

# Thank you for choosing Oak Hills!

Thank you for choosing Oak Hills Christian College (OHCC). Whether you come from near or far we are grateful to be part of your journey. 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.

We believe you are on a journey academically, personally, and spiritually. Oak Hills desires to be a community that will challenge and prepare you for the unique call God has on your life.

You will develop many lifelong friendships during your experience here. You will become more Christlike through the challenges and opportunities that come. We are excited to see what plans God has for you.

College life can be hard. We in Student Life want to do everything we can to help you overcome the difficulties of college transition. Never hesitate to stop by our offices or sit with us at lunch to get the help that you need.

We believe that there are three things that will bless your journey here:

1. That you will deepen in your walk with God.
2. That you will discover your life purpose in Christ.
3. That you will develop God's heart for service to the church and the world.

All of this will happen in the midst of community. Oak Hills is a place where students, staff, and faculty all grow and walk together. Don't hesitate to make new friends, get to know faculty and their experiences, and try new things together. May we do and say everything for the glory of our Lord Jesus Christ.

In Christ's love,  
*Student Life Staff*

## **TABLE of CONTENTS**

Student Expectations.....	3
Mission Statement and Objectives.....	4
Student Life Department.....	5
Community Covenant.....	6
Spiritual Life Expectations.....	8
Community Life Standards.....	9
Campus Safety.....	16
Housing Guidelines.....	23
Campus Provisions and Services.....	29
Disciplinary Process and Actions.....	35
Academic Information.....	38
Index.....	39
Academic Calendar.....	42

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 and submit to the community covenant.
- 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 to journey with students as they deepen their walk with God, discover their life purpose in Christ, and develop God's heart of service for the church and the world.

## PURPOSE

The Student Life Department exists to facilitate healthy, biblical community in which students have the opportunity for fellowship, discipleship, and character development through interaction with staff, faculty, and one another.

## PERSONNEL

The Dean of Student Life provides leadership and supervises the Student Life staff, services, and programs. The Student Life staff directs the Student Engagement Team (SET), including RA's, Student Chaplain(s)) and the Student Activity Team (SAT). 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.

➤ Ron Maixner	Dean of Student Life
➤ Kierlyn Ward	Associate Dean of Student Life
➤ Landon Peterson	Faith and Life Coordinator
➤ Female RA's	Makayla Kameroff & Breanna Sistar
➤ Male RA's	Josiah Molton & Nash Chaney
➤ Acorn RA's	Mark Little Elk & Olivia Peterson
➤ SAT Leader	TBD
➤ Student Chaplain	Alexis Bowlan & Sam Moyer

## 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) and Athletics.

# COMMUNITY COVENANT

**RESPONSIBILITIES FOR COMMUNITY** Within our community the greatest expression of fellowship and the highest principle for relationships is love. Since God first loved us, we ought to demonstrate love toward one another. (1 John 3:11, 16, 18; 4:7-21) For the purpose of our community we have identified the following specific expressions of love as being among the most desirable.

**Building Up One Another:** We expect each member of the community to strive consciously to maintain relationships that support, encourage and build up one another. (Romans 15:1-2)

**Making Allowance for One Another:** Because of sin, difficulties in relationships do occur. In such cases we are to respond with compassion, kindness, humility, gentleness and patience, making allowance for each other and forgiving one another. (Colossians 3:12-13)

**Caring for One Another:** We are responsible to come alongside those experiencing grief, discouragement, illness, tragedy, or other personal trials. Expressions of bearing one another's burdens include comfort, encouragement, consolation and intercession. (Galatians 6:2)

**Respecting One Another:** Because of the God-given worth and dignity of persons, each member of the community is expected to be sensitive to the image of God created in every person. Therefore, discrimination against others on the basis of race, national origin, age, gender or disability is not acceptable. Any kind of demeaning gesture, symbol, communication, threat or act of violence directed toward another person will not be tolerated. (Colossians 3:11-14; 1 John 3:14-18)

**Speaking the Truth in Love:** A community such as ours can be strengthened by speaking the truth to each other with love. Problems in relationships and behavior can be resolved constructively by confronting one another in an appropriate spirit. If the welfare of the one being confronted is paramount and if the confronter is motivated by and acting in love, the process can produce growth. (Ephesians 4:15)

**Reconciliation, Restoration and Restitution:** Healing broken relationships is necessary for a healthy community. When relationships have been harmed, regardless of the reason, individuals are expected to reach out to one another, forgive one another, restore relationships and make restitution. (Matthew 5:23-24; 18:15-17)

## 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. 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.

## **OUR COMMUNITY COVENANT**

For the sake of fulfilling the community’s purposes, its members voluntarily enter into a covenant. We understand this covenant to be a commitment to one another during the time that we are involved in the OHCC community. We desire that the Oak Hills community be a covenant community of Christians marked by integrity, responsible freedom, and dynamic Christ-like love where we lovingly encourage one another in our spiritual growth, a place where the name of Jesus Christ is honored in all we do.

Acknowledging our dependence on the power and grace of God, the members of the Oak Hills campus community humbly covenant to live according to this ideal. Personal agreement should be with the full intention of living with integrity.

The purposes of this community covenant are as follows:

- to glorify our great God.
- to cultivate a campus atmosphere that encourages spiritual, moral and intellectual growth.
- to integrate our lives around Christian principles and devotion to Jesus Christ.
- to remove whatever may hinder us from our calling as a Christ-centered community.
- to encourage one another to see that living for Christ involves dependence on God's Spirit
- to embrace passionate obedience to his Word.

As a community we are responsible for ourselves and to other members of the community. With this in mind we must be accountable to one another. It is the desire of this community to respond biblically to those who contravene this covenant. A restorative discipline process will be used in such cases.

I am willing to live in community.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# COMMUNITY LIFE EXPECTATIONS

## 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.

CLH is critical to the success of our college mission and objectives and is held at 12:50 PM on Tuesdays and Thursdays. 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)
- Ineligible for Student Engagement Team

## 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. Such participation may meet your outreach credit requirement.

Local church information can be found at oakhills.edu: Community tab, Life in Bemidji.

# COMMUNITY LIFE STANDARDS

## 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, Thompson 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.

## 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?

## 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.

## 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.

There is no size restriction on personal TV’s. Keep in mind the dorm room size and be respectful of roommates space.

## **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.

## **ACADEMIC INTEGRITY**

Oak Hills Christian College stands on the principles of truth and honesty as essential biblical principles for life. It is expected that these principles will be followed in all academic activity. Violations of academic integrity include plagiarism, cheating, unauthorized collaboration or copying, excessive revision done by someone other than the student, violating copyright laws, sabotaging another student's work, or submission of the same assignment for more than one course without prior consent of all instructors concerned. Intellectual dishonesty 14 | **ACADEMIC POLICIES** infractions will be confronted and may result in suspension or dismissal from OHCC. Further information is available through the registrar or Dean of the College.

## **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 members of opposite gender 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.

Continued presence on campus and/or enrollment at OHCC is contingent on students striving for sexual purity on and off campus during their entire tenure as an OHCC student.

## **EATING, CUTTING, OR OTHER SELF-HARMING DISORDERS**

Students struggling with self-harming 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.

## **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 Laws**

<https://www.campusdrugprevention.gov/content/cannabis-campus-not-allowed>

The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program.

### **Minnesota State Laws**

Cannabis is illegal in Minnesota. The following link describes college campus regulations in Minnesota:

### **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.

### **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](http://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 SAFETY**

When Oak Hills Christian College adopts emergency measures to secure the safety of its campus due to campus, local, state, or federal emergencies, any violation of those measures will result in warning and/or immediate suspension from campus with no academic accommodation and with return determined by the Dean of Student Life.

## **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](#)

## **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 under Title IX covers three categories of conduct:

- a) Quid pro quo sexual harassment by employees
  - Misconduct on the basis of sex that jeopardizes a student’s right to or deprives a student of equal access to education
  - Misconduct using the submission to or rejection of sexual advances, requests, or demands by an individual as a basis for academic decisions
  - Misconduct on the basis of sex that explicitly or implicitly makes submission to such conduct a term or condition of an individual’s employment/student status.
- b) Sexual assault, dating violence, domestic violence, and stalking as defined by the Clery Act.
- c) Any other “unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person access to the college’s education program or activity (hostile environment)”.  
This includes acts such as sexual advances, requests, humor, or demands for sexual favors, as well as other physical, verbal, or visual conduct of a sexual nature that creates an intimidating, hostile, or offensive work, living, or learning environment.

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 or the Title IX coordinator, Dr. Sue Glidden.

The full Title IX policy is available in print form from Student Life or the Vice President of Academics and Administration. This policy is also available online @oakhills.com.

### **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.

### **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.

### **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 Welcome Center, ext. 1000

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.

## **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](#)

## **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.** Gun cabinet storage is available on campus, and must be arranged and approved by contacting the Dean of Student Life or the Security Director. No storing ammo inside campus buildings.

## **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.

## **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.

## **HOUSING GUIDELINES**

### **APPLIANCES**

Appliances such as toasters, oil popcorn poppers, hot plates, instapots, 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 room walls are to be hung by push pins only. However, large clusters of pin holes are not allowed. Only wash 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.

**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. Propped Doors may result in a fine, up to \$100.

## **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

## **HOUSING BILLING POLICY**

**Thompson Hall:** Rooms are provided and billed as single occupancy rooms for every student based upon availability. If a student chooses a roommate or

requests that a roommate be assigned and the request is fulfilled, they will receive a cost reduction of \$400 per semester. If a student returns to single occupancy for any reason during the semester, they will return to the single occupancy rate, prorated from the first day single occupancy resumes.

**Acorn Apartments:** Two bedroom apartments for upper-classman and Students Older Than Average (SOTA). Billing policy is same as Thompson Hall. (Single occupancy=single bedroom)

**Southgate Apartments:** Primarily for family housing. Contact Facilities Dept. for additional information and availability.

## **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 and Acorn 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. There is a \$50 fee per semester for lofts and they must be installed by the maintenance department.

## **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:	Thursday, Friday & Saturday:	6:00 PM - 10:00 PM
	Sunday:	4:00 PM - 8:00 PM

#### Acorn Apartments

Open Lounge/Apts:	Sunday – Thursday	12:00 Noon – 11:00 PM
	Friday - Saturday	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.

### **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.

## **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 and families.

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 twice a month in Thompson Hall and Acorn Apartments (1<sup>st</sup> and 3<sup>rd</sup> week of month). 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.

  - First month of fall semester will consist of training and

learning expectations.

- Two consecutive successful room inspections results in no inspection for 1 month.

Fines

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

## 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 Thursday, Thompson Hall and Acorn Apartments will close on Friday 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 **\$15 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 \$15 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.

## 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.

## STORAGE SUMMER

Students who are registered for fall classes, are living on campus the following year, and live more than 400 miles from campus may be eligible for summer

storage. The full summer storage policy is available from student life and is posted each April.

### **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 Fellowship Center. Text books are available for purchase along with items such as greeting cards, stamps, school supplies, gifts, snacks, 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-Thursday	8:00-10:15	11:45-12:45	5:00-6:00
Friday/Saturday	Brunch Served	10:30-11:30	5:00-6:00

Sunday                      not available                      12:00-1:00                      5:00-6:00

**Snacks**

Every Day                      3:00-4:30

**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. Do not place your personal garbage in Wing Lounge garbage cans.

**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 or facilities so we can get it repaired quickly.

**HEALTHCARE**

All Oak Hills students are required to provide proof of health insurance. Students who are uninsured are encouraged, in consultation with their parent or guardian, to sign up with Minnesota Care for local health insurance

Health insurance is required for all student athletes as mandated by the NCCAA. Please contact athletics department to learn requirements for athletic health insurance.

All health problems are referred to local physicians. The city of Bemidji has Sanford Hospital with Emergency Care and Walk-in Clinic.

**Immunization:** Minnesota Law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Any non-exempt

student who fails to submit the required information within 45 days after first enrollment cannot remain enrolled.

Questions: Please contact Student Life Department

### **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.

### **STUDENT EMAIL ACCOUNT**

While your academic work will be conducted within the Canvas network, information from student life, the registrar, student accounts, athletics, emergencies and events will be directed through your oakhills.edu email address. Please sync this account with your normal email account. You will be responsible for all content sent through your student email whether you read it or not.

### **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, disc golf, trap club etc. Each of these activities is dependent upon student interest and participation.

The Student Life Department and the Athletic Director do not support tackle football, Rugby, or contact sports because of 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. 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. Vehicles must remain in operable

condition. 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 EMERGENCIAS** - 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 matters, 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)

**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 community life and the 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**

Grace is the driving desire of Student Life in student discipline. Grace seeks to show kindness to the student so that the student may repent and make corrective actions. If corrective actions are taken, no further action may be necessary. When grace is ineffective in producing change within the student, progressive disciplinary actions are taken until the required change occurs or the student is removed from campus.

## **DISCIPLINARY ACTIONS / SANCTIONS**

### **Disciplinary Procedures: Minor Infractions**

After a series of investigatory meetings, an appropriate disciplinary sanction for minor infractions (i.e., sanctions 1-5), based on the totality of the circumstances, may be imposed by the Associate Dean or Dean.

### **Disciplinary Procedures: Major Infractions**

After investigatory meetings, an associate dean or dean (who may or may not have listened to the deliberations) will set the appropriate disciplinary sanction(s) (i.e., sanctions 6-11), based on the totality of the circumstances, after a violation is found, and after receiving the non-binding recommendation of the fact finders.

### **Common Sanctions**

1. Admonition or Reprimand: An oral statement to the student explaining that he/she has violated a student regulation and implies the student's behavior is inappropriate and is not to be overlooked.
2. Censure: An official written statement to the student explaining that he/she has violated a student regulation. It is intended to communicate most strongly both disapproval and reprimand by the college community.
3. Fine/Community Service: This fine will be appropriate to the offense (minimum \$20) or may be paid off by service hours on Oak Hills campus.
4. In-Kind Restitution (may include but is not limited to): the reimbursement of costs for damage to, or destruction of, college property or property of any person; restitution in the form of appropriate service to be completed by the student; the relocation of the student within college housing facilities; the required attendance of the student to the appropriate educational programs based on the circumstances of the case.
5. Social Probation: Indicates the behavior exhibited is socially unacceptable. Therefore, a designated period of time is set and a specific action plan is agreed upon for the student to take corrective action and adjust behavior to socially acceptable standards.
6. Restriction of Privileges: The restriction of college privileges for a specified period of time. These restrictions may include, but are not limited to the following:
  - a. Denial of regular priority for room assignment in college housing.

- b. Denial of the privilege to vote in college held elections.
  - c. Denial of the privilege to attend non-academic college functions.
  - d. Denial of the privilege to participate in non-academic college organizations or activities, including athletics.
  - e. Denial of parking privileges.
7. Disciplinary Probation: A specified period of review and adjustment during which a student is under an official warning that his/her violation was very serious. While on disciplinary probation, a student will be considered to be “not in good standing” with the college and may face specific restrictions on his/her behavior and/or college privileges. Students involved in similar or additional disciplinary incidents while on probation may be recommended for immediate suspension or expulsion.
8. Eviction: Eviction from college housing without a refund if the student is currently residing in a residence hall or an on-campus apartment.
9. Disciplinary Suspension: The denial of enrollment, attendance, and other privileges at the college for a specified period of time (maximum 10 days). In cases where a student is suspended for the duration of the semester, clearance for re-enrollment must be received from an associate dean or dean. Permission to apply for readmission upon the termination of the period may be granted with or without conditions/restrictions. A student who has been issued a disciplinary suspension sanction may be prohibited from visiting on campus or attending all college or open social functions and is deemed “not eligible to return” to the college during the suspension period. The suspension shall be followed by a period of disciplinary probation.
10. Dismissal: It may be 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 and re-admission will be stipulated as the following semester or the following academic year.
11. Interim Suspension: An interim suspension may be imposed by the Dean of Student Life or his/her designee, prior to the beginning of the administrative process. The interim suspension may be imposed in extreme cases where the alleged action of a student(s) may pose a threat to the well being of the college, any of its members, or him/herself, or there is substantial evidence that the continued presence of the student(s) on the campus will disrupt the college. Prior to imposing an interim suspension, every effort will be made by the Dean for Student Life or his/her designee to give the student an opportunity to respond to the charge(s). Following the imposition of an interim suspension, the opportunity for an administrative hearing, as described below, will be provided as expeditiously as possible, but no later than ten calendar days after the interim suspension – unless the student waives the ten days.
12. Expulsion: The dismissal of a student from the college without the ability to apply for re-enrollment. A student who has been expelled is deemed “not eligible to return” to the college for a period of two years. Expulsion requires approval of the president in consultation with the Dean of Student Life.
1. Denial of the privilege to represent the college to anyone outside the college

community in anyway, including representing the college at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.

2. Denial of the privilege to participate, be elected, or appointed as a member or officer of student government or any registered student organization.

3. Denial of the privilege to live in college housing.

## **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

### **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 .....	42
Academic Integrity .....	12
Academic Standards.....	38
Accreditation.....	38
Addictive Behaviors.....	13
Alcohol .....	14
Appeals to Disciplinary Action.....	38
Appliances .....	23
Athletic Teams .....	29
Bemidji Area Crime .....	19
Biblical Values.....	7
Bookstore .....	29
Businesses on Campus .....	23
Camping.....	23
Campus Crime Statistics .....	17
Campus Grounds.....	30
Campus Security Services.....	16
Career Resources .....	30
Church Attendance .....	9
Community Covenant .....	6
Community Life Hour.....	9
Computers, FC Lounge .....	30
Complicity .....	19
Computers / Internet .....	11
Damage / Destruction .....	23
Dance .....	11
Dating / Courtship.....	12
Decorations .....	24
Disciplinary Actions .....	36
Disciplinary Process.....	35
Drug Abuse .....	14
Eating Disorders .....	13
Engagement / Marriage.....	12
Entertainment / Media.....	10
Evaluative Actions .....	36
External Doors .....	24
FERPA .....	38
Fire Emergency Plan.....	20
Fire Equipment .....	20
Fire Prevention.....	19
Fishing .....	21
Food Service .....	30

Friendships..... 12

Gambling ..... 15

Game Tables ..... 31

Garbage Containers..... 31

Grievance Policy..... 16

Guests ..... 29

Gym / Fitness Room ..... 31

Healthcare ..... 31

Holiday / Semester Breaks..... 28

Housing Billing Policy..... 25

Housing Requirements..... 24

Hunting ..... 21

ID Card ..... 32

Illness / Injuries..... 32

Incident Report ..... 17

Internet / Computers ..... 15

Intramural Athletics ..... 32

Keys ..... 25

Knife Registration..... 21

Kitchens (Thompson Hall)..... 25

Lake Marquette ..... 32

Law Enforcement..... 17

Laundry..... 25

Library, Cummings ..... 30

Lofts..... 25

Lounges / Classrooms ..... 25

Mail Service..... 33

Mechanical Emergency..... 26

Minor Children on Campus ..... 12

Mission Statement and Objectives ..... 4

Movies / Television ..... 10

Music ..... 10

Open Dorms / Apartments/Lounges ..... 26

Parking/Driving ..... 34

Personal Appearance..... 10

Personal Property Insurance ..... 33

Pets ..... 26

Physical Threats / Violence ..... 19

Pianos..... 33

Pranks ..... 21

Prayer Chapel..... 33

Prospective Students ..... 26

Quiet Hours..... 27

Racial Intolerance / Harassment ..... 17

Recreational Vehicles ..... 34

Rooms ..... 27

Room Entry ..... 27

Room Inspections ..... 27

Security Alerts ..... 17

Security Services: Port-O-Wild’s..... 16

Semester Breaks..... 28

Sexual Harassment..... 18

Sexual Violence / Assault ..... 18

Sexuality ..... 13

Special Events..... 9

Sprinklers ..... 28

Storage Facilities, Summer Storage ..... 28

Student Accounts ..... 33

Student Email Account ..... 32

Student Expectations..... 3

Student Life Department..... 5

Telephones ..... 29

Television / Movies ..... 10

Terrorist Threats ..... 21

Theft / Damage ..... 29

Tobacco Products..... 13

Vehicle / Road Safety ..... 22

Vehicle / Parking Rules ..... 34

Visitors / Guests..... 29

Watercraft Activities..... 22

Weapons ..... 23

Weather / Severe Conditions..... 22

Welcome Letter from Student Life ..... 1

Windows / Roofs ..... 29

Woods / Walking Trails ..... 22

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 2021-2022**

### **FALL SEMESTER 2021**

August 17-20	New Student Orientation/Registration (19)
August 19-20	Returning Student Orientation/Registration (19)
August 23	Fall Semester Classes Begin
September 6	Labor Day
October 11-15	Midterms
October 21-24	Fall Break
October 26	Soul Clean-up
Nov. 24-28	Thanksgiving Break
December 13-16	Fall Semester Finals
Dec. 17-Jan. 9	Semester Break

### **SPRING SEMESTER 2022**

January 10	Spring Semester Classes Begin
January 17	MLK Day
February 15-16	Spiritual Enrichment Days
Feb. 28-Mar. 4	Midterms
March 5-13	Spring Break
April 15-18	Easter Break
May 2-5	Spring Semester Finals
May 7	Graduation

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