's RD.

Skateboarding/Rollerblading

For safety, students are permitted to skateboard/rollerblade on the MPB parking lot only. Skateboarding/rollerblading is prohibited in all other areas.

Walking and Jogging

For safety, students should walk or jog in groups. Students should also wear reflective or easily seen clothing and be respectful of vehicles and roadways. Every reasonable precaution should be taken to ensure safety.

Property Information

Please observe the property lines of the OCC campus. With your safety in mind and respecting the rights of others, private property and wooded areas beyond OCC boundaries are "off-limits" to our students. Please do not be alone in isolated areas, especially at night. The wooded boundaries and creek area are to be vacated 30 minutes prior to dark.

Emergency Safety

Emergency Procedures Guide - Instructions regarding how to respond in the event of an emergency (e.g. fire or tornado), are located throughout our campus buildings. Please take advance note of the guidelines in the various buildings you frequent. Turkey Creek on the north side of the property will flood and overflow its banks occasionally. When this occurs, no one is to enter the creek or overflow water.

Firearms/Weapons

Due to safety and legal concerns, firearms, martial arts equipment, archery equipment, paintball guns, Airsoft®-type guns and hunting equipment of any kind are not permitted on campus. Pocketknives with blades longer than 3 inches are not permitted. Any such items must be stored off campus. Storage arrangements should be made prior to coming on the campus. This applies to all weapons (e.g., knives, bows and arrows, etc.).

Fireworks

Possession of fireworks and/or use of fireworks anywhere on campus are not permitted.

BEHAVIORAL POLICIES

General Statement

We care about your character and behavior. The following standards for OCC students will aid in your learning, enhance your witness, and make our environment a more pleasant experience. It is important to remember the primary goal of the college—to train men and women for Christian service. We believe these guidelines are consistent with that goal. Christian leaders must set the most positive example and submit to a higher standard.

Drugs, Tobacco, Alcohol

The purchase, possession, or use of alcohol, illegal drugs or tobacco is prohibited on and off campus. Inappropriate use of over-the-counter and prescription drugs, propellants, or other inhaled substances (Hooka, etc.) is also prohibited.

Entertainment

Protect your heart and your Christian example, no obscenity/profanity is permitted in any form of entertainment or speech. Please exercise careful judgment in your choices related to places of entertainment, movies, Internet, television, music, and reading material. Students are not permitted to sponsor dances on or off campus or to attend dance clubs, casinos, bars or parties where alcohol is served. OCC suggests the Christian on-line movie review service "PluggedIn.com." Movies viewed on campus must be rated "G" or "PG," and must be wholesome, God-honoring entertainment.

Camping or Other Overnight Situations

Camping, spending the night with others at someone's residence, or other overnight situations are not permitted for individuals or groups of opposite gender. If an overnight circumstance involves a mixed gender situation, a sponsor or sponsors approved by the SDO must oversee the activity, and that/those sponsor(s) must be present for the duration of the event. Simply "hanging out" overnight with someone of the opposite sex is strictly prohibited.

Appearance Standards

Ozark Christian College seeks to foster the practice of responsible Christian freedom. This freedom requires thoughtful, biblically guided choices in every day matters of behavior, and interpersonal relationships.

We recognize that varying standards mixed with different backgrounds and cultures lead to diverse expressions of that freedom. In an attempt to place other's needs before our own, the following community guidelines have been adopted out of respect and courtesy. All OCC students, including off-campus and married students are to follow these guidelines.

We acknowledge that our guidelines are not perfect. However they are an attempt to avoid extremes that some might find distracting or offensive and provide some reasonable standards for community life.

We realize that some of these guidelines reflect preferences and opinions and they do not equate with measures of spirituality. However they help us live in community honoring one another in love.

Classroom/Chapel attire includes slacks, jeans or modest capri pants that are below the knee, and casual tops (tank tops are not appropriate) or appropriate athletic attire (see Athletic attire below). Of course, you may be more "dressy" if you like, but it is not necessary. We do ask that you avoid wearing your "grubbies" to class. Make it your aim to be neat and clean in appearance. Individual professors may have additional decorum requirements for their classroom.

Dorm attire may be casual and informal but please use Christ-like discretion. Pajamas, sleep pants, bath robes, house slippers, and bare feet are appropriate only in the residence halls.

Formal attire (Banquets: i.e., Convocation, Athletic, and other designated events). Men's attire should include dress shirt with tie, dress slacks and dress shoes. Ladies are also encouraged to wear more formal dress wear for special campus events. Ladies' dresses should emphasize modesty and not sensuality. Strapless, spaghetti straps, deep open backs, low cut fronts and high slits are not appropriate for these occasions. The dress/skirt length should be no shorter than 2 inches above the knee.

MISCELLANEOUS GUIDELINES

- **Athletic attire** is appropriate in Chapel services and class only if it is neat, clean, and tasteful. Examples of acceptable athletic attire are wind pants, wind suits, nylon warm-ups, etc. Examples of unacceptable attire in Chapel/class are cotton fleece sweat pants, sleep pants and items that are ragged, dirty, ripped, ill fitting, etc.
- **Inappropriate public attire** includes midriffs, spaghetti straps, low necklines, gang-style clothing (oversized baggy pants), jeans with holes that are inappropriate in size and location, tight fitting, soiled, torn or worn clothes, clothing with alcohol or tobacco advertisements and short shorts. It is also inappropriate for males to be without shirts on campus (i.e., "shirts & skins" competitions). This list is not intended to be all-inclusive. Questions about appropriate attire may be directed to your RD.
- **Tank tops** are appropriate only in the residence halls or the MPB unless worn underneath another shirt. Women's tops and dresses need to be a minimum of 3 inches in width over the shoulder and cover all undergarment straps. While tank tops/sleeveless t-shirts may be appropriate for practice or workouts in the MPB they are not permitted in the Dining Hall.

- **Shorts** (modest, approximately mid-thigh) are appropriate on campus **except** in the classroom or for services in the Chapel or for special services in the MPB.
- **Leggings and tights** should be worn only under skirts that are mid-thigh or longer.
- **Low rise jeans** may only be worn when not exposing the midriff or lower back. Jeans that are tight fitting (jeggings) are not appropriate. Jeans with holes that are inappropriate in size and location are unsuitable public attire.
- **Dress/skirt length** should be no shorter than 2 inches above the knee.
- **Hats/Caps** are acceptable attire although students are asked to remove them in Chapel services.
- **Traveling groups/school activities** may require additional standards as set forth by sponsors.
- **Hair** should be neat and clean. Faddish or extreme styles (sculptured hair, spikes, unnatural colors, and multi-colored hair) are not allowed. Facial hair on men should be neat and trim.
- **Body piercings:** Only earrings, small nose stud/ring are permitted. No other body piercings may be displayed, nor is gauging permitted. Although the ultimate responsibility resides with the student, the college strongly recommends consultation with parents or guardians prior to obtaining any piercings.

The "Bottom Line" regarding Clothing and Style Issues at OCC

A person's style of clothing communicates a great deal about personal values, attitudes and interests. All students are expected to use discretion regarding appearance following biblical and professional principles of modesty. Whether or not they are accurate perceptions, some people will attribute particular character traits to others, simply on the basis of the styles and fashions they see. It is therefore important that the appearance of OCC community members accurately convey the beliefs and values for which this community stands. We desire to honor Christ in all things, even "non-essentials" like dress and fashion styles. Community members are expected to dress in such a way that their witness and Christ-like relationships are not impaired.

The "Bottom Line": pursue modesty and simplicity. Make it your aim to avoid calling undue attention to yourself through attire, grooming, or personal appearance. Students are expected to adhere to the established school standards and policies at all times on and off campus. Administration, Faculty, Staff, Residence Directors, and Residence Assistants are authorized to monitor appropriate dress. The Student Deans will provide appropriate counsel for specific situations when needed.

Relationship/Dating Conduct

Men and women are expected to maintain mature, responsible, caring and wholesome relationships. The conduct of couples on and off campus is to be a credit to the Lord and considerate of others dating or not. Students are not to be alone in apartments or houses with members of the opposite sex. Please demonstrate Godly self-control and respect for others as you express your care for one another. Overt public displays of affection are inappropriate.

Disciplinary Procedures

Any student not meeting the standard of conduct set forth by OCC will be subject to disciplinary action. The purpose of the college and the concerns of the college family encourage individuals to conduct themselves with Christ-like behavior. When an individual decides his/her interests are greater than the good of the community, disciplinary situations may arise. When discipline is required, every effort will be made to respond in a redemptive way to all concerned. Our desire is to help instill Christ-like conduct and a Christ-like attitude.

Inappropriate and unacceptable behavior that may lead to dismissal, suspension, or other discipline includes but is not limited to:

- Conduct reflecting blatant disregard for the standards, spirit and purpose of Ozark Christian College
- Rebelliousness and/or disregard of college policies
- Physical abuse, verbal abuse, intimidation, threatening or any type of harassment; cursing, vulgarity or other inappropriate use of language; and any illegal, obscene, indecent or disrespectful conduct
- Any form of dishonesty, false, misleading information, lying, misrepresentation, fraud, plagiarism or academic cheating
- Purchase, possession, or use of pornography, alcohol, tobacco or illegal drugs
- Inappropriate use of over-the-counter drugs, prescription drugs, propellants or other inhaled substances

- Possession of fireworks, firearms or other weapons on campus
- Inappropriate use of a computer, the OCC Network or a violation of the OCC Internet Acceptable Use Policy
- Gambling
- Sexually-inappropriate affection, promiscuity or immorality including homosexual activity
- Theft, possession of stolen property or unauthorized use of another's property including unauthorized entrance into college facilities
- Destruction of property or vandalism
- Inducing others to commit any of the acts prohibited above

When disciplinary situations arise, a student may be subject to **any of the following disciplinary actions** as deemed appropriate by the Student Dean(s):

- A. A meeting with one or both of the Student Deans to determine the specific problem. The situation may be resolved through counsel and/or appropriate disciplinary action. A student may be given the opportunity to enter into a **Disciplinary Contract**. This agreement identifies the unacceptable behavior, prescribes obligations on the part of the student, and includes specific consequences if the agreement is not kept.
- B. A student may be placed on **Disciplinary Probation** which will involve a period of examination and evaluation to determine a student's status; and whether the student will be permitted to continue as a student. The length of a Disciplinary Probation may vary and will require the student to forfeit any awards received through institutional scholarships or grants such as the Trustee's Scholarship, Dean's Scholarship, President's Scholarship, Harvester Scholarship or International Student Grant. The student will not be able to represent the college in extracurricular activities such as athletics, performing arts, or traveling groups.
- C. If the situation requires, the student may be placed on **Disciplinary Suspension** and will no longer be able to continue as a student. When suspension is imposed, an appeal for reinstatement may be made, in writing, to the President's Office. It would be important that any appeal be made within two business days in view of attendance policies. A suspended student will receive a "WP" (withdrew passing) or an "F" on his/her transcript, reflecting their academic standing at the time of suspension. A student may be granted appropriate credit for courses that were successfully completed prior to the suspension; however, after the tenth week of school, the grade will be an "F" (OCC catalog).
- D. A **Conference Call** to parents or legal guardians may be enlisted to help resolve difficulties regarding the problem and possible solutions.
- E. A meeting with the **Discipline Committee**. This committee is composed of a group of faculty members, administrators and a student representative. The committee is convened when deemed appropriate by the Student Dean(s). The following procedures will apply when the Discipline Committee convenes:
 1. A written statement specifying the standard of conduct violated will be made available to the student.
 2. The student may review in advance the information to be submitted to the discipline committee for the meeting. The Student Dean(s) should be contacted for such information.
 3. The student has the right to hear and respond to all information presented at the meeting; however the student may not be accompanied by a parent, another student, or any other person unless the committee or the Dean of Students is notified, in writing, in advance of the meeting. In the event the student is accompanied by another person, this person will not be allowed to have input.
 4. Determination of the facts related to the situation will be based solely on the information presented at the meeting.
 5. The Discipline Committee shall have the authority to impose any appropriate disciplinary measure.
 6. Typically, the Discipline Committee will excuse the student from the meeting and arrive at a decision in the same meeting. The student will return to the meeting and be informed of the decision. This will be followed with written notification as well. In the event the committee does

not communicate a decision directly to the student at the meeting, the Student Dean(s) will notify the student of the final decision in person, if possible, and in writing.

7. Appeal of any final decision of the Discipline Committee may be made in writing to the President's Office within two business days of the notification of the decision.

Special Circumstances

Occasionally a student is unable to function in the college environment. Examples would include:

- Mental health issues
- Inability to conform to OCC attendance policy or any other OCC policy
- Extreme anti-social behavior
- Personal problems or any other behavior which threatens the emotional, spiritual or physical well being of the student or others.

The situation will be evaluated by the Student Dean(s) or any other professionals as deemed necessary. If a student is determined to be unable to function in the college environment, the Student Dean(s) will assist the student in the withdrawal process. Typically parents or guardians will be contacted for assistance. As an institution of higher education OCC is not able to provide ongoing therapeutic treatment for the types of issues listed above.

OCC and You!

There are various reasons behind the policies and standards of OCC. These would include:

- Clear and obvious principles of Christian living that are Christ-like, God honoring, and effective in their Christian witness.
- Sensitivity to others in community life. Guidelines that bring order and harmony to our college environment exist for the good of the community and the purpose of our existence.
- Sensitivity to our supporting constituency. As a privately funded Christian college, a significant portion of the operation of the college is underwritten by individuals and churches that believe in OCC and its purpose of training men and women for Christian service.
- Requirements mandated by safety.
- Policies mandated by law.

The policies of OCC are not necessarily to be equated with "what it means to be a Christian." Our aim is to have policies that are practical, safe and God honoring. These policies are written with the purpose of the college and the good of the college community in mind. Students are expected to adhere to the established school standards and policies at all times on and off campus. The college reserves the right to change or modify existing policies or add new guidelines as needed.

If you have any questions regarding the information in this publication, please contact the Student Development Office at OCC (417-626-1234, ext. 2044). We will be glad to help you or direct you to the appropriate department.

STUDENT CONCERNS

It is the desire of the faculty, staff, and administration that the community environment be conducive to student's academic and personal growth. Therefore, input from students is greatly encouraged. Students are encouraged to submit their specific suggestions, concerns, or complaints regarding their experience at OCC. These suggestions can be submitted to the Dean of Students by completing the "Student Concerns Form", available at <http://OCC.edu/StudentConcerns> or in the Student Development Office located in the Casteel Administration Building. Students may also choose to voice their concerns directly to the appropriate individuals either in writing or in person.

HARASSMENT

Ozark Christian College is committed to providing a learning and working environment that is free of harassment. In keeping with this commitment, all types of harassment, including sexual harassment, are strictly prohibited. Harassment is defined as unwelcomed or unsolicited verbal, physical, or visual contact that creates an intimidating, hostile, or offensive environment. Students or employees who feel they have been subjected to such treatment should file a written complaint immediately in accordance with the Grievance

Policy of the college. Any administrator, faculty member, staff member or student determined to be responsible for harassment will be subject to appropriate disciplinary action, up to and including immediate dismissal or termination. The college strongly encourages students and employees to report all incidents of harassment immediately so that complaints can be quickly and fairly resolved.

DISCLOSURE TO VICTIM POLICY

It is our policy upon written request, to disclose to the alleged victim of a crime of violence or a nonforcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense), the final results of any institutional disciplinary proceeding dealing with that crime or offense. Currently, such disclosures are optional under the Family Educational Rights and Privacy Act (FERPA).

GRIEVANCE POLICY

Matthew 18 provides instruction on handling grievances among Christians. A direct approach between the offended person and the offender "speaking the truth in love" is in order and will resolve most issues. Whenever anyone at Ozark Christian College believes that he or she has been wronged and cannot correct the situation directly, the following course of action provides steps to address the matter. A formally registered complaint is referred to as a "grievance" and the person registering the complaint is the "grievant."

A. Recording the grievance

All grievances must be submitted in writing with the following information:

- a. The date and place of the incident;
- b. A description of what took place;
- c. Why it is considered a grievance;
- d. The date on which the grievance was recorded; and
- e. The name and signature of the grievant.

B. Registering the grievance

- Level 1 The grievance must be submitted by the grievant to the appropriate person as follows:
- a. Grievances concerning a student shall be submitted to the dean of students;
 - b. Grievances concerning a staff member shall be submitted to the staff member's administrative supervisor;
 - c. Grievances concerning a faculty member or an academic matter shall be submitted to the academic dean;
 - d. Grievances concerning an administrator other than the president shall be submitted to the president; and
 - e. Grievances concerning the president shall be submitted to the Trustee board chairman.
- Level 2 If the grievance is not addressed to the satisfaction of the grievant, the written grievance must be submitted by the grievant to the president, along with a description of what was done at Level 1 and why the grievant finds it unsatisfactory.
- Level 3 If the grievance is still not resolved to the satisfaction of the grievant (or if the grievance directly involves the president) the written grievance must be submitted to the Trustee board chairman (address below), along with a description of steps taken at Levels 1 and 2, and why the grievant finds them unsatisfactory.
- Level 4 If the grievance is still not resolved to the satisfaction of the grievant, the written grievance may be submitted to the Association for Biblical Higher Education and the Missouri Department of Higher Education (addresses below), along with a description of steps taken at Levels 1, 2, and 3 and why the grievant finds them unsatisfactory.
- The person or persons with whom the grievance is filed shall process it in a serious and appropriate manner and shall be responsible to file in his or her office both the grievance and a report of steps taken to address it. Copies shall be given to the persons against whom the grievance is registered and shall also be placed in their file.

Trustee Board Chairman: B.A. Austin
3220 Indiana
Joplin, MO 64804

Accrediting Association:
Association for Biblical Higher Education
5850 T.G. Lee Blvd. Ste. 130
Orlando, FL 32822
(407) 207-0808

Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
(573) 751-2361

ENROLLMENT INFORMATION

For All Students

General details in regard to enrollment are included in the OCC Catalog. Initial instructions will be supplied by the Admissions Office. Further enrollment information may be obtained from the Registrar's Office and will be given at the new student orientation. All students should be careful to read the college catalog, as they will be responsible to adhere to and meet the academic policies contained therein.

For Non-Immigrant Foreign Students

We are very pleased that you chose OCC as your college. If you need to leave the USA for any reason at any time during your college training, you must have your I-20 Form signed by the Director of Admissions. Please contact the Admissions Office for additional assistance.

ACADEMIC INFORMATION

Note: The OCC Catalog is the official source of academic information and should be consulted for specific academic inquiries.

FACULTY ADVISEMENT

Each student is assigned a faculty advisor upon his/her enrollment at OCC. This faculty member will primarily assist you with class selections concerning your academic program and your future ministry. Your advisor will also provide academic encouragement. Typically, you will see your advisor at the mid-term of grading periods and during pre-enrollment; however, feel free to contact him or her at any time.

THE SETH WILSON LIBRARY

The Library is provided to stimulate your study and research and is a wireless Internet "Hot Spot" also. The courtesy of a quiet attitude at all times benefits the atmosphere and purposes of the Library. Questions about research materials should be directed to the Reference Librarian, one of the Associate Directors, or a Library staff member.

A coin-operated copier is available on each level. There are reserved books for specific classes at the circulation desk. The normal checkout period is two weeks with renewals allowed. Fines are 20 cents per day for regular books; unreturned or lost books will incur a replacement fee, a \$10.00 processing charge plus late fees. Unpaid charges will delay or prohibit enrollment and complicate graduation.

Circulation System: The circulation materials from the Library will require the use of your student ID card.

Library hours during the school year are:

Monday	8:00 am - 9:30 pm
Tuesday - Thursday	6:50 am - 9:30 pm
Friday	6:50 am - 6:00 pm
Saturday	9:00 am - 6:00 pm
Sunday	Closed

The Library will close for Tuesday Chapel services and Thursday Life Groups, 10:00 – 11:15 am

Audio-Visual Services: The following resources are available for student checkout: Videos, DVDs, Cassettes and CDs. The following A-V equipment is also available for student checkout: VHS and VHS-C camcorders, projection screens, camera tripods, cassette tape recorders, CD players, white boards and easels. Video projectors may be available (see A-V Dept. for details). On-Campus Events messages may

be checked out on cassette or CD or purchased for \$2.00 per message. The A-V Dept. also provides laminating and overhead transparency services. (Lamination = \$0.50/ft. – 25 in. wide; transparencies = \$0.50 per sheet).

A-V Department hours are:

Monday - Friday 8:00 am - 5:00 pm

THE LEARNING CENTER (LC)

The Learning Center (LC) exists to help all OCC students succeed academically by providing supplementary academic assistance, resources and special needs accommodation. Peer tutoring for all OCC courses and proofreading services are free of charge. The LC also staffs the Testing Center where students can make up tests, quizzes and memory work (see your course syllabi concerning make up policies and test fees). Each school year the LC sponsors workshops that are open to the entire campus. Topics may include time management, test taking skills, writing term papers, etc. Hours of operation are posted outside the LC office in the lower level of the Library (L12). Contact the LC (ext. 2725 or learningcenter@occ.edu) for upcoming workshops or to schedule a session with a tutor.

LC hours are:

Monday	10:00 am – 12:00 pm / 1:00 pm – 6:00 pm
Tuesday	11:00 am – 12:00 pm / 1:00 pm – 6:00 pm
Wednesday	10:00 am – 12:00 pm / 1:00 pm – 6:00 pm
Thursday	11:00 am – 12:00 pm / 1:00 pm – 6:00 pm
Friday	9:00 am – 5:00 pm

Other times available by appointment.

ACADEMIC COMPUTING LAB (ACL)

The Academic Computing Lab, located in room L-11 of the Seth Wilson Library Building, is equipped with 19 computers. Microsoft Office software, as well as cutting-edge Bible study software is available in the lab. Students may use the Internet and print documents on a laser printer which is located in the ACL (10 cents per page). It is recommended that students use inexpensive USB flash drives to save files.

ACL hours are:

Monday	8:15 am – 9:15 pm
Tuesday – Thursday:	7:15 am – 9:15 pm
Friday	7:15 am – 5:45 pm
Saturday	9:15 am – 5:45 pm

CHRISTIAN SERVICE

Serving others is a natural result of our faith. Therefore, in your training for ministry, you must not only commit to academic excellence (head) and character development (heart), but also to selfless acts of service (hands). This is why being regularly involved in Christian Service is a requirement for students at Ozark. Christian Service will help you bridge the information you learn and the skills you develop in the classroom with real-world experience. In addition, you will discover your gifts and passions for future ministry. At Ozark, we not only expect you to learn about servanthood, we expect you to live it.

How can I fulfill this responsibility?

To maximize your preparation for ministry, the OCC Catalog requires students taking 8 or more credit hours to be actively involved in Christian Service. As a benefit to you, the Christian Service Department can help connect you with a wide variety of opportunities. The Community Volunteer Expo (1st Tuesday of Fall semester), the Christian Service page on the www.OCC.edu website, and the weekly “Update” will help you discover places to serve. In addition, each dorm floor has a Christian Service representative (called a “Kenosis” member) to help you get connected. We understand that many students have limited time due to school work and part-time jobs, so we have put together some suggestions for how much time we think you ought to be spending in Christian Service to adequately prepare for ministry.

Option 1: Three **daylong** or **weekend** experiences (about 1 a month)

Examples: Go on a weekend team trip (prison, missions, drama, music), serve in a weekend ministry (volunteer or paid), be a youth retreat sponsor, help with an all day Red Cross or Boys Club event, etc.

Option 2: Nine **single** experiences (about 1 every other week)

Examples: Be a Big Brother/Big Sister, rake leaves, watch children for a women's group, serve at a crisis pregnancy center, greet patients at the Community Health Clinic, lead a teen discipleship group, conduct a nursing home worship service, tutor at a school, etc.

Option 3: A mix of **weekend, daylong** and **single** experiences

Option 4: Weekly involvement with a Church, Ministry, or Community Organization

At the end of each semester, we want you to report your involvement to the Christian Service Office by filling out a Christian Service Experience Report. We want to know how you are growing and making a difference.

INTERNSHIPS AND DIRECTED FIELD EXPERIENCE

OCC's Internship and Directed Field Experience Programs are key parts to your academic training for life and ministry. The goal is for you to gain accelerated maturity to maximize your effectiveness in future ministries. These experiences give you opportunities to bridge your classroom learning with the real world before you graduate. The OCC Catalog requires Approved Internships or Directed Field Experiences for most Bachelor's Degree students (see the OCC Catalog for exceptions).

What is an Approved Internship for credit? Internships take place off campus at approved sites such as churches, para-church groups or ministry-related organizations. Once you accumulate 60 credit hours as a student, you can serve in an approved internship for credit towards your degree. You can receive 2 to 8 credits, depending on the internship's length and time requirements. Internships vary from 3 months to a year, or more. As an intern, you will learn and serve under an approved site mentor. Your faculty academic advisor, faculty course teacher and site mentor work closely with the Director of Internships to maximize your intern experience. All internships and intern sites must be approved by the Director of Internships. OCC's Internship Office will assist you throughout the internship process.

What is an Approved Directed Field Experience for credit? Directed Field Experiences are at least one semester in length and take place off campus. Directed Field Experiences can include weekend ministries or weekly positions in churches, para-church groups or ministry-related organizations. Your Directed Field Experience may focus on preaching, youth, children, small groups, etc. You can receive one credit per semester for a Directed Field Experience if it meets your degree requirements. Students involved in Directed Field Experiences meet weekly as a group with their assigned faculty coordinator. *Note: Approved Directed Field Experience credits can often count towards a degree's internship requirements.*

CHAPEL/CHAPEL ATTENDANCE

In order to strengthen our relationships with God and with one another, every full-time student at OCC (8 hours plus) and every part-time student who is living on campus is required to attend Chapel every Tuesday at 10:00 AM.

Each semester there will be a Pass/Fail grade given to students for their participation based on their attendance record. Students are allowed 4 absences total per semester. After the 4th absence they will receive a failing grade for Chapel on their transcript.

Attendance will be taken as each student enters the chapel by presenting their student I.D. cards. Attendance will then be tallied electronically. It is the sole responsibility of the student to see that he/she is marked as having attended chapel and to be aware of their own number of absences. In other words, it is not up to the Campus Ministry office to inform a student when he or she has been marked absent or to warn a student if he/she has reached the 4th absence.

Note: If ongoing scheduling conflicts (e.g. work obligations, class at Missouri Southern State University, or other unavoidable circumstances) make attendance impossible, it is the sole responsibility of the student to fill out the Chapel Exemption Form at the Campus Ministry office within the first two weeks of the semester in order to receive consideration for exemption from this requirement.

CLASS ATTENDANCE

Attendance is taken seriously because Christian leaders must be self-disciplined. The student receives a benefit from the discussion, interaction and emphasis of a class session, which she/he can get in no other way even by additional make-up work. When the student is absent from class, she/he experiences a loss, which may not show up on examinations but is nevertheless real. Roll will be taken in each class.

This general attendance policy applies to all classes. However, faculty members may make specific requirements regarding attendance stated in their course syllabi that students will need to meet (e.g., recording reasons for absences, make-up work for absences, grade penalties, etc.).

The credit hour(s) times two is the maximum absences allowed for any class. Exceeding that limit will mean automatic failure. In cases of extenuating circumstances beyond the student's control, appeal for credit must be made to the faculty committee. This appeal must be in writing, state reasons for the absences and presented to the Assistant Academic Dean before final exams begin for the semester in question. Petition forms are available in the Academic Dean's Office.

ACADEMIC INTEGRITY

Due to the commitment of training men and women for Christian service and of educational excellence, academic integrity is our natural expectation. Compelling evidence of academic dishonesty (e.g. cheating or plagiarism) will be reported to the Academic Dean's Office and the Student Development Office. Penalties could range from failure of an assignment to suspension from college. Students should avoid dishonesty and irresponsibility at all costs. Instructors have permission to state additional requirements and definitions in their syllabi as they deem appropriate.

CLASS DECORUM

Expect to learn. Learn all you can. Do so by giving strict attention to the professor treating him/her with courtesy and respect. Be punctual. Acceptable classroom dress includes slacks, jeans or modest Capri pants that are below the knee, and casual tops (tank tops are not appropriate) or appropriate athletic attire (see athletic attire previously mentioned). Of course, you may be more "dressy" if you like, but it is not necessary. We do ask that you avoid wearing your "grubbies" to class. Make it your aim to be neat and clean in appearance. Individual professors may have additional decorum requirements for their classroom.

WITHDRAWAL PROCEDURE

If for any reason you need to withdraw from college, your first stop needs to be the Student Development Office. We may be able to help you discover some alternatives to withdrawal. If not, a checkout form should be obtained from the SDO. Proper withdrawal may affect your transcript and the refund on tuition, room and dining hall charges.

CAMPUS SERVICES

SECURITY

For your safety OCC provides security officers for the campus. Night security officers will assist with entrance to the residence halls after curfew according to procedures that will be communicated through the RD. Security Officers are authorized by the administration and should be respected by all students, faculty and staff. The security phone number is 417-825-5397 or ext. 2222.

CAMPUS MINISTER

The Campus Ministry Office is located in the north wing of the Casteel Administration Building. The Campus Minister provides pastoral care and leadership to the campus through a variety of "life-on-life" opportunities such as: facilitating the Life Groups which meet every Thursday at 10:00 AM, participating in the leadership of the Spiritual Formation Retreat, and monthly all-campus devotions. Concerns also include programs aimed at the retention of current students.

COUNSELING SERVICES

The Counseling Center is located in the Richardson Health Center in the lower level of the Mabee Student Center. In house counseling services are confidential and free of charge to all OCC students. For information regarding appointments please call ext. 2044.

Pastoral counseling services are offered by the college to assist students in their development and adjustment within the college community from the time of admission through graduation. Students may also be referred to resources in the community.

MABEE STUDENT CENTER (MSC)

The Mabee Student Center (MSC) is centrally located on the campus between the library and the chapel. Residential students, off-campus students, faculty, staff, and their guests are encouraged to use this infor-

mal gathering place for recreation and relaxation. MSC staff will be available to answer any questions you may have about facility usage. MSC is open daily during the academic year, and is closed during the summer months and during breaks when the dorms are closed.

The MSC hours are:

Monday – Wednesday	8:00 am – 10:45 pm
Thursday	8:00 am – 9:45 pm
Friday	8:00 am – 12:45 am
Saturday – Sunday	1:00 pm – 12:45 am

The MSC will close for Tuesday Chapel services and Thursday Life Groups, 10:00 – 11:15 am.

Lounge

The lounge area includes pool tables, table tennis, foosball tables, board games and two large screen television areas for student use. The lounge area is a wireless “Hot Spot” furnished with tables and lounge furniture. Recreation table equipment is readily available for checkout.

Coffee and Vending

As a service, popcorn is offered to the students “on the house.” Premium coffee products may be purchased from the student center staff. Soft drink and snack machines are also available in the facility.

OCC BOOKSTORE

The College Bookstore, located in the Mabee Student Center, is here to serve you and to furnish all the tools needed in the educational process. It carries a complete line of essential study items, textbooks, paper supplies, toiletries, Christian CDs, books, greeting cards, general Christian books, gift items, computer software and clothing.

The Bookstore also functions as a “mini” bank. Personal checks up to \$50.00 may be cashed. Students must present their student ID to cash checks.

Cash purchases should be the desire of all students. Sometimes circumstances prohibit cash purchases; therefore, books and supplies at the beginning of each semester may be charged. No additional charges may be made if the account is over \$150.00. A service fee of 1% per month will be added to the account for invoices unpaid for 30 days. The Bookstore accepts MasterCard, Visa and Discover credit cards.

Bookstore hours are:

Monday	8:00 am - 5:00 pm
Tuesday - Friday	7:45 am - 5:00 pm
Saturday	as needed

The Bookstore will be closed to students for Tuesday Chapel services and Thursday Life Groups, 10:00 – 11:15 am.

LOST AND FOUND

Each residence hall will hold its own lost and found items for a reasonable length of time. Items found otherwise may be turned in at the Mabee Student Center. Unclaimed items will be donated or discarded at the end of each semester.

MAIL CENTER

Student mail service is located in the Mabee Student Center. Residential students should make sure that all correspondence is addressed as follows:

Jim Nasium
OCC Box 0000
1111 North Main Street
Joplin, MO 64801

All general delivery mail will be delivered to campus mailboxes by noon each weekday. There is no Saturday delivery or pick-up. You may purchase stamps and mail USPS packages through the Mail Center. You will be notified to pick up registered, certified, special delivery, packages, postage due mail, UPS or FedEx packages at the service counter of the Mail Center during regular business hours (the Mail Center will be closed during chapel, Life Groups and from 12:15-1:15 daily). Campus mailboxes may be accessed any-

time the Mabee Student Center is open.

Please give the Mail Center a temporary forwarding address (or special instructions regarding mail delivered in your absence) before the beginning of summer break. Also, when you move off campus, please register your change of address with the Mail Center.

The U.S. Post Office policy instructs for first-class mail to be forwarded for one year. After that time, it is returned to the sender for six months with your address change. Magazines/non-first class mail is forwarded for 60 days after which time it is returned to the sender for a limited time depending on the mail piece.

It would be helpful if foreign students could give the Mail Center a USA address, since mail cannot be forwarded to foreign countries.

RICHARDSON HEALTH CENTER (RHC)

OCC's RHC, located in the lower level of the Mabee Student Center, is equipped to provide services to the student body, faculty, staff and their families. Please report to the medical office any trip to the emergency room, hospital admittance, major injury or prolonged illness. (This report may be made through your RD.)

First-aid treatment is available as well as treatment for such things as colds, flu, allergies, etc. Students needing further emergency treatment will be referred to a local hospital and/or physician.

Policies and procedures to be followed:

1. The RHC provides emergency treatment and assists with any medical treatment as needed. Regular office hours are listed below.
2. The nurse assesses each patient's need and recommends further treatment. She may ONLY dispense unit dosage of over-the-counter (OTC) medications if indicated. (OTC medicines do not need a physician's prescription to obtain.)
3. Antibiotics are not available through the nurse, nor are prescriptions.
4. Many OTC medications are sold at the OCC Bookstore. These are pre-packaged, multi-dose containers available to you at a discount. These medications include: Tylenol, aspirin, ibuprofen, cough syrup, sinus and cold tablets, stomach medication, various ointments, eye drops and vitamins. Please let the Bookstore know if you would like to see other brands carried.
5. The nurse will refer all serious medical problems to the nearest hospital or to a qualified physician in the area. It is strongly recommended that all staff and married couples seek a local family doctor. Also, people with special medical problems such as diabetes, heart disease, etc., need to find a local doctor to assist them with treatment.
6. The student is responsible for payment to a local physician or dentist at the time of the visit. Some offices will accept major credit cards. Should the student's insurance cover an office visit, she/he may still be required to pay and then be reimbursed by the insurance. Since illness is seldom planned or expected, it is strongly advised that the students have emergency funds, credit card, or check in case an illness occurs requiring a physician and prescriptions.
7. Allergy injections are not given at the RHC. Names and numbers of allergists are available for the prescribing doctor to call for referral. All other injectables such as vitamin or hormone therapy require a signed order from the doctor prior to the nurse's administration of the medication. This order must include what medication, how much, how often to dispense, and state what emergency treatment to give in case of an allergic reaction. All necessary vials and syringes must be provided by the patient for the nurse's use.
8. See "Medical" under "Facility Related Policies" for appropriate possession of syringes, needles and lancets in the residence halls
9. The service of the RHC is limited to those who are part of the immediate college family including administration, faculty, staff, students and on-campus guests. It is not available to former employees or former students.

The RHC hours are:

Monday through Friday

12:00 noon – 4:00 pm

DINING HALL

The Dining Hall on campus is a wireless Internet "Hot Spot." Students will find a friendly, relaxed environment with quality, healthy meals. Those living in the Residence Halls are required to pay a Dining Hall fee. Students may choose between a full-meal plan or a reduced-meal plan, according to their individual needs or preference.

Menus are posted throughout the campus in dorm lobbies, most offices and on the college web site.

The first level of the dining hall provides the primary meal service which includes soup, salad bar and dessert. You may choose from the main entrée or the alternative line, while the upstairs area provides a meal for those wanting fast food. Upstairs, students may choose freshly prepared sandwiches, hamburgers or pizza.

FOOD, DRINK OR TABLEWARE (except a sack lunch) MAY NOT BE TAKEN FROM THE DINING HALL. Any food or drink taken between meal times must be paid for.

If you require a special diet or have special needs, please notify the dining hall staff. They will attempt to meet your needs.

Off-campus students and guests are invited to join us for meals at the Dining Hall and may pay for individually priced meals.

A sack lunch is available by filling out a form from the scanner located on the first level. The form must be completed 24 hours in advance.

NOTE: STUDENT ID CARDS ARE REQUIRED FOR ALL MEALS.

Dining Hall-Lower Level Hours are:

	Breakfast	Lunch	Supper
Monday	7:00 - 9:00	11:00 - 1:00	4:30 - 6:00
Tuesday-Friday	6:15 - 8:15	11:00 - 1:00	4:30 - 6:00
Saturday		11:00 - 1:00	4:30 - 6:00
Sunday			4:30 - 5:30

Dining Hall-Upper Level Hours are:

	Breakfast	Lunch	Supper
Monday		11:00 - 1:00	4:30 - 6:00
Tuesday-Friday		11:00 - 1:00	4:30 - 6:00
Saturday		11:00 - 1:00	

OCC ALUMNI ASSOCIATION

The OCC Alumni Association is an active group of college supporters. The association provides a "Birthday Surprise" service and a "Finals Week Survival Kit" service to parents. An annual project is funded by alumni, which provides for needed items and improvements around the campus.

USE OF FACILITIES AND PROPERTY FOR RECREATION

Recreation facilities (including OCC property for sledding) are available for use by OCC students, faculty and staff, and their family members and guests. Due to insurance liability, the Athletic Director must authorize use of any OCC recreational facilities by individuals other than those named above. Your cooperation is expected and appreciated.

Outdoor facilities include provision for basketball, soccer, tennis and open field recreation. Indoor facilities include provision for basketball, volleyball, racquetball, wallyball, ping-pong, running, jogging, walking, weights and exercise equipment.

When using the main gymnasium or the racquetball court in the Multi-Purpose Building (MPB), it is extremely important to follow the posted guidelines concerning appropriate footwear. Your attention to this will help us continue to provide one of the finest recreation facilities in the Joplin area.

The MPB hours are:

Sunday	2:00 pm - 6:00 pm
Monday-Thursday	9:00 am - 9:00 pm
Friday	9:00 am - 7:00 pm
Saturday.....	9:00 am - 9:00 pm

Hours may be pre-empted by varsity practices, intramural games and other special events.

The Multi-Purpose Building is a wireless Internet "Hot Spot."

Multi-Purpose Building (MPB)ext. 2301

Multi-Purpose Building hours are:

Displays reviewing the history of Ozark Christian College are located in the north hallway of the MPB. They may be viewed at the following times:

Sunday	2:00 pm – 6:00 pm
Monday-Thursday	9:00 am – 9:00 pm
Friday	9:00 am – 7:00 pm
Saturday.....	9:00 am – 9:00 pm

THE BUSINESS OFFICE

The Business Office is located in the Casteel Administration Building and may be accessed on the east side of the building. Office hours are Monday-Friday 8:00 am to 5:00 pm. The Business Office will close for Tuesday and Thursday Chapel services/Life Groups, 10:00 – 11:15 am.

Students may visit the Business Office to make account payments, pay for late tests, pick up payroll checks, and complete employment forms (W-4, MOW-4, I-9).

Antioch Fund, Barnabas Fund and Doll Fund - These funds exist to assist students with special financial needs. Depending on the fund, proceeds may or may not be required to be paid back to the fund. Inquiry of the details of these funds may be made in the Business Office.

Insurance - The College recommends that all students be covered by health insurance. There are brochures available from independent companies as an option for students who do not have other coverage. Information is available at enrollment or in the Business Office. Both single and family coverage is available. Students will be requested to sign a statement absolving the college of any responsibility for medical expenses incurred due to illness or accident.

COMMUNICATIONS

OCC Student E-mail Accounts: All OCC students must use the official e-mail address provided by the college (lastname.firstname@my.occ.edu) to receive communication from the faculty and staff. The OCC student e-mail address may be forwarded to another e-mail account (e.g. yahoo.com or hotmail.com).

The **Ozark Update** conveys news and announcements along with important information regarding campus life. This weekly newsletter is distributed to the campus every Monday and sent to the student's e-mails. (Items to be included in the *Ozark Update* must be e-mailed to the editor at scheuermann.jessica@occ.edu by 5:00 pm on Tuesdays.)

Important information related to the OCC community is often communicated in **Chapel announcements** and you will find **bulletin boards** around campus that convey various information.

Helpful information will be communicated via student e-mail accounts, on campus voice mail and on the electronic signboard at the campus main entrance.

Notifications in the case of emergencies on campus will also be delivered via text messaging and e-mail. For further information see the OCC Emergency Notification Policy in the Annual Security Report (<http://OCC.edu/security>).

STUDENT EMPLOYMENT

A number of work opportunities on campus are available to students. Students who are interested in working on campus should make application with the appropriate department. Application forms are available in the Business Office and on the OCC Website. The pay rate for beginning student labor is Missouri minimum wage. The effective rate of pay is higher than minimum wage because the college is not required to withhold FICA.

One of the purposes of working on campus may be to pay for your education. To help accomplish this

purpose, students collect their paychecks in the Business Office. Payments on account may be made from the payroll check at that time if at least ½ the paycheck is applied to the account.

For the college to issue a paycheck, the Business Office must have on file the appropriate employment forms required by the federal government. For you to be legally employed, the Business Office must record data from identification specified by the U.S. government on Form I - 9. The easiest to produce is a passport or a social security card and a driver's license. Other forms of identification may be used. Additionally, federal and state withholding forms must be completed prior to beginning work.

Off-campus job opportunities are listed on the bulletin boards in the Mabee Student Center and in the library and in a notebook in the Student Development Office. General information is provided to help students needing employment.

ADMISSIONS DEPARTMENT

Visits by Prospective Students

To provide prospective students and their parents (or their youth minister or sponsor who may accompany them) with the finest campus visit we are capable of giving, your cooperation is needed in two ways:

1. Please do not make any arrangements with any prospective students, parents, youth minister or youth sponsors for a campus visit.
2. Please refer every request for such a visit to the Admissions Department (ext. 2081), or to <http://OCC.edu/visit> prior to the prospective student's arrival. The Admissions Department will handle the details, giving every consideration to and for our guests.

The Admissions Department does not make arrangements for all groups or individuals needing overnight lodging on our campus.

OPPORTUNITIES FOR INVOLVEMENT

MUSIC DEPARTMENT

The OCC Music Department provides a wide range of opportunities in which the student body can participate: choir, orchestra, handbells, huge productions, and piano, voice, and guitar instruction. Student recitals, special concerts, and field trips (opera, jazz, symphony, contemporary Christian artists) transport students to a new musical setting. Churches all over the Four-State area search for student praise and worship leaders. Contact the Music Department to get involved!

OCC's traveling music team, Frontline, leads worship at youth conferences, churches, and conventions across the country throughout the school year. This auditioned group is known for its contemporary sound, musical excellence and authentic worship leadership, providing an opportunity for students to grow in musical and leadership skills while serving the church.

Recruitment Services Office

You have the opportunity to be employed by OCC, through the Recruitment Services Office by being hired as a Student Ambassador and/or on a Camp Team.

Student Ambassadors work in the Recruitment Services Office during the school year either as an Admissions Counselors or Campus Hosts. Admissions Counselors contact prospective students on the phone while Campus Hosts host prospective students on campus tours. Both positions represent OCC by traveling to churches, conventions, and college fairs. Student Ambassador Interviews are held in April.

Camp Teams consist of 4 students that travel during the summer months to serve at camps, and CIY conferences ministering to teens. Camp Team members receive a stipend each week they travel as well as a salary that is applied to the student's school bill. Camp Team interviews are held in January,

To find out more information about these opportunities including interview dates visit contact the Recruitment Services Office at recruitment@OCC.edu or extension 2034.

ATHLETICS

Varsity Sports

OCC participates in inter-collegiate volleyball for women, basketball for both men and women and baseball for men. There are specific academic, health, insurance and conduct requirements for all student athletes. Those interested in these programs may obtain more information from the Athletic Director.

Intramural Competition

Intramural sports include basketball, volleyball and ultimate frisbee on demand. The Athletic Department announces sign-up requirements for participation in these programs each semester. Each program includes a regular schedule.

STUDENT ADVISORY COUNCIL (SAC)

Ultimately college policies and programs are determined by the college administration. The Student Advisory Council exists to facilitate good representation and communication of student suggestions regarding college/campus life. The council also provides practical leadership experience in sponsoring approved campus activities.

CAMPUS ORGANIZATIONS

KERUSSO

The greek word for "proclaim or preach" is Kerusso (see 2 Tim 4:2). This also serves as the name of our on-campus fellowship for OCC Preaching Majors and students of preaching. Our purpose as a Preaching Department is to help our preaching students become the very best preachers they can be. One of the ways we attempt to do this is by providing life-long relationships with mentors and peers through our Kerusso events. At various times throughout the semester we meet for times of fellowship and inspiration (and eating). During those times students have the opportunity to connect with the Preaching Faculty, area preachers, and fellow preaching students. Kerusso also sponsors a number of on-campus events aimed at promoting the cause of preaching among our student body.

STUDENT MISSIONS ACTIVITIES

OCC assigns a very high priority to missions work both overseas and here in the USA.

Imagine! – A coffee house environment for fellowship and inspiration concerning missions.

Summer Missions Trips – In the summer months, many students travel internationally for mission service.

Week of Evangelism Mission Trips – During spring break, students travel to many countries to serve the missionaries.

International Focus Week – This is a week of special events that focus our attention on God's heart for the nations. Many students get involved in the planning and help make it a meaningful event each year.

CAMPUS EVENTS

WELCOME TO THE FAMILY WEEK

This week begins the fall semester as students move on campus and ends with the Community Volunteer Expo on Tuesday of the first week of classes. It includes orientation, freshmen assessments, getting acquainted activities, enrollment and convocation.

CONVOCATION

This special banquet is held the evening before classes begin in the fall. This program marks the formal beginning to the school year as we dedicate ourselves to the studies and activities ahead.

GET-A-WAY

This event is intended to provide a life-changing event for Junior high students. It also provides a time for our students to influence our guests for the Lord through Christian service and example.

FAITH FORUM

Each fall, special guest speakers are invited to campus to address the important challenges to the Christian and evidences for the faith. These special sessions will reinforce and build upon what you will learn in your classes.

"THE EVENT"

This rally is held on campus each fall for high school students. Along with great worship, teaching and fun, this weekend offers you opportunities for Christian Service as you help these teens get a glimpse of life at OCC.

FALL CELEBRATION DAY

Fall Celebration Day is held each October for adults 55+ years. This event includes main sessions, workshops, meals and times of fellowship.

THE CHRISTMAS PROGRAM

The Christmas program presented each year by the Music Department serves as one of the most significant outreach tools to our local community and surrounding area. Music, drama, lights and creative innovations combine to tell the story of the birth of Jesus in a powerful way. This program has featured the Living Christmas Tree since 1984 and typically includes eight performances in five days to nearly 7,000 people!

INTERNATIONAL FOCUS WEEK

The Missions Department hosts this event, which features workshops and chapel services with guest speakers, international cuisine, and various special events. IFW is designed to show the ways that the Kingdom of God is advancing all over the world, and to help OCC students get involved in that mission!

PREACHING-TEACHING CONVENTION

This event, held in February each year, features some of the finest preachers and speakers available. This convention hosts the annual alumni banquet and serves as a renewal experience for those attending.

WEEK OF EVANGELISM

Classes are dismissed for a full week, and students are encouraged to participate in some type of evangelistic ministry or mission work. There are numerous school-sponsored trips traveling with faculty or staff members. The Christian Service Office will publicize ministry opportunities for this week.

SPRING PRODUCTION

The Music Department will present a Broadway style musical as a major outreach to the Four-State area every other spring. The program includes a variety of music, media, drama and a message of God's redeeming love. The production features both choral and instrumental music and offers many opportunities for service through drama and technical areas.

GROWING A HEALTHY RELATIONSHIP RETREAT

An enrichment experience for seriously dating, engaged and married couples that is focused on transforming the "whole" student – spiritually, emotionally and relationally in the context of God and each other. The retreat will help couples learn the knowledge and skills that will increase their ability to build and sustain healthy, satisfying and lifelong marriages. The retreat is offered as a gift to couples as it has been financially underwritten by an anonymous donor.

DEEPER LIFE

This on-campus event is held each spring for high school students. It is geared at encouraging teens to grow deeper in their faith walk with God.

WOMEN'S CONFERENCE

This gathering, held in April each year, encourages and equips Christian women through worship, teaching and fellowship to know Christ more, to love Him better and to serve Him fully in the home, church and community.

BACCALAUREATE AND COMMENCEMENT

The grand finale of our year is a time of worship at Baccalaureate and recognition of our graduates at the Commencement. These services take place on Friday evening and Saturday morning.

EMERGENCY GUIDELINES

Below are instructions regarding how to respond in the event of a fire or tornado.

FIRE

Any individual that discovers a fire must activate manual pull alarms which are located throughout the buildings. Activating one pull alarm will sound all alarms within the building.

After activation of the fire alarms, the individual must then notify the appropriate authorities as to the location of the fire by dialing 911 (7-911 from a campus phone) [see 911 Emergency Plan page in the flip chart located in each building]. The Physical Plant Director must be notified as well at 417-850-4914 or ext. 2201.

Upon hearing alarms, all occupants of the building must proceed to approved evacuation exits as instructed on the emergency exit maps located inside the building.

OCC personnel may check the building to see that all occupants have evacuated the building.

After above steps have been accomplished, personnel may attempt to extinguish the fire, if safe to do so, with portable extinguishers located throughout the buildings.

The Physical Plant Director will notify the Executive Director of Student Development about the emergency. No one is to reenter the building until the Physical Plant Director or fire department gives the all clear.

TORNADO/SEVERE WEATHER

Tornado Watch - A report issued to alert persons to the possibility of a tornado development in a specified area, for a specified period of time.

Tornado Warning - A report issued when a tornado or funnel cloud has actually been sighted in the area or indicated by radar. Warnings indicate the location of the tornado at the time of detection, the area through which it is expected to move, and the time period during which the tornado will move through the area warned.

I. In the event of a tornado watch, the following guidelines will be followed:

A. During School Hours

1. Notification will be made to the following:
 - a. The office of the Executive Director of Student Development
 - b. The Physical Plant Director
2. During a tornado watch, normal routine will not be interrupted unless a tornado warning is issued.
3. **Physical Plant Personnel should unlock shelters during a watch in the event a warning is issued.**

B. After Hours

1. Notification will normally be received by Security Personnel through weather radios. A Security Officer will notify the following:
 - a. The Residence Directors
 - b. The Physical Plant Director
 - c. The Executive Director of Student Development
2. Personnel will prepare to implement procedures to be followed in Section II of this plan in case a tornado warning is issued.

II. In the event of a tornado warning, an alert siren will sound for 3 minutes. The alert will consist of a loud, steady tone city-wide. The guidelines listed below are to be followed:

A. During School Hours

1. Notification will be made immediately as listed in I-A-1.
2. The following information should be obtained via weather radios by RD & other personnel.
 - a. Location of the tornado at time of detection
 - b. The area through which it is expected to move
 - c. The time period during which tornado will move through the area warned is 7–10 minutes before the storm hits

NOTE: It is not possible to predict the exact time a tornado will strike or its exact path. The average speed of a tornado is approximately 40 mph.

3. The following personnel will take the listed action.

When a tornado warning alert sounds:

- a. The Physical Plant Director or staff will:
 - 1.) Dispatch personnel to pre-designated areas of responsibility to make notification to evacuate space and proceed to assigned shelters.
 - 2.) Insure that a check is made after initial notification to evacuate to shelter areas, to insure no classroom areas were missed.
 - 3.) Obtain emergency radio equipment from Physical Plant Department Office.
- b. The Executive Director of Student Development or staff will direct people to nearest storm shelters designated by maps.
- c. Upon receipt of evacuation notification or sounding of alert siren, Faculty members will:
 - 1.) Immediately dismiss class and instruct students to evacuate to shelter areas in the building in which they are located.
 - 2.) Turn off all lights and electrical equipment in your classroom.
 - 3.) Insure all students proceed in a calm, orderly, but quick manner.
 - 4.) Report to one of the shelter areas diagrammed in this plan.
- d. Upon release from classroom by professor, students will:
 - 1.) Proceed to shelter areas by the closest evacuation routes.
 - 2.) Move quickly but orderly and quietly so that all might arrive to shelter areas with a minimum of confusion and maximum safety.
 - 3.) Take a seat on the floor of your assigned shelter area. Protect your head with arms and hands.
 - 4.) Remain in shelter areas until all clear is declared.
- e. Upon receipt of evacuation notification, staff will:
 - 1.) Proceed to shelter areas by the closest evacuation routes.
 - 2.) Move quickly but orderly and quietly so that all might arrive to shelter areas with a minimum of confusion and maximum safety.
 - 3.) Take a seat on the floor of your assigned shelter area. Protect your head with arms and hands.
 - 4.) Remain in shelter areas until all clear is declared.

B. After Hours

1. Notifications will be made immediately as listed in I-B-1.
2. Students are advised to report to shelter areas immediately.
3. Safety procedures will remain the same.

NOTE: No one is to re-enter a building until the all clear has been given by the Physical Plant Director or Security.

III. Shelter Areas

A. Students living in dormitories on campus.

1. Shelter areas will be in the interior hallway of the first floor of the dormitory in which the student is presently living. See diagrammed shelter areas for proper areas and exceptions.
2. Once inside the shelter area, students should protect their heads. Move as close together as possible to allow for others to enter the shelter area.
3. Dorm supervisors will insure that all doorways are closed, but not locked after all students have entered.

B. Off-campus students, faculty/staff and guests.

1. Proceed to the closest shelter available at the time of the alert
2. Do not attempt to reach your home while driving your automobile. Instruct your family what to do in case of a tornado.

Report only to the closest shelter area.

C. If a shelter area cannot be reached, take cover in a low area. If possible, place yourself under a piece of heavy furniture such as a table or an office desk.

NOTE: Shelter areas will always depend on your location at the time of the alert. Do not attempt to go across the campus to get to a certain shelter. Take shelter quickly.

IV. Trouble Areas/Places to Avoid

- A. Avoid Turkey Creek. Although low areas and ditches are good protection, flash floods often accompany tornadoes.
- B. Do not take shelter in parked vehicles.
- C. Avoid high stairwells, and rooms or hallways with windows or high voltage equipment.
- D. If injury does occur during an emergency situation, await the all clear, and then immediately call for assistance. However, be extremely careful in stepping on debris. There may be live wires in the rubble that could cause electrocution if stepped on.
- E. If a storm were to hit at night, and you are uninjured or only slightly injured, do not attempt to walk out of rubble if the possibility of further injury is present (i.e. gas leaks, etc.). Wait for assistance with light to help in getting you out of hazardous areas.

V. Special Conditions/Circumstances

- A. **Dining Hall** - If a storm alert were to occur while the dining hall was occupied, the following procedures are to be utilized:
1. All occupants of the dining hall are to proceed quickly and orderly to the hallway between the gymnasium and the dining hall.
 2. As many as possible are to occupy the offices, storage rooms, bathrooms, and locker rooms. These areas have been determined to be primary shelter areas and are relatively safe.
 3. Anyone left in the dining hall should squeeze as closely as possible into the hallway. Dining tables can be utilized to hide under and as barricades for protection from broken glass. Stay away from glassed-in areas.
- B. **Multi-Purpose Building** - There is a very limited amount of shelter space available in the Multi-Purpose Building should a severe storm hit. The shelter areas are listed as: under the blue stadium seats-north side, shower rooms in locker rooms, gym-floor level hallway, southeast corner.
- C. **Chapel** - If a storm alert were to occur while the chapel was heavily occupied, the following procedures are to be utilized:
1. All occupants of the chapel are to proceed quickly and orderly to the basement of the Chapel.
 2. As many as possible are to occupy the classrooms, offices, storage rooms, and bathrooms. These areas have been determined to be primary shelter areas and are relatively safe.
 3. Classroom and office desks and tables can be utilized to hide under and as barricades for protection from broken glass.

COLLEGE PERSONNEL

Position	Extension
Campus Minister	2035
Campus Nurse	2360
Campus Security	2222
Coordinator of College Relations and Events	2104
Counseling Services	2044
Dean of Academics	2121
Dean of Men	2044
Dean of Women	2044
Director of Alumni, Publications, Conventions and Media Relations	2100
Director of Athletics	2301
Director of Christian Service and Internships	2651
Director of Church Relations	2042
Director of Enrollment Services	2033
Director of Financial Aid	2032
Director of Food Services	2300
Director of Information Technology	2150
Director of the Learning Center	2707
Director of the Library	2708
Director of Missions	2502
Director of the Music Department	2400
Director of Physical Plant	2200
Director of Recruitment Services	2030
Director of Youth Minister Relations	2058
Editor of the Ozark Update	2601
Executive Director of College Advancement	2106
Executive Director of Admissions	2006
Executive Director of Effectiveness and General Counsel	2011
Executive Director of Campus Operations	2024
Executive Director of Development	2001
Executive Director of Student Development	2044
Executive Vice President	2004
Manager of the Bookstore	2351
Missionary-on-Campus	2850
President's Office	2004
Registrar	2015