

WELCOME to OAK HILLS!

Thank you for choosing Oak Hills Christian College (OHCC). Whether you are beginning your college education, transferring in, or returning for another year, we are glad you are here! We have been praying for you. Our Lord Jesus Christ has worked powerfully in the lives of many students at Oak Hills, and we believe He has wonderful plans for you.

OHCC COMMUNITY - We believe you will be academically, personally, and spiritually challenged as you study and live within the Oak Hills community. It is our desire that you will develop many lifelong friendships during your experience here, and that you become more Christlike through the challenges and opportunities that come. We look forward to seeing how the Lord will use your experience at OHCC to advance His kingdom through your life.

GC – We believe that God calls His followers to be “Great Commandment, Great Commission” people. These are people who love God whole-heartedly, love people as He does, and influence others to become followers of Jesus Christ. At Oak Hills we are all learners (faculty, staff, and students) and are in the process of becoming the “Great Commandment, Great Commission” people God intends for us to be. None of us are perfect, but we are progressing toward this goal.

HANDBOOK PURPOSE - Recognizing that people are at different places in their faith journey, this handbook has been written to familiarize you with our ministry values, philosophy, policies, practices, and services for living together in our community. **As a member of the Oak Hills community, you are responsible for knowing the contents of this Student Handbook. So please read it thoroughly!** This handbook is available at oakhills.edu under the Student Life tab. A hard copy may also be requested.

We desire to be clear on what God says is holy or sinful. We have specific rules and guidelines in place that enhance our community and we must abide by all governmental and regulatory agency requirements. We also have included some statements that are recommendations for your safety and personal growth.

COMMUNITY COVENANT - For OHCC to fulfill its stated purpose, it is crucial that each member of the college community clearly understand and submit to the following principles. In abiding by these principles, we are joining in a covenant with the other members of the Oak Hills community.

If a person does not wish to live under the provisions in this handbook, he/she should choose not to attend OHCC. If a person does not wish to live under the provisions in this handbook and chooses to challenge these guidelines, discussions and consequences will occur. If a person does agree to live under the provisions of this handbook, it should be with the full intention of living with integrity within a community of believers.

QUESTIONS - If you have questions after reading this handbook or need more information, please contact a staff member in the Student Life Department. We look forward to getting to know each of you personally, and will always seek to be an encouragement as God works out His plan within you!

In Christ's love,
Student Life Staff

TABLE of CONTENTS

Student Expectations..... 3
Mission Statement and Objectives 4
Student Life Department..... 5
Philosophy of Ministry 6
Biblical Values..... 8
Christian Life and Maturity 9
Community Life Standards 11
Campus Safety 19
Housing Guidelines..... 25
Campus Provisions and Services 31
Disciplinary Process and Actions 36
Academic Information 39
Index 40
Academic Calendar 43

This handbook is subject to change as needed.

STUDENT EXPECTATIONS

Your enrollment at OHCC tells us that you are willing to enter into our community and agree to live according to our freedoms and responsibilities. Students at Oak Hills Christian College are expected to:

1. **Be a positive example for Christ within and outside our college campus community.**

- Respect and learn from the diversity of our student body, faculty, and staff.
- Attend all required OHCC community activities and residence hall/apartment functions.
- Respect requests made by all OHCC faculty and staff members.
- Live by God's values and the OHCC Student Handbook guidelines both on and off campus.

2. **Take an active role in the safety of all students.**

- Lock your dorm room or apartment when leaving the building and carry your key and key fob and student ID at all times.
- Immediately notify Student Life or an OHCC faculty or staff member of possible dangerous situations—smoke, fire, accident, hazardous driving, threats, violence, theft, intruder, dangerous animal, etc.

3. **Be respectful in caring for the facilities.**

- Protect campus buildings, grounds, and property from damage. This includes classrooms, residence halls, apartments, lounges, exercise areas, game rooms, vehicles, furniture, and equipment.
- Immediately report anything broken or damaged to Student Life or the Facilities Department so it can be repaired.



OAK HILLS Christian College

MISSION STATEMENT and OBJECTIVES

Oak Hills Christian College is a Christian academic community whose mission is to provide biblically centered higher education which contributes to growth toward Christlikeness, and prepares students for effective service in their homes, careers, churches, and communities.

In developing disciples of Jesus Christ, Oak Hills strives to see students grow in the following five objectives:

- 1) **Growing in Faith and Worship:** Students are committed to continuous growth in their trust in, love for and worship of God, seeking to live lives pleasing to Him.
- 2) **Understanding the Bible:** Students will know the Bible and handle it rightly, interpreting it properly for personal and cultural application.
- 3) **Understanding Our World:** Students will have a knowledge of human thought, history and culture adequate to understand and critique worldviews, to communicate effectively a Christian worldview to others, and to interact meaningfully with their own and other cultures.
- 4) **Integrating Faith and Learning:** Students will have a biblical worldview, integrating their understanding of Christianity and the world, providing the foundation for a lifetime of continued learning and growth in all areas of life.
- 5) **Serving Others:** Students will have and practice a servant theology of life and will have skills appropriate for effectively serving God through serving others in the home, the workplace, the church and the world.

STUDENT LIFE DEPARTMENT

VISION

The Student Life Department desires that Oak Hills students become lifelong “Great Commandment, Great Commission” followers of the Lord Jesus Christ in their personal lives, their family, their church and their vocation.

PURPOSE

The Student Life Department exists to **facilitate** biblically healthy community so that students have the opportunity for discipleship, character development, campus safety and positive social engagement.

GOALS

The goals of the Student Life Department, in supporting the mission and objectives of Oak Hills Christian College are:

- *Know, love, and pray for each student.*
- *Develop Christ-like relationships and community.*
- *Provide a safe and healthy campus that facilitates learning.*
- *Guide, correct and restore students when discipline is necessary.*
- *Give maturing students opportunities in leadership development.*
- *Assist and facilitate mentoring relationships between students and staff.*
- *Encourage and challenge each student in developing his or her personal faith relationship with Jesus Christ.*
- *Assist students in identifying their talents, strengths, and spiritual gifts.*
- *Assist students in discovering God’s direction for their vocation.*

PERSONNEL

The Dean of Student Life provides leadership and supervises the Student Life staff, services, and programs. The Student Life staff directs the Head RA’s, the Resident Assistants (RAs) and the Residence Life program. They provide leadership within the campus housing and guide the campus student ministry.

All members of the Student Life staff are available to assist students in academic, spiritual, social, and emotional growth.

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|------------------|-------------------------------|
| ➤ Brad DeJager | Dean of Student Life |
| ➤ Shelly Mustful | Associate Dean of Women |
| ➤ Female RA’s | Deborah Kavanagh & Rosa Acker |
| ➤ Male RA’s | Jordan Lendway & Timothy Kue |
| ➤ Acorn RA’s | Faith Deppa & James Pierson |

RESPONSIBILITIES

The Student Life Department, in partnership with the OHCC administration, faculty, and staff, is responsible for setting the tone for building biblically healthy relationships in our college community.

To fulfill this mission, we oversee and/or collaborate in the following services and programs: Orientation, Residence Life, housing, discipleship, shepherding, discipline, spiritual counseling, counseling services, health referrals, intramurals, student activities, career development (with the Academic Department), Security (with the Facilities Department), Athletics, and Food Service.

PHILOSOPHY of MINISTRY

The primary command God has given His followers is to **“love God with all of your heart, soul, mind, and strength”** (Deuteronomy 6:5, Matthew 22:37). Because of this, our goal is to help students love Him with all of their heart, soul, mind and strength. This can only happen when we allow His Spirit to transform students into His likeness. As a department, we can only assist, encourage and pray for this process.

GOD’S WORD - We believe the Holy Spirit produces Christlikeness in a believer through His transforming power as the Christian willingly responds to encouragement, direction, and conviction under the direction of the Holy Spirit. The primary means utilized by the Holy Spirit in this process is God’s Word. It is His major tool for “doctrine, reproof, correction, and instruction in righteousness” (2 Timothy 3:16).

BIBLICAL PRINCIPLES - We teach students biblical principles, rather than just a list of things to do or not do. We aim at intentional giving of freedom and responsibility to students. Our primary goal is to assist each student in learning to listen to God’s Spirit, especially through the Bible as His instrument for communicating His love and holiness. When students step outside the obvious biblical bounds of behavior, our faculty and staff will personally guide, correct and restore students, and urge them to return to obedience to our Lord and His revealed truth (Romans 14:19-21).

PERSONAL RELATIONSHIPS - As a result of God creating humankind in His likeness, we are all capable of personal relationships. The Bible emphasizes that we mature spiritually and work out the details of our lives in the context of these relationships. Our faculty and staff seek to create an environment in which we can form healthy relationships and grow. We will also initiate close personal friendships with students, through which we can communicate Christ, His person, and His priorities.

LEADERSHIP AND SHEPHERDING - The faculty and staff seek to model Christlikeness to our students and to pray for them consistently. We strive to respect each student and get to know each of them personally. We do not act in

place of parents, but seek to practice biblical leadership and shepherding.

Students will make choices for themselves in many areas. We want students to understand, utilize and internalize God's discernment in making decisions on their own, instead of just obeying external standards while they are here.

PROFESSION OF FAITH - We take each student's profession of faith in Jesus Christ seriously and work with each on this basis. We believe each Christ-follower is God's masterpiece, created anew in Christ Jesus, so that they can do the good things He planned for them long ago! (Ephesians 2:10).

We believe each Christian student is indwelt by the Holy Spirit, and that He is developing and gifting each student for His great purpose. We recognize that students, as well as faculty and staff, are still growing and are in the process of becoming fully devoted Christ-followers. In other words, we expect **progress, not perfection**. We view our campus as a workshop of the Holy Spirit where building and refining takes place.

REPENTANCE—God is gracious and offers His abundant forgiveness when we respond to Him in confession and repentance. When necessary, we will guide, correct and restore students who are displaying behavior that is sinful or destructive in order to restore them to a healthy walk with God and the OHCC community.

We are eager to offer our help and encouragement to any student who has an attitude of repentance and a willingness to learn and grow. Redemption, reconciliation and restoration is our goal, even in cases of serious moral failure. However, the student who is unwilling to repent or who places the safety or well-being of our community at risk, may need to go through the disciplinary process, and in some cases put on probation, suspended, dismissed or expelled.

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We make several assumptions about our students. These dramatically affect the way we approach and minister to our student body:

**IMAGE OF GOD** - Students are created in the image of God with the potential to demonstrate Christ-like character. Students are also fallen and sinful, but in Christ can be transformed from the inside out through the power of the Holy Spirit.

**GENDER DIFFERENCES AND EQUALITY** - While we recognize gender differences, women and men are equal in Christ. Therefore, students are given equal opportunities and treated equitably.

**RESPONSIBILITY**—Students are responsible for their actions. However, we acknowledge that they are at different levels of skill and maturity in regard to spiritual, emotional, physical, relational, and intellectual development. They are in need of grace, patience and support as they grow and mature.

**INDIVIDUAL DIFFERENCES** - Students are impacted by the specific culture and environments from which they come. They represent a wide spectrum of family systems, schools, church, and cultures have differing spiritual styles, moral standards, and levels of Bible knowledge. Because of these differences, students have differing needs and demonstrate diverse levels of motivation for and achievement of spiritual growth. All have God-given potential and some have deep pain and are in need of God's healing power.

**MOTIVATION** - Students have various reasons for choosing a college. A few may be compelled or expected by parents to attend, some may not know what else to do, and others have made great sacrifices to be here. Students may have clear goals for spiritual and academic growth, as well as social and interpersonal development, while others may be still deciding what their goals might be.

## **BIBLICAL VALUES**

The Bible is our authoritative guide for faith and practice at Oak Hills. As followers of Jesus Christ, we are all responsible for seeking to live in a way that reflects His character and priorities on and off campus. We are committed to coming alongside each student and facilitating spiritual growth, to encourage when Christ-like growth occurs, to confront, support and provide guidance when needed.

**LIFESTYLE**- The Bible establishes basic values for character and behavior. We believe these biblical values will show themselves in a distinctly Christlike way of life. This lifestyle involves pursuing attitudes and actions that the Bible described as God's values, and fleeing those that are contrary to Scripture. According to the Scripture, followers of Jesus Christ will demonstrate evidence of the Holy Spirit within them through characteristics such as:

- Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-23).
- Loving what God loves and hating what He hates (Romans 12:9).
- Protecting the God-given worth of all human beings (Genesis 1:27, Psalm 139:13-16).
- Upholding sexual purity among the unmarried and the sanctity of marriage between husband and wife (1 Corinthians 6:18-20, Hebrews 13:4).
- Being people of integrity whose word can be trusted (Colossians 3:9, Ephesians 4:15).
- Living a life of dependent prayer and thanksgiving unto God (Colossians 4:2).
- Leading others to become His disciples and disciple makers (Matthew 28:18-20).
- Seeking righteousness, mercy, and justice (Micah 6:8).
- Forgiving others as He has forgiven us (Colossians 3:13).

By contrast, followers of Jesus Christ will repent and flee from sinful attitudes or actions such as:



- Sins of speech: dishonesty, gossip, slander, obscenity, blasphemy, arguing, complaining (Philippians 2:14, Colossians 3:8-9).
- Sins of anger or lack of control: rage, hostility, bitterness, hatred, murder, violence, abuse, drunkenness, theft, gluttony (Galatians 5:20-21, Ephesians 4:31).
- Sins of attitude: selfish ambition, jealousy, discord, pride, prejudice, greed, hypocrisy, disrespect (Romans 1:28-32, Philippians 2:3).
- Sexual sins: immorality, lust, adultery, homosexuality, immodesty, orgies, pornography, sexual violence (Leviticus 18, Colossians 3:5, Romans 1:24-27).
- False religions: idolatry, witchcraft, occult involvement (Exodus 20, Galatians 5:20).

**NEITHER LEGALISM NOR LICENSE-** We want to be clear on what God is clear on, yet realize that walking with the Holy Spirit is much more than keeping an external list of “Do’s and Don’ts.”

A legalistic form of Christianity is keeping the external rules, but still having an internal heart that can be corrupt and unchanged by the Holy Spirit. A form of Christianity that promotes license doesn’t bother to keep the external rules. It advocates personal choices and desire as the guide for making moral decisions, not the Word of God and the Holy Spirit. We believe God wants us to understand the Scripture and that He will transform us to be more like Jesus Christ in our character, behavior, passions, and priorities.

## **CHRISTIAN LIFE and MATURITY**

At the moment of spiritual birth, God accomplishes an amazing array of works in and for the believer. In addition to being forgiven of sin and given the righteousness of Christ Himself, we receive the Holy Spirit who comes to live within us. Jesus promised that He would “give life and give it in great abundance” (John 10:10). Peter exclaimed that through God’s precious promises, we have “become partakers in the divine nature” (2 Peter 1:4). At that moment the Spirit of the living God begins to transform us from the inside out.

**LOVING GOD-** When asked what the most important truth is in this new life, Christ responded that we are to love the Lord, our God with all of our heart, soul, mind and strength. Our goal at Oak Hills is to facilitate such growth in each student. Christlikeness is an outgrowth of this love relationship.

**LOVING PEOPLE-** Jesus stated that the best indicator of our love for God is our love for the people around us. Paul stated that the primary law followers of Christ need to observe is the law of love. He was indicating that when we truly “love others as ourselves” (Leviticus 19:18, Matthew 22:39), we are motivated by care and concern for others, doing what is best for them.

**PROMISE OF THE HOLY SPIRIT -** It is God’s Spirit, working within the heart of a follower of Jesus Christ that produces Christlike characteristics and reactions to

the circumstances of life. Jesus promised this Spirit to His followers (John 14:16-17), telling us that the Spirit would encourage, support, and transform the children of God. Our desire is to teach the biblical principles that will give the student a framework for working out life under the guidance and power of the Holy Spirit.

**AUTHORITY OF SCRIPTURE** - The Holy Spirit will guide and instruct Christians through the Bible. God's Word is called milk, meat, a mirror, and the surgeon's scalpel in various places in Scripture (1 Peter 2:2, James 1:23, Hebrews 4:12). Oak Hills was founded on the belief that the Bible is true and trustworthy, and that it should be the most influential factor in determining the way we live.

**DESCRIPTION OF A DISCIPLE** - Genuine maturity or Christlikeness is produced when the child of God drinks the milk, eats the meat, looks in the mirror, and submits to His Word. We believe that disciples or followers of Jesus Christ will:

- Know, trust, and experience God daily.
- Understand their new identity in Christ.
- Love God in response for what He has done.
- Develop a reasoning faith and biblical worldview.
- Develop Christlike integrity, character, behavior, responsibility, and discernment.
- Love people as He does.
- Honor their bodies, and those of others, as the temple of the Holy Spirit.
- Participate in the growing, equipping, reaching, and multiplying ministries of the local church.

**100%**- God wants our entire being, body, heart, soul, and mind, to love and trust Him. He wants us to demonstrate this faith relationship with Him through our life and behavior. Our faculty, staff, and Student Life personnel resolve to model and work toward the development of these Christlike characteristics within our students.

**LIFELONG PROCESS**- If any of us could live out these values perfectly, we would not need Jesus' sacrifice or lordship. All have sinned against God and need His forgiveness. We need His transforming grace in our lives. We need grace, room to grow, and reminding that becoming Christlike is a lifetime process.

**RULES & GUIDELINES**- There are some behaviors that the Bible does not explicitly address. Some of these issues are: consumption of alcohol, use of tobacco, use of addictive substances, entertainment, media, and gambling.

We have chosen to address these and other issues within our college community to facilitate the best possible environment in which we can learn and grow together. Every student is not at the same place in their maturity or has the same level of integrity. So we have rules and guidelines in place that we believe will enhance community living, encourage us to honor God with our body, and

develop personal discipline.

For some, the rules and guidelines in this handbook will have more restraints than they are accustomed to, while others may feel they have more freedom than they have had in the past. However, because of the call of God upon our lives we desire to live differently than those who are not followers of Christ. Regardless, this Student Handbook is our guide to life on the OHCC campus.

**SELF-EXAMINATION-** At OHCC we believe it is wise for individuals to ask questions that relate to themselves and their community. Asking questions such as these will contribute to our goal of developing Christlike discernment:

- Is this action or speech beneficial to me or others?
- Does it enslave me? Can I stop?
- Will it cause others around me to stumble?
- Will it please God?
- Will this help or hinder my relationship with Jesus?
- Will this help or hinder someone else's relationship with Jesus?
- Does this strengthen my relationship with my Christian peers?
- Will my words or actions attract non-Christians toward Jesus or repel them away from Him?
- Does this raise moral questions about my life?
- Am I being a person of moral integrity?

The issue of fulfilling our stated intentions is important for a Christian. If we have voluntarily placed ourselves under the OHCC guidelines, we must fulfill our commitment by living accordingly.

## **COMMUNITY LIFE STANDARDS**

### **COMMUNITY LIFE HOUR**

Our Community Life Hour (CLH) provides an opportunity for the Oak Hills community of faculty, staff and students to come together for collective learning, fellowship, prayer, celebration, worship, and the exchange of community information. Small groups and advisee groups, which give our community an opportunity to interact in a more personal setting, are also part of CLH.

CLH is critical to the success of our college mission and objectives and is held at 10:00 AM on Mondays, Wednesdays, and Fridays. Attendance is a graduation requirement for all for on-campus degrees and programs. *See Academic catalog for CLH graduation requirements.*

**CLH Conduct:** It is expected that students will give respect by refraining from talking and remaining until the program is dismissed. Cell phones and headphones should not be used during CLH; students who fail to comply with standards of conduct will be asked to leave and receive no attendance credit for that CLH

Any student who receives a NP (No Pass) for a semester will be suspended from all extracurricular activities for the following semester.

This includes:

- Ineligibility for intercollegiate participation (travel included)
- Ineligibility for Residence Assistant position
- Ineligible for SALT & SAT

## **SPECIAL EVENTS**

Students are **expected to attend** Orientation, Soul Clean-Up Day, Spiritual Enrichment Days, Martin Luther King day, residence hall and/or apartment meetings. Students are also **encouraged to attend** other events such as Commencement, Spring Banquet, athletic games, and campus activities.

## **CHURCH ATTENDANCE**

It's good to stay connected with your home church and let them know what God is doing in your life. We also encourage you to become involved with a local church while a student at OHCC. Oak Hills is not a church, and your biblical studies are not a replacement for participating in the ministry of a church. Many local churches have programs for college-age students, they welcome your participation and will give you an opportunity to get to know and be mentored by other Christians. Such participation may meet your outreach credit requirement.

Local church information can be found at [oakhills.edu](http://oakhills.edu): Student Life tab, Life in Bemidji.

## **PERSONAL APPEARANCE**

General guidelines regarding personal appearance for members of the OHCC community include:

- Both men and women need to wear modest clothing.
- Minnesota State Law requires shoes and shirts in all buildings except your place of residence.
- Being employed on campus may require a certain mode of dress. Please confirm this with your supervisor.
- Swimsuits must be modest. Do not wear swimsuits in or around the Fellowship Center, ValleyView or the Schreiber Activity Center (SAC). Sunbathing is permitted on the lakefront.

Some fashion trends can cause others to stumble in their thought life. If for some reason we feel that your clothing is immodest or inappropriate, you may be requested to change, even though it may be different from your personal preference.

## **FRIENDSHIPS**

We urge each student to develop a Christlike friendship with their roommate and other students. We pray that each student will have maturing Christian friends that love each other deeply, pray with and for each other, discuss the important issues of faith and life together, and challenge each other in love when they are slipping in the wrong direction.

## **DATING / COURTSHIP**

A Christian college can be a great place to build a Christlike dating or courtship

relationship. However, this relationship can also be a distraction from studies and spiritual growth if it is hurried or becomes unhealthy. We support healthy dating and courtship relationships between a man and a woman whose lives are under the lordship of Jesus. We advise students to progress in these relationships at God's pace, not their own.

Students who are dating or pursuing courtship relationships are encouraged to seek accountability partners, to protect themselves from physical or sexual compromise and guide them in this relationship. Students are expected to practice self-control and avoid inappropriate public displays of affection, as well as avoiding any private situations that may encourage temptation. College staff and faculty are willing to guide, support, and encourage you in developing a Christlike dating or courtship relationship.

### **ENGAGEMENT / MARRIAGE**

God is the creator of marriage (Genesis 1:18-24). Students considering engagement and marriage are encouraged to seek counsel from their parents, pastor, and OHCC staff before committing their life to another person.

Married faculty and staff members of Oak Hills value marriage and will discuss, teach and model how to have a biblically healthy marriage. Special activities and ministries are provided for our married students. Counseling is available for those who are hurting or struggling in their marriage. We want your marriage relationship to be a joyful and authentic representation of Jesus to the world around you.

### **MINOR CHILDREN ON CAMPUS**

Oak Hills is committed to facilitating a safe environment for students and student's families. Therefore, minor children are not permitted on campus unless they are directly supervised by a parent or responsible adult. In most cases, children are not permitted in classrooms. However, there are rare occasions in which this is allowed with the discretion of instructors. Parents who bring their children to campus are responsible for their supervision at all times.

OHCC and its facilities is not a substitute for child care or home school arrangements. The Student Life Department will contact parents or other parties responsible for children left unattended on campus. Individuals that bring children to campus and refuse to abide by these guidelines are subject to disciplinary action.

To see the full policy, contact the Student Life Department.

### **SEXUALITY**

God is the creator of our sexuality and values it very highly. As followers of Christ we need to submit ourselves to God's teaching in regard to this matter.

God commands everyone to remain sexually pure until marriage and to honor marriage between husband and wife (1 Thessalonians 4:3-8, Hebrews 13:4). In obedience to God and out of respect for each other, we expect all students to live sexually pure, exemplary lives which will not distract or offend one another or raise moral question. This includes living together unmarried.

The Bible teaches that homosexuality is a sin (Romans 1:26-27), yet it is

not more sinful than heterosexual sin. Sexual sin should NOT be targeted for humor or condemnation.

Students will be assisted to the best of our ability, to become or remain sexually pure, and/or faithful. If you have been hurt by others or struggle with sexual sin of any kind, you are not alone; we will help you experience God's forgiveness and healing grace.

## **ENTERTAINMENT / MEDIA**

Our culture offers a multitude of options for entertainment. We urge students to develop discernment in their entertainment choices. For help in discerning appropriate movies, please consider these review sites: [www.screenit.com](http://www.screenit.com), [www.pluggedinonline.com](http://www.pluggedinonline.com), and [www.movieguide.org](http://www.movieguide.org). These will give you a good idea of the movie's message and content. It is our desire that all media be reflective of the values of Oak Hills. When in doubt, ask each other. The following questions can help develop this discernment;

- Does this entertainment activity encourage or hinder my relationship with Jesus?
- Does this encourage me to live responsibly or irresponsibly?
- What kind of influence does this entertainment have on the people around me, especially someone who is struggling in this area (swearing, sexual lust, violence, etc.)?
- Is another student asking me to change it or turn it off because it bothers them?

## **TELEVISION / MOVIES**

Campus TVs with digital cable are provided in the lounges of Thompson Hall, Acorn apartments, fitness room, and Valley View. Please be discerning and careful what you watch and how much you watch.

The campus lounges are to be used for digital TV only. U.S. copyright laws state that the public viewing of "For Home Use Only" videos or DVDs (owned, rented, or borrowed) is illegal in student lounges or larger community rooms, unless a per-showing license is purchased. Purchased videos, DVD's, Netflix, or other media can legally be viewed only in one's home, apartment or dorm room on their personal device.

The classroom projectors and chapel screen are for class or CLH use only, unless special permission is granted by Student Life or the Facilities Department.

Please limit the size of monitor/TV in your room and be respectful of the space in your dorm room.

## **MUSIC**

We encourage you to carefully examine the music you listen to in light of biblical principles. Music which promotes a message of evil or unchristian ideologies is strongly discouraged.

Please be sensitive to and respectful of your fellow students in your music preference and the volume level at which you listen at all times.

## **DANCE**

Any student leadership team or activities team initiated or other sponsored dance, either on or off campus, must have prior approval from the Student Life staff. All dances must be supervised by an Oak Hills staff member. Music must be pre-approved by a member of the Student Life staff or their designee. Music choices shall not contradict biblical values or the OHCC Philosophy of Ministry. The staff at Oak Hills reserves the right to discontinue a dance if the above policy is violated.

## **COMPUTERS / INTERNET**

OHCC provides wireless Internet access throughout the entire campus for use by our students. Thompson Hall has Ethernet connections in each room.

Downloading information can slow down the campus computer system substantially. **Please don't download anything during office hours which are 8:00 AM TO 5:00 PM, Monday through Friday.** This will enable you, the faculty and staff to efficiently use the system during these hours.

Be sure that downloads are not illegal copyright violations or music piracy. Music piracy is any form of unauthorized duplication and/or distribution of music including downloading, file sharing, and CD-burning.

The Internet can be a great tool for information and communication, yet it can be a source of temptation toward moral compromise or corruption. Please use a filter and/or accountability system such as bsafefhome.com or covenanteyes.com as a PC filter and accountability system. Resources, accountability, and small groups are also available to help recover from or avoid these temptations. If you struggle with an internet or media addiction, please ask for help.

A word of caution: Some websites make personal information available to anyone who wants it. For safety and privacy reasons, be aware of what you reveal online. Remember that you are a representative of Jesus Christ and Oak Hills.

## **ADDICTIVE BEHAVIORS**

We recognize the addictive nature of sex, pornography, gambling, alcohol, drugs, digital media (smart phones, tablets, laptops, etc.), tobacco, gossip, etc., and we are willing to help students struggling with these habits. **Please don't hide your problem; come and talk with us.** If you come to us before the problem escalates, you may save yourself from discipline or consequences. We will support you and provide resources to help you overcome these obstacles so you can become more like Jesus Christ and serve Him more effectively!

## **DRUG ABUSE**

Students may not use or possess any illegal drugs. Students are also not to misuse prescription or nonprescription drugs. This is in compliance with "The Drug Free Schools and Communities Act Amendment of 1989" (Public Law 101-226). Violations of this policy will result in disciplinary action. Please see the disciplinary process for more information.

## **ALCOHOL**

In Ephesians 5:18, the Bible states that drunkenness is a sin. The fact that alcohol is addictive to many people and because of biblical warnings against its dangers, we urge great caution in the consumption of alcohol. In light of this information, we believe that abstinence is the best choice. As Christians living in community on a small college campus, we expect students to exemplify Christlikeness. Consequently, while taking classes at Oak Hills, students are not permitted to consume alcohol. This begins the moment they arrive on campus and continues through the end of each semester, which is defined as the day a student leaves the campus and lives elsewhere for the holiday or summer break.

Furthermore, students, staff and guests may not consume or possess alcoholic beverages on Oak Hills property or at any Oak Hills function. Possession or consumption of alcohol by anyone under age 21 or providing alcohol for a minor is a criminal offense in Minnesota. Violations of this policy will result in disciplinary action.

Federal and state laws regarding drugs and alcohol are listed below.

### ***FEDERAL AND STATE DRUG LAWS***

#### **Federal Laws**

##### ***Schedule Drugs***

- 1. Heroin, mescaline and peyote, marijuana, other hallucinogens, MDMA (ecstasy).*
- 2. Opium, morphine, codeine, methadone, cocaine, amphetamine, methamphetamine.*
- 3. Opium; codeine; morphine; barbiturates; other narcotics, stimulants and depressants, GHB, LSD.*
- 4. Barbiturates; benzodiazepines; chloral hydrate; other narcotics, stimulants and depressants, anabolic steroids.*
- 5. Codeine; other narcotics and depressants.*

##### ***Penalty for Possession of Schedule I Drugs:***

*First offense: 10-Life, 10 year mandatory min.; if death or serious injury, 20 year min.; up to \$4 million fine individual, \$10 million other than individual. Second offense: 20-Life, 20 year min., if death or serious injury, not less than life; up to \$8 million fine individual, \$20 million other than individual.*

##### ***Penalty for Possession of Schedule II Drugs:***

*First offense: 5-40 years, 5 year mandatory min.; if death or serious injury, 20 year min.; up to \$2 million fine individual, \$5 million other than individual. Second offense: 10-life, 10 year min.; if death or serious injury, not less than life; up to \$4 million fine individual, \$10 million other than individual.*

##### ***Penalty for Possession of Schedule III Drugs:***

*First offense: 0-5 years; up to \$250,000 fine individual, \$1 million other than individual. Second offense: 0-10 years; up to \$500,000 fine individual, \$2 million other than individual.*



**Penalty for Possession of Schedule IV Drugs:**

First offense: 0-3 years; up to \$250,000 fine individual, \$1 million other than individual.  
Second offense: 0-6 years; up to \$500,000 fine individual, \$2 million other than individual.

**Penalty for Possession of Schedule V Drugs:**

First offense: 0-1 year; up to \$100,000 fine individual, \$250,000 other than individual.  
Second offense: 0-2 years; up to \$200,000 fine individual, \$500,000 other than individual.

**Minnesota State Laws**

**First Degree.** Sale: 10+grams cocaine, 50+grams of other narcotic, 200+doses of hallucinogen, 50K of marijuana. Possession: 25+grams of cocaine, 500+grams of other narcotic, 500+ doses hallucinogen, 100+k of marijuana. Penalty: 0-30 years, 4 year mandatory min. if prior drug felony; up to \$1 million fine.

**Second Degree.** Sale: 3+grams cocaine, 10+grams of other narcotic, 50 doses hallucinogen, 25+k marijuana or sale of Schedule I or II drug narcotic, either to a person under 18 or in a school, park, or public housing zone. Possession: 6+grams cocaine, 50+grams of other narcotic, 100+doses hallucinogen, 25+k marijuana. Penalty: 0-25 years, 3 year mandatory min. if prior drug felony; up to \$500,000 fine.

**Third Degree.** Sale: Narcotic, 10+doses hallucinogen, 5+kilos marijuana or sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic or marijuana) to a person under 18 or employment of a person under 18 to sell same. Possession: 3+grams cocaine, 10+grams of other narcotic, 10+k of marijuana and any amount of Schedule I or II narcotic in a school, park or public housing zone. Penalty: 0-20 years, 2 year mandatory min. if prior drug felony; up to \$250,000 fine.

**Fourth Degree.** Sale: Any Schedule I, II or III drug (except marijuana), or sale of marijuana in a school, park, or public housing zone. Penalty: 0-15 years, 1 year mandatory min. if prior drug felony; up to \$100,000 fine.

**Fifth Degree.** Sale: Marijuana or any schedule IV drug. Possession: ALL Schedule I, II, III, or IV drugs except 42.5 grams or less of marijuana. Penalty: 0-5 years, 6 month mandatory min. if prior drug felony; up to \$10,000 fine.

**Minnesota State Alcohol Violations**

Minnesota has many statutes which regulate and control alcohol use and misuse. Fines and penalties are given on the basis of minimum requirements and prior violations. Some crimes and violations are as follows:

**Driving under the influence** (blood alcohol content .08) First offense: \$700 fine, max. 90 days in jail, revocation of driver license min. 30 days. Second offense (within five years): \$3000 fine, max. One year in jail, revocation of license min. 90 days. Driving with an alcohol concentration of .04 or more is relevant evidence of whether or not the person is under the influence of alcohol and therefore subject to arrest.

**Implied Consent**

By driving a motor vehicle in this state, a person agrees to submit to testing for intoxication.

**Persons under the age of 21** "Not A Drop" Law, If you drink any amount of alcohol and drive, you lose your license in for 30 day on a first offence, 6 months for a second violation in Minnesota. Misdemeanors: Consumption and possession unless in parent or guardian's home, purchase or attempts to purchase alcohol, entering licensed premises, misrepresenting age.

**Aiding Minors** Gross Misdemeanor: to sell, furnish or give a minor alcohol, to induce a minor to purchase alcohol, to lend or permit use of license to a minor.

**Consent for Sexual Activity** A person under the influence of any amount of an intoxicating substance including alcohol, marijuana, narcotics, or other substances, whether ingestion of the substance is known or unknown, cannot give legal consent for sexual activity. Sexual activity is defined as oral, anal, or vaginal penetration or contact or near contact of breasts or genitals.

**Misrepresentation of Age** It is unlawful for any person under the age of 21 years to claim to be 21 years old or older for the purpose of purchasing alcoholic beverages.

**Furnishing Alcohol to Persons Under 21** It is unlawful to sell, barter, furnish or give alcoholic beverages to persons under 21. People who are injured by an underage drinker may sue adults who supplied alcohol to the underage drinker.

## **EATING DISORDERS**

Students struggling with eating disorders are encouraged to contact someone in Student Life or another member of the OHCC community. We will support you and help you deal with this issue.

## **TOBACCO PRODUCTS**

The use of tobacco products is not permitted on Oak Hills property or at any Oak Hills function. This includes vaporizers and E-cigarettes. Tobacco use is not prohibited off campus.

If you are addicted to nicotine and desire to quit, contact the Student Life Department staff and we will help you make a plan to break this addiction.

## **GAMBLING**

The Internet, lotteries, and the increase of casino gambling has become another entertainment option or chance to make some quick money. This is deceptive and students may not gamble on or off campus because of its dangers of addiction and poor financial stewardship.

## **GRIEVANCE POLICY**

If you have a grievance with a staff person or a policy, first try to talk to the individual or person in charge of the policy. If you have followed the proper channels for discussion and are not satisfied with the results, then you may obtain a Grievance Form from the Dean of Student Life or online at (oakhills.edu). Once you have completed and returned the form, it will be reviewed by the appropriate person. In most cases, you will receive a preliminary response within (five business days) one week.

This form can be found under Student Life documents through Empower or by following this link: [Grievance Form](#)

## **CAMPUS SAFETY**

### **COMPLETE CAMPUS SECURITY AND FIRE SAFETY REPORT CAN BE FOUND AT OAKHILLS.EDU**

#### **CAMPUS SECURITY SERVICES**

We are committed to providing a safe, secure, and healthy campus environment. The security services at Oak Hills is a joint effort of the Facilities and Student Life Departments. Questions about security may be directed to Brad DeJager, Security Director (Ext. 1240 or 218-556-1224).

There is a sense of security at Oak Hills associated with being in the country and secluded on a picturesque lake at the end of the road. The reality is that people from off campus enter our buildings for various reasons and come on campus. Internal security issues do happen on the campus, so it is best to lock your vehicle and your room at all times.

Consequently, please be aware of your surroundings whether on the Oak Hills campus or in the Bemidji community. Report any suspicious behavior to the Security Director (Brad DeJager) during the day or to the Security Guard (Port-O-Wild) in the evening. Emergency contact numbers are listed and posted in each dorm as well as other strategic areas.

#### **PORT-O-WILD'S SECURITY SERVICES**

Security at OHCC includes the use of Port-O-Wild's Security Services, Inc. of Bemidji. Port-O-Wild's personnel are authorized to take appropriate action on campus to assure the safety and security of all students, visitors, and staff of the college. They will contact the Student Life staff concerning any inappropriate or dangerous behavior.

A Port-O-Wild's security officer is on campus each night and can be contacted in an emergency by calling 218-766-9614 or 218-759-7615. They are also responsible for clearing and locking the main buildings each evening. Students must respect any request the security officer makes regarding security, noise, property, behavior, or leaving a building.

#### **LAW ENFORCEMENT**

Although the Facilities and Student Life Departments are responsible for campus safety and security, the Beltrami County Sheriff's Department is ultimately responsible for the safety of all persons residing in this county. We will notify the Sheriff's Department if circumstances dictate.

#### **SECURITY ALERTS**

If we become aware of a crime incident occurring on or near our campus that is considered to be a threat to students, staff, or visitors, Student Life will post "security alerts" throughout campus, send out text messages, Facebook

messages and/or emails in a timely manner. These alerts will contain information that may aid in the prevention of similar occurrences. In an effort to make sure that you receive such notices, please notify Student Life and the Welcome Center of changes regarding your email address or telephone number.

### **CAMPUS CRIME STATISTICS**

The U.S. Department of Education's Office of Postsecondary Education requires every U.S. College to record on the government's website their campus crime and security statistics for the last 3 calendar years. The website address is: <http://ope.ed.gov/security>. A person can search for data from any college from this site. There is also a link on our website ([oakhills.edu](http://oakhills.edu)), for the Annual Security Report (click on Student Life, then Security, and follow the link).

The statistical information is compiled by the OHCC Student Life department and is for selected categories as prescribed by the Federal Campus Security Act, and covers a period from January 1 to December 31.

### **INCIDENT/INFORMATION REPORT**

To keep our students safe, it is possible for any student to submit an incident/information report. This form can be found under Student Life documents through Empower or by following this link: [Incident/Information report](#)

### **COMPLICITY**

A student present during the commission of an act by another student which constitutes a violation of OHCC policy may also be charged if his/her subsequent behavior constitutes permission or approval of the violation. Students witnessing any act(s) which constitute(s) a violation of OHCC policy are required to report such incidents to the proper authorities. Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the college to burden innocent witnesses.

### **RACIAL INTOLERANCE / HARASSMENT**

Intolerance and harassment of any individual or group based on race is immoral and illegal. This includes offensive or degrading comments, actions, or deeds based on race, even if it was intended to be humorous. Racial intolerance and harassment have the purpose or effect of substantially creating an intimidating, hostile, or offensive work, living, or learning environment.

Anyone practicing racial intolerance or harassment will be subject to disciplinary action. Any student who feels subjected to such harassment, or becomes aware of racial harassment, should report the incident immediately, either verbally or in writing, to the Dean of Student Life.

### **SEXUAL HARASSMENT**

Sexual harassment by any member of the Oak Hills community will not be tolerated. Sexual harassment may be defined as sexual advances, requests, humor, or demands for sexual favors, as well as other physical, verbal, or visual conduct of a sexual nature for the purpose or intent of:

- Interfering with an individual's academic performance.

- Creating an intimidating, hostile, or offensive work, living, or learning environment.
- Using the submission to or rejection of sexual advances, requests, or demands by an individual as a basis for academic decisions.
- Making submission to such conduct, explicitly or implicitly, a term or condition of an individual's employment.

Anyone practicing sexual harassment will be subject to disciplinary action. Any student who feels subjected to such harassment, or becomes aware of sexual harassment, should report the incident immediately, either verbally or in writing, to the Dean of Student Life.

### **SEXUAL VIOLENCE / ASSAULT**

Acts of sexual violence, assault, or abuse such as rape, acquaintance rape, child abuse, other forms of non-consensual sexual activity, or threat of sexual violence are criminal behaviors. These behaviors should be reported immediately to the Dean of Student Life and will be subject on an individual basis to disciplinary action, as well as referral to the appropriate law enforcement agencies. The Bemidji Area Support Within Reach Program may be contacted at 444-9524 (local day number) or 24 hour Crisis Line 1-800-708-2727.

### **PHYSICAL THREATS / VIOLENCE**

OHCC will not tolerate any physical threats, intimidation, hazing, assault, or violence against another person. Such conduct is grounds for immediate disciplinary action, including fines, suspension, dismissal, expulsion, or arrest.

### **BEMIDJI AREA CRIME**

Bemidji has excellent law enforcement, but also has significant crime issues to be aware of. Check the local newspaper for local crime reports. Once again, be mindful of your surroundings while on the Oak Hills campus and the Bemidji community.

Bemidji has a high rate of auto theft. Never leave your keys in your vehicle and always lock your vehicle, on campus and in town. Gangs are active in this area. Alcohol and drug use are prevalent. So, know where the dangers are in the community and be careful.

Bemidji State University has a very good relationship with OHCC. We encourage our students to utilize the services available at BSU, but be wise and discerning while on their campus. BSU's campus crime and security statistics are also available on the U.S. Department of Education's website, or BSU's website: [www.bemidjistate.edu](http://www.bemidjistate.edu).

### **FIRE PREVENTION**

The use of candles, oil lamps, incense, matches, lighters, and any **open flame** in residence halls is prohibited by Minnesota state fire laws. For the safety and well being of the college community, the possession or use of fireworks, potato guns, or any other explosive devices on campus is prohibited. Flammable materials such as gasoline, kerosene, propane, and Coleman fuel products may

not be stored in the residence halls or any on-campus dwelling.

Before having a campfire or bonfire on campus, students must get permission from the Student Life Department or Facilities Department. There are designated areas for campfires and bonfires. All DNR fire bans will be posted outside the Central Office and must be abided by. The campfire tower may be used for small campfires without special permission, unless posted otherwise.

## **FIRE EMERGENCY PLAN**

We prepare for a fire emergency by providing education regarding fire safety and fire escape plans to all students and staff. We will have periodic fire drills without prior notification. All students are required to participate in these drills. Resident students will receive fire escape plans and building fire code numbers from the Student Life staff.

If you detect a fire: Don't panic—think!

**Small Fire:** Use fire extinguisher to put the fire out.

Fire extinguishers are located near the building exits.

### **Larger Fire:**

- Step #1: Pull any alarm.
- Step #2: Get everyone out; please assist those with disabilities or special needs in getting away from the building to safety.
- Step #3: Call 911 (on OHCC phone: 8-911)
- Step #4: Notify Oak Hills staff

Daytime: Call Central Office, ext. 0

Evening, Night, or Weekend: Contact a staff member.

Chuck Allen 218-444-6048

Brad DeJager 218-556-1224

Port-O-Wild 218-766-9614

## **FIRE SAFETY EQUIPMENT**

There are fire extinguishers, smoke detectors, fire alarms, pull stations, and auxiliary equipment in residence halls for the protection of human life and property protection. To use for any other purpose or to tamper with in any way is a violation of state law. Anyone found pulling a false fire alarm or tampering with any fire equipment will be subject to disciplinary action that may include referral to civil authorities up to dismissal from the college.

**Misdemeanor.** *Whoever intentionally gives a false alarm of fire, or unlawfully tampers or interferes with any fire alarm system, fire protection device, or the station or signal box of any fire alarm system or any auxiliary fire appliance, or unlawfully breaks, injures, defaces, or removes any such system, device, box or station, or unlawfully breaks, injures, destroys, disables, renders inoperable, or disturbs any of the wires, poles, or other supports and appliances connected with or forming a part of any fire alarm system or fire protection device or any auxiliary fire appliance is guilty of a misdemeanor. (Subdivision 1)*

**Felony.** *Whoever violates subdivision 1 by tampering and knows or has reason to know that the tampering creates the potential for bodily harm or the*

*tampering results in bodily harm is guilty of a felony and may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000, or both. (Subd.2)*

**Tampering.** *For purpose of this section, tampering means to intentionally disable, alter, or change the fire alarm system, fire protective device, or the station or signal box of any fire alarm system of any auxiliary fire appliance, with knowledge that it will be disabled or rendered inoperable. (Subd.3)*

(Minnesota Statutes 2016, Chapter 609,609.686)

Please assist with fire prevention by contacting Facilities, Student Life, or Security if you detect any potential fire hazard - electrical short, smoke, burning smell, or other emergency safety concerns.

## **PRANKS**

Having fun by playing pranks is a part of the college experience, however, please think first and use discretion.

- Pranks must involve only those individuals willing to be involved.
- Hazing (defined as an abusive or humiliating prank) is not permitted.
- Students involved in pranks must take responsibility for cleaning up after the prank.
- No water is to be used in pranks inside any building.
- Hazardous pranks that involve locking/blocking doors or windows are not allowed.
- Any prank which endangers students and staff or damages property will result in disciplinary action.

## **TERRORIST THREATS**

If it is necessary to evacuate a campus building due to a terrorist threat or an explosive device, a Zone Marshall will facilitate the evacuation procedure. All persons must leave the building and immediate area upon request.

## **VEHICLE / ROAD SAFETY**

Oak Hills Road is a Beltrami County highway. Drivers must obey all posted speed limits to ensure safety to other drivers and/or pedestrians. Pedestrians need to stay out of the way of oncoming vehicles by walking or running on the highway shoulder and sidewalk, not on the pavement. Don't force the vehicle to get out of your way. Safety vests are available at the Student Life Department, from an RA, or Apartment Manager to wear when walking, running or biking this road.

## **WEATHER / SEVERE CONDITIONS**

Local and regional weather conditions are monitored. If severe weather conditions arise, staff and students will be notified. If you are instructed to move to a sheltered area, do so immediately and do not leave until you have been informed that it is safe.

Classes may be canceled due to severe weather conditions as winter brings colder temperatures, wind chill factors, snow and ice to the Bemidji area. Local

radio stations will be contacted and attempts will be made to contact all students (using radio, email, Facebook and texting). We expect commuter students to use their best judgment when determining if weather conditions make traveling hazardous and stay home if believed to be unsafe. Please notify instructors of your decision. You may also call 511 or check the web for road conditions.

### **WOODS / WALKING TRAILS**

There are many great trails and places to enjoy on our beautiful lakeside setting. Please respect all buildings on our campus including Camp Oak Hills. When at Camp Oak Hills, don't enter the buildings without permission from Camp Oak Hills Staff.

Be alert for possible danger from stray or wild animals (dogs, black bears, wolves, etc.). It is best to not walk alone on the trails at night. Report any dangers to the Student Life Department or Security immediately.

### **WATERCRAFT ACTIVITIES**

You are welcome to use the boats and canoes at OHCC. For your safety, please follow these guidelines:

- **Life jackets are mandatory** - they are available in the boat house.
- Return all equipment to its proper place.
- If you damage or notice any damaged equipment, notify the Facilities Director.
- The maximum a canoe can safely transport is three people. Canoeing should be considered primarily a summer or fall activity, as the weather for canoeing in the spring is unpredictable.

**DO NOT** use watercraft when:

- The water temperature is below 50 degrees.
- After dark
- There are high winds and/or white cap waves on the lake.

### **WEAPONS**

**Rifles, shotguns, and handguns are NOT allowed on Oak Hills' property.**

Federal regulations prohibit any type of firearm (loaded or unloaded) from school zones, including college and university campuses, unless there has been specific **written permission** granted in advance to the individual by the Security Director or the Dean of Student Life.

Paintball guns, airsoft, and all look-alike guns are also not allowed on campus because of the potential damage they can cause to individuals and/or property. Paintball guns may be allowed for special events by permission from the Dean of Student Life.

All other weapons including; knives, machetes, clubs, whips, bows, arrows, spears, swords, and martial arts weapons are prohibited in OHCC buildings or on OHCC property. All such weapons will be confiscated.

### **KNIFE REGISTRATION**

Anyone requesting to keep a knife or knife tool for hunting and fishing purposes must obtain written permission and register it with the Security Director. Knife



registration forms are available at Orientation or from the Student Life Department throughout the school year.

## **HUNTING**

OHCC lakefront property extends from the Schoolcraft River to the west on Lower Lake Marquette, to the island by the boat bay, and to the lakefront area of Upper Lake Marquette east of the Schreiber Activity Center (SAC). Hunters planning to hunt off campus must follow all MN-DNR regulations for the legal transportation of shotguns or rifles. **No hunting is allowed on OHCC or Camp Oak Hills property, including the lakefront.** No gun cabinet storage is available on campus, but temporary locked storage may be arranged off campus by contacting the Dean of Student Life or the Security Director.

## **FISHING**

Lake Marquette offers excellent fishing opportunities, as Walleye, Northern Pike, and panfish are caught regularly on this lake. Waste from fish cleaning should be properly disposed of by placing in a sealed plastic bag and placed in the designated garbage facility. Ice fishermen are urged to be careful of ice conditions and weather changes, and should take all necessary precautions.

To purchase a license online or to find more information about hunting and fishing in Minnesota click [HERE](#)

# **HOUSING GUIDELINES**

## **APPLIANCES**

Appliances such as toasters, oil popcorn poppers, hot plates, etc. are not to be used in residence hall rooms. Coffee makers, hot pots and microwaves are allowed. You may also have one mini fridge that is 4.5 cubic feet or smaller in size per dorm room. Chest freezers are not allowed.

## **BUSINESSES ON CAMPUS**

Students wanting to operate a business on campus such as Avon, MaryKay, Creative Memories and/or Pampered Chef, must abide by the Student Business Policy. Personal start-up businesses are not allowed.

Students are required to complete a Student Business Application before conducting any business on campus. This form is available from the Business Manager. The Business Manager will review all applications and be responsible for the approval or denial of all student businesses.

## **CAMPING**

Students wishing to camp outside must get permission from the Student Life staff or Camp Oak Hills staff prior to this campout.

## **DAMAGE / DESTRUCTION**

There is a required room damage deposit that is refundable in whole, or in part, depending on your responsibility in care and cleaning. You are also responsible for all damages you have incurred beyond the damage deposit amount. Upon

departure, all non-college property must be removed and all OHCC property must be restored to the room. You will be charged for any missing furniture (e.g. mattresses, desk chairs), damage to the room and its furnishings, lounges, corridors, or other parts of the building or equipment, furnishings, or landscaping that is caused through either intention or neglect. If individual responsibility cannot be determined, residents may be charged collectively for these damages. Therefore, it is your responsibility to report damages as soon as they occur, whether or not you are personally responsible.

**Please report any damage to the Student Life staff.**

## **DECORATIONS**

Decorations and posters in apartments or dorm rooms are to be hung by light colored “sticky tack,” washi tape or push pins. However, large clusters of pin holes are not allowed. Only washi tape is allowed on the doors. All other tapes, 3M hooks, adhesives, staples, screws or nails are not allowed. Hallways should only be decorated by Student Life staff. During the Christmas season you may only have artificial trees in your room or apartment. Lights and electrical equipment are to be turned off when residents are gone.

## **SEMESTER BREAKS**

Thompson Hall & Acorn apartments will be closed by 5pm on the first day of all semester breaks (e.g. if the last day of class is on Friday, Thompson Hall and Acorn Apartments will close on Saturday at 5pm) They will reopen at 2:00 PM on the last day of the break. Students who need to arrive early for the semester, such as athletes, RA’s, those in need of ALP services, or student workers, may arrive on the first full day before the day their presence is required. Otherwise, students are required to pay **\$10 per night**. This fee is to be paid immediately or it can be added to the student’s bill. Please refer to the OHCC calendar of events at [www.oakhills.edu](http://www.oakhills.edu) for beginning and ending dates of each semester.

We urge students to spend time with their families during breaks. If you are unable to return home for a break, you may request to stay on campus or with a family in the area. **Requests must be submitted in writing and approved by Student Life staff.** There is a \$10 fee per day for staying during Christmas break. If Student Life is not notified of a request to stay in Thompson Hall or Acorn and a student is found to be in either of these residences without having requested permission, the fee will increase to \$20 per night.

**EXTERNAL DOORS** Thompson Hall external doors are locked 24/7 except the main doors which are open Monday-Friday 8am-5pm. Wing lounge doors are locked 24/7 except during open dorm hours. Doors are accessible through an Oak Hills Key Fob. Doors are not to be propped open at any time.

## **KEYS**

You will be issued a key for your residence hall room or campus apartment when you register. **There is a \$25 charge for replacing keys; report all lost or stolen keys to Student Life.** Thompson Hall residents will also be issued a key fob for entry into the building and hall. **There is a \$25 charge replacing a**

**lost key fob.** Please lock your room when you are not there. Key fobs for Thompson Hall are available to other students upon request from Student Life.

## **KITCHENS**

Thompson hall has a shared kitchen in each wing lounge with a refrigerator, stove, sink, microwave and toaster for students. Students must remain in the lounge when using the stove or oven. Personal items are not to be stored in the wing lounge. It is the students' responsibility to clean up after using the kitchen. Student Life reserves the right to close shared kitchens if students are not taking care of the space or cleaning up after themselves. Any "excessive mess" or damage will result in a fine to the individual or to the hall if the individual cannot be determined.

## **LAUNDRY**

Oak Hills students living in Thompson Hall and Acorn Apartments will have a laundry fee charged to their account each semester at registration. Students living in Southgate have coin-operated machines available. Please limit the use of irons to the laundry room only.

## **LOFTS**

A limited number of bedframe lofting kits are available for a fee on a first-come, first served basis in Thompson Hall. Home-made lofts, store bought lofts and raised platforms are not allowed in any residence hall.

## **LOUNGES / CLASSROOMS**

Please leave the furniture in all lounges and classrooms arranged as is. If you have a specific activity that requires moving the furniture, please return the furniture to its original arrangement and/or location. You assume your own risk if you leave personal belongings unattended in the lounge or the classroom and items will be collected by staff if left unattended.

If you bring a beverage container into the classroom or library make sure it has a lid. If you spill, clean it up as well as you can immediately, and then contact Housekeeping (ext. 1244).

## **MECHANICAL EMERGENCY**

Campus mechanical emergencies should be reported to the Central Office immediately during regular business hours.

If after 5pm call: Facilities Director                   218-444-6048  
Brad DeJager                                               218-556-1224

All other non-emergency mechanical needs should be written on a Maintenance Request Form and given to the Facility Dept. These forms are available online on the OHCC website, in the Residence Halls, from the Head RA, the RA or the Facilities Office. [Maintenance Form](#)

## **OPEN DORMS / APARTMENTS / LOUNGES**

### Thompson Hall

Open Dorms:     Friday & Saturday:               6:00 PM - 10:00 PM

Sunday:

1:00 PM - 5:00 PM

### Acorn Apartments

Open Lounge/Apts: Sunday - Thursday  
Friday - Saturday

12:00 Noon – 11:00 PM  
12:00 Noon – Midnight

## **OPEN DORM/ APARTMENT EXPECTATIONS**

During visitation hours, individuals are allowed to visit rooms of the opposite sex. When a guest of the opposite sex is visiting, the dorm/apartment door must be open, the light must be on, and the visitor may not be on the bed. In the apartments, a guest of the opposite sex may not enter the bedrooms. Visitors may use the bathroom if needed.

## **PERSONAL SECURITY CODE**

Acorn apartment building has coded security entrances. You will be given a personal security code during Orientation. **Do not give out your personal code to any other person. Do not prop open a security door.** Violating either of these rules puts residents at risk and will result in disciplinary action.

## **PETS**

Pets, including dogs and cats, are not allowed in Oak Hill's buildings or on the Oak Hill's property. Fish may be kept in an aquarium or fish bowl up to a maximum of five gallons.

Service Animal and Emotional Support animal policy is available from the Student Life Department.

## **PROSPECTIVE STUDENTS**

Prospective students, who are considering attending Oak Hills, may stay in a residence hall or apartment. If you wish to bring a prospective student to the college, arrangements must be made in advance with the Admissions Department.

Furthermore, College Days are scheduled each semester for prospective students to come visit the campus. Students are an important part of these College Days as they provide tours, inform prospective students of life on campus, eat together and often host prospective students in their dorm room or apartment.

## **QUIET HOURS**

Quiet hours are 10:00 PM – 8:00 AM for both indoors and outdoors. This means no excessive noise in the hallways or near the buildings. The noise level must be contained within the student rooms. Repeated violations of quiet hour policies will result in disciplinary action.

## **HOUSING REQUIREMENTS**

We believe in the discipleship value of students living together on campus for at least their first two years of college. **All single students who have earned fewer than 63 credit hours or are under 21 years of age must reside in Oak**

### **Hills Christian College campus housing**, with the following exceptions:

- The student is registered as, or drops to, part-time status.
- The student will be living with a member of their immediate family: parent, or married sibling.
- The student is a parent with custody of children.
- The student has documentation showing medical or academic reasons for not living in campus housing.
- If unable to meet these requirements, please contact the Student Life Department.

Full time students (12 credits or more) have priority for campus housing unless:

- The student has documented medical reasons as to the inadvisability of carrying a full credit class load or has a recommendation from his/her faculty advisor.
- The student has fewer than 24 academic credits to complete his/her specific program of study.
- Non-Oak Hills students may be considered for on-campus housing. However, there is an application process for this opportunity and final approval must come from the Dean of Student Life.
- Previous Oak Hills students transferring to BSU/NTC or working in the area may apply for campus housing if in good standing with OHCC

### **ROOMS**

Acorn apartments are furnished with standard twin size bunkbeds, desks, chairs, dressers, closets/wardrobes, living room furniture and a kitchen table. You will need to provide your own bedding, pillows, mattress pad, and towels, and cleaning supplies.

Southgate apartments are unfurnished apartments primarily used for married couples.

Thompson Hall rooms are furnished with bunkable XLtwin size beds, desks, chairs, dressers, and wardrobes. You will need to provide your own bedding, pillows, mattress pad, and towels, and cleaning supplies.

Since you will be sharing a room, bring only what you need because room and storage space are limited. You will be expected to keep your room neat and clean. All furnishings must remain in your room or you could forfeit your room deposit. If you have a problem concerning your room, please contact the Student Life Department.

### **ROOM ENTRY**

- **RIGHT TO ENTER** Oak Hills Christian College reserves the right for authorized personnel to enter any room at any time for inspection, repairs, or other official business. Those who enter will take care to respect students' possessions and privacy. In extreme circumstances or where there is concern for possible violation of the law or for the health and welfare of students, comprehensive inspection of apartments and rooms may be necessary.

- **ROOM INSPECTIONS**

Residents are responsible for keeping their own rooms neat and clean. Inspection dates and times will be assigned by the RAs. Inspections will be done weekly in Thompson Hall and twice a month in Acorn Apartments. Also, OHCC 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 will be given one warning per semester with 48 hours to clean their room. After that, rooms not passing inspection will have fines assessed up to \$25 per violation. Residents whose rooms are consistently untidy and dirty between inspections are also subject to disciplinary action, including revocation of the privilege of living on campus.

Fine Schedule (Fines may be issued by the Dean of Students, the Associate Dean of Women, or the RAs)

- First violation = Warning with 48hrs
- Second violation = up to \$25.00 fine
- Three fines in a semester = Disciplinary Probation

## **SPRINKLERS**

Thompson Hall is equipped with a sprinkler system designed to combat and suppress fires. To ensure proper operation in the event of a fire, nothing should be hung from, laid on, or otherwise be in contact with the sprinkler head or the pipes supplying the sprinkler head. Also, nothing (piece of furniture, loft, or any other object) should be placed so as to block the flow of water from the sprinkler head.

## **STORAGE**

There is no storage available outside of your room or apartment, so bring only as much as you would like in your room. Any furniture left or unclaimed will be discarded. If ownership can be established, the student will be charged a disposal fee up to \$30/item. Bicycles are not to be stored in residence buildings. They should be locked in one of the bike racks until the snow begins. Then they must be stored in the shed by Acorn or be removed from campus. Oak Hills is not liable for theft or damage to bicycles.

## **TELEPHONES**

Residents must provide their own phone service. This is easily done through a personal cell phone.

## **THEFT / DAMAGE**

It's best to **lock your room** when leaving your residence hall or apartment. Money or valuables in open view can and have been stolen, so protect your belongings and report any losses immediately to someone on the Student Life staff. Oak Hills is not responsible for personal property stolen or damaged, or for the loss of food or medication. Bicycles should also be locked when stored

in a bike rack.

### **VISITORS / GUESTS**

Parents, family members and opposite gender are allowed in the residence halls to help students move during Orientation and Commencement weekends. When students are not moving in, please refer to “Open Dorms, Apartments & Lounges” sheets posted in each residence building for more information.

Resident students may have visitors/guests stay overnight at no charge, but they must make their request in writing and receive approval from Student Life staff. The visitor/guest can't stay longer than 2 nights without special permission. Fees for staying will be implemented after 2 nights. Meal tickets may be purchased from the cashier in the cafeteria. The Student Life staff reserves the right to limit or deny visitation.

### **WINDOWS / ROOFS / PRIVACY**

In order to prevent damage to windows and screens and for matters of security and personal safety, do not climb through windows, remove window screens or climb on campus building roofs. Violations will result in disciplinary action.

## **CAMPUS PROVISIONS and SERVICES**

### **ATHLETIC TEAMS**

If you are an athlete, consider trying out for one of our athletic teams (basketball, cross country or volleyball). Please contact our Athletic Director for more information. All students are encouraged to support the Wolfpack at our home games.

### **BOOKSTORE**

The college bookstore is located in the Schreiber Activity Center. Text books are available for purchase along with items such as greeting cards, stamps, school supplies, gifts, and Oak Hills Christian College clothing. Bookstore hours are posted outside the store entrance.

### **CAMPUS GROUNDS**

Enjoy our woods and beautiful lakeside campus by helping us protect our campus grounds and outdoor equipment!

Mission Field, which is by the boat docks, is available for organized sports and recreation. Be sure to secure your bicycles in the bike rack or storage area; do not leave them lying on the ground. Beware of the sprinklers in the main campus lawns because they can be damaged or injure someone who steps or falls on them.

### **CAREER RESOURCES**

Career counseling and information is available on the OHCC website and from the Student Life staff. Reference books, resources, and on-line programs on many aspects of career preparation, as well as lists of Graduate schools and Seminaries, are available from the faculty, the Student Life staff, and on the

website under the Career Center section. [Career Center](#)

## FC COMPUTERS

Computers for student use are located in the FC lounge and are available for educational research, study, and preparation for class assignments.

Misuse of these computers by sending inappropriate e-mails, monopolizing time, manipulating established programming, viewing pornography or other inappropriate graphics, gambling, or downloading articles which promote violence or illegal activity will result in loss of computer privileges and possible disciplinary action.

Guidelines for using these computers are:

- After one hour of use, a student may continue to use a computer if no one else is requesting the use of that computer.
- Students may check their email/Facebook if a computer is available.
- FC computers are for current Oak Hills students ONLY.

## CUMMINGS LIBRARY

The Cummings Library is located in the Fellowship Center. The purpose of the library is to assist OHCC students in their learning and research. Books must be checked out and keep the noise down so students can study. No food is permitted in the library and all beverage containers must have a lid. The hours of operation are as follow, unless otherwise posted:

- Monday – Thursday: 7:00 AM – 10:00 PM
- Friday: 7:00 AM – 5:00 PM
- Saturday: 1:00 PM – 5:00 PM
- Sunday: 5:00–10:00 PM

## FOOD SERVICE

The Food Service is located in the Schreiber Activity Center. Meal times are as follow:

| <u>MEALS</u>  | <b>BREAKFAST</b> | <b>LUNCH</b> | <b>DINNER</b> |
|---------------|------------------|--------------|---------------|
| Monday-Friday | 7:30-9:15        | 11:30-12:30  | 5:00-5:30     |

|          |               |             |           |
|----------|---------------|-------------|-----------|
| Saturday | <b>BRUNCH</b> | 10:30-11:30 | 5:00-5:30 |
|----------|---------------|-------------|-----------|

|        |               |            |           |
|--------|---------------|------------|-----------|
| Sunday | not available | 12:00-1:00 | 5:00-5:30 |
|--------|---------------|------------|-----------|

### SNACKS

|                 |             |           |  |
|-----------------|-------------|-----------|--|
| Monday-Thursday | 12:30-1:00: | 3:00-4:30 |  |
|-----------------|-------------|-----------|--|

|               |  |           |  |
|---------------|--|-----------|--|
| Friday-Sunday |  | 3:30-4:30 |  |
|---------------|--|-----------|--|

### PROCRASTONIGHT

|                   |                   |
|-------------------|-------------------|
| Monday & Thursday | 8:00 PM -10:00 PM |
|-------------------|-------------------|

Any variations in this schedule will be posted on the bulletin board outside the entrance to the dining hall. Trays, glasses, and silverware need to remain in the dining hall. Disposable containers and eating utensils are provided for those



who wish to take their food out due to illness, conflicting schedules, meetings, etc. You may inquire in the Business Office about the meal plan prices, additional meal tickets and procedures. Any questions or concerns may be addressed to the Food Service Director.

### **GAME TABLES**

Ping-pong, foosball and pool tables are available for your use. Please enjoy and protect recreational equipment by not using these tables for food and drink. For additional recreational supplies contact the Student Life Department.

### **GARBAGE CONTAINERS**

It's up to all of us to help keep our campus and buildings clean. Please separate your recyclables and secure the rest of your garbage in plastic bags. Students are responsible to remove their garbage from the building to the dumpsters outside.

### **GYM / FITNESS ROOM**

The gym and fitness room are available for your use and enjoyment at any time, unless otherwise posted. If you need equipment, please contact the Athletic Director or the Student Life Department. Please protect yourself and the exercise equipment by using it properly. If anything is broken or damaged, please report it immediately to the Dean of Student Life so we can get it repaired quickly.

### **HEALTHCARE**

All Oak Hills students are required to be enrolled in the Student Health Services of Bemidji State University (BSU), unless they have proof of other health insurance. With BSU's plan, students can receive treatment for most non-emergency situations, as well as discounted rates for many prescription drugs or over the counter medications. The cost is \$60.12 per semester (subject to change).

All charges for this program are billed through Oak Hill's student accounts. Students receive information regarding this program during the fall and spring semester orientation. To enroll you must sign up at the beginning of each semester. BSU's health plan is a supplemental program, not an insurance policy. It provides low cost services that can still qualify for one's healthcare deductible.

### **ILLNESS / INJURY**

If you become ill or injured, please contact the Student Life Department. We will help direct you to the care you need. If you feel that you need to consult with a hospital or a physician, call Sanford Health Bemidji at 218-333-5000 or the free 24-hour "Ask a Nurse" line at 1-800-821-5167. Going to the Emergency Room can be very expensive and students are responsible for all fees incurred.

To summon emergency medical assistance, call 911 or ask someone to make the call. When calling, be specific: give exact location, the nature of the

emergency, and wait with affected person for the ambulance.

## **ID CARD**

Please carry your Oak Hills Christian College ID card with you at all times. Your ID card can also be used to receive student discounts at many Bemidji area businesses. You will be issued one card while a student at OHCC, so be sure to keep track of it. The replacement fee is \$10.

## **INTRAMURAL ATHLETICS**

There are many opportunities to be involved in various intramural activities. Activities include, but are not limited to: flag football, floor hockey, volleyball, basketball, ultimate Frisbee, etc. Each of these activities is dependent upon student interest and participation.

The Student Life Department and the Athletic Director do not support football, Rugby, or contact sports because the high risk of injury.

## **LAKE MARQUETTE**

You can enjoy our lakefront all year round. The swimming area is for our students, staff, and registered guests. With the drastic change of seasons in northern Minnesota, be sure to know the water or ice conditions before going onto the lake.

**Do not canoe, boat, swim, fish, or do any other water activity alone on the lake during any season.** Have someone else with you for safety and follow the watercraft guidelines. Student Life will lock equipment when water temp is below 50°F.

## **MAIL SERVICE**

Each student has a personal mailbox located in the Schreiber Activity Center. Mail is distributed by 1:00 PM, Monday through Friday, except on holidays. The Welcome Center is open Monday through Thursday from 9:00 AM to 5:00 PM and from 9:00 AM to 4:00 PM on Friday.

Your mailing address will be: YOUR NAME, Oak Hills Christian College, 1600 Oak Hills Road SW, Bemidji, MN 56601.

There are two slots by the mailboxes. One is for outgoing mail, the other for internal mail:

- OUTGOING MAIL – Mail leaves campus each day about 10:00 AM.
- INTERNAL MAIL – Your mailbox is also used for all internal written communications, including the return of class assignments. All internal mail, in order to be processed, must be clearly addressed with your name and mailbox number.

## **PERSONAL PROPERTY INSURANCE**

OHCC is not liable or responsible for students' personal loss of property while on campus. We recommend carrying personal property or renter's insurance. The Student Life Department will have some brochures available at Orientation as well as throughout the college year. If a student suffers a loss of property and is covered under their or their parent's home owners insurance, they may have

coverage. However, please check the details of your family's policy in advance to know the extent and limits of your insurance coverage.

## **PIANOS**

Pianos are available in the FC lounge and SAC hallway area for your use. Please keep food or drink away from the piano, piano bench, or keyboard to avoid damage.

## **PRAYER CHAPEL**

The Prayer Chapel is a place to be alone and in communication with God. It was donated to be used for prayer and not for socializing or studying. It is also available for small group worship.

## **STUDENT ACCOUNTS**

All payments on student accounts are to be made in the Business Office. The cost and payment schedule is listed in the OHCC Academic Catalog and mailed or provided to students with orientation materials. Please contact the Business Office for any questions concerning your student account.

If you are having financial difficulty, don't ignore the issue. Please visit with the Business Department for help in meeting your financial obligations to the college.

## **VEHICLE / PARKING RULES**

Students bringing a car, truck, van, motorcycle, or bicycle to Oak Hills must register it with the Security Director. Students are charged a fee each semester which covers the cost of parking lot maintenance. Remember to lock your vehicles at all times, whether on campus or in town.

**SNOW EMERGENCIES** - During the winter month, the Facilities Department will monitor the weather forecast. If a snow emergency is needed, this will be communicated by posting signs around the campus, email, text message, and/or on campus announcement monitors. When this occurs, vehicles need to be removed from the main parking lot and the Acorn Apartments parking lot by 9:00PM and relocated to the upper parking lot, or as directed by sign. This allows the Facilities Department to remove the snow. Failure to move your vehicle may result in a \$50 fine and/or the vehicle being towed at the owner's expense.

Residents of Southgate Apartments need to shovel the snow from around their vehicles out into the main driveway so that it can be plowed away.

## **PARKING/DRIVING GUIDELINES**

Students are **not** to park or drive a vehicle across campus lawns or sidewalks or drive a vehicle around a locked gate. Do not tear up campus roads, trails, parking lots, or other parts of our campus with your vehicle. Students may not park in the following areas: Handicapped Spaces, No Parking Areas, Reserved Parking, Loading/Unloading, Service Area, and Visitors' Parking.

Illegally parking in handicapped spaces may result in a \$50 fine. Any other parking or moving violation may receive a verbal/written warning or a fine for

the first offense. Fines start at \$20.

The Acorn apartments only have enough parking area for their residents, so visitors or other students are asked to park in the main lot.

Students leaving for an extended weekend, a holiday break, or semester break are asked to move their vehicles to the upper parking lot to make room for visitors and/or snow removal. Vehicles not moved may be fined \$50 or towed at the student's expense. All fines, unless paid upon receipt, will be added to the student's school bill.

## **RECREATIONAL VEHICLES**

**Do Not** bring recreational vehicles, snowmobiles, ATVs, campers, boats, to the campus. Please contact the Facilities Department for more information.

## **DISCIPLINARY PROCESS and ACTIONS**

As the Scriptures in Hebrews 12 affirm, discipline is important to God and is a genuine act of love and compassion, even though at times it may be unpleasant. Godly discipline is a part of the discipleship process and is to be restorative, not punitive. The goal of discipline is to bring about repentance, reconciliation, restoration and growth in our lives.

Consequently, we encourage each student to speak the truth in love to one another and follow Jesus' pattern in Matthew 18 when another student sins against them or acts in a sinful manner in their presence. In many situations discussion, accountability and support between peers is all that is needed to make things right again. When situations are more severe, potentially dangerous or illegal, staff intervention may be required. Please feel free to visit with the Student Life Department to determine the best course of action.

## **DISCIPLINARY PROCESS**

At Oak Hills, we care enough to confront, guide and restore students to wholeness by taking disciplinary action when necessary. Disciplinary action may take a variety of forms, depending on the situation and circumstances. Our discipline process utilizes three characteristics; discussion, evaluation and notification. These three distinctives may occur immediately, depending upon the issue, or over a few days. An attempt is made to take into account the individual and follow a fair and reasonable process. If the Student Life staff or faculty become aware of behavior that is contrary to biblical standards or contrary to the policies of Oak Hills Christian College, the following steps will take place. However, in very serious or illegal manners, immediate suspension, dismissal or expulsion may occur.

**Discussion** - A Student Life Department member will talk with the student and seek to understand and resolve the situation. If this interaction does not lead to resolution of the problem, or if the student continues the behavior, further evaluation, disciplinary action or sanctions may be taken, depending upon the seriousness of the behavior. He/she may be asked to sign a **release of information**, if parental notification is deemed appropriate and the FERPA has

not indicated that the college can contact the parent. Your Outreach supervisor may also be contacted if deemed appropriate. (i.e. students working with minors/youth)

To help the student understand his or her situation, a student will often be asked to complete a **Personal Assessment Assignment**. This assessment will help the student take an introspective look at their behavior, the results of the behavior leading to the current situation, and the student's reasons for attending Oak Hills. Results of this assessment will be used as part of the evaluation process.

**Evaluation** - Once a Student Life Department member has had a discussion with the student, the Student Life Department will evaluate the situation. If the behavior is illegal or detrimental to the community life and safety of the campus, the student may be suspended, dismissed or expelled immediately. Such a decision will be made with regard to the best course of action to provide effective health and safety for the individual, those who may have been offended, and the campus community. The offender's opportunity to repent, be reconciled and restored through appropriate support services or disciplinary action will also be part of this evaluation. *Evaluative actions are listed below.*

**Notification** - When disciplinary action or sanctions have been determined, the student will be given verbal and/or written notice specifying the action to be taken and reasons for this action. *Potential disciplinary actions are listed below.*

## EVALUATIVE ACTIONS

The Student Life Department usually operates on a three strike rule (discussion, evaluation, and notification for each infraction) **unless illegal or detrimental to the community life and safety of the campus**. This allows grace toward all students and allows the individual student the opportunity to "correct" his or her behavior. If the behavior is corrected and reconciliation and restoration appears to be occurring, no further action may be necessary. However, if the action continues to occur, the student may be fined, placed on probation, suspended, asked to withdraw, dismissed or expelled.

## DISCIPLINARY ACTIONS / SANCTIONS

One or more of the following disciplinary actions may be taken if deemed necessary.

**FINE/COMMUNITY SERVICE** - A student may be required to pay a fine appropriate to the offense. Fines start at \$20.00 OR they may be asked to complete projects that serve the Oak Hills Community.

**PROBATION** - A student on disciplinary probation must meet the conditions specified in a written contract, and may be asked to withdraw, be suspended, or dismissed if these conditions are not met. While on probation, a student may lose the privilege of involvement in various aspects of the college. The decision will be made in consultation with the staff person who is responsible for the respective program.

**SUSPENSION** - A student may be required to leave campus or be confined to campus for a specified period of time. He/she will also be required to fulfill a **Personal Assessment Assignment**, complete a specific task or other obligation designed to address or remedy the area of concern. The student will be

informed whether contact with any other students or staff members is permissible during the suspension.

The Dean of Student Life, along with the Student Life Staff will determine the length of the suspension; the maximum is 10 school days. While a student is on disciplinary suspension, any course work missed may or may not be made up. This is dependent upon the instructor.

**WITHDRAWAL WITH CONDITIONS** - In some situations, a student may decide to leave the college rather than submit to discipline. The student may be allowed to withdraw, but will not be allowed to return until the conditions specified by the college are met. This desire to return may be initiated by contacting the Student Life Department in writing at least five weeks prior to the start of the new semester. This request will be considered by the Student Life Department for approval. Students who have withdrawn with conditions may not be on campus without the permission of the Dean. Upon withdrawal, students must complete a financial aid exit interview, which is available on the Oak Hills website under the financial aid tab.

**DISMISSAL** - There are times when it is in the best interest of the OHCC community and the student to be dismissed from school. When a student is dismissed, he/she will receive a written statement of the reason for the dismissal from the Dean of Student Life. A student who has been dismissed is not allowed on campus without the permission of the Dean of Student Life. Once a dismissal has been finalized, the dismissed student must complete a financial aid exit interview, which is available on the Oak Hills website under the financial aid tab.

**EXPULSION** – Occasionally, it is in the best interest of the college to permanently expel a student from OHCC. An expelled student will receive a written statement of the reasons for the expulsion from the Dean of Student Life. A person who has been expelled is not eligible to return to the college and is not allowed on campus without the permission of the Dean of Student Life. Again, students must complete a financial aid exit interview, which is available on the Oak Hills website under the financial aid tab.

## **APPEALS**

The purpose of an appeal is to ensure that due process has been followed. This is not a rehearing of the specifics of the incident. In such a situation, a written appeal must be sent to the **Student Life Appeals Committee** in care of the **Dean of the College**.

The appeal must be submitted **within five school days** after the student has received written documentation of the disciplinary decision from the Dean of Student Life. In the appeal the student is expected to outline specifically how due process has not been followed.

The Student Life Appeals Committee will determine whether the appeal has merit and will provide the student with a written statement indicating if due process was followed. In the event the Student Life Appeals Committee determines that the student's appeal has merit and should be upheld, s/he will refer it back to the Dean of Student Life for further action.

## **ACADEMIC INFORMATION**

### **ACADEMIC STANDARDS**

For questions regarding the academic standards of Oak Hills Christian College, please contact the Dean of the College, the Registrar, or refer to the OHCC academic catalog which is available in a hard copy or online at [oakhills.edu](http://oakhills.edu)

### **ACCREDITATION**

Oak Hills is accredited by the Association for Biblical Higher Education. Students who wish to file a complaint concerning the standards and practices of accreditation at Oak Hills Christian College must present the complaint in writing to the Dean of the College. The complaint will be considered and a written response will be given to the student within 15 working days. Students may also file a written complaint with the accrediting association: Association for Biblical Higher Education, 5575 S. Semoran Blvd. Suite 26, Orlando, Florida 32822-1781 — (407)207-0808.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their educational records. Please contact the Registrar or refer to the OHCC academic catalog for more information.

# INDEX

|                                     |    |
|-------------------------------------|----|
| Academic Calendar .....             | 43 |
| Academic Standards.....             | 39 |
| Accreditation.....                  | 39 |
| Addictive Behaviors.....            | 15 |
| Alcohol .....                       | 16 |
| Appeals to Disciplinary Action..... | 38 |
| Appliances .....                    | 25 |
| Athletic Teams .....                | 31 |
| <br>                                |    |
| Bemidji Area Crime .....            | 21 |
| Biblical Values.....                | 8  |
| Bookstore.....                      | 31 |
| Businesses on Campus .....          | 25 |
| <br>                                |    |
| Camping.....                        | 25 |
| Campus Crime Statistics .....       | 20 |
| Campus Grounds.....                 | 31 |
| Campus Security Services.....       | 19 |
| Career Resources .....              | 31 |
| Christian Life and Maturity .....   | 9  |
| Church Attendance .....             | 12 |
| Community Life Hour.....            | 11 |
| FC Lounge Computers .....           | 32 |
| Complicity .....                    | 20 |
| Computers / Internet .....          | 15 |
| <br>                                |    |
| Damage / Destruction .....          | 25 |
| Dance .....                         | 15 |
| Dating / Courtship.....             | 12 |
| Decorations .....                   | 26 |
| Disciplinary Actions .....          | 37 |
| Disciplinary Process.....           | 36 |
| Drug Abuse .....                    | 15 |
| <br>                                |    |
| Eating Disorders .....              | 18 |
| Engagement / Marriage.....          | 13 |
| Entertainment / Media.....          | 14 |
| Evaluative Actions .....            | 37 |
| <br>                                |    |
| FERPA .....                         | 39 |
| Fire Emergency Plan.....            | 22 |
| Fire Prevention.....                | 21 |
| Fishing .....                       | 25 |
| Food Service .....                  | 32 |
| Friendships.....                    | 12 |



Gambling ..... 18

Game Tables ..... 33

Garbage Containers..... 33

Grievance Policy..... 18

Guests ..... 31

Gym / Fitness Room ..... 33

Healthcare ..... 33

Holiday / Semester Breaks..... 26

Housing Requirements..... 28

Hunting ..... 25

ID Card ..... 34

Illness / Injuries..... 33

Internet / Computers ..... 15

Intramural Athletics ..... 34

Keys ..... 26

Knife Registration..... 24

Lake Marquette ..... 34

Law Enforcement..... 19

Laundry..... 27

Library, Cummings..... 32

Lounges / Classrooms..... 27

Mail Service..... 34

Mechanical Emergency..... 27

Minor Children on Campus ..... 13

Mission Statement and Objectives ..... 4

Movies / Television ..... 14

Music ..... 14

Open Dorms / Apartments/Lounges ..... 27

Personal Appearance..... 12

Personal Property Insurance ..... 34

Personal Security Code ..... 28

Pets ..... 28

Philosophy of Ministry ..... 6

Physical Threats / Violence ..... 21

Pianos..... 35

Pranks ..... 23

Prayer Chapel..... 35

Prospective Students ..... 28

Quiet Hours..... 28

Racial Intolerance / Harassment ..... 20

Recreational Vehicles ..... 36

Rooms ..... 29

Room Entry ..... 29

Room Inspections ..... 30

Security Alerts ..... 19

Security Services: Port-O-Wild’s..... 19

Sexual Harassment..... 20

Sexual Violence / Assault ..... 21

Sexuality ..... 13

Special Events..... 12

Sprinklers ..... 30

Storage Facilities..... 30

Student Accounts ..... 35

Student Expectations..... 3

Student Life Department..... 5

Telephones ..... 30

Television / Movies ..... 14

Terrorist Threats ..... 23

Theft / Damage ..... 30

Tobacco Products..... 18

Vehicle / Road Safety ..... 23

Vehicle / Parking Rules ..... 35

Visitors / Guests..... 31

Watercraft Activities ..... 24

Weapons ..... 24

Weather / Severe Conditions..... 23

Welcome Letter from Student Life ..... 1

Windows / Roofs ..... 31

Woods / Walking Trails ..... 24

This Student Handbook is intended to be an accurate representation of Oak Hills Christian College. However, the college reserves the right to make changes if it is in the best interest of the college and our students.

# ACADEMIC CALENDAR 2017-2018

## FALL SEMESTER 2017

|                 |                                            |
|-----------------|--------------------------------------------|
| August 19       | New Student Orientation/Registration       |
| August 21       | Returning Student Orientation/Registration |
| August 22       | Fall Semester Classes Begin                |
| September 4     | Labor Day                                  |
| September 22-24 | Homecoming Weekend                         |
| October 12-15   | Fall Break                                 |
| October 24      | Soul Clean-up (Tuesday)                    |
| November 15     | Reading Day                                |
| November 22-26  | Thanksgiving Break                         |
| December 12-15  | Fall Semester Finals                       |
| Dec. 16-Jan.    | Semester Break                             |

## SPRING SEMESTER 2018

|                  |                                           |
|------------------|-------------------------------------------|
| January 6        | Orientation/Registration for New Students |
| January 8        | Spring Semester Classes Begin             |
| January 15       | MLK Day                                   |
| February 13-14   | Spiritual Enrichment Days                 |
| March 3-11       | Spring Break                              |
| March 30-April 2 | Easter Break                              |
| April 30- May 3  | Spring Semester Finals                    |
| May 5            | Graduation                                |

**Please check the website at [www.oakhills.edu](http://www.oakhills.edu) for calendar updates.**