# STUDENT LIFE HANDBOOK
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# IMPORTANT DATES: 2015 FALL SEMESTER

August 14……..Residence Halls Open For New Students at 9:00am

August 15……....Residence Halls Open for Returning Students at 9:00am

August 18……..CLASSES BEGIN 7:00am

August 19……..Drop/Add Fees & Late Registration Fees Begin

August 24……..Last Day Full Refund of Fees

August 24……Last Day to Register or Add A Course

August 24……Last Day To Drop Without Showing On Transcript

August 31……...Last Day 90% Refund of Fees

September 7……Last Day 75% Refund of Fees

September 14……...Last Day 50% Refund of Fees

September 28……Last Day to Change to Audit Status

September 28……Last Day 25% Refund of Fees

October 15……..Mid-term Grades Available Through Student Portal

October 19-Nov 3……Registration For Spring Semester

October 26……..Last Day to Drop A Class

October 26……Last day to Withdraw

November 20……...Residence Halls Close at 4:00pm

November 21-Nov.30……Thanksgiving Break

November 29……...Residence Halls re-open at 2:00pm

December 3-6……..Living Christmas Tree

December 10……...Last Class Day

December 7-10……...Final Exams

December 10……..End Of Semester

December 10……Residence Halls Close at 4:00pm

# IMPORTANT DATES: 2016 SPRING SEMESTER

January 10……Residence Hall open for winter session at 2:00pm

January 11-15……Winter Session

January 14……Residence Halls Open For New Students at 9:00am

January 16……Residence Halls Open for Returning Students at 9:00am

January 19……CLASSES BEGIN 7:00am

January 19……Drop/Add Fees & Late Registration Fees Begin

January 25……Last Day to Register or Add A Class

January 25……Last Day To Drop Without Showing as WP or F On Transcript

January 25……Last Day Full Refund of Fees

February 1……Last Day 90% Refund of Fees

February 8……Last Day 75% Refund of Fees

February 15……Last Day 50% Refund of Fees

February 15……Deadline for President's and Dean's Scholarship Application

February 29……Last Day to Change to Audit Status

February 29……Last Day 25% Refund of Fees

March 7……Mid-term grades due

March 18……Residence Halls close at 4:00pm

March 19-28……Week of Evangelism (Spring Break)

March 27……Residence Halls re-open at 2:00pm

April 1……Financial Aid Deadline for FAFSA, I and M Grant Application

April 4……Last Day to Drop A Class

April 4……Last day to Withdraw

April 6……Mid-term Grades Available Through Student Portal

April 11-26……Registration for fall classes

May 13……Last Class Day

May 16-19……Final Exams

May 19……End Of Semester

May 20……Baccalaureate

May 21……Commencement

May 21……Residence Halls Close at 4:00pm

May 27……Grades due

June 6-July 31……Online Summer School

# READY REFERENCE

***Emergency Phone Numbers***
Emergency.....911
Campus Security .....417-825-5397
Campus Security .....417-626-1234 ext. 2222

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

***Administration Building***.....417-626-1234
**Hours:**
Monday-Friday.....8:00 am – 5:00 pm

***Bookstore***.....417-626-1207
**Hours:**
Monday.....8:00 am – 5:00 pm
Tuesday-Friday.....7:45 am – 5:00 pm
Saturday.....as needed

***Business Office***.....417-626-1234 ext. 2024
**Hours:**
Monday-Friday.....8:00 am – 5:00 pm

***Chapel*** .....417-626-1234 ext. 2400
**Hours:**
Monday-Friday.....7:00 am – 10:00 pm
Saturday.....12:00 pm – 10:00 pm
Sunday.....1:00 pm – 10:00 pm

***Counseling Center***..Appt. only.....417-626-1213

***Curfew for Residence Halls***
Monday-Wednesday.....12:00 am
Thursday .....10:00 pm
Friday-Sunday.....1:00 am

***Dining Hall***.....417-626-1234 ext. 2300
***Hours for Lower Level:***

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

| ***Hours for Upper Level:*** | Lunch | Dinner |
|---|---|---|
| Monday –Thursday | 11:00 – 1:00 | 4:30 – 6:30 |
| Friday | 11:00– 1:00 | |

Meals may be purchased during the above hours.

***Health Center***.....417-626-1213
**Hours:**
Monday .....10:00 am – 3:00 pm
Tuesday, Wednesday, Friday.....11:00 am – 3:00 pm
Thursday ..... 11:00 am – 2:00 pm

***Learning Center***.....417-626-1234 ext. 2725
**Hours:**
For current hours, please visit the Learning Center's Facebook page (The Learning Center at Ozark), the Learning Center's page on the Ozark website, or the sign that is posted outside the Learning Center door.

***Library***.....417-626-1234 ext. 2700
**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.....2:00 pm – 5:00 pm

***Audio-Visual Department***.....417-626-1234 ext. 2712
**Hours:**
Monday-Friday.....8:00 am – 5:00 pm
**Reference Assistance.....**417-626-1234 ext. 2708

***Multi-Purpose Building (MPB)***..417-626-1234 ext. 2301
**Hours:**
Monday-Friday.....6:00 am – 9:00 pm
Saturday.....6:00 am – 9:00 pm
Sunday.....2:00 pm – 6:00 pm

Athletic facilities are available for use by permission only.

***Registrar .....***.....417-626-1274
**Hours:**
Monday-Friday.....8:00 am – 5:00 pm

***Residence Directors (RDs)***
Alumni Apartment..... 417-626-1280
Boatman Apartment.....417-626-1285
Dennis Apartment.....417-626-1282
Goodman Apartment.....417-626-1281
Strong Apartment.....417-626-1283
Williamson Apartment.....417-626-1284

***Student Center***.....417-626-1234 ext. 2370
**Hours:**
Monday- Wednesday.....8:00 am –11:45 pm
Thursday.....8:00 am – 9:45 pm
Friday.....8:00am –12:45am
Saturday.....1:00 pm – 12:45 am
Sunday.....3:00 pm – 12:45 am

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

# FREQUENTLY ASKED QUESTIONS

**Q: How do I get a new student ID card?**

A: Go to the College Technology Department in the Casteel Administration Building

**Q: How do I get a parking permit?**

A: Go to or call Student Life in the Casteel Administration Building (417-626-1231)

**Q: How do I make changes to my vehicle info?**

A: Changes can be made through your student portal.

**Q: Where do I go to drop a class?**

A: The Registrar's Office in the Casteel Administration Building

**Q: Where do I go to pay a school bill or change my meal plan?**

A: The Business Office in the Casteel Administration Building

**Q: Who do I see if I have health issues or I am sick?**

A: Go to or call the nurse in the Health Center which is located in the lower portion of the Student Center (417-626-1213)

**Q: How do I schedule a counseling appointment?**

A: Go to or call the Richardson Health Center or by emailing the counselors. (417-626-1213)

**Q: Who do I talk to if I need to post signs to advertise an event?**

A: Student Life in the Casteel Administration Building (417-626-1231)

**Q: Who do I talk to if I need to get an official copy of my transcript?**

A: The Assistant Registrar in the Registrar's Office located in the Casteel Administration Building (417-626-1234 ext. 2015)

**Q: Who do I talk to about requesting a Chapel Offering Appeal?**

A: The Intercultural Studies Department located in the Missions Building (417- 626-1234 ext.2502)

**Q: Where do I find information about an Ozark event or how to volunteer for an event?**

A: Check out the Ozark website (www.occ.edu) or call the Events Department (417-626-1234 ext. 2008)

**Q: How do I figure out who my advisor is?**

A: Check the "Academics" tab in your student portal.

**Q: Where is the campus mail center located?**

A: In the Mabee Student Center

**Q: Who do I talk to so that guests can stay in my room with me?**

A: The Residence Director in your dorm

**Q: Where do I find internship information?**

A: Contact the Ministry Center (417-626-1234 ext. 2019)

**Q: Who do I talk to if I have questions about the MSSU co-op program?**

A: Contact our MSSU co-op advisor Jody Lindsay (417-626-1234 ext. 2062)

**Q: Where do I go to pay a parking ticket?**

A: The Business Office located in the Casteel Administration Building (417-626-1234 ext. 2024)

**Q: Who do I talk to if I want to sign up for intramural sports?**

A: Go to the Athletic Director's Office in the Multi-Purpose Building (417-626-1234 ext. 2301)

**Q: What do I do if I have a student concern, complaint, or grievance?**

A: Fill out a student concern form at www.occ.edu or on your student portal.

# 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. Student Life 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 AND CODE OF HONOR

The ultimate mission of Ozark Christian College is to glorify God by evangelizing the lost and edifying Christians worldwide. The immediate mission of Ozark Christian College is to train men and women for Christian service as a degree-granting institution of biblical higher education.

Every OCC student agrees to abide by a conduct standard, in which he or she abstains from the use or possession of alcohol, tobacco, illegal drugs or the inappropriate use of prescription drugs. The student also agrees to abstain from unethical conduct, vandalism, pornography, immodest dress and distracting appearance. Students are expected to serve Christ in an atmosphere of trust, encouragement and respect for one another.

As a student, I acknowledge a personal commitment of integrity in attitude and conduct; therefore, I willingly pledge to:

- Apply myself wholeheartedly to the study of God's word and to use the full powers of my mind for the glory of Christ.
- Grow spiritually through Bible study, worship, personal prayer, Christian service, and stewardship.
- Develop my body as a temple of the Holy Spirit with sound health habits and self-control.
- Cultivate Christian social relationships with others and to seek to love others in Christ.
- Pursue holiness by keeping my total being under subjection from all immoral and illegal acts and habits, whether on or off campus.
- Maintain an integrity of openness to God's claims on my life, His work, and to do my utmost to know and follow His will.
- Keep the Honor Code carefully, prayerfully and follow the guidelines in the Student Life

# STUDENT LIFE HANDBOOK POLICY

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 Student Life (417) 626-1231. We will be glad to help you or direct you to the appropriate department or office.

# ACADEMIC INFORMATION

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

### *ACADEMIC DEAN'S OFFICE*

The Academic Dean's office is located in the north wing of the Casteel Administration building. The

Academic Dean provides oversight of the faculty and degree programs and is available to assist and guide students as they matriculate through their declared Major. If a student has any questions or concerns relating to a particular-lar class, degree program or professor, they are encouraged to contact the Dean's office (ext 2121).

### *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 Student Life 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.

#### Turnitin Notice

Ozark Christian College contracted with iParadigms, LLC for Turnitin® services to be used at the instructor's discretion. The Originality Check service allows students to submit a paper through the Learning Management System to check for improper citation and potential plagiarism before it is submitted to the instructor. The Peer Review service allows students to submit assignments anonymously to peers for editing and feedback. Students agree that by taking courses, all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

### *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 rea- sons 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.

### *CLASS DECORUM*

Expect to learn. Learn all you can. Do so by giving strict attention to the professor treating her/him with courtesy and respect. Be punctual. Acceptable classroom attire includes slacks, jeans, capri pants, or modest (no more than 3 inches above the knee) shorts, and casual tops (tank tops are not appropriate). 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.

### *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 all scheduled Chapel services (including International Focus Week and the Tuesday of Preaching and Teaching Convention).

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 more than 4 absences 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 Chapel/Music office within the first two weeks of the semester in order to receive consideration for exemption from this requirement. The Chapel/Music office is located in the lower level of the chapel building.

### *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 registration; however, feel free to contact him or her at any time.

### *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, supervising professor and site mentor work closely with the Ministry Center Director to maximize your intern experience. All internships and intern sites must be approved by the Director of the Ministry Center. OCC's Ministry Center 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. All field experiences must be approved by the Ministry Center Director.*

### *LEARNING CENTER (LC)*

The Learning Center (LC) exists to help all OCC students succeed academically by providing supplementary academic assistance, writing support, resources and special needs accommodation. The LC uses peer tutors for academic assistance and writing support, and both 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). Hours of operation are posted on the LC's page of the school website, Facebook (The Learning Center at Ozark), and the sign that is outside the LC door in the lower level of the Library. Contact the LC at 417-626-1234 ext. 2725, via email at learningcenter@occ.edu), or in person to schedule a session with a tutor.

### *LIBRARY (SETH WILSON)*

The Library is provided to stimulate your study and research and is a wireless Internet "Hot Spot". The courtesy of a quiet attitude at all times benefits the atmosphere and purposes of the Library. Questions about research materials should be asked of the Library Director or Library staff.

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.

***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 | 2:00 pm - 5:00 pm |

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: DVDs, CDs, VHS tapes, audio cassette tapes. The following A-V equipment is also available for student checkout: camcorders, projection screens, camera tripods, cassette tape recorders, CD players, white boards and easels (contact A-V Dept. for non-student rental fees). Video projectors may be available (see A-V Dept. for details). On-Campus Events messages are available for checkout or may be purchased for $2.00/message. The A-V Dept. offers lamination and overhead transparency services. (Lamination: $0.50 per ft.-25 in. wide; Transparencies: $0.50 per sheet). The A-V Dept. offers disc repair at $3.00 per disc (CDs, DVDs, game disc, but NO Blu-ray discs.)

***Please pay your fines on time. Unpaid Library charges will delay or prohibit registration and complicate graduation.***

***A-V Department hours are:***

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

## *MINISTRY CENTER*

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 Ministry Center can help connect you with a wide variety of opportunities. The Community Volunteer Expo (1st Tuesday of the fall semester), will help you discover places to serve. In addition, each dorm floor has a Christian Service representative (called a "Kenosis" representative) 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 Ministry Center by filling out a Christian Service Experience Report. We want to know how you are growing and making a difference.

### *WITHDRAWAL PROCEDURE*

If for any reason you need to withdraw from college, your first stop needs to be the Registrar's Office. The Registrar's Office can help you understand and/or begin the withdrawal process. Improper withdrawal may affect your transcript and the refund on tuition, room and dining hall charges.

## BEHAVIORAL POLICIES

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 guide- lines are consistent with that goal. Christian leaders must set the most positive example and submit to a higher standard.

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.

### *APPEARANCE GUIDELINES*

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, capri pants, or modest and appropriate length shorts, and casual tops (tank tops are not appropriate). Of course, you may be more "dressy" if you like, but it is not necessary. 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, yoga pants without shorts over them, sleep pants, bath robes, house slippers, and bare feet are appropriate only in the residence halls. Likewise, pajamas, sleep pants, bath robes are only appropriate in the residence hall lobbies after curfew.

***Formal attire*** (Banquets: i.e., Convocation, Athletic, and other designated events). It may be appropriate for men's attire to include dress shirt, 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 the top of the knee.

***Inappropriate public attire*** includes midriffs, spaghetti straps, low necklines, oversized baggy pants, yoga 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 (no more than 3" above the knee). 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.

***Specific clothing attire:***

***Athletic attire*** must be modest: mid-thigh shorts, tank tops/sleeveless t-shirts (and open-sided shirts for men) are appropriate for practice or workouts in the weight room, gym, or on the athletic field. If yoga pants are worn, mid-thigh shorts must be worn over the yoga pants. **The athletic attire listed above is not permitted elsewhere on campus.**

***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.

***Dress/skirt length*** should be no shorter than the top of the knee. Choosing to wear leggings/ tights under a dress/skirt does not alter the length requirement.

***Hair*** should be neat and clean. Faddish or extreme styles (sculptured hair, spikes, unnatural colors, and multi-colored hair) are not allowed

***Jeans*** with holes that are inappropriate in size and location are unsuitable public attire. Low rise jeans may only be worn when not exposing the midriff or lower back.

***Jeggings/ Tight Fitting Jeans*** are not acceptable unless worn under a mid-thigh length shirt or sweater.

***Leggings and tights*** should be worn only under skirts/dresses that meet the length requirement of no shorter than the top of the knee and may not be worn under a shirt or sweater.

***Shorts*** are to be modest and appropriate in length.

***Tank tops*** are appropriate only when 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. Tank tops, NOT camis must be worn with sheer fabric tops, so as to meet the requirement of covering all undergarment straps.

***Traveling groups/school activities*** may require additional standards as set forth by sponsors.

*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 Life Deans will provide appropriate counsel for specific situations when needed.

### *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 Student Life 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.

### *DATING/RELATIONSHIP 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.

### *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 (Hookah, 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 attend dance clubs, casinos, concerts, bars or parties where alcohol is served.

- ***Dancing***

  Students must seek approval from the Student Life Deans to sponsor dances on or off campus (appropriate occasions might include weddings, line dancing or other similar activities). OCC students are to exercise Christian discretion in dancing by avoiding erotic, sensual or sexually suggestive dance.

- ***Movies***

  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.

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

## CAMPUS EVENTS

### *AUGUST*

#### *Welcome to the Family Week*

This week begins the fall semester as students move on campus. It includes orientation, freshmen assessments, getting acquainted activities, enrollment, convocation and ends with the Community Volunteer Expo to help students involve themselves in community and ministry opportunities.

#### *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.

### *SEPTEMBER*

#### *Get-A-Way*

We want to reach students while they are young. That is why Get-a-Way provides an opportunity for Jr. High students to do just that - get away. We present Jesus through preaching, teaching, worship and activities while allowing students to get a taste of campus life here at OCC.

#### *Faith Forum*

Faith Forum is an annual on-campus lectureship which brings in leading thinkers in the areas of theology, philosophy, worldview, and apologetics aimed at challenging our students to thoughtfully examine their faith within the context of the vast arena of ideas.

### *OCTOBER*

#### *Fall Celebration Day*

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

### *NOVEMBER*

#### *"The Event"*

Each fall we offer a fun, yet challenging, weekend for high school students. This premier "event" is designed to bring students together for a faith- building and social experience on the OCC campus through preaching, teaching, worship and activities.

***DECEMBER***

***The Christmas Program***

The annual Christmas program presented by the Music Department serves as one of the most noteworthy outreach tools to our local community and surrounding four-state area. Choral music, orchestra, drama, lights, and creative innovations combine to tell the story of the birth of Jesus in a compelling way. This program has featured the Living Christmas Tree since its inception in 1984. The program comprises a total of seven performances in five days to nearly 7,000 people!

***FEBRUARY***

***International Focus Week***

Each spring, the Intercultural Studies Department hosts guest speakers who lead the campus in reflecting upon the ways the American Church can engage with the Global Church. IFW often includes main sessions and worship, a prayer event, film showing, and international cuisine.

***Growing a Healthy Relationship Couples 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.

***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.

***MARCH***

***Week of Evangelism (Spring Break)***

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 Ministry Center will publicize ministry opportunities for this week.

***APRIL***

***Spring Production***

The Music Department hosts the presentation of a Broadway style musical semi-annually during the spring semester. This program has become a great artistic offering and a major outreach to the Four-State area. The program includes a wide variety of music, media and drama. The production features both choral and instrumental music and offers many additional opportunities for service through the dramatic and technical areas.

***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.

***Deeper Life***

This is an Ozark exclusive weekend for high school students each spring. Our faculty, staff and OCC students come together to challenge young people towards a "deeper life" in service and ministry.

***MAY***

***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.

# CAMPUS POLICIES

***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.

***EMERGENCY SAFTEY***

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.

*See Emergency Guidelines section for more information.

***FIREARMS/WEAPONS***

Due to safety and legal concerns, firearms, tazers, 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.

***FUNDRAISING***

No fundraising is allowed on the OCC campus without the prior written permission of Student Life. Nearly all OCC students, faculty and staff, support ministries or non-profit organizations that are dependent on donations. In order to prevent an atmosphere of constant fundraising, OCC strictly limits unrelated fundraising activities on campus.

In lieu of individual or group fundraising, OCC collects offerings during chapel services each week to raise funds for various ministries and missionaries. Students may submit the names of ministries and missionaries to be considered for future chapel offerings by contacting the Intercultural Studies Department located in the Missions Building.

***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. 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.

***SKATEBOARDING/ROLLERBLADING ETC.***

Due to safety concerns skateboarding/longboarding/rollerblading, etc. is not permitted on campus property.

***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 in the College Technology Department after paying a $25.00 fee in the business office.

### *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. Parking stickers are available in Student Life.
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 front windshield, preferably the lower 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. Special health or injury related circumstances may be approved and a special permit issued by Student Life.
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 of a minimum of $25.00 per incident.

   To pay fine, report immediately to the Business Office. Failure to report within one week of violation date may result in revocation of your vehicle privileges on campus. Violations are permanently recorded.
7. All 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.

### *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.

## CAMPUS SERVICES

### *ACADEMIC DEPARTMENT*

******See Academic Dean's Office*

### *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 (417-626-1234 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.

### *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.

### *ATHLETIC DEPARTMENT*

*See Athletics

### *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 sup- plies, 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 in- voices 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.**

### *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. An on-line web search may reveal companies offering health insurance particularly related to students. Students may also desire to investigate the health insurance exchange at www.healthcare.gov.

### *CAMPUS MINISTER*

The Campus Ministry Office is located in the Mabee Student Center. The Campus Ministers provide pastoral care and leadership to the campus through a variety of "life-on-life" opportunities.

## *COMMUNICATIONS*

***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 gmail.com).

OCC's primary means of communication to students will be through the student email account (@my.occ.edu). There may be occasions when sensitive personal information may require an alternative means of communication which may include the use of the OCC campus mailbox or the US Postal Service addresses you have provided the college.

Important and helpful information related to the OCC community is often communicated through the OCC student portal, text messaging, student email accounts, Chapel announcements, bulletin boards 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).

## *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 417-626-1234 ext. 2360.

Pastoral counseling services are offered by the college to assist current students in their development and adjustment within the college community. Students may also be referred to resources in the community. Upon referral, students will be responsible for payment to the provider, many of these providers work with students to accommodate financial needs.

## *DINING HALL*

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

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. Menus are posted on the OCC web site at Dining Hall Menu and on the OCC student portal.

**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 in the Dining Hall and may pay for individually priced meals.

A sack lunch is available upon request. All requests must be made 24 hours in advance to a Dining Hall employee.

**NOTE: STUDENT ID CARDS ARE REQUIRED FOR ALL MEALS.**

***Dining Hall-Lower Level Hours are:***

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

***Dining Hall-Upper Level Hours are:***

| | Breakfast | Lunch | Dinner |
|---|---|---|---|
| Monday -Thursday | | 11:00 – 1:00 | 4:30 - 6:00 |
| Friday | | 11:00 – 1:00 | |

***FINANCIAL AID OFFICE***

The Financial Aid Office is located in the north wing of the Casteel Administration Building. Office hours are Monday-Friday 8:00 a.m. to 5:00 p.m. The Financial Aid Office will be closed on Fridays from 12:00 p.m. to 1:30 p.m.

The Financial Aid Office is committed to helping students seek, obtain, and make the best use of all available financial resources. Financial Aid is sometimes a confusing process, we are here to help you understand it and assist you in navigating it.

Staff members process Federal Financial Aid *(Pell Grant, Supplemental Educational Opportunity Grant, Federal Work Study and Student Loans)* as well as Institutional Grants and Scholarships *(Admissions Scholarships and Institutional and Memorial Grants).*

## *HEALTH CENTER (RICHARDSON)*

OCC's Richardson Health Center (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 health center any emergency room visit, 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 needs 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 needs such as depression, 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 or a credit card 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……..……..10:00 am – 3:00 pm

Tuesday, Wednesday, Friday……. 11:00 am – 3:00 pm

Thursday……11:00 am – 2:00 pm

***INTERCULTURAL STUDIES DEPARTMENT***

The Intercultural Studies Dept. builds networks by connecting students to the tools, mentors, and environments that will best prepare them for Intercultural, Biblical Justice, Teaching English to Speakers of Other Languages (TESOL) or Bi-Vocational ministries.
Each semester, in addition to the regular courses taught by the IS Department staff, specialized courses are taught by missionaries in residence through OCC's Visiting Professor of Intercultural Studies program. The IS Dept. also connects missionaries to our network by acting as liaison between short and long term ministry opportunities and students.

Our doors remain open every weekday to anyone hoping to think, talk or pray about missions or the movement of the Spirit worldwide. Typically this includes mentoring, networking, counseling, prayer, resources from sending agencies, global mission's organizations, and graduate or continued education opportunities from other colleges or universities.

***LOST AND FOUND***

Each residence hall will hold its own lost and found items for a reasonable length of time. Items found other- wise 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:

Student Name
OCC Box 0000 (mailbox number)
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 anytime 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.

***MUSIC DEPARTMENT***

The OCC Music Department provides an extensive range of opportunities in which the student

body can participate: choir, orchestra, colossal productions, and personal instruction on piano, voice, and guitar. Student recitals, special concerts, and field trips (opera, jazz, symphony, worship events) transport students to various and different musical settings. Churches throughout the Four-State area are continuously in need and searching for student praise and worship leaders. Contact the Music Department for more information on these exciting opportunities.

### *RECREATIONAL FACILITIES*

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 and /or Events 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, walleyball, 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:***
Monday-Friday.....6:00am-9:00pm
Saturday……6:00am-9:00pm
Sunday..... 2:00pm-6.00pm

Hours may be pre-empted by varsity practices, intramural games and other special events. Displays reviewing the history of Ozark Christian College are located in the north hallway of the MPB.

An **AED** (automated electronic defibrillator) is located in the NW lobby of the MPB.

### *REGISTRAR'S OFFICE*

The Registrar's Office is located in the north end of the Casteel Administration Building. Academic transcripts and student files are maintained in the Registrar's Office. This office processes grades, transfer hours from other institutions, schedule changes (adds/drops), loan deferments, transcript requests, degree audits and applications for graduations. They also verify enrollment and good student discounts.

### *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 417-626-1234 ext. 2222.

### *STUDENT CENTER (MABEE)*

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 informal 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-11:45 pm |
| Thursday | 8:00 am- 9:45 pm |
| Friday | 8:00 pm-12:45 am |
| Saturday | 1:00 pm-12:45 am |
| Sunday | 3:00 pm- 12:45 am |

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

The MSC area includes pool tables, table tennis, foosball table, board games and two large screen television areas for student use. Recreation table equipment is readily available for checkout.

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

### *STUDENT LIFE DEPARTMENT*

The Student Life Department is located in the north east end of the Casteel Administration Building. Student Life cares about your transition to and overall experience at Ozark Christian College. We strive to serve you at the highest level through quality programs, friendly interactions, and resourceful referrals. We believe our services and staff will benefit you during your college career.

We invite you to become acquainted with our major services: Athletics, Campus Ministry, Counseling, Dining Hall, Health Center, Residential Life, Security, and the Student Center. Each service area is coordinated under Student Life. These areas are designed to serve as a resource to the college community: students, faculty, and staff.

### *TECHNOLOGY DEPARTMENT*

The OCC Technology department provides students with the necessities of daily life: OCC e-mail account, internet access (both wired and wireless), and dorm room phone service. Your OCC e-mail account is the primary method of communication between OCC and you, and is also necessary in order to use the Learning Management System and the OCC wireless internet connection. If you have any questions or difficulty using any feature we supply, you can contact us by sending an e-mail to help@occ.edu, visiting help.occ.edu, or calling us at 417-626-1226.
Our office hours are Monday through Friday from 8-5.

## DISCIPLINARY POLICIES

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, probation, 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
- Sexual relationships are designed by God to be expressed solely within a marriage between a man and a woman. Sexual activities of any kind outside the confines of such marriage are inconsistent with the teachings and moral values of Scripture and are prohibited.

- 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. A ***Conference Call*** to parents or legal guardians may be used to help discuss the difficulties regarding the problem and possible solutions.

D. A meeting with the ***Discipline Committee***. This committee may be 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. The student may be accompanied by a parent, another student, or any other person if 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 speak on behalf of the student.
   4. Determination of the facts related to the situation will be based 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 event the committee does not communicate a decision directly to the student at the meeting, the Dean of Students will notify the student of the final decision in person, if possible, and in writing.

E. Appeal of any final disciplinary action may be made in writing to the President's Office within two business days of the notification of the decision.

F. If the situation requires, the student may be dismissed from college and will no longer be able to continue as a student. When dismissal is imposed, an appeal for reinstatement may be made, in writing, to the President's Office. Any appeal must be made within two business days in view of attendance policies. Students dismissed during the first ten weeks will receive a "W" (withdrew)" on his/her transcript. After the tenth week of school, the grade will be an "F" (OCC catalog). (A student may be granted appropriate credit for courses that were successfully completed prior to the dismissal).

### *Special Circumstances*

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

- Inability to conform to OCC attendance policy, academic policy, or any other OCC policy
- Extreme anti-social behavior
- Personal problems or any other behavior which threatens the emotional, spiritual or physical wellbeing 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 all types of issues.

# 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 Vice President of Student Life 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 Vice President of Student Life
   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 Vice President of Student Life

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 every 3 minutes until the danger is past. 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 Vice President of Student Life 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 mini mum 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 are indicated on 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.

# 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 Vice President of Admissions. Please contact the Admissions Office for additional assistance.

### *NON-DISCRIMINATION STATEMENT*

Ozark Christian College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Within the context of its religious principles, heritage, and mission, Ozark Christian College does not discriminate on the basis of sex in employment, admissions, or educational programs. The college maintains educational and behavioral standards based upon scripture.

# 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" 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 or a non-academic matter 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: Dr. Bob Arnce
1225 W. Fountain
Road Joplin, MO
64801

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

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

## HARMFUL BEHAVIOR/SUICIDE PREVENTION AWARENESS

Ozark Christian College seeks to enhance student welfare by offering basic suicide prevention awareness to staff and students. This includes awareness about potential suicidal behavior among students and offering training on the detection, identification and referral of individuals who may be at risk for suicidal behavior. A suicide threat is defined as any spoken, written or behavioral indication of self-destructive tendencies with the intent of taking one's own life. Anyone who becomes aware of a suicide threat or gesture, whether written, verbal or behavioral, should immediately contact the Crisis Intervention Services at the Ozark Center (417-347-7720 or 800-247-0661) and notify Student Life (417-626-1231).

## HARASSMENT AND SEXUAL ASSAULT POLICY

Ozark is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment and sexual assault. Any form of harassment, sexual harassment or

sexual assault is absolutely prohibited. Anyone who violates this policy will be subject to discipline, up to and including termination.

Harassment, including sexual harassment, includes unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age.

Sexual assault is an extreme form of sexual harassment and is defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his or her free will or without his or her consent.

Sexual assault may include date or acquaintance rape, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way.

Any person who has been a victim of a sexual assault should, as soon as possible:

- Seek medical attention immediately. Do not bathe, change clothes or do anything that may interfere with the collection of evidence which can be helpful in proving that a sexual assault occurred.
- Contact the police immediately. You may decide to proceed with a criminal investigation or a civil lawsuit. You do not have to choose one option over another - all options are available to you. You may request college personnel to help you contact local law enforcement to file a report.
- Keep a journal. Write down the events of the assault including the date, time and chronology. If there are witnesses or people who have information about the assault, write down their names in your journal. Preserve any harassing letters, messages or e-mails as evidence.
- Notify the OCC Student Life Office. Every effort shall be made to ensure the privacy and confidentiality of the victim and the accused both during and after any investigative and adjudicative process.
- Seek counseling and support services.

Individuals who have been subjected to harassment, sexual harassment or sexual assault should file a written complaint immediately in accordance with the Grievance Policy of the college. Any person determined to be responsible for harassment, sexual harassment or sexual assault will be subject to appropriate disciplinary action, up to and including immediate dismissal or termination. The college strongly encourages individuals to report all incidents immediately so that complaints can be investigated in a timely manner. Campus policies on the Violence Against Women Reauthorization Act (VAWA), Campus Sexual Violence Elimination (SaVE) Act and Title IX can be found at occ.edu/disclosures.

**Contacts** (* denotes 24-hour services)

***Ozark Christian College Resources*** Counseling Center 417-626-1231
Health Center 417-626-1234 ext. 2060
Campus Minister 417-626-1234 ext. 2035
*Dean of Men 417-434-7989
*Dean of Women 417-850-3799
Vice President of Student Life 417-626-1234 ext. 2012
Security (afterhours) 417-825-5397

***Joplin Agencies***

*Freeman Health System SANE Program 417-347-SANE (7263)
*Mercy Hospital 417-781-2727
*Ozark Center Crisis Services 417-347-7220 or 800-247-0661
*Joplin Police Department 417-623-3131
*Jasper County Sheriff's Office 417-624-1601

***National Agencies***

*National Sexual Assault Hotline 800-656-HOPE (4673)
*Rape, Abuse and Incest National Hotline 800-656-HOPE (4673)

# 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 resources 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 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. 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, storage 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. Attempting to sell, resell, rent, lease, reverse engineer, or modify the service.
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 infringing, unsolicited, marketing emails, libelous, obscene, deceptive, defamatory, pornographic, racist, sexual, hateful, or otherwise objectionable, unlawful or tortious material, or any other material in violation of a third-party right. 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. Using the service to harm or impersonate any person, or for any commercial purpose; interfering with or disrupt the integrity or performance of the service; or attempting to gain unauthorized access to the service or related systems or networks.
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*

OCC requires 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 up to $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 prevent or reduce 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.

# INVOLVEMENT OPPORTUNITIES

## *ATHLETICS*

### *Intramural Sports*

Intramural sports include basketball, volleyball, futsal, 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.

### *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.

## *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 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 on-campus events aimed at promoting the cause of preaching among our student body.

## *MUSIC OPPORTUNITIES*

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.

## *STUDENT GOVERNMENT COUNCIL (SGC)*

Ultimately college policies and programs are determined by the college administration. The Student Government Council exists to facilitate good representation and communication of student suggestions regarding college/campus life.

### *STUDENT MISSIONS ACTIVITIES*

Check out a few of the ways you can get involved in kingdom work around the globe!

***Guests on Campus*** - Quite a few missionaries and representatives from missions organizations visit our campus in a given semester. They speak in classes, host events and connect students with short and long term opportunities.

***International Conference On Missions –*** The ICOM is an annual conference focused on the Great Commission. The Intercultural Studies Department arranges registration, travel and housing for the OCC family. Students also have the opportunity to take the conference for seminar credit.

***International Focus Week –*** This week includes main sessions and special events that focus our attention on God's heart for the nations. Many students get involved in planning each year and help to make it a meaningful experience for the entire campus.

***Summer Internships and Mission Trips*** - Many students, faculty and staff dedicate a portion of their summer break to serving overseas. Each Spring a Summer Prayer Guide is distributed to the OCC family so we can be praying for each other and the map displayed in the Missions Building lobby is a visual re minder of our travels.

***Week of Evangelism Trips –*** During spring break many students travel to other cities and countries to serve alongside kingdom workers around the globe

# JOB OPPORTUNITIES

### *STUDENT EMPLOYMENT*

#### *On-Campus*

Ozark Christian College is pleased to offer you opportunities to work on campus. Many jobs that do not require a full- time employee are available. It is helpful to us to have students fill these jobs. Our students are usually dedicated and hard workers.

OCC isn't the only one that gains from this arrangement. Advantages to our students include the convenience of working on campus, which saves time and expense in travel, and our willingness to work around your class schedules. Christian co-workers create a spiritual work atmosphere. You will receive a salary of $7.50 per hour; however, the college is not required to withhold FICA while classes are in session for students taking a course load of six hours or more. Off-campus employment is required to withhold FICA; therefore you would need to earn about $8.15 per hour to equal the same amount on your paycheck in comparison to employment at OCC.

This program is designed to help you pay for your education. When you collect your paycheck in the Business Office, you may make a payment on your account at that time. (The Business Office will cash student paychecks if 50% or more of the paycheck is applied to your account.) This arrangement is an advantage to both you and the college because your account gets paid as quickly as possible and important work for the college is accomplished.

Students applying for a job must first fill out a Student Employment Application (available from the Business Office) and then either mail or personally deliver a copy to each department that you are interested in working for. You may follow up with a telephone call or letter showing your interest. Following is a list of departments and department heads on campus.

| Department/Contact | Positions Available |
|---|---|
| **Dining Hall:** Teresa Baker | Dish Washers, Pots & Pans, Cashiers, Snack Bar, Salad Bar, Servers, Laundry, Assistant Cooks, Clean Up for Grills & Deep Fryers |
| **Athletics:** Chris Lahm | Managers, Stats People, Building Monitors, Laundry |
| **Library:** Mindy Sloneker | Student Circulation Assistant |
| **Mabee Student Center:** Andy Storms | Distributing Game Equipment, Cleaning, Operation of Coffee Counter |
| **Grounds:** Virgil Humbyrd | Grounds Crew, House Cleaning (dorms & buildings) |

| | |
|---|---|
| **Custodial:** Jerry Stansberry | House Cleaning (dorms & buildings) |
| **Technical/Events Crew:** Mary Green | Sound, Stage Lighting, Video |

Download Application and mail to: Ozark Christian College
Attn: (The name of the department head you're applying for)
1111 N. Main St.
Joplin, MO 64801

**If hired, Federal regulations require you to complete payroll paperwork available in the Business Office. This must be done before employment begins. Identification verification from the student employee is required for this paperwork. The most common forms of ID are (but not limited to) a Passport or a valid driver's license and an original social security card.**

### *Off-Campus*

**Off-campus job opportunity postings are in the Mabee Student Center, Library and Student Life.**

**General information is provided to help students needing employment.**

However, you have the opportunity to be employed by OCC, through the Admissions Department by being hired as a Student Ambassador and/or on a Camp Team.

Student Ambassadors work in the Admissions Department 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 Admissions Department at recruitment@OCC.edu or extension 2034.

# RESIDENCE HALL LIFE

## *HOUSING*

### *Residence Assistants*

Each residence hall is assigned students to serve as Residence Assistants (RA's). 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 Student Life, 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.

### *Residence Directors*

Residence halls are under the direction of Residence Directors (RDs) who assist students, supervise activities, maintain the standards of the college and create a family environment that promotes spiritual, academic, and social growth. RDs are directly responsible for the Residence Assistants in their residence hall.

### *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, or reserving a room without a roommate, 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 Student Life.

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

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

***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 Student Life 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 Student Life. 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 Student Life 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.

***Spiritual Life***

Opportunities for spiritual growth are plentiful on the OCC campus. Examples in each residence hall include: mentoring, hall devotions, floor devotions, etc.

## *HOUSING 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. 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.

*See Vacating and Re-entry section for more information.

***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.

***Cleaning***

Housekeeping is provided for you in the hallways, bathrooms and lobbies to help insure a high standard of health and sanitation. You are 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.

***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 rooms. 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 OCC Internet Acceptable Use policy.

***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.

***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 Student Life 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 residence hall and campus at curfew unless pre-approved by the RD.**

***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 alarms, 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.

***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.

***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 with the exception of the desk chair must remain in the room. Extra mattresses must remain in vacant rooms for 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.

***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.

***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).

***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.

***Lobbies***

Lobby hours are 12:00 pm (noon) until fifteen (15) minutes before curfew. All guests must leave the lobby at that time. 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.

***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.

***Open House***

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.

***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. Student Life 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

***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.

***Pets***

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

***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.

***Refrigerators***

You may have one small student provided refrigerator per room in the residence halls. These refrigerators must not exceed the following specifications: **Capacity: 3.6 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.

***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.

***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.

***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.

***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.

***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.

***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:*** If you need storage, please fill out a "Request for Storage" form obtained from your RD. Students are responsible for providing their own storage container (i.e. Rubbermaid® tote).

***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.
- 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, all items must be stored in 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 Student Life.

***Telephones***

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.

***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 Christian maturity.

***Vacating & Re-Entry***

At the close of each semester, students must vacate the residence halls by the announced closing date and time. Students failing to vacate by the deadline will pay a late vacating fee. Unauthorized late exit or early reentry will result in a minimum charge of $25. **Residence halls are closed to students during holiday/vacation breaks. Students who desire to remain in the area will be responsible for finding alternative housing.**

***Vacuum Cleaners***

Vacuum cleaners are provided for use in each residence hall.

***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.

***Work Passes***

If your employer requires you to work past curfew, an employment pass form must be obtained from your RD and submitted to Student Life.

# 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 student educational records and provides guidelines for the correction of inaccurate or misleading information. A complete FERPA explanation is in the OCC catalog.

The address of ABHE (Association for Biblical Higher Education) is provided in the event a student has 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. Please refer to the Grievance Policy outlined in this handbook and the Student Consumer Information on the college's website, occ.edu/disclosures.

# STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

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, complaints, or grievances 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 Student Life located in the Casteel Administration Building. Students may also choose to voice their concerns, complaints, or grievances directly to the appropriate individuals either in writing or in person.

# 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).

# TITLE IX INFORMATION

Title IX of the Education Amendments of 1972 prohibits sex discrimination in education programs and activities (such as housing, athletics, and employment). Sex discrimination includes sexual harassment, sexual assault and sexual violence. The college will not tolerate such discrimination. The college will respond to reported violations of Title IX by protecting the victim, conducting thorough investigations, and providing support. The Title IX Coordinator is responsible for ensuring the college's compliance with Title IX and investigating complaints of sexual violence, harassment, and discrimination complaints from students, staff and faculty.

The Ozark Christian College Title IX

Coordinator is: Chris Lahm
Ozark Christian College
1111 N. Main
Joplin, Missouri 64801
(417) 626-1234 (Ext. 2301)
(email) lahm.chris@occ.edu

For further information on notice of non-discrimination, contact the Office of Civil Rights, (OCR), U.S. Department of Education, 400 Maryland Ave., SW Washington, DC 20202. Tel. 202-453-6020, Fax: 202-453-6021, TDD:800-877-8339 or OCR.DC@ed.gov.

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