



***YELLOWSTONE  
CHRISTIAN COLLEGE***

Billings, Montana

***2017 – 2018***

***STUDENT HANDBOOK***

***Your guide to success on the YCC campus.***



**CENTURIONS**



# Welcome to YELLOWSTONE CHRISTIAN COLLEGE

Welcome to a new chapter in your life – a life-changing chapter if you accept the challenge of a solid Christian education. Our strength comes from our strong biblical and scholastic convictions as well as our 40-year history. You are assured of the following at YCC:

- Your courses are integrated around Christ as the Truth.
- You will get to know the faculty and administrators; you can count on us to encourage you at every opportunity.
- Your participation in a local church and in your own personal spiritual growth provides nurture, encouragement, and accountability toward a growing maturity.
- You will find excellent resources for Christian education in the 38,000-item library, including the largest theological collection in the Northwest.
- You will benefit from affordable tuition and multiple scholarships resulting in about 85% of the students graduating without college debt.
- You will enjoy the location of YCC in the heart of the Yellowstone River Valley, within sight of the Beartooth Mountains, lending itself to unique outdoor recreational activities.

At YCC, your future is bright. I am pleased you have joined us. I promise you a rewarding personal, spiritual, and educational experience.

*Dr. Bruce Cannon*

President



***P.S. I have an open door policy and enjoy students dropping in. If my office door is open, you are welcome and encouraged to stop in and say hello. My office is located next to the administration lobby, across from the main business office.***



## **MISSION STATEMENT AND GOALS**

### **MISSION OF YCC**

Yellowstone Christian College exists to instruct and mentor Christian men and women to shape the church and culture by reflecting Christ's character.

### **GOALS FOR YOUR EDUCATION**

Grounded in a solid biblical worldview  
Prepared with a foundation for lifetime learning  
Equipped with professional competence  
Equipped with practical ministry skills  
Confirmed understanding of the personal mission God has for you  
Committed to serve God as servant leaders to the churches and communities of the Northern Plains and the world

### **COLLEGE ANTHEM**

*Knowing You*

By Graham Kendrick

### **COLLEGE MOTTO**

Christian Leadership Excellence

### **UNOFFICIAL COLLEGE MOTTO**

We're serious about affordable, quality, Christian education.

### **COLLEGE COLORS**

Green, Black, and Gray

### **COLLEGE MASCOT**

Centurions



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## 1.0 CAMPUS DIRECTORY

President	Dr. Bruce Cannon
Dean of Academics	John Ramos
Dean of Enrollment	Max Soft
Dean of Students	Dr. Lisa Culp
Librarian	
Comptroller / Forum Manager	Harriet Snodgrass
Administrative Assistant	Rabea Epps
Maintenance Director	Mario Galindo
Scholarships	Academic Committee

## 2.0 COLLEGE FACILITIES

### 2.1 WARREN HALL

Warren Hall is the administration and education building. Located in this building are the administrative offices, adjunct faculty offices, Forum (student store), student center, and classrooms.

### 2.2 DR. WILLIAM S. & LAURA JEAN PHILLIPS CHAPEL

Included in the Chapel are a classroom, practice room, and the college dining room.

### 2.3 THE IDA DOCKERY OWEN / LIBRARY/RESOURCE CENTER

Included in the library are the American Indian resource center/conference room and classroom.

### 2.4 STEINKUEHLER and HOLLIDAY HALL

Steinkuehler Hall is the women's residence; Holliday Hall is the men's residence. YCC has a stated and practiced policy of no women in the men's building and no men in the women's building. Violations of this policy will result in immediate suspension or expulsion.

### 2.5 ROGER HILL CENTER for THEOLOGICAL STUDIES

The Center for Theological Studies is located in the library. This space is dedicated to upper level pastoral students. Study carrels, as well as a specialized theological library, are housed in the Center.

## 3.0 STUDENT ACTIVITIES

### 3.1 CHAPEL SERVICES

Chapel offers a unique opportunity to bring the college community together for participation in the process of personal and corporate transformation through experiences with God. The program regularly involves students as both participants and leaders in worship of God. The desired results are spiritual formation on the YCC campus, an increased commitment to the Lord, a great sense of campus community, the integration of faith and learning as preparation for service, and openness to an understanding of various forms of worship. Chapel programs are presented on Wednesday morning at 11:00 a.m.

1. All students, faculty, and staff are encouraged to participate.
2. Participation is required for ALL students enrolled for nine (9) or more hours. Off campus work schedules must accommodate the chapel schedule.
3. The expectation is that the student will be present for the entire worship time in order to receive credit for attendance. If a student arrives after the sign in time or leaves before the conclusion of chapel she/he is counted absent.

4. No more than two (2) absences are permitted for Chapel per semester.
5. A third (3) absence from Chapel will result in a penalty being assessed. A student fee of \$25 will be added to the student's bill for the third (3) absence; \$50 for each of the fourth (4) and fifth (5) absences; a sixth (6) absence will result in disciplinary probation (loss of all financial aid and ability to participate in any activity outside of normal classroom attendance).
6. Chapel Conduct: It is expected that students will give respect by refraining from talking and will remain until the program is dismissed. Headphones and cell phone use is prohibited; cell phones must be in the off position during chapel. Food and drink are not allowed during chapel. Hats and hoodies are not permitted to be worn and must be removed before entering the chapel. Students who fail to comply with standards of good conduct will be asked to leave and an absence will be recorded.

### **3.2 STUDENT MINISTRIES PROGRAM**

Because of YCC's strong commitment to the Christian faith, ministry students enrolled for (9) hours or more are required to become actively involved in a local evangelical church. The college desires to see each ministry student become consistent in church attendance, serve in a ministry of a local church, live by faith, and mature as a Christian. This is tracked through the Student Ministries Program.

The purpose of this program is to provide opportunities to combine the ministry student's classroom learning experiences with practical ministry application in the local evangelical church setting. This program provides a supervised opportunity for the student:

1. to become a servant leader
2. to develop skills in the practice of Christian ministry
3. to use the student's service in the local church to solidify what she or he has perceived as the call of God into professional Christian ministry
4. to help clarify the area of ministry into which the student has been called

Additional Objectives:

1. Allow participating churches to become a training ground for future leaders
2. Offer ministry assistance to a local church

#### **Program Requirements:**

1. Ministry students must actively serve in a local evangelical church under the supervision of an approved church ministry coach.
2. Church ministry must be a minimum of one hour per week not including preparation time.
3. Students must report weekly through the system established for accountability by the college.
4. Evaluation of student's ministry will be completed once a year with a church ministry coach.
5. If a student changes churches, she or he must be active in a new church within (4) weeks of the change.
6. New students may take up to one semester to identify a local church and place of ministry. During this time the student will meet weekly with the Dean of Students to evaluate progress.

Ministry students who are not committed to a church and a ministry within the required time frame will be placed under the supervision of the Dean of Students to work together in finding a place of ministry.

### **3.3 SOCIAL EVENTS**

YCC offers ongoing, campus-wide social events planned by the Student Life office. Annual events include the student-faculty-staff Christmas Party, Graduation Dinner, as well as various holiday-themed functions.

### **3.4 STUDENT RECOGNITION**

Recognition for Excellence in Christian Leadership is awarded annually. Nominations can be made from church ministry coach, local pastor, staff, faculty, and students. Determination of award will be based on:

1. Personal observation of the student in leadership
2. Service in the Student Ministries Program

## **4.0 ACADEMIC SUPPORT**

### **4.1 THE FORUM**

The Forum, located in Warren Hall, sells textbooks, school supplies, Bibles, books, and gifts. Purchases can be made by cash, check, or credit card (Visa, MasterCard, and Discover).

### **4.2 COMPUTER USE**

#### **General Information**

Computers, related software, and resource materials designed to assist students in enhancing learning skills are located in the library.

#### **Computer Usage**

Computers are available during library hours for student use. If you wish to use a computer, the following guidelines apply:

1. Students are not to download anything from the internet and store it on the computers. Items of interest may be downloaded to removable media.
2. Violation of computer use rules will result in loss of privileges for the rest of the semester.

### **4.3 LIBRARY**

The Ida Dockery Owen Library is the resource center which provides educational materials and services for faculty and students. The librarian and the library staff are available to offer assistance to students in locating materials and rendering other library services. Please ask for help if you experience difficulties.

**Library Hours:** Hours are posted each semester. Please check for changes in library hours during holidays and breaks, as well as finals week.

## **5.0 STUDENT SERVICES**

Student Services are provided by various offices on campus. Many of these services are listed below. Should your needs not be met by those described, contact the Dean of Students, who will be glad to assist you (656-9950).

### **5.1 BULLETIN BOARD**

YCC provides two bulletin boards on campus where information can be disseminated. One is by the mail boxes and the other is in the Student Center. Announcements that appear on these boards should be cleared through the office, be dated so they can be removed when no longer pertinent, and be relevant for members of the college community.

### **5.2 COLLEGE FACILITIES**

All events taking place that require use of campus buildings must be reserved through the Administrative Assistant in the Administration Office. YCC has a stated and practiced policy of no women in the men's building and no men in the women's building. Violations will result in immediate suspension or expulsion.

### **5.3 MENTORING**

Academic and pastoral mentoring is available to the student body on an as needed basis. Please contact the Dean of Students, Dean of Academics, or Dean of the Chapel.

### **5.4 EMERGENCY SERVICES**

YCC does not offer emergency medical services. If an individual is having a health crisis she or he is instructed to call 911, or go to St. Vincent Emergency Clinic or Billings Clinic Emergency.

### **5.5 FINANCIAL AID**

Although YCC does not participate in state and federal aid programs, a wide range of college and denominational scholarships are available. Scholarships and grants at YCC are granted on the basis of academic rigor and financial need.

YCC also offers a Work Study program involving a commitment of four hours a week that is available as the college has need. Monies earned through the Work Study program are applied directly to the student's tuition and fees. Interested applicants are encouraged to write or call the office directly to secure application forms and to determine their eligibility for specific assistance.

***The student is responsible for paying all costs that are not covered by financial aid.***

### **5.6 FOOD SERVICE**

The food service is offered when classes are in session. Meals are in the dining hall located in the Dr. William S. & Laura Jean Chapel building. For students not living on campus, meal cards must be purchased in advance in the Business Office. Three meals per day are offered Monday – Friday any week classes are in session. Lunch is offered on Saturday and Sunday. Please check in the dining room for meal schedules during partial class weeks.

Students must sign in for meal service. Students not on a meal plan must pay for their meals by purchasing a food card prior to using the meal service. Eating without paying is dishonest and violates the YCC code of conduct.

### **5.7 HEALTH SERVICES**

Since the college cannot assume responsibility for medical services, students are encouraged to enroll and maintain enrollment in a medical insurance plan. No on-campus medical care is available; Billings Clinic (238-2500) and Saint Vincent Hospital (237-7000) are located in downtown Billings.

If a serious, immediate medical crisis arises, the student is to call 911. If a student in serious, immediate medical crisis is not able to call 911, please notify a staff or faculty member, or call 911 on the student's behalf.

### **5.8 LAUNDRY SERVICE**

Washers and dryers are available in the residence hall *for only those students living on campus.*

### **5.9 LOST AND FOUND**

Items found should be turned in to the Administration Office. Lost items may be reported to the Administrative Assistant and placed on the campus bulletin boards.

### **5.10 PARKING**

Students are asked to park only in designated areas on campus. Please observe a 15 MPH speed limit when driving on campus. All vehicles must be registered with the Administration Office at the time of semester registration.

### **5.11 STUDENT CENTER**

The Student Center is a place for students to relax and enjoy fellowship with others. Students will conduct themselves in a Christ-like manner, and in a fashion reflecting the values of YCC.

#### **Student Center Guidelines**

<b>Hours of Operation:</b>	Sunday – Thursday	8:00 am – midnight
	Friday – Saturday	8:00 am – 1:00 am

If additional hours are needed for use of the student center, please contact the Residence Director or a Student Council member.

**Conduct:** Avoid the appearance of evil (I Thessalonians 5:22).

Keep noise levels moderate so others can be engaged in different conversations without raising their voices. Keep in mind that classes may be in session nearby.  
Enjoy the furniture as each piece was designed.

Accidents will happen. If you spill it, please clean it up immediately. All trash is to be put in the trash can. Please help us by emptying the trash cans when full.

Movies and games are for your enjoyment; put them away when you are finished so others may use them. Please leave movies and games marked 'Student Center' in the Student Center.  
Lights must be on whenever the Student Center is open.

The guidelines for public display of affection apply to the Student Center as well as any other place on campus. Failure to behave in this manner will result in the removal of Student Center privileges for those involved.

Misconduct in the Student Center may result in a warning. Two warnings may result in reducing the hours of operation or closing the center completely. Report abuses of the Student Center guidelines to a member of the Student Council, but only after you have attempted to address the individual. (Matt.18:15-17)

## **6.0 STUDENT COUNCIL**

The Student Council is to be a voice to the administration to encourage dialogue to improve campus life. The Student Council recommend revision of school policies relative to the morale and morals of the student body. Any student may bring new business or policy proposals to Student Council for consideration. The Student Council may at times serve as an advisory body to the President and Dean of Students when deemed appropriate by the Administration.

In addition, the Student Council will work to keep the student body excited and up to date on activities planned by the committees, through the use of chapel announcements, posters and flyers, and encouraging other members of the student body get involved in the activities and spirit of YCC. During the school year student council may organize and execute service projects.

### **6.1 ELECTION OF STUDENT COUNCIL MEMBERS**

#### **1. Membership**

The Student Council shall be composed of representatives from each class and one Resident Assistant. The Dean of Students shall sit as a non-voting, ex-officio member of this committee.

#### **2. Selection**

Students will recommend students to the Dean of Students and Student Council to serve an annual term on the Student Council.

#### **3. Meetings**

The Student Council shall meet at least once a month during each semester. Special meetings may be called when deemed necessary by the Dean of Students or the student council president.

#### **4. Conduct**

Student Council members will lead by example.

## 5. General Responsibilities

Beyond the responsibilities explained above, Student Council will set up an information booth during orientation in the Fall and the first chapel of each semester. The goal of this activity is to familiarize the student body with Student Council and its role at YCC.

## 6. Student Recommendations/Concerns

Any student may bring recommendations/concerns to Student Council by filling out a Student Council Discussion form.

### 6.2 STUDENT COUNCIL OFFICERS

**President** will serve for a period of at least one year. The Vice President will be elected from the Student Council body. This position cannot be held by a freshman. The President is responsible for representing the YCC student body and their interests in student council, and act as a liaison between the student body and staff. The president is to model a positive attitude and endeavor to keep unity among the student body.

**Vice President** will serve for a period of at least one year. The Vice President will be elected from the Student Council body. This will lend to continuity in the Student Council from year to year. The Vice President assists the President with his or her responsibilities. He/she will coordinate with the chair person for each committee ensuring progress is being made toward meeting their purpose. Prerequisite for Vice President: - Nominee cannot be a freshman and must have served two consecutive semesters on Student Council.

**Secretary** will serve for a period of at least one year and will be elected from the Student Council body. The secretary is responsible for keeping a book of meeting minutes that can be passed on to future leaders.

#### Committees

Committees will be created on an as needed basis. Student Council will enlist students for the needed committee(s) and monitor activities accordingly.

## 7.0 COLLEGE CODE OF CONDUCT

In the application process, each student at Yellowstone Christian College has given evidence of dedication to the Christian ethic presented in the New Testament.

The college community is expected to uphold the laws of the United States, the State of Montana, Yellowstone County, and the City of Billings.

No initiation or hazing of any kind is permitted.

Bullying of any kind, anywhere, and in any form will not be tolerated from students attending Yellowstone Christian College. This includes the digital realm, i.e. Facebook, Twitter, Snapchat, etc. Students found to be bullying will face disciplinary action up to and including expulsion.

Students are expected to refrain from profanity, drunkenness, dishonesty, theft, sexual promiscuity, homosexuality, adultery, and occult practices.

YCC has a stated and practiced policy of no women in the men's dorm and no men in the women's dorm. Violations of this policy will result in immediate suspension or expulsion.

Students are to accept individual responsibility for appropriate dress. Dress should be in good taste and reflect the atmosphere of the college whether in or out of class. Modesty, cleanliness, and appropriateness are expected. Shoes are to be worn in all public facilities.

Yellowstone Christian College reserves the right to the use of its name. Students should take careful consideration as to how they use YCC's name in the digital realms of Facebook, Twitter, Instagram, etc. Abuse of YCC's name, faculty, staff, and students may lead to disciplinary action up to and including expulsion.

### **7.1 ACADEMIC DISHONESTY / COMPLICITY**

Cheating, plagiarism, and any other misrepresentation of work are prohibited. During examinations, academic dishonesty includes the transferring of information not specifically condoned by the instructor. Academic dishonesty / complicity may result in immediate suspension or expulsion.

### **7.2 ALCOHOL, DRUGS, NARCOTICS, PORNOGRAPHY, AND TOBACCO**

The college discourages the use of tobacco products and alcoholic beverages as a danger to one's health and **prohibits** their use, or storage, on campus. The possession and use of illegal narcotics, hallucinogenic drugs, and controlled medications without a doctor's prescription are **strictly forbidden, on or off campus.**

Pornography, in any form, and its use is not permitted on campus.

Any student of YCC found in violation of the college's policy regarding alcohol, drugs, narcotics, porn, or tobacco shall be subject to sanctions including disciplinary probation, including suspension or expulsion. Suspension may be in-house or off campus, and may vary from three (3) days to two (2) weeks. Expulsion will result in the immediate departure from campus and failing of current courses. Students who are expelled must sit out the rest of that semester and the following semester prior to seeking reinstatement to YCC. Reinstatement is not guaranteed. Students must follow the ordinary application process when seeking reinstatement.

In addition, the college will cooperate fully with law enforcement agencies that enforce narcotic, porn, and drug laws.

### **7.3 BABYSITTING**

Liability factors make it necessary that the college forbid babysitting on campus for off-campus children at any time.

### **7.4 CLASSROOMS**

Classrooms are for instruction, or a place to study when not in session. Please do not utilize these rooms for other purposes.

### **7.5 COMPLICITY**

A student present during the commission of an act by another student that constitutes a violation of YCC policy may also be charged if he or she or her subsequent behavior constitutes participation or cover-up of the violation.

### **7.6 COMPLYING WITH REASONABLE REQUESTS**

Students are required to comply with directives by authorized YCC officials acting on behalf of the college.

### **7.7 COMPUTERS**

YCC provides computer stations for the use of its students for academic purposes only. *These are the only computers accessible for student use.* The following guidelines should be observed:

1. Please use headphones to listen to audio files, CDs, or DVDs.
2. Computers may be used for personal browsing; however, please remember students needing the computers for class work have priority.

3. The computers and the internet are never to be used to access any kind of unacceptable web site, i.e. sites containing pornography in any form, sites that access unacceptable music or literature of any kind, and so forth. "Whatsoever is pure . . . think on these things." Anyone found to be accessing inappropriate websites or using the school's computers inappropriately will be subject to disciplinary action. Furthermore, the downloading of apps, freeware, shareware, or any other software, is explicitly prohibited by YCC.
4. Computer users are not to create any files that are stored on the computer's hard drive. All created files must be on a removable disc.
5. Students going around the firewalls will be in violation of acceptable student computer usage.

### **7.8 CONTRACTING OR REPRESENTATION IN THE NAME OF THE COLLEGE**

Students are prohibited from contracting in the name of the college and may not claim to be official representatives of the college for any commercial purposes.

### **7.9 DAMAGE OR DESTRUCTION OF PROPERTY**

Accidental damage, vandalism, or malicious damage to property belonging to YCC or others will require restitution from the person responsible for such damage and/or disciplinary action.

### **7.10 DATING**

Dating practices are to be kept on a high level of Christian conduct. Students are expected to refrain from public displays of affection. YCC has a stated and practiced policy of no women in the men's dorm and no men in the women's dorm. Violations of this policy will result in immediate suspension or expulsion.

### **7.11 DISORDERLY CONDUCT**

Disorderly, lewd, indecent, or obscene conduct or expression on YCC owned or controlled property, or at YCC sponsored or supervised functions is prohibited. *This includes physical altercations (i.e. fighting) for which immediate expulsion is likely.*

### **7.12 DISRUPTION**

1. Disruption of the normal activities of the institution is prohibited. Disruption shall include, but not be limited to, the following:
2. Physical violence or abuse of any person or YCC owned or controlled property, or at YCC sponsored or supervised functions or conduct which threatens or endangers the health or safety of any person
3. Deliberate interference with academic freedom and freedom of speech, including disruption of a class or interference with the freedom of any speaker invited by a section of the college community to express his or her views (faculty members are authorized to remove students from class if warranted)
4. Forcible interference with the freedom of movement of any member or guest of the college
5. Blocking of entryways to buildings, rooms, or sections of buildings, or of hallways or stairways in such fashion that people find it difficult or impossible to pass
6. Noisemaking or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, a meeting, or any other authorized event
7. Congregating in such a fashion as to create a situation which could endanger life or property
8. Incitement to any of the above mentioned actions or to other violations of YCC policy which could result in such actions, whether orally or through written materials or pictures
9. Any disruption of teaching, research, administration, disciplinary proceedings, or other YCC activities

### **7.13 DISTRIBUTION OR SALE OF LITERATURE OR GOODS**

The distribution or sale of literature or goods without the express written approval of the President or his designee is prohibited.

### **7.14 DRESS STANDARDS**

Personal appearance and dress are a vital part of a Christian student's example, and can be widely varied depending on a student's background. Within the context of YCC, students are to accept individual



responsibility for appropriate dress. Students must demonstrate a mature attitude in dress and appearance while attending classes or engaging in other academic and extra-curricular events around the campus. In other words, dress should be in good taste and reflect the atmosphere of the college. Modesty, cleanliness, and appropriateness are expected at all times.

Recognizing the total responsibility by each person to be a blessing to others, and in the spirit of not offending others or causing others to stumble by your attire, you are asked to be modest in your attire. Within this context, several areas are not open to interpretation. Spaghetti straps, bare midriffs, halter tops, short shorts, or miniskirts are not permitted on campus. Please refrain from showing cleavage. "Muscle" and "wife-beater" shirts are not permitted on campus. Sagging pants are not permitted on campus. Shirts and shoes are to be worn in all public facilities (health code mandate).

A faculty member may contact the Administrative Assistant if she or he determines a given mode of dress disrupts the academic process in his or her classroom. The Administrative Assistant will also be responsible for the appropriate dress for chapel and/or other extra-curricular activities. Students will be asked to comply with the dress code and given an opportunity to make appropriate changes.

#### **7.15 EMERGENCY EQUIPMENT**

Fire escapes, ground level fire doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. Tampering with or misuses of these emergency devices or blocking fire exits or other means of impeding traffic is prohibited.

#### **7.16 EXPULSION**

Expulsion will result in the immediate departure from campus and failing of current courses. Students who are expelled must sit out the rest of that semester and the following semester prior to seeking reinstatement to YCC. Reinstatement is not guaranteed. Students must follow the ordinary application process when seeking reinstatement.

#### **7.17 FACILITIES**

The unauthorized use of or entry into any YCC facility (i.e. chapel building, classrooms, offices, and/or campus equipment), whether by force or not, is prohibited.

#### **7.18 FACULTY**

Faculty and administrators shall be addressed by their title or rank, i.e., Dr., Professor, Mr., Mrs., Dean, etc. Students may not address faculty or administrators by their first names or by nicknames. Students may address faculty or administrators in acceptable ways while off campus and not connected to YCC.

#### **7.19 GARAGE/YARD/PORCH SALES**

Garage, yard, or porch sales are not permitted on campus. Students having items for sale may post notices on the bulletin boards in Warren Hall.

#### **7.20 HARASSMENT**

The college prohibits any harassment, especially related to a person's race, gender, religion, national origin, age, or physical condition.

#### **7.21 INITIATION OR HAZING**

No initiation or hazing of any kind is permitted.

#### **7.22 LAWS**

Any act by a student which constitutes a charge of violation of a public law occurring on or off campus may establish cause for legal and/or disciplinary action by the college.

#### **7.23 PEDDLING, SOLICITING**

No peddling, soliciting, or commercial enterprise is allowed on campus.

## **7.24 PETS**

Animals of any kind are allowed on campus only with special permission from the Campus Administrator.

## **7.25 PROBATION**

A student who violates the code of conduct while on disciplinary probation may be charged with the separate offense of violating disciplinary probation.

A student violating disciplinary or academic standards may be placed on probation for that semester and the following semester. Probation includes the loss of all financial aid, including but not limited to academic, ministerial, and athletic.

## **7.26 RECORDS**

Falsification of personal or YCC records, including, but not limited to, admission, registration, student disciplinary, and health records by forgery or other means of deception, is prohibited.

## **7.27 RESIDENCY**

Yellowstone Christian College provides residence halls for single male and single female students. YCC encourages single students to live on campus during their years of attendance. Living on the YCC campus, while financially beneficial to the student, also provides unique opportunities not available in other residence communities.

## **7.28 RESIDENCE HALLS**

Single students from outside the greater Billings area and local students not living with family who are 21 years of age and younger are required to live in a YCC residence hall during their first year as a student on the YCC campus.

YCC has a stated and practiced policy of no women in the men's dorm and no men in the women's dorm. Violations of this policy will result in immediate suspension or expulsion.

If a student is expelled from a residence hall, no refund of fees will be granted. All students living on campus must observe housing and campus regulations and respect YCC property, in accordance with the signed housing contract and YCC student handbook. To successfully implement the college's principles of student life, the following guidelines have been established regarding residence halls.

## **7.29 RESIDENT HALL REGULATIONS**

1. At no time and for no reason will a female student or female guest be allowed in the men's dorm, including the entry foyers. At no time and for no reason will a male student or male guest be allowed in the women's dorm, including the foyer. Violation of this policy will result in immediate suspension or expulsion.
2. Room assignments for men and women are made by the Dean of Students, Residence Director, or the Resident Assistants upon the student's arrival. Students who are not enrolled for at least 12 semester hours will be eligible for campus housing only on a space available basis. Full-time students will receive priority.
3. Married students or separated students may not live in a residence hall.
4. A non-refundable fee of \$50.00 is required to reserve a room. This fee helps YCC with general upkeep and maintenance of the residence halls. Any damage (not including normal wear and tear) to campus property will be the responsibility of the student.
5. Heating appliances, hot plates, coffee makers, or outside antenna wires are not allowed in the rooms.
6. Cooking is not allowed in rooms, and microwave cooking should be confined to the lounge areas.

7. Trash containers are provided for each room. No food trash is to be placed in these containers. Such containers should be regularly emptied in the outside dumpster.
8. Common area containers are for trash collected as students study, watch television, or socialize in the fellowship room and are not for disposal of room trash.
9. Residents are responsible for keeping (day by day as a way of life) their own rooms neat (habitually orderly in appearance) and clean (free from dirt; unsoiled and unstained). Inspection dates and times will be assigned by the RAs. Inspections will be done as frequently as necessary to maintain the residence hall buildings. **Also, YCC reserves the right to perform on-the-spot room inspections with no notice if the Dean of Students deems it necessary.** Failure to pass inspection results in disciplinary action. Residents whose rooms are consistently slovenly and dirty between inspections are also subject to disciplinary action, including revocation of the privilege of living on campus.
10. The common areas of the residence halls are the joint responsibility of ALL the residents. The destruction, by students, of YCC property in the general areas of the dorms will be paid for by the body of students, or the group identified as liable for the destruction.
11. The residence halls are not only places of living but also studying. Sound levels from music, movies, discussions, games, etc. must be confined to your own room so as not to disturb other residents. Quiet hours are from 10:00 p.m. to 7:00 a.m. every night except for Friday and Saturday when quiet hours begin at midnight. At this time, all lounge and room noises cease (i.e. radio, television, computer, movies, music devices, loud conversations, etc.) along with any activity that may disturb others.
12. Heating in the residence hall can be adjusted in each individual room; however, special attention needs to be given to turning heaters down when not in the room.
13. Occupants will furnish all personal supplies: towels, washcloths, linens, shampoo, and bath soap.
14. Residents of the residence halls are not permitted to alter the physical structure or paint of the rooms in any way. College owned furnishings will not be moved into or out of a room without permission from the Residence Director. Small items of sports equipment may be kept in a room but not bicycles or similar large items. Bicycles may be kept in the storage shed. The walls and doors will not be defaced in any way.
15. No posters or pictures may be hung in the common rooms, hallways, or outside residence hall doors. Only a nameplate holder and a small message board may be affixed to the outside of the residence hall room door.
16. Common area furnishings may not be moved about the room nor the décor of the room altered without permission from the Dean of Students. Changes in room décor or furnishings will be authorized by the college administration.
17. Television and internet are provided in the student centers and common rooms.
18. Non-YCC guests are not allowed in the dorms. Only current YCC students may be in the dorms, either as residents or as guests of a resident.
19. Unassigned residence hall rooms and apartments are off limits and are to remain locked.
20. No student may change rooms without prior permission from the R.A.

21. For security reasons, the residence halls are equipped with code locked doors. These entrance doors are to remain closed and locked at all times. It is important to make sure that the doors close behind you. **The entry codes are not to be shared with anyone.**
22. All residents are encouraged to lock their rooms when leaving even for a short time. The college does not assume responsibility for money, valuables, or other personal property left in apartments, rooms, or elsewhere on campus.
23. The college retains the right to enter and inspect rooms at any time, with reasonable cause, for purposes related to maintenance, security, and the upholding of YCC regulations.
24. A student who falls behind in his or her financial obligations for room and board fees will be required to move out of the residence hall.
25. If a current residence hall student chooses not to enroll for classes the upcoming semester, that student may not remain in the residence hall. A student may apply for an extended stay under conditions set by the Dean of Students.
26. Residence halls will close each semester on the first Monday following final exams. The last night of lodging will be Sunday with check out required on this first Monday. The Resident Assistant or the Director of Student Life must complete final room inspections at check out.
27. A current student may apply to reside in the residence halls over Christmas break, January Term, or summer break whether or not they are enrolled in classes for these times. This is an option allowed by YCC on a case by case basis; residency during non-semester breaks is not guaranteed to any student. In addition, the student's bill must be paid and up-to-date, and space must be available. If the student is not enrolled in classes at these times, the fee for each month's room rent must be paid in full, and in advance on or before the 5<sup>th</sup> day of the month.
28. Any student, who chooses not to rent a room over Christmas break, must check out by the residence hall closing date for that semester. Personal items may remain in the room if the student has registered for spring classes. However, check out must be completed with the Resident Assistant or the Dean of Students and room keys must be returned. A student may rent the room for the complete break only.
29. By the Spring semester closing date/checkout, all items must be removed from your room. Limited storage space is available for a fee to those students whose home residence is outside the state of Montana. See the Business Office for details on storage.
30. Students exhibiting inappropriate behavior in the residence halls or on the campus, in general, will be addressed per the disciplinary procedures in the student handbook.

### **7.30 SEXUAL HARASSMENT AND SEXUAL MISCONDUCT**

#### **General**

Engagement in any sexual act outside of a monogamous heterosexual marriage is not in keeping with the ideals of Christianity or this institution. Such an act is grounds for dismissal.

**Sexual Harassment** can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual misconduct. Sexual harassment, including sexual misconduct, can involve persons of the same or opposite sex.

**Sexual Misconduct** includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and dating violence. While sexual assault and other sexual misconduct is often considered a subset of "sexual harassment," for purposes of this policy and the consequences that may result from violating this policy, the terms are distinct.

## **Reporting**

YCC encourages victims of sexual assault to report the incident immediately to the police. Once YCC administration learns of a sexual assault involving a YCC student, the YCC administration will fully cooperate with all entities involved.

## **Disciplinary Action**

Any person electing to initiate a disciplinary action against a student for allegedly violating the rules of the college must inform the Dean of Students as soon as practicable. Action will proceed in accordance with the formal procedure adopted by the college and stated in this handbook. Once disciplinary proceedings have been concluded, the alleged victim and the alleged offender are entitled to the knowledge of the results of the proceedings.

### **7.29 STUDENT GROUPS**

To be classified as a student organization, established recognition procedures must be met and approved by the administration of the college.

### **7.30 THEFT**

Students involved in theft, unauthorized possession, and /or sale of property not belonging to them are subject to College disciplinary action as well as the arrest and prosecution by legal authorities. Students in unauthorized possession of property owned or controlled by the college (i.e. bookstore, library, etc.) are subject to YCC disciplinary action as well as arrest and prosecution by legal authorities.

### **7.31 UNAUTHORIZED ENTRY**

Unauthorized entry into or use of YCC-controlled property is prohibited.

### **7.32 VEHICLES**

If you need to store a bicycle while living on campus, it must be tagged and locked to be stored in our shed. Riding of bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Mopeds are considered in the same category as bicycles. Roller skating or skateboarding is prohibited on the campus in locations or at times which, in the discretion of campus officials, constitute a pedestrian or motor traffic hazard or which imperil the health or safety of persons and property on the campus.

### **7.33 WEAPONS, FIREARMS, FIREWORKS, EXPLOSIVES**

No students or guests, except for law enforcement personnel, may have weapons in their possession at any time on YCC property or at YCC sponsored events. Weapons are defined as firearms, knives, explosives (including fireworks), flammable materials, or any other item that may cause bodily injury or damage to property. Possession is defined as including possession within the student's car while parked on campus.

## **8.0 DISCIPLINARY PROCEDURES**

**All observed or perceived violations of the college Code of Conduct should be reported to the Dean of Students, who will determine the appropriate response or procedure.**

### **8.1 AUTHORITY OF THE DEAN OF STUDENTS**

The Dean of Students, in consultation with the Dean of the Chapel, may summarily suspend a student if he believes the student in question has acted in a manner clearly inconsistent with the Code of Conduct. If the Dean of Students believes a student's presence represents a danger to life and property, that student may be required to immediately leave the campus. (See section 8.4 for appeal procedure)

## 8.2 DISCIPLINARY ACTIONS

### Warning

A warning is given to students regarding violations of the college Code of Conduct, or requirements concerning Student Life.

### Restriction or Revocation of Privileges

A temporary or permanent loss of campus privileges may include, but is not limited to, the use of a college facility (e.g., the gym or Student Center) or social activity or event such as intramural recreation, or other method deemed appropriate by the Administration.

### Restitution

Students found guilty of damage to or misappropriation of property of the college, students, staff, or others on campus will be held responsible for restitution. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages as directed by the Dean of Students.

### Disciplinary Probation

A student who has violated any aspect of the Student Code of Conduct, or expectations of involvement in Student Life may be placed on disciplinary probation (consequences delineated in the YCC Catalog). Continued enrollment depends on the maintenance of satisfactory citizenship during the time of probation. Depending on the severity of the violation(s) and any repeated violation(s) of the above-mentioned, suspension or expulsion of the student may be a necessary course of action.

### Suspension

A student may be placed on mandatory separation from the college for a period of time as specified in a formal suspension statement. A student who has been suspended is barred from enrolling in any classes at YCC during the suspension. Students may re-enroll at the college when the suspension order has elapsed and when the student has met all requirements as outlined in the formal suspension statement.

### Expulsion

Expulsion is defined as mandatory separation from the college with no promise of future readmission. Separation is a minimum of the current semester plus the next semester. No student shall be allowed to return until the current semester and one additional semester have been completed.

## 8.3 DISCIPLINARY CASES

Without limiting the power of the President, in all other situations, every effort will be made by the administration and the Dean of Students to solve student difficulties at their inception. Students who are charged with violations of the college Code of Conduct will receive formal written notice of the violation from the Dean of Students, a copy of the code that is violated, and the consequences.

## 8.4 STUDENT GRIEVANCE AND APPEAL PROCEDURE

### Policy

Students have the right, through this grievance procedure, to resolve conflicts related to staff, faculty, and students as well as disagreements they may have with YCC policy. Under no circumstances shall the act of filing a grievance negatively influence the treatment or continued stay of the student.

**Purpose:** To ensure that students have a process available to initiate a complaint and an appropriate means of requesting a hearing to review the complaint.

**Appeal Procedure:** A student who has a problem, complaint, or concern about any matter related to the college is encouraged to seek a satisfactory resolution of the matter through the following process:

1. The student shall prepare a concise written statement of the matter under dispute.
2. If the grievance is with another person, as a first step, the student should go to that person with their written grievance and seek to resolve the matter privately.

3. If the grievance is not settled there then the student should take the matter to the Residence Director. At this point a file is begun that contains a copy of the written statement of the grievance under dispute, a written record of this meeting which includes a written record of the Residence Director's recommendation for resolution.
4. If satisfactory resolution is not reached with the Director of Student Life, the grievance will then be referred to the Dean of Students, Administrative Affairs, or the Academic Affairs Committee, depending on the area of responsibility. The appropriate committee will hear the matter, review written documentation, and render a final decision in writing, in the matter.
5. Should the student be dissatisfied with the disposition of the grievance, she or he may appeal in writing to the President.

## **9.0 EMERGENCY PROCEDURES**

### **9.1 INCLEMENT WEATHER**

YCC has adopted this policy to ensure that the safety of the students and employees will not be jeopardized during inclement weather. The college operates and maintains a National Weather Alert Radio that provides up to the minute weather advisory alerts of approaching local area dangerous weather conditions. Decisions affecting classes and college operations will be made in consultation with the College Administrator and the President no later than 7:00 a.m. on the day in question. Care will be taken to specify what areas of the college are affected, *i.e.* if classes and offices are closed, or if offices are open and personnel are to be on duty.

### **9.2 ON-CAMPUS EMERGENCIES**

Major emergencies encompass such disasters as fire, tornado, earthquake, chemical spills, and military action. Should any of these events occur, the President of the college or his designee may declare a state of emergency and order evacuation of all or part of the campus.

## **APPENDIX 1 RESIDENT ASSISTANT JOB DESCRIPTION**

1. Oversee the day-to-day operation of the residence hall. This includes the assignment of rooms to new students, advising, facilities oversight, administrative tasks. Administrative tasks include:
  - a) occupancy oversight
  - b) move in and move out reports
  - c) room cleaning reports
  - d) room condition reports
  - e) dorm occupant lists
  - f) students conduct reports
  - g) warning reports
2. Mentoring of students to help in the physical and spiritual well-being of our students.
3. Responds to all inquiries and concerns from students related to the dorms.
4. Advises and assists residents concerning personal, interpersonal, and facilities concerns.
5. Provides information to students regarding academic support, counseling, and other resources.
6. Provides emergency response, including weekends and outside of office hours.
7. Publicizes YCC dorm policies, protocols, and regulations.
8. Proactively responds to unnecessary/unreasonable hall damage and vandalism.
9. Maintains consistent communication with staff and residents, including, but not limited to, college administration, food service, and maintenance staff.
10. Assists Dean of Students with alternative summer assignment such as orientation, conference housing, housing assignments, and operations.
11. Assists with planning for summer renovations, makes recommendations for the purchase of furnishings and equipment.
12. Reports misbehavior or violations of YCC rules to Dean of Students (or to Dr. Cannon until the new Dean of Students is on campus).

### **RA Decorum**

Residence Assistants are in a leadership position, and with this, need to be Christ-like in everything they do. RA's must exude the fruit of the Spirit when dealing with the students:

- Love the residents because they are your brothers and sisters in Christ
- Be joyful to the residents
- Be peaceful in your approach to conflict
- Be patient in dealing with difficult situations
- Be kind to everyone around you
- Be good, follow the rules, and set a good example
- Be gentle in speech and manner
- Be faithful and set the proper spiritual example
- Have self-control in the situations that test you



## **APPENDIX 2 RESIDENT ASSISTANT (RA) GUIDE**

### **1. RA / Assistant RA Responsibilities**

- a. Above Reproach and GPA Standard
  - i. The RA is to be the model of the Christian ethic, exemplified by his or her moral behavior (***Love your brothers as Christ loved/loves you...***)
  - ii. The RA is to lead by example of what it means to be a good student, responsible in all things required from the students
  - iii. An RA's appearance should be consistent with what is required by the Student Handbook- basically, a clean and neat appearance
  
- b. Cleanliness
  - i. Make sure weekly cleaning duties are accomplished
  - ii. Make sure cleaning supplies are always available to students
  - iii. Empty trash cans when nearly filled, or compromised by foul smelling items- this includes the bathroom trash cans
  - iv. When supplies are low, let Mrs. Snodgrass know. Please do not wait for an item to be completely used up-
  - v. It is the responsibility of the RA to let Mrs. Epps or Mr. Galindo know when anything in the dorm requires immediate attention- i.e. clogged toilets, sinks, broken water heater, etc. ....
  
- c. Checking Students In and Out of Rooms
  - i. Utilize the Check-in List provided by the Dean of Students to check in or out new students or students who are leaving. Make sure to document broken or defaced items, walls, etc.
  - ii. Familiarize in-coming students with the dorm rules and overall expectations required from them by YCC. This would include "quiet hours" in the dorm, the cleaning routine, etc.
  
- d. Making Rooms Ready for Living
  - i. When students check out, make sure they have cleaned
  - ii. RA's are responsibility to make the room ready for the next student

### **2. The Rule That Governs All Else**

***A leader must care for those he or she leads in such a way that he or she inspires and directs them to first realize their full potential, then***