

WELCOME to OAK HILLS!

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

2008-2009 THEME & VERSE

surrendering ALL of me

“Therefore, I urge you, brothers, in view of God’s mercy,
to offer your bodies as living sacrifices, holy and pleasing to God—
this is your spiritual act of worship.
Do not conform any longer to the pattern of this world,
but be transformed by the renewing of your mind.
Then you will be able to test and approve what God’s will is—
his good, pleasing, and perfect will.”

Romans 12:1-2 (NIV)

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

GC² -- God calls His followers to be “Great Commandment, Great Commission” (GC²) people. These are people who love God whole-heartedly, love people as He does, and influence others to become followers of Jesus. At Oak Hills we are all learners together (faculty, staff, and students) and are in the process of becoming the “Great Commandment, Great Commission” people God intends for us to be.

HANDBOOK PURPOSE -- Recognizing that people are at different places in their faith journey, this handbook has been written to orient you to our ministry values, philosophy, policies, and services for living together in our Christian college 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.**

We seek to be clear on what God says is holy or sinful. We have some 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 the following principles and embrace them sincerely. 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 agree, it should be with the full intention of living with integrity under its provisions.

QUESTIONS -- If you have questions after reading this 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,
Jim Hodgson
Dean of Student Life

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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) UNDERSTANDING THE BIBLE

Students will gain a knowledge of the Bible and the ability to interpret it adequately for the application of its truth to themselves and their culture.

2) UNDERSTANDING OUR WORLD

Students will gain a knowledge of human thought, history, and culture adequate to understand and critique worldviews, to communicate effectively with others, and to interact meaningfully within their own culture.

3) MINISTERING TO OTHERS

Students will develop a servant theology of life and ministry skills appropriate for serving God in the home, the community, the church, and the world.

4) INTEGRATING FAITH AND LEARNING

Students will integrate their understanding of Christianity and the world to develop a biblical worldview as the foundation for a lifetime of continued learning and growth in all areas of life.

5) GROWING IN FAITH AND WORSHIP

Students will grow in their trust in, love for, and worship of God, seeking to live a life pleasing to Him.

STUDENT LIFE DEPARTMENT

VISION

The Student Life Department envisions OHCC students becoming lifelong “Great Commandment, Great Commission” followers of the Lord Jesus Christ in both their personal lives and vocation.

PURPOSE

Our purpose is to create a biblically healthy community so that students can grow in knowledge, skill, and character through their academic studies, personal relationships, and life experiences.

GOALS

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

- Know, love, and pray for each student.
- Develop Christlike relationships and community.
- Provide a safe and healthy campus that facilitates learning.
- Confront and discipline students when necessary.
- Give maturing students opportunities in leadership development.
- Facilitate mentoring relationships between students and staff, and counsel if needed.
- Encourage and challenge each student in developing their 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 Resident Assistants (RAs) and the Residence Life program. They provide leadership within the campus housing and guide the campus student ministry.

All the members of the Student Life staff are available to assist students in academic, spiritual, social, and emotional growth. We are here for you, so please use our gifts and talents by getting to know us and seeking us out. The Student Life offices are on the second floor of the Schreiber Activity Center. Please stop by and visit with us.

- Jim Hodgson Dean of Student Life
- Janelle Gray Associate Dean of Women/Counselor
- Brad De Jager Men’s Resident Director

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 the following services and programs: Orientation, Residence Life, Community Life Hour, Soul Clean-Up Days,

housing, discipleship, shepherding, discipline, spiritual counseling, counseling services, health referrals, student organizations, food service, athletics, intramurals, student activities, special events, career development, and security (with the Facilities Department).

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). Thus, our major goal with students is to help them love Him, which includes allowing His Spirit to transform them into His likeness.

GOD’S WORD -- We believe the Holy Spirit produces this Christlikeness in a believer through His transforming power as the Christian responds to His encouragement, direction, and conviction. 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 confront these students in love, and urge them to return to obedience to our Lord and His revealed truth.

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 endeavor 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 within our college student ministry, but seek to practice strong biblical leadership and shepherding.

We allow students to make choices for themselves in as many areas as possible. We want students to develop to the place where they have God’s discernment in making righteous 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—we don’t expect perfection. We view our campus as a workshop of the Holy Spirit where building and refining takes place; it is not a showroom where perfect, finished products are displayed!

REPENTANCE -- God is gracious and offers His abundant forgiveness when we respond to Him in confession and repentance. When necessary, we will confront 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 the student who has an attitude of repentance and a willingness to learn and grow. Redemption and reconciliation are always our goal, even in cases of serious moral failure. However, the student who is unwilling to come to repentance, or who places the safety or well-being of our community at risk, may need to go through our disciplinary process, and in some cases may be required to leave. 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 human beings created in the image of God with the potential to demonstrate Christlike 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 their spiritual, emotional, physical, relational, and intellectual development. We realize they need much grace and patience 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, and churches, and 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 enter with great God-given potential and some enter with deep pain that needs God’s healing power.

MOTIVATION -- Students have various reasons for choosing a college. A few may be compelled or expected by parents to attend, while many others have made great sacrifices to be here. Many students 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 dedicated to coming alongside each student and facilitating spiritual growth—to encourage when Christlike growth occurs, and to teach or confront in love 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 those attitudes and actions the Bible described as God's values, and fleeing those that are described as Satan's values. According to the Scriptures, 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." We are not promoting either extreme of legalism or license!

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 even bother to keep the external rules. It advocates that personal choices and desires can be the guide when making moral decisions, not the Word of God and the Holy Spirit. We believe God wants us to understand what the clear boundaries of Scripture are, and that He transforms us into becoming more like Jesus Christ in our character, passions, and priorities.

CHRISTIAN LIFE and MATURITY

At the moment of spiritual birth, God accomplishes an amazing array of works in and for His new child. 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 God passionately. The Christ-follower's life is primarily about loving God. Our goal at Oak Hills is to do all in our power to facilitate growth in each person's ability to know and love our Lord. Christlikeness is primarily an outgrowth of this love relationship.

LOVING PEOPLE -- Jesus went on to say that the best indicator of our love for God is our love for the people around us. When Paul was discussing issues of conduct and obedience to God's principles, he stated that the primary law His followers needed to observe is the law of love. He was indicating that when we truly "love others as ourselves" (Leviticus 19:18, Matthew 22:39), everything else God has said about how to treat people will be done, motivated by our care and concern for them, always 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, who produces Christlike characteristics and godly reactions to the circumstances of life. Jesus promised this Spirit to His followers

(John 14:16-17), telling us that He would encourage, support, and transform the children of God. Our aim 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's primary tool to guide and instruct Christians is 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. In it are the principles that guide our relationship with God, our thoughts, our attitudes, and our actions.

DESCRIPTION OF A DISCIPLE -- Genuine maturity—Christlikeness—is produced when the child of God drinks the milk, eats the meat, looks in the mirror, and submits to the surgery of God's Spirit as He uses the Word in our lives. We believe that disciples of Jesus Christ will be learning to:

- 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, responsibility, and discernment.
- Love all 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. Then He wants us to demonstrate this faith relationship with Him through our life and behavior. Our faculty, staff, and Student Life personnel make every effort to model and work toward the development of these Christlike characteristics within our students. We pray and watch for the Holy Spirit to grow His fruit in each student's life and encourage them as this growth occurs.

LIFELONG PROCESS -- If any one of us could live out these values perfectly, we would not need Jesus' sacrifice or lordship. We all have sinned against God and need His forgiveness. We also need His continual transforming grace in our lives. We need to give each other room to grow, understanding that becoming Christlike is a lifetime process. **Let's pursue Him and His work in our lives together!**

RULES & GUIDELINES -- There are some behaviors that the Bible does not explicitly address. Some of these issues within our American culture are: social drinking of alcohol by legal-age adults, use of tobacco products, use of addictive drugs, entertainment, and gambling.

We have chosen to address these and other issues within our college community in order 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, as well as build 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. Our world today lives by excuses and reasons for being irresponsible. **It is our desire to live radically different from a world that has become so relativistic!**

SELF-EXAMINATION -- At OHCC we believe it is wise for individuals to ask themselves 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. Being faithful to one's word is a matter of integrity and godliness. If we have voluntarily placed ourselves under the OHCC guidelines, we must make every effort to fulfill our commitment by living accordingly.

COMMUNITY LIFE STANDARDS

COMMUNITY LIFE HOUR

We believe that our Community Life Hour (CLH) is critical to the success of our college mission and objectives. CLH is held at 10:00 AM on Mondays, Wednesdays, and Fridays. It is the only weekly time for the whole campus – staff and students – to come together. More so, it is a significant time to meet with God. CLH is where fellowship, learning, prayer, worship, celebration and community information are exchanged. Small groups, which give our students and staff an opportunity to interact in a more personal setting, are also part of CLH.

We consider CLH an essential activity in the education program of OHCC. Therefore, **regular attendance and participation is required of all our students and is a requirement for graduation.** All of our program students must earn one CLH unit per equivalent full-time semester they are enrolled (4 year degree = 8 units of CLH, 2 year degree = 4 units, or 1 year certificate = 2 units). Missing more than 10 CLH sessions will result in not earning a CLH unit for that semester and consequently in not meeting this graduation requirement. Contact the Student Life staff with any questions regarding this policy or your attendance record.

An exception to this policy will be granted by the Dean of Student Life for a semester of distance learning or an internship out of the local area (Camp Forest Springs, etc.). The Student Life office will attempt to record on DVD the large group CLH sessions. Students may request to view a session on DVD that they have missed. We urge you to make your attendance and participation a high priority in this essential campus time and to catch everything that the Holy Spirit brings to us through this experience.

SPECIAL EVENTS

Students are expected to attend these special events: Orientation, Soul Clean-Up Days, Campus Clean-Up Days, Spiritual Enrichment Days, residence hall/apartment meetings, and hall meetings. Students are encouraged to attend other special events such as Christmas Festival, Commencement, Spring Banquet, athletic games, and other campus activities.

CHURCH ATTENDANCE

We encourage you to stay connected with your home church, letting them know what God is doing in your life. We also encourage you to become involved with a local church while you are a student at OHCC. Oak Hills is not a church, and your biblical studies are not a replacement for the church's ministry. A local church will give you an opportunity to get to know other Christians and to serve throughout the year.

One of the best ways to get involved in the Bemidji community is to choose a church and faithfully participate in it. Most churches are looking for more volunteers in their ministries, and this may meet your outreach credit requirement. Local church information is made available during Orientation.

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, so ask your supervisor.
- Swimsuits must also be modest. Please do not wear swimsuits in or around the Administration Building, Fellowship Center, or the Schreiber Activity Center. Sunbathing is only permitted behind your own residence halls/apartments or on the lakefront.

Some fashion trends encourage lust and sensuality and can cause other people 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 all need some great friends who will encourage and spur us on in our walk with God. Some students may already have friends like this, but some may not. 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.

We urge each student to develop a Christlike friendship with their roommate and at least a few other students. Once we have learned to love our Christian friends like this, it becomes much more natural to love our peers who don't trust God yet.

DATING / COURTSHIP

A Christian college can be a great place to build a Christlike dating or courtship relationship. 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 in dating or courtship relationships are encouraged to seek accountability partners, especially to protect themselves from physical or sexual compromise. 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. With this in mind, all staff and students are encouraged to confront in love any inappropriate behavior. College staff and faculty are willing to provide counsel if you are struggling or wanting to know how to develop a Christlike relationship.

ENGAGEMENT / MARRIAGE

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

Sexual sin and divorce break the biblical marriage relationship. God loves the person in these situations and seeks to see them healed and restored. Many young adults have experienced divorce in their own families. The general trend in our country is that 50% of all marriages end in divorce. By God's grace we hope to see this changed and to protect couples from this pain.

The married faculty and staff members at Oak Hills strive to model godly marriage relationships and to care for our married students. We also seek to teach how to have a biblically healthy marriage. Special activities and ministries are provided for our married students. Limited counseling is available for those who are hurting or struggling. If needed, we can also refer couples to other resources. We want your marriage relationship to be a joyful success and represent Jesus accurately to the world around you!

SEXUALITY

God is the creator of our sexuality, and He values it very highly. Our culture has made the human body and sexuality an idol to be worshipped. There is also great sexual identity confusion in our world today. Christ-followers need to learn how to trust and obey God with their sexual identity and behavior.

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 ask that all students live sexually pure, exemplary lives which will not distract or offend one another or raise moral questions.

Homosexuality is a huge issue in the United States. Christ-followers must love the person, yet hate the sin, and understand how to be a godly influence as this becomes more of a cultural and political topic. The Bible says that homosexuality is a sin (Romans 1:26-27), yet it is not more sinful than heterosexual sin. We will have students who struggle with heterosexual lust or behavior, and some students who struggle with homosexual lust or behavior. Neither struggle should be targeted for humor or condemnation.

Students will be assisted to the best of our ability, regardless of what they have struggled with in the past or what they are struggling with now. If you have been hurt by others or have hurt yourself in sexual sin of any kind, please know that you are not alone and that we want to help you experience God's forgiveness and healing grace.

ENTERTAINMENT

We all need ways to relax and take a break from work and study. Our culture offers incredible options for entertainment. Four basic messages are promoted by entertainment: religious, positive, empty, evil, or a mixture of these. We urge students to develop discernment in their entertainment choices. Some images or messages can entertain and renew the mind, while others can warp or pervert a person's thinking.

We need to ask questions like: 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?

It would be convenient to say that some specific entertainment choices are always right and others are always wrong. However, it is not that easy. We must learn Christlike discernment and be sensitive to one another, instead of seeing how close to the edge we can get (1 John 2:15-17, Philippians 4:8-9). When in doubt, ask and kindly challenge each other! When something is bothering you, say something, speaking the truth in love to the other person.

TELEVISION / MOVIES

Campus TVs with digital cable are provided in the lounges of East Hall, West Hall, Acorn, and the Fellowship Center. TV can be a great way to stay connected to the world around us, as well as a way to be entertained. But please be careful what you watch and how much you watch. Some channels on campus TVs have been blocked because they promote an overwhelming amount of immorality; most other channels still require discernment.

The campus lounges are to be used for digital TV only, not for videos or DVDs. Video games can be used on the lounge TVs in East Hall, West Hall, and Acorn, but not in the FC lounge. Students need to be considerate of each other in the use of these campus TVs. The classroom TVs and chapel big screen projector are for classes or CLH use only, unless special permission is granted by Student Life or the Facilities Department.

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. These videos or DVDs can legally be viewed only in one's home or apartment. Oak Hills cannot permit TVs in residence hall rooms because of our older electrical systems. Students are allowed to watch DVDs on their computers in their rooms but not in lounges and other community areas.

In selecting movies to enjoy, we ask students to first examine a quality movie review. We recommend these review sites: www.pluggedinonline.com, www.movieguide.org, and www.screenit.com. These will give you a good idea of the movie's message and content. If there is an excessive amount of objectionable content, please select a better option. Movies which promote evil (especially sexual immorality or witchcraft) are not allowed.

MUSIC

We encourage you to carefully examine the music you listen to in light of biblical principles. Discover and enjoy the great options of Christian music available. Music which promotes a message of evil is not allowed.

Please be sensitive to and respectful of your fellow students in areas such as music preference and the volume level at which you listen. This policy is not limited to quiet hours.

COMPUTERS / INTERNET

The Internet can be a great tool for information and communication, and a terrible temptation toward moral perversion. With growing technology and a multi-billion dollar pornography industry, this situation will likely get worse. Again, we ask students to learn Christlike discernment in this area.

There are several good personal computer filters or accountability systems available. We recommend bsafefhome.com or covenanteyes.com as good PC filter and accountability systems. We also provide resources, accountability, and small groups to help one another recover from or flee from these temptations. Don't struggle alone—please ask us for help!

OHCC provides DSL Internet access through the library, the computer lab (guidelines posted), and in all East Hall and West Hall rooms and Valley View; wireless Internet is available on the main campus. Southgate and Pineview Apartments on campus are not provided with Internet access; it is available through the local phone company. An Ethernet connector, Ethernet adapter address, and proof of an anti-virus program are required for each personal computer in the residence halls before they can be connected to the campus DSL system.

This service includes a Sonic Wall campus filter. When a computer hits the campus filter repeatedly, Student Life is informed and will speak to that computer's owner. If a student refuses to learn discernment in this area, their Internet access will be denied.

Downloading information can slow down the campus computer system substantially. **Please DO NOT download anything during office hours: 8:00 AM – 5:00 PM, Monday – Friday.** This will enable the faculty and staff to efficiently use the system during these hours.

Make 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. A brochure with more information on music piracy is available from Student Life.

A word of caution: websites such as myspace, facebook, etc. make personal information available to anyone who wants it. For safety and privacy reasons, be aware of what you reveal on these sites. Please also 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, tobacco, gossip, etc., and we are willing to help students struggling with these addictions. **Please don't hide your problem; come and talk with us.** 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 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.

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.

ALCOHOL

The Bible states that drunkenness is a sin (Ephesians 5:18), requiring moderation in the consumption of alcohol. The fact that alcohol is addictive to many people, in addition to the biblical warnings against its dangers, suggests the need for great caution. Alcohol is by far our society's greatest substance abuse problem, and many people have experienced environments that have been seriously affected by alcohol. In light of this information, we believe that abstinence is the best choice.

Students may not consume or possess alcoholic beverages on or off campus. Alcohol consumption or possession is prohibited in OHCC housing, on OHCC property, and at all OHCC related functions. Violations of this policy will result in disciplinary action. Possession or consumption of alcohol by anyone under age 21 or providing alcohol for a minor is a criminal offense in Minnesota.

TOBACCO PRODUCTS

Tobacco usage has been shown to be damaging to one's body. The use of tobacco products is prohibited in OHCC buildings, on campus property, and at all OHCC related functions. We also ask you to not smoke or chew tobacco off campus, although it is not prohibited off campus.

If you are addicted to nicotine, we strongly urge you to quit. Please contact the Student Life staff and we will support and help you make a plan to break this addiction. Small group support will be provided for any students who desire help in this area.

GAMBLING

With the Internet, various lotteries, and the increase of local casinos, gambling has become readily available as another entertainment option or chance to make some quick money. Students may not gamble on or off campus because of its dangers of addiction and poor financial stewardship.

COMPLAINT POLICY

If you have a serious grievance with a staff person or 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 Student Complaint Form from the Dean of Student Life or the Dean of Education. Complete, sign, and return the form. In most cases, you will receive a preliminary response within one week.

CAMPUS SAFETY

CAMPUS SECURITY SERVICES

We are committed to providing a secure and healthy campus environment. The security services at Oak Hills are a joint effort of the Facilities and Student Life Departments. Questions on security may be directed to the Facilities Director (ext. 1244) or to the Dean of Student Life (ext. 1242). Personal safety on campus, as well as a secure learning and living environment, are the primary concerns when considering security issues.

There is a sense of security at Oak Hills associated with being out in the country and secluded on a picturesque dead-end highway. The reality is that people from off campus enter our buildings for various reasons and sometimes come on campus expecting to use the outdoor areas. In the past, there have been internal security issues as well.

The exterior doors of the residence halls and Acorn apartments lock automatically during the evening and weekend hours. They are opened by a security code. Oak Hills also has a student volunteer who supervises the Schreiber Activity Center each evening 7:00 PM – 1:00 AM on the weekdays, and 1:00 PM – 1:00 AM on the weekends.

Having an awareness of potential danger and what is going on around us is important to personal safety. Please report any suspicious behavior to the security officer or the Student Life staff.

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 Student Life staff concerning any inappropriate or dangerous behavior.

A Port-O-Wild's security officer is on campus late each night for two hours and can be contacted in an emergency by calling 1-800-956-2971. 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 in a timely manner. These alerts contain information that may aid in the prevention of similar occurrences.

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 any college's data at this site. There is also a link on our website, www.oakhills.edu, for this data (click on Current Students, then Student Life, then Campus Security Statistics).

The following 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. We have also included the current year's data to date.

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Arson.....	0	0	0	0
Assault	0	0	0	0
Burglary	0	1	0	0
Rape	0	0	0	0
Murder	0	0	0	0
Robbery.....	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Law Violation	4	1	5	7
Drug Law Violation	0	0	0	0
Illegal Weapons Possession	1	0	0	0

These statistics indicate the total numbers of crimes or disciplinary actions reported to the Beltrami County Law Enforcement Center, to Oak Hills Security, and/or to the Dean of Student Life which have occurred on the Oak Hills campus. Even though Oak Hills' crime statistics are very low by the government's standards, there are still other incidents to be aware of that are not required to report by law. We report these for your awareness and safety.

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Larceny/Theft.....	11	8	1	0
Simple Assault	0	0	0	0
Trespassing	2	0	0	0
Attempted Burglary	0	1	0	0

BEMIDJI AREA CRIME

Bemidji is a great place to live and is beautiful in any season. It has excellent law enforcement, but also has significant crime issues to be aware of. Check the local newspaper for local crime reports.

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. Know where the dangers are at night. Alcohol and drug use are very prevalent.

Bemidji State University is a great college with a very good relationship with OHCC. We encourage our students to utilize the services available at BSU, but to 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/security.

CRIME PREVENTION PROGRAMS

OHCC occasionally presents refresher courses and sessions which deal with campus and personal safety techniques. Information on these sessions will be made available at various times throughout the year. We are continually striving to create and maintain a safe and secure environment for our campus community.

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 Student Life or Facilities. 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 explaining fire safety and fire escape plans. We also 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 and away from the building to safety.
- Step #3: Call 911 (on OHCC phone: 9-911)
- Step #4: Notify Oak Hills staff

Daytime: Call Central Office, ext. 0

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

Properties Emergency # ext. 2580

Chuck Allen 444-6048

Jim Hodgson 444-2909

Brad De Jager 444-8835

Port-O-Wild's 1-800-956-2971

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. The complete Fire Emergency Plan is available from Student Life or Facilities.

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 dismissal, fines, or arrest.

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.

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 actions, as well as referral to the appropriate law enforcement agencies. The Bemidji Area Sexual Assault Program may be contacted at 444-9524 or 237-4500.

TERRORIST THREAT

If it is necessary to evacuate a campus building due to a terrorist threat or an explosive device, a staff coordinator 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, not an exercise path or race track. Drivers must obey all posted speed limits to ensure safety to other drivers and/or pedestrians, including through the curves and straightaway section. Pedestrians need to stay out of the way of oncoming vehicles by walking or running on the highway shoulder, not on the pavement. Don't force the vehicle to get out of your way.

Please be careful—don't walk at night unless necessary to get back to your apartment. Common sense, along with the normal rules of the road should be our guide on all highways, whether we are driving a vehicle, biking, running, or walking. We want to protect the safety of every member of our campus community and our neighbors!

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. Local radio stations will be contacted and attempts will be made to contact all commuter students.

Winter brings another kind of beauty to northern Minnesota, but residents need to be aware of the weather conditions. Be sure to consider the temperature, wind chill factor, snow forecast, and ice conditions when making plans to travel or spending time outdoors.

WOODS / WALKING TRAILS

Enjoy God's creation in our beautiful lakeside setting! There are many great trails and places to enjoy, especially toward Camp Oak Hills. Do not enter any buildings at Camp Oak Hills without permission from Student Life staff or the Properties Department. Buildings are locked unless they are in use through our Camp Oak Hills programs.

Please be alert for possible danger from stray or wild animals (dogs, black

bears, wolves, etc.). It is best to not walk at night or alone on trails. Please report any dangers to Student Life staff immediately.

WATERCRAFT ACTIVITIES

You are welcome to use the boats and canoes at OHCC following 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 fall activity. The weather for canoeing in the spring is unpredictable.

DO NOT use watercraft when:

- The water temperature is below 50 degrees.
- It is nighttime.
- There are high winds with white cap waves on the lake.

WEAPONS

In spite of the Minnesota state law legalizing the carrying of a registered handgun, **rifles and handguns are NOT allowed on Oak Hills property.** Federal regulation prohibits any type of firearm (whether loaded or not) from school zones, including college and university campuses, unless there has been specific written permission granted in advance to the individual by the Dean of Student Life.

Paintball guns and all types of toy pellet 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, but not limited to, knives (of any length), machetes, clubs, whips, spears, swords, and martial arts weapons are prohibited on OHCC property or from being stored in students' vehicles. All such weapons will be confiscated on sight.

HUNTING / FISHING

We are privileged to have a place where students can hunt and fish.

MANDATORY REGISTRATION -- Personal shotguns intended for the hunting of migratory waterfowl are allowed on Oak Hills property, as are hunting or fishing knives. **All hunting shotguns and knives must be registered.** Registration forms granting permission from the Dean of Student Life are available at Orientation or from Student Life staff members.

WEST HALL, ACORN, VALLEY VIEW -- Shotguns must be registered and locked in the gun storage locker in West Hall. They may not be stored in vehicles. Shotgun shells must also be stored in this locker. Shotguns may not be taken into any campus building other than West Hall. Students in Acorn and Valley View must follow the same policy.

The Men's Head Resident Assistant will provide the owner access to their

shotgun when they are going to hunt. They must be unloaded until you are in a position to hunt. Any violation of this policy will result in the loss of firearm privileges. After waterfowl season, students are to immediately take their firearms home.

PINEVIEW, SOUTHGATE -- Married students and spouses living in Pineview or Southgate must also get written permission from the Dean of Student Life to store their shotguns in their apartments.

KNIFE REGISTRATION -- Anyone requesting a knife or knife tool (filet knife, leather-man's knife, pocketknife, etc.) for work or cleaning fish or wild game must first obtain written permission and register it with the Dean of Student Life. These knives should also be locked in the gun storage locker, unless special permission is given by the Dean to keep it in one's room or apartment

HUNTING GUIDELINES -- Hunting on campus is limited to migratory waterfowl on the island and the Camp Oak Hills lakeshore areas. No other shooting, including trap shooting or target practice, is permitted. Any waterfowl taken needs to be cleaned at the cleaning table provided near the boathouse.

Waste from waterfowl or fish should be properly disposed of in a sealed plastic bag in the designated garbage facility (ask Properties Director). Resident students may make arrangements with married students or staff to store their meat. Fishermen are urged to be careful of lake or ice conditions and take the necessary precautions.

HOUSING GUIDELINES

APPLIANCES

Residence halls have a shared refrigerator, microwave, and toaster for students to use. Be sure to clean up after yourself. Please remember that taking someone else's food out of a shared refrigerator without asking is stealing.

You may not use appliances such as TVs, refrigerators, microwaves, toasters, oil popcorn poppers, hot plates, etc. in residence hall rooms because they draw too much electricity and trip the circuit breakers. Coffee makers and hot pots are allowed in residence hall rooms.

BUSINESSES ON CAMPUS

Students wanting to operate a business on campus must abide by the Student Business Policy. This is available from the Business Manager.

Businesses allowed on campus include selling products for an established company such as Avon, MaryKay, Creative Memories, Pampered Chef, etc. 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 during nice weather must first get permission from the Student Life staff.

DAMAGE / DESTRUCTION

All dorm rooms and apartments have been checked by Student Life staff or the Facilities Department before the beginning of the school year, and a Room / Apartment Condition Statement has been filled out. The same form will be completed when students move out. This must be done before students are refunded their room deposits.

If damage has occurred during the year, the student is required to pay for the damages. Please report any damage to the Student Life staff. Do not dye your hair using campus sinks because the stains are too hard to remove. All other areas of damage on campus should be reported to the Properties or Facilities Director. All restitution needs to be paid within two weeks. Failure to pay costs or fines will result in the withholding of a student's final grades and possible disciplinary action.

DECORATIONS

Decorations and posters in apartments or dorm rooms are to be hung by "sticky tack," not tape or nails. Do not use adhesive that leaves residue or damages the walls. During the Christmas season you may have only artificial trees in your room or apartment. Lights and electrical equipment are to be turned off when residents are gone.

HOLIDAY / SEMESTER BREAKS

The residence halls, Acorn apartments, and Valley View apartments will be closed by noon on the first day of all semester and holiday breaks. They will reopen by 2:00 PM on the last day of the break. This includes Fall Break, Thanksgiving, Christmas, and Spring Break. Please refer to the OHCC calendar of events at www.oakhills.edu for more details.

We encourage students to spend time with their families during these times. If you are unable to return home for a break, you may request to stay in the dorm or with a family in the area. Requests must be submitted in writing and approved by Student Life staff.

IN-HOURS

We recognize a part of maturing is developing time management skills and learning self-discipline. We believe this is an opportunity for students to develop these important skills for a lifetime of service. We do not have a curfew.

All students are requested to return to their residence hall or apartment by 1:00 AM on school nights, and are encouraged to get adequate rest so they can study well and remain healthy, both physically and relationally. Conditional students on academic probation or students who are acting irresponsibly may be required to return to their housing unit at a set time in order to assist them in managing their time and studies.

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. Please lock your room when you are not there.

LAUNDRY

For your convenience, coin-operated washers and dryers are provided in each residence hall and apartment building. A coin machine is located in the Schreiber Activity Center snack bar lobby. Irons may only be used in the laundry room.

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, make sure the furniture is returned to its original arrangement. Do not leave your own belongings unattended in any lounge, especially electronic equipment.

No food is permitted in the classrooms or the library, but you may bring a beverage container with a threaded lid. If you spill something, 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. After 5 PM, call the Properties Emergency number – ext. 2580.

If there are severe injuries associated with the emergency, call 911. Please do not try to correct any maintenance problem yourself.

OPEN DORMS / APARTMENTS

East Hall and West Hall rooms will be open for opposite gender visitors with the roommate's permission each Sunday afternoon from 1:00–5:00 PM and Thursday evenings from 6:00–9:00 PM. Acorn and Valley View apartments are open for opposite gender visitors with the roommate's permission from 12:00 NOON – 10:00 PM daily. Guidelines are as follows:

- Room door must be **wide open** if you have opposite gender visitors.
- No lying or sitting on the beds by visitors.
- All opposite gender visitors must be out at the appointed time.
- RAs will supervise open dorms and apartments.

OPEN LOUNGE

There are certain hours when you may visit with members of the opposite gender in our residence hall or apartment lounges. The outer lounge in East Hall and the upstairs lounge in West Hall will be open 12:00 NOON – 9:00 PM each day, and until 10:00 PM on Fridays. The Acorn lounge is open 12:00 NOON – 11:00 PM daily, and until 12:00 MIDNIGHT on Saturdays.

PERSONAL SECURITY CODE

The residence halls and Acorn apartment building have coded security entrances during evening hours. 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 locked security door, or a regular door after lock-up times. Violating either of these rules puts residents at risk and will result in a fine or other disciplinary action.

PETS

No pets, including dogs and cats, are allowed in Oak Hills buildings or on Oak Hills property. Fish are the only exception.

PROSPECTIVE STUDENTS

Visitors who are considering enrollment at OHCC may stay in a residence hall or apartment. We ask that you be courteous and helpful to all visitors at OHCC. If you wish to bring a prospective student to the college, arrangements must be made in advance with the Admissions Director.

There are three or four College Days scheduled for prospective students during the college year. Your help in accurately representing God and what OHCC is about to these visitors is greatly appreciated. Please be friendly and helpful if you have the opportunity.

QUIET HOURS

Quiet hours are 10:00 PM – 8:00 AM for both indoors and outdoors. 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 education. All single students who have earned less than 63 credit hours or are under 21 years of age must reside in OHCC campus housing, with the following exceptions:

- 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.
- The student is registered as, or drops to, part-time status.

All students living in OHCC campus housing must be at full-time status (minimum 12 credits), with the exception of the following:

- 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 less than 24 academic credits to complete his/her specific program of study.
- Non-OHCC students may be considered for on-campus housing. There is an application process; final approval must come from the Dean of Student Life.

ROOM COURTESIES

Please knock and wait for an invitation to enter a fellow student's room or apartment. Please respect your roommate and others by keeping your section of

the room clean, and by being considerate with your noise level.

ROOMS

All residence hall rooms and apartments are furnished with standard single size beds, desks, chairs, dressers, closets, curtains, and mattress pad covers. You will need to provide your own bedding, pillows, and towels.

Please remember that you will be sharing a room, so bring only what you need; room space 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 may forfeit your room deposit. If you have a problem concerning your room, please contact someone in Student Life.

SIGN-OUT

Residence hall and apartment students are asked to mark on the sign-out sheet in their lounge when they are leaving the campus.

STORAGE FACILITIES

Storage rooms are available in each dorm. Please close all boxes and mark them clearly using your first and last name. Put only those things in the storage room that you won't need to access on a regular basis. Access to the storage is through Student Life staff. Limited storage is also available for bicycles.

If you are planning on returning to OHCC for another year, limited summer storage is available. There is no access to the storage rooms during the summer or over breaks. All storage items not properly marked or belonging to a student not returning will be discarded. We assume no liability for lost storage items. No furniture will be stored in the dorm storage over the summer. Any furniture left will be discarded. If ownership can be established, the student will be charged a \$30 disposal fee.

TELEPHONES

Telephone service is provided in each residence hall room and in Valley View, but students must provide their own phones and phone card for long distance service. Telephone service is not provided in the campus apartments; residents must provide their own phone service, phone, and long distance plan.

Students are not to make phone calls from staff or faculty offices. Public phones are available in the FC lounge, Ad Bldg east entry lounge, and in the SAC snack bar area.

THEFT / DAMAGE

Make sure to **lock your room** when you are leaving your residence hall or apartment. Do not leave money or valuables lying around in open view. Theft can still happen at a Christian college, 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. We advise students to lock their cars both on and off campus. Bicycles should also be locked when stored in a bike rack.

VISITORS

Parents and family members are allowed in the residence halls to help students move during Orientation and Commencement weekends. On these days, opposite gender visits are not permitted. Please refer to "Open Lounge/ Dorm/Apartment" for more information on opposite gender visitors.

Resident students may have visitors stay overnight at no charge, but they must make their request in writing and receive approval from the Student Life staff. The visitor can't stay longer than 24 hours without special permission. Charges for staying may be implemented. Meal tickets may be purchased from the cashier in the cafeteria. The Student Life staff reserves the right to limit or deny visitation. Off-campus students or alumni guests must also have Student Life permission to stay overnight on campus.

WINDOWS / ROOFS

Do not climb through windows. This can cause damage to the window, breaks security protection, and will result in a fine or disciplinary action. In order to protect each resident's privacy, students are not allowed behind the residence hall of the opposite gender. Do not climb on campus building roofs.

CAMPUS PROVISIONS and SERVICES

ATHLETIC TEAMS

If you are an athlete, consider trying out for our men's basketball, women's basketball, or women's volleyball teams. 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 Administration Building. All of your textbooks are available for purchase there, along with items such as greeting cards, stamps, school supplies, gifts, and OHCC clothing. Bookstore hours will be posted outside the store entrance.

CAMPUS GROUNDS

We have a beautiful lakeside campus! Please enjoy it and help us protect our campus grounds and outdoor equipment.

Use "Mission Field," not the campus lawns, for organized sports and recreation. Bikes, skateboards, scooters, and roller blades are not permitted on the sidewalks or lawn of the main campus. 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 (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 colleges and programs, are available from the faculty and the Student Life staff.

COMPUTER LAB

The Oak Hills computer lab is primarily for students to use in educational research, study, and class assignment preparation. The computer lab is available whenever the Fellowship Center is unlocked, except during Community Life Hour and some special events.

Misuse of these computers by sending inappropriate e-mails, monopolizing time, overusing printer paper, manipulating established programming, viewing pornography or other unwholesome 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 the computer lab or library computers are:

- Food and drinks are not permitted in the computer lab.
- After one hour of use, a student may continue if no one else is requesting that computer.
- Students may check their email if a computer is available.
- Students need to vacate the site if another student requests it.
- Former students, alumni, guests, and children of staff members must have permission to use the computer lab.

CUMMINGS LIBRARY

The Cummings Library is located in the Fellowship Center. It exists to assist OHCC students in their learning and research. Several computers are also available for students' use. Please properly check out any books and keep the noise down so students can study. No food is permitted in the library and all beverage containers must have a threaded lid. The hours of operation are:

- Monday – Thursday: 6:30 AM – 10:00 PM
- Friday: 6:30 AM – 5:00 PM
- Saturday: 10:00 AM – 4:00 PM
- Sunday: 1:00–10:00 PM

DRUMS

The drums in the chapel are only to be used by the worship team drummers or someone who has the Chaplain's permission.

FOOD SERVICE

The Food Service is located in the Schreiber Activity Center.

Meal times are as follows:

	BREAKFAST	LUNCH	DINNER
Monday–Thursday	7:30–8:30	11:30–12:30	5:00–5:45
Friday	7:30–8:30	11:30–12:30	5:00–5:30
Saturday	BRUNCH 10:30–11:30		5:00–5:30
Sunday	not available	12:30–1:15	5:00–5:30

Any variations in this schedule will be posted on the bulletin board outside the entrance to the dining hall. Trays, glasses, and silverware are not to be taken

from the dining hall. Disposable containers are provided for those who wish to take their food out due to sick roommates, conflicting schedule times, etc. You may inquire in the Business Office about the meal plan prices and procedures. Any questions or concerns may be addressed to the Food Service Director.

GAME TABLES

Ping-pong and foosball tables are available for your use. Please enjoy and protect our equipment; don't sit on or put food and drink on these game tables. For additional recreational supplies contact Student Life staff.

GARBAGE CONTAINERS

Help keep our campus and buildings clean. Please separate your recyclables and secure the rest of your garbage in plastic bags. Containers are provided indoors and outdoors and are marked appropriately.

GYM / EXERCISE AREA

Our gym, weight room, racquetball court, and exercise area are available for your use and enjoyment at any time, unless posted otherwise. If you need equipment, please contact the Athletic Director, Student Life staff, or a Student Activity team member. Please protect yourself and the exercise equipment by using it properly. If anything is broken or damaged, please report it immediately to Student Life staff so we can get it repaired quickly.

Other fitness options are available in Bemidji through the BSU Rec. Center and local fitness centers.

HEALTHCARE

All OHCC students are required to be enrolled in the Student Health Services of Bemidji State University, unless they have proof of health insurance. We don't want any student to be without some kind of healthcare during the school year. 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 \$42 per semester (subject to change).

All charges for this program are billed through OHCC student accounts. Students receive information on this program during the fall and spring semester Orientation. To enroll you must sign up at the beginning of each semester. This is a supplemental program, not an insurance policy.

Students are strongly encouraged to carry health insurance. "The Sentry Student Security Plan" brochure is available at Orientation or from Student Life. This company specializes in health insurance for college students. More information is available at www.ejsmith.com. Students must sign up and pay for this directly to the company.

ILLNESS / INJURY

If you become ill or injured, please contact the Student Life staff. Let us help you get the care you need. We suggest you contact the MeritCare Bemidji Clinic at 333-5000 or the free 24-hour "Ask a Nurse" line at 1-800-821-5167. 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 and nature of the emergency, and wait with affected person for the ambulance.

ID CARD

Please carry your ID card with you at all times. Your ID card is your library card for OHCC and can also be used to receive student discounts in Bemidji. You will be issued one card for your whole enrollment 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. Some activities are: flag football, floor hockey, volleyball, basketball, ultimate Frisbee, etc. Each of these activities is dependent upon student interest and participation.

Student Life staff and the Athletic Director do not support tackle football without helmets and padded equipment because the risk of injury is too high.

LAKE MARQUETTE

Enjoy our beautiful lake and lakefront all year round. The swimming area is for our students and staff, and other registered guests. With the drastic change of seasons in northern Minnesota, be sure to know what the water or ice conditions are 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.

MAIL SERVICE

Each student has a personal mailbox located in the Administration Building. Mail is distributed around 1:00 PM, Monday – Friday, except on holidays.

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

Insurance is available through “National Student Services, Inc.” to protect students’ property from theft or fire. Property covered includes clothing, sports equipment, textbooks, musical instruments, computers, bicycles, furniture, linens, electrical, photographic, and jewelry. Brochures are available at Orientation, from Student Life, or at www.nssinc.com. Students must sign up and pay for this directly to the company.

PIANOS

Pianos are available in the chapel, FC lounge, and SAC hallway area for your use. Food or drink should not be placed on any campus piano, piano bench, or keyboard. These are expensive musical instruments that can be easily damaged and need to be treated properly.

PRAYER CHAPEL

The Prayer Chapel is a wonderful place to be alone in communication with God. Use it often! It was donated to be used specifically for prayer and is not to be used for socializing or studying. It may also be used for small group worship.

RETREAT CENTER / GUESTS

There are several guest rooms in the Schreiber Activity Center in which your family or friends may stay. Please contact the Facilities Office for details. The SAC Retreat Center is not for student use without permission from the Facilities Office. Please be aware that there are several other ministries that use our campus on a weekly or periodic basis.

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. Please contact the Business Office for any questions concerning your student account.

TUITION FREEZE

A tuition freeze with a limit of five years will apply if: 1) you are a fulltime student, 2) you continue to make satisfactory progress based on an evaluation done by the Registrar each May; and 3) your bill is paid in full by December 1 for Fall Semester and by May 1 for Spring Semester. Your tuition will increase if any of these criteria are not met or if you have left school for a period of time and then return.

VEHICLE / PARKING RULES

Students bringing a car, truck, van, or motorcycle to Oak Hills must register it with the Business Office. Students are charged a fee each semester which covers the cost of electric plug-ins in the upper lot, care of the main lot, and snow removal. You will receive a parking permit that must be displayed on the vehicle’s window. Failure to do so may result in a \$20 fine. We advise you to lock your vehicle both here at OHCC and in town.

SNOW EMERGENCIES -- During the winter months, the Properties Department will monitor the weather forecast. When the forecast calls for three or more inches of snow, they will initiate a Snow Emergency by posting signs visibly around campus. Vehicles need to be moved that same date by 9:00 PM to the hill side of the parking lot, or to the upper parking lot, to allow for snow removal by 8:00 AM the following morning. Failure to move your vehicle may result in a \$50 fine and the vehicle being towed at your expense.

Residents of the apartments (Pineview, Acorn, Southgate, & Valley View) need to shovel the snow from around their vehicles out into the main driveway

so that it can be plowed away. The plowing of the entire campus takes approximately 10 hours, so your patience is appreciated.

NO PARKING/DRIVING -- Do not park or drive a vehicle across campus lawns or sidewalks. Do not drive a vehicle around any 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 will result in a \$50 fine. Any other parking violations will receive a warning ticket for first offence. All subsequent offences are issued a \$20 fine.

The Acorn and Valley View apartments only have enough parking area for their residents, so visitors or other students must park in the main lot. Students leaving for an extended weekend, over holiday breaks, or semester breaks must move their vehicles to the upper parking lot to make room for visitors and/or snow removal. Vehicles not moved may be fined \$50 and towed at your expense. All fines will be added to the student's school bill.

RECREATIONAL VEHICLES

Snowmobiles, jet skis, 4-wheelers, and dirt bikes are not allowed on 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 is always to bring about repentance, forgiveness, reconciliation, and growth in our lives. The health and safety of the whole campus community is also taken into consideration.

We encourage each student to speak the truth in love to each other and follow Jesus' pattern in Matthew 18 if another student sins against them or around them. In many situations this loving confrontation between peers is all that is needed to make things right again. Some other situations are more severe and potentially dangerous, requiring staff intervention.

DISCIPLINARY PROCESS

At Oak Hills, we care enough to confront students in love and take disciplinary action when necessary. Disciplinary action may take a variety of forms, depending on the situation and circumstances. We do not simply run people through a system that does not take into account the individual. We follow a fair and reasonable process. If the Student Life staff or faculty becomes aware of behavior that is contrary to biblical standards or contrary to the policies of Oak Hills Christian College, the following will take place:

DISCUSSION -- A Student Life staff member or faculty member will talk with the student and seek to understand the situation. Often these interactions

become excellent learning and growing experiences. Together they can often resolve the problem. If this interaction does not lead to resolution of the problem, or if the student continues the behavior, further evaluation or disciplinary actions may be taken.

NOTIFICATION -- When disciplinary action has been decided upon, the student will be given verbal and/or written notice specifying the action to be taken and reasons for this action. He/she may be asked to sign a release if parental notification is deemed appropriate.

EVALUATIVE ACTIONS

If it becomes apparent that a student needs to evaluate his/her personal goals and reasons for being at OHCC, he/she will be asked to complete a Personal Assessment Assignment. These assessments are not to be viewed as punishment, but as an opportunity to consider the motivation for attending this college. We take these evaluative periods seriously, and desire that the student's response be a true reflection of his/her seriousness of purpose to God and to Oak Hills Christian College.

DISCIPLINARY ACTIONS

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

FINE -- A student may be required to pay a fine appropriate to the offense.

PROBATION -- A student on disciplinary probation must meet the conditions specified in a written contract, and may be dismissed if these conditions are not met. While on probation, a student may lose the privilege of involvement in various aspects of the college, such as music groups, athletics, drama, and leadership positions. 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 may be confined to campus for a specified period of time. He/she will also be required to fulfill an assignment designed to address the particular 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 their staff members, will determine the length of the suspension; the maximum is 10 school days. While a student is on disciplinary suspension, course work missed may or may not be made up. Financially dependent students placed on disciplinary suspension must have a parent or guardian contact the Dean of Student Life before being allowed back on campus.

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 conditions specified by the college are met. An appeal to return may be initiated by contacting the Dean of Student Life in writing at least five weeks prior to the start of the new semester. The appeal will be considered by the Student Life Advisory Committee for approval. Students who have left OHCC under this type of withdrawal may not be on campus without the permission of the Dean.

DISMISSAL -- There are times when it is in the best interest of the OHCC community and the student for him/her to be dismissed from school. It is our hope that any student dismissed from Oak Hills will learn through the experience and that it will lead to repentance and subsequent growth. 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 person who has been dismissed is not allowed on campus without the permission of the Dean.

EXPULSION -- There are rare occasions when 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.

APPEALS

In cases where disciplinary probation, suspension (of more than three school days), dismissal, or expulsion are being considered, the student may request a meeting with the Student Life Advisory Committee. This committee is composed of representatives from the administrative staff, the faculty, and Student Life staff. They will give a recommendation to the Dean of Student Life, outlining what action they believe is appropriate. The Dean will determine what, if any, disciplinary action needs to be taken.

In the event a student believes due process has not been followed, he/she may submit a written appeal to the Student Life Advisory Committee and the President of Oak Hills Christian College. The appeal is not a rehearing of the specifics of the case. The appeal should be submitted within five school days after the student has received the decision in writing from the Dean. It is in the written appeal that the student outlines specifically how the due process has not been followed in his/her opinion. The President will determine whether the appeal has merit and will provide the student with a written statement outlining his decision. In the event the President upholds the student's appeal, he will refer it back to the Dean of Student Life for further consideration.

ACADEMIC INFORMATION

ACADEMIC STANDARDS

For questions regarding the academic standards of Oak Hills Christian College, please contact the Dean of Education, the Registrar, or refer to the OHCC academic catalog.

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 Education or the Dean of Student Life. 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) gives students certain rights with respect to their educational records. Please contact the Registrar or refer to the OHCC academic catalog for more information.

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 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.

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ACADEMIC CALENDAR 2008-2009

FALL SEMESTER 2008

August 25	Orientation/Registration for New Students
August 26	Orientation/Registration for Returning Students
August 27	Fall Semester Classes Begin
September 1	Labor Day (<i>evening classes will meet</i>)
October 13-14	Fall Break
November 6-7	Modules
November 26-30	Thanksgiving Break
December 17-19	Fall Semester Finals
Dec. 20-Jan. 4	Semester Break

SPRING SEMESTER 2009

January 5-9	Interim Week
January 10	Orientation/Registration for New Students
January 12	Spring Semester Classes Begin
March 9-15	Spring Break
March 25-26	Modules
April 10-13	Easter Break (<i>Monday evening classes will meet</i>)
May 6-8	Spring Semester Finals
May 9	Commencement

Check the website at www.oakhills.edu for calendar updates.

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.