

Student Handbook

2024 - 2025

The Student handbook is a work in progress. The college and the Of ice of Student Life have the right to change and update this document as they see fit. For further clarification on particular policies, contact the Dean of Students.



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This handbook supersedes and replaces all previously published and/or online versions of the Providence Christian College Student Handbook.

Students enrolled at Providence are responsible for reviewing and following all student life policies and Providence Christian College standards. As representatives of Providence Christian College, students are expected to abide by the quidelines pertaining to legal and moral issues for the entirety of their enrollment, including all college breaks.

While not exhaustive, this handbook provides students with guidelines for personal conduct and living. The Office of Student Life at Providence Christian College may implement additional policies at any time, or seek to correct

errors or modify/clarify policies. New or modified policies are effective immediately upon publication (including online publication) unless otherwise noted. The online version of the Student Handbook should be viewed as the most up-to-date and authoritative version of this document and the policies therein.

Questions or concerns about the Student Handbook may be directed to the Office of Student Life at studentlife@providencecc.edu.

faith and practice. Therefore, the college community's lifestyle reflects this truth by pursuing and obeying G od's Word. Our lives should demonstrate an apprehension of G od's redeeming grace, faith and obedience to G od's Son, and repentant hearts that turn from sin and pursue holiness.

Providence students are responsible to love, trust and obey God in every sphere of their lives. The following (certainly not exhaustive) list details some greater parameters for these responsibilities:

Submission to Scripture

First and foremost, obedience and honor to the Lord requires a submission to his divine Word as revealed in the Old and New Testaments (Deuteronomy 6; 2 Timothy 3:16-17).

Reflecting God as an Image Bearer

All mankind bears the image of God, therefore every person has inherent dignity and deserves respect. While we acknowledge varying cultural norms for masculinity and femininity, we nevertheless acknowledge that God also created us male and female. For this reason, birth gender should not be rejected but accepted as G od's good providence. Marriage, likewise, is a union created and instituted by God, and should be defined as a lifelong union between one man and one woman (Genesis 2).

Union with Christ and His Church



Through union with Christ (Ephesians 2), we are granted all the blessings of our justification, adoption, sanctification, and glorification (Romans 8). This means that our fundamental identity is in Christ. Any kind of self-harm is a sin against Christ, and any identity, allegiance, or loyalty that is more fundamental to our identity in Christ is idolatry and shifting sand. Our union with Christ is not individual but collective. Together we are members of his body, the Church, a redeemed community of believers. Though our students come from various denominations and churches, we strive for peace in the body, and commit ourselves to weekly worship each Lord's D ay, and throughout the week in the context of chapel services.

Moral Obedience

The Ten Commandments (Exodus 20; Deuteronomy 5) outline moral obedience to the Lord. Our Lord Jesus does not loosen G od's law, but rather intensifies it, prohibiting heart attitudes such as greed, jealousy, pride, lust, prejudice, hatred, anger, and envy (Matthew 5-7). The Apostles, likewise warn believers that he who lives by the flesh will die by the flesh, and that without holiness, no one will see the Lord (Hebrews 12:14).

Walking by the Spirit

We do not walk according to the flesh but according to the Spirit who is given by Christ. A Spirit-empowered life will be marked by practices such as prayer, study of Scripture, charity and Christian fellowship, and will be



During chapel, class time, and related academic events on the Providence campus, no hats, hoods, unauthor	ized use

forbidden on the campus or in the living quarters of resident students. (Providence parking lots are considered part of the campus.) If a resident student is found to be in possession of alcohol on campus, he/she will be disciplined according to the college's policies, up to, but not limited to, suspension or expulsion.

While Providence doesn't believe that moderate, legal consumption of alcohol is a sin, the Bible is very clear that the

will ordinarily be required to meet with a counselor, and may also be refused the opportunity to live on campus. Parents will ordinarily be contacted if students appear to be a threat to themselves or others.

The following is a list of disciplinary actions that may be imposed on students found violating college policies. After

and begin working with staff members to overcome the sins associated with their violations. However, if a student is unwilling to own their behavior, the disciplinary process must begin with the assumption that full repentance has not yet been achieved, prolonging the process.

Failure to comply with imposed sanctions for improper behavior, or failure to respond to requests from college officials to meet, are regarded as serious offenses as they are signs of disrespect for authority and an indication that

the student does not take responsibility for his/her behavior. A student's disciplinary record will play a role in determining future disciplinary actions; therefore, repeat offenses may carry harsher penalties.

While each situation is unique, the biblical model of conflict resolution and restoration (Matthew 18) should be followed in every case. Generally speaking, the following steps can be expected:

A student is notified of an offense that he/she is accused of committing.

If necessary, an investigation is carried out by Student Life staff members and can involve many formal or informal actions. The investigator should seek truth by listening carefully to all sides.

Once a preliminary investigation has taken place, the student will meet with Student Life leadership to discuss the allegation(s), at which point the accused student will have the opportunity to admit or deny the allegation(s). If the student admits to the allegation(s), the Student Life staff will issue disciplinary sanctions. If the accused student denies the allegation(s), it may escalate to a Student Conduct Board.

If absolutely necessary, a case may be heard formally by a council of staff, faculty, and student government representatives. If the offense in question is believed to be more true than not, the student will be assigned sanctions by the Student Conduct Board under the advice of Student Life.

A student has the right to appeal any decision made by the Student Conduct Board to a committee of the Board of Trustees. Any decision by the Board of Trustees is final.

As a Christian college, Providence seeks to ensure that the campus is a warm, friendly and inviting place for all students and employees. Any discrimination or behavior that is harmful or hurtful to a member of the college community based on a person's ethnicity, color, gender, or disability is unacceptable.

Gender discrimination can take place through sexual harassment. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Such behavior will not be tolerated at Providence. If a student feels that he or she has been a victim of sexual harassment or any other kind of abuse or discrimination, he or she should report it to the Office of Student Life, or the Title IX Coordinator, or a Title IX Deputy immediately.

Providence also takes seriously the use of social media as a platform for harassment and cyberbullying. If a student believes there is a threat to themselves, another student, or the campus from information posted online, that student should immediately report the threat to the Office of Student Life.

See also Providence Civil Rights: Title IX, Title VII, Et Al Handbook (Appendix A) for more information.

Appearance, as with all areas of life, is guided by biblical principles. It is expected that students will make wise decisions regarding their dress and overall appearance. At all times students should be dressed modestly in a way that glorifies God rather than brings attention to self. God has created people in his image; therefore students should glorify God with their whole being, including physically through their dress.

In keeping with I Corinthians 10:31-32, a student's attire should also be considered in light of fellow brothers and sisters in the community. Essentially, dress should not cause anyone to stumble in sin. In light of this principle, careful consideration should be made in choosing beach/swim and exercise attire.

Finally, classroom attire should reflect the academic nature of the setting. Although casual dress is acceptable, one's outfit and appearance should not distract other students in the classroom. The following specific rules regarding attire are policy at Providence:

- · Footwear must be worn in the Providence Village, Witherspoon and the Refectory.
- · Undergarments should not be exposed at any time.
- · Attire should not display inappropriate images or messages.

In compliance with federal law and our own institutional behavioral standards, Providence is a drug-free campus, and prohibits the use of drugs at any college related functions. Furthermore, Providence prohibits its students from

The Office of Student Life may require a student to undergo a noninvasive drug test if a credible allegation has be	en

committee. The goal of the committee will be to bring both parties together in reconciliation, but if that goal proves
to be elusive, a judgment or decisive ruling is to be rendered by the committee. Written copies of the committee's

complaining and arguing (Phil 2:14) are called out. Additionally, the book of Proverbs is replete with commands about language usage.

To honor God, students must refrain from using God's name in a casual, joking, or disrespectful manner. To love others in our community: students must refrain from using offensive language that is disgusting, crude, profane, or demeaning to different groups of people or specific individuals. To care for our community, students must refrain from gossip, complaining, mocking, or tearing others down with their words.

Providence expects its students and staff to use discretion and discernment in their decisions pertaining to media interaction and entertainment. Cell phones, computers, televisions, and other forms of technology and media should always be used in appropriate, God-glorifying ways. Activities and entertainment that are of questionable value, or diminish a person's moral sensitivity should be avoided. All use of media should also be guided by a consideration for

others and prudent judgment. Inappropriate content being viewed or accessed by any member of the Providence community will be taken seriously and is subject to discipline.

See also the Technology Purpose Statement and Acceptable Use Policy (Appendix B) for more information.

New student orientation takes place the first week of the fall semester, and will continue through formal and informal means. All new students enrolling in the fall will be required to attend events. Embark affords new students the opportunity to get to know one another as well as the Student Life staff. During this retreat, students will have opportunities to compete as teams, recreate, eat together and worship together.

Sessions geared toward understanding college life, student life expectations, study skills, and tools for academic success will also be offered during and after registration. During orientation, students will also be required to meet with their academic advisers and complete final registration.

New students will also have the opportunity during their first fall semester to spend a portion of their orientation time at various locations in and around the Pasadena/Los Angeles metropolitan area. This will be a time to explore the city, get to know each other, and consider the unique calling of a college student.

Students wishing to park in spaces secured by Providence are charged a fee for parking. Students who fail to register their vehicle or fail to display a current parking permit may be fined. Students parking in any spot not assigned to them may also be fined. Repeat offenses may result in vehicles being towed, and/or the loss of parking privileges for the semester. Students may park their cars on the street, but should observe city of Pasadena parking regulations. Providence is not responsible for towing from Pasadena streets/garages.

Providence is also not responsible for damage and/or theft of a resident's vehicle while parked anywhere on campus or in lots secured by the college. Be sure to lock your car and remove all valuables from view. Watch for strangers in and around the parking lot and report any suspicious activity to Campus Safety.

The rooftops of all campus buildings, including the Providence Village, are considered prohibited areas. Climbing on the roof is dangerous and may also cause damage to the roof. There are a number of fences located throughout campus. Providence students are strictly prohibited from climbing all fences due to the possibility of bodily harm and the risk of property damage. Any student found accessing prohibited areas will face disciplinary action, which includes, but is not limited to, a \$500 fine per student.

Any advertising and/or promotional materials on campus must be approved by the Office of Student Life. This includes flyers or posters promoting fundraising, club announcements, Student Senate election campaigns, and all

Since we are created as male and female, and because human sexuality is a gift from God, all members of the college community should strive to relate to one another in ways that God has prescribed in His Word. For our benefit, God has provided boundaries for the expression of our sexuality.

Providence Christian College has deeply held religious beliefs, based upon Biblical principles, that only marriage between one man and one woman is G od's design for the joyful fulfillment of sexual intimacy. A ccording to the Scriptures, followers of Jesus Christ will uphold chastity among the unmarried (1 Corinthians 6:18) and the sanctity of marriage between a man and a woman (Hebrews 13:4).

local law enforcement for applicable legal sanctions.

We are created in the image of God, and our bodies are temples of the Holy Spirit; therefore, we must care for our

One of the distinctives of Providence is the commitment to residential living. The Resident Life team, including, but not limited to Resident Directors and Resident Assistants (RAs), builds and implements the Resident Life program in a way that glorifies God and serves the community. Resident Life staff facilitate holistic education, but also serve as spiritual counselors and community builders.

As educational facilitators, the Resident Life staff fosters a peaceful living environment that encourages exploration, critical thinking and student success. As spiritual counselors, they engage students socially, emotionally and spiritually, encouraging personal and communal growth. As community builders, they plan and promote events that unify residents of the college community, and give the students opportunities to exercise their faith in relation to one another.

Resident Life staff is available for any questions or concerns after hours, but RAs are the first point of contact for students. Resident Directors should only be contacted after hours for urgent matters or emergencies.

Mail sent to students at Providence should be addressed as follows:

[Student Name]
Providence Christian College
464 E. Walnut Street
Pasadena, CA 91101

Mail can be picked up at the mailroom at the Providence reception desk during normal office hours. Oversized packages will also be held at the Providence reception desk. Students will be notified via email if they have a package. Students will create a personal 4-digit PIN for retrieving packages to ensure proper receipt.

Residential students at Providence reside in one of four apartment buildings along Oakland Street which comprise the Providence Village. Because the apartment units have a variety of floor plans and square footage, students will experience anywhere from one to five roommates.



Residents may not move into the Providence Village before posted move-in dates found on the college calendar. During the week of move in, each apartment will be given an Apartment Condition Report which each student must complete. After making note of damage in the room, all residents must sign and submit the ACR.

At year end, resident students must schedule an appointment with their Resident Assistant to walk through their apartment. All roommates must be present during this walkthrough. The ACR will be updated to note any changes from check-in. Students must move

Entertainment should be edifying. Students should strive to meditate on what is excellent and praiseworthy. (Philippians 4:8) Additionally, students living in community should avoid things that may cause others to stumble (I Corinthians 10:31-32). These principles apply to entertainment generally, and TV/movies specifically.

Television or films with pervasive profanity, nudity or excessive violence should be avoided, and entertainment choices should be made with Christian discernment. If a student wishes to show an R rated show or movie in his/her living room, he/she should discuss this with his/her roommates. Deference should be shown to brothers/sisters who express concerns. Ultimately, if a Resident Life staff member determines that such a viewing would be detrimental or inappropriate (regardless of rating), the show/movie m

Students that need to go to the emergency room should contact their RA or Resident Director immediately. They will

Maintenance requests should be reported to <u>maintenance@providencecc.edu.</u> It is a student's responsibility to report maintenance needs in a timely manner. Please do not contact maintenance personnel directly.
Student Life strives to attend to maintenance requests as soon as possible, but there may be times when there is a short delay of a day or two due to priority issues with other requests. If your request has not been addressed within 48 hours of your mainte

ach resident student will be required to register a contact person to be notified in the case a student is determined in This name will only be released to law enforcement officers in furtherance of a missing person investigation. Once it is established that a student has been missing for 24 hours, the Office of Student Life will first attempt	

- · Dirty clothing strewn about the room
- · Bad odors in the room
- · Obvious damage to the room
- · General uncleanliness

Residents who fail a room inspection will receive a warning and potential fine, along with any appropriate discipline. Residents will have seven days from the date of the inspection to correct the violations. A follow up inspection may be conducted after the seven day period to ensure compliance. Failure of a follow-up inspection may result in additional discipline, including eviction.

Resident rooms do not have phone jacks for landlines. It is expected that students will use their cell phones or computers to communicate. On campus numbers can be reached by dialing the area code (626), the prefix (696), and the four-digit extension of the office being contacted.

Residents' trash should be securely bagged and may be disposed of in outdoor trash receptacles or dumpsters. Students should break down boxem()] T704 Tf9e6l10(o)-11(u)(a)-6(c)410(o)usd/\$\frac{1}{3}2 1G005C2ngtion8W* nBT/F5 11.04 Tf1 0

Providence Christian College believes that co-ed visitation can be a healthy component of student development. During open hours, if a student of the opposite sex is visiting, they may not access bedrooms, living rooms must remain lit, and blinds must be pulled up. (In studios, students of the opposite sex are not allowed on beds.) Members of the opposite sex can visit each other's halls during the following hours:

Daily: 12:00pm - 12:00am

The residents of each room may reduce these hours or visitation days, but cannot increase them. Students will be fined for breaking open hours, and if an apartment is found to be repeatedly breaking open hours, open hour privileges will be revoked altogether for that apartment for the semester or year. During non-visitation hours, students are also prohibited from entering the gates/walkways of opposite sex resident halls.

Weight room hours will be published on Populi. Contact the Director of Athletics, Eddie Arnett for more details - eddie.arnett@providencecc.edu

Providence Christian College complies, as much as the college resources allow, with the requirements of the Americans with Disability Act (ADA 1990) specifically in the areas of housing, education, and employment. If specific accommodations are needed, the student needs to speak with the Director of the Academic Resource Center or the Dean of Student Life during first year orientation.	ic
Providence Christian College, as directed by the Drug-Free Schools and Campuses Act (DFSCA), maintains a drug-	

procedures. Student or employee complaints based on grounds other than discrimination should be pursued under the grievance and appeal procedures contained in the student handbook, faculty handbook, employee handbook, or other applicable mechanism.

B. Definitions:

- 1. Complainant: The complainant is an individual or group of individuals who believe that unlawful discrimination or sexual harassment may have or has occurred.
- 2. Respondent: The respondent is an individual or group of individuals against whom an allegation of unlawful discrimination or sexual harassment is made.
- 3. Complaint: A complaint is an allegation that a student, employee or applicant for admission or employment has been subjected to unlawful discrimination or sexual harassment.
- 4. Preponderance of Evidence: Standard of determining the validity/outcome of a complaint. Preponderance infers it is more likely than not, that the alleged incident did or did not occur.

C. Title IX Coordinator/s:

The Title IX Coordinator maintains authority over the compliance and adjudication of all Title IX complaints and all other complaints of unlawful discrimination under this procedure.

If the complainant does not meet requirements of the procedure, the Title IX Coordinator shall immediately notify the complainant of the specific deficiencies of the complaint.

D. Retaliation Prohibited:

Any retaliatory action of any kind by an employee or student of the College against any other employee, student, or applicant of the College as a result of that person's seeking redress under these procedures, cooperating with an investigation, or other participation in these procedures is prohibited and may be regarded as the basis for disciplinary action.

E. Privacy:

The privacy and confidentiality of the parties shall be maintained to the extent possible during the processing of a complaint.

College response may be hindered and limited with a complainant desiring anonymity and/or inaction. The College may be obliged to pursue an alleged sexual assault through internal disciplinary procedures without the cooperation of the complainant. In such instances, the College will inform the complainant of its obligation to address a community safety issue.

F. Resolution Options:

Individuals are encouraged to use this procedure to resolve their complaints of unlawful discrimination or sexual harassment. However, they may also file a complaint at the beginning, during or after use of Providence's complaint procedure with:

U.S. Department of Education Office of Civil Rights

50 United Nations Plaza Room 239 San Francisco, CA 94102

U.S. Equal Employment Opportunity Commission 111 N. Market Street Suite 810 San Jose, CA 95113

Any person who believes he/she has been discriminated against, sexually harassed, or sexually assaulted may file a complaint with the Title IX Coordinator. In order for a complaint to be processed, the complaint must be filed within 120 days of the alleged unlawful discriminatory action or harassment, or within 120 days of the complainant learning of the discriminatory action or sexual harassment unless unusual circumstances exist that would extend the time for the filing of such a complaint as determined by the Title IX Coordinator.

Additionally, individuals are strongly encouraged to report alleged incidents of sexual assault immediately to the department of student life and/or other local law enforcement. Student life personnel will assist and advise regarding the importance of preserving evidence for the proof of a criminal offense and to whom the alleged offense should be reported.

However, it is the individual's decision whether or not to file a police report or to pursue civil action against the alleged perpetrator. Individuals will have access to support and referral services on-campus regardless of whether or not she/he decides to report the incident to local law enforcement.

Where informal complaint procedures are not possible or appropriate or fail to satisfactorily resolve the matter, the complainant may file a formal written complaint with the Title IX Coordinator.

A. On the Unlawful Discrimination/Harassment Complaint, the complainant shall describe in detail such alleged unlawful discrimination or sexual harassment and the action the complainant requests to resolve the matter. All written complaints shall be signed and dated by the complainant and, where known, shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged unlawful discrimination or sexual harassment. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, if possible.

B. Within five (5) working days after the receipt of the signed complaint, the Title IX Coordinator will review the complaint to determine whether it describes the kind of unlawful discrimination or sexual harassment which is prohibited under these procedures, and whether the complaint sufficiently describes the facts of the alleged misconduct.

lf	the complaint does not describe	e the kind of prohibited con	nduct the College investigat	es under these procedures, the

National Sexual Assault Hotline: 1-800-656-HOPE Sexual Assault Crisis Hotline 24 hour: 714-957-2737

Local hospitals that have a SART (Sexual Assault Response Team):

Violent acts or threats of violence will r harms another individual will be addres Students inflicting harm on others will be prosecution.	not be tolerated. Any comme sed by the Dean of Student be referred to proper author	ent (verbal or written), or ac Life, and may lead to dismis ities, and may be subject to	ction that intimidates or ssal from the college. arrest and/or

In order to fulfill our college vision to engage G od's world in the 21st Century, our students must be firmly grounded in both technological knowledge and a critical, Christian perspective on technology. This flows logically and faithfully from our Reformed perspective on all of life being under the lordship of Christ. While seeking G od's will is important in all areas of life, technology's ubiquitous nature demands our faithful work in this area. Also, with regard to technology usage, it seems that "out of the same mouth come[s] praise and cursing" (James 3:10); therefore, we must carefully evaluate our usage of this powerful and confusing tool in our society. Additionally, technology is such a driving force in today's society that if not considered in light of G od's word, it will soon "drive the ship" as is apparent in much of the secular world. Further complicating things, there are so many competing philosophies on technology usage, even within the Christian community; therefore, a clear statement of beliefs – a theology on technology – is vital before we proceed. Providence Christian College accepts the following points of philosophy, goals, and acceptable usage practices regarding technology.

Technology is definitely a vital part of human cultural activity and, as such, falls under the Cultural Mandate given to us by G od in G enesis 1:28. Therefore, we should not give into the temptation to "wash our hands" of technology and withdraw completely from the technological issues of the day. We have a command and responsibility to be actively participating and contributing to this area of life. This includes evaluating all areas of technology with fiscal and

Providence Christian College is, primarily, an educational institution, and therefore, the technology must be evaluated in
light of educational goals and objectives. Technological developments and expenditures need to assist student learning.
The implementation and use of technology in the classroom and on campus should be a transparent tool to be utilized
by college faculty and staff, but should never be an end in itself.

Faculty, staff, and students need to be trained in using and evaluating technology from a Christian perspective. In order to express effectively our freedom and responsibility in the face of G od's normative principles on technology, we all need to spend ti

All members of the college community are expected to use technology in God-honoring ways. This flows naturally
out of our calling to live lives of thankful obedience as Christians. We must all strive to do what God commands
and flee from sinful thoughts and behaviors. Additionally, due to the pervasive nature of technology
today, all members of the college community must use Christian wisdom and discernment in technology usage.
We recognize that the way to do this is to have a strong, consistent Christian walk filled with, among other things,
personal devotions, church attendance, and Christian friends willing to hold us accountable.

-- To assist in holding each other accountable, the college has installed a "gateway device" that filters both content and internet usage. Computer usage reports will be reviewed regularly.

-- If access to a blocked website is needed for legitimate academic or personal purposes, a written proposal needs to be submitted to the director of operations. This proposal needs to include the website address, the reason for accessing the site, and personal contact information. A decision on access will be made within 24 hours of the proposal submission.

Students are responsible for a technology backup plan should circumstances dictate its use. Except in very

Accessing, downloading, or viewing pornography, sexually-explicit images or messages is forbidden. Accessing websites that contain any messages or images that can be construed as disparagement or harassment is not permitted. Internet gambling is not permitted.

Internet gaming should be carefully discerned based on levels of violence, sexuality, and language. Usage of personal time and network resources needs to be carefully monitored to maintain appropriate levels of stewardship.

Discernment is needed when posting information and images on public social networking websites. Inappropriate material or information that is harmful to the college community will be addressed by the proper college administrators.

Downloading appropriate files, images, music, and presentations is acceptable as long as copyright laws are not violated.

Use of programs that support Peer-2-Peer sharing are not permitted. The majority of music, video, games, and programs acquired through the use of file sharing programs, networks, and websites are being distributed without permission and are illegal. By default many of these programs, networks, and websites share files automatically, which complicates matters further. Because of the dete f2(i)126v8(e)4()-1(n)-11(o)nh9(2(i)12m v-10(o)10(f)-2()110(t)9(h)

Providence email accounts should not be used for mass advertisement mailings, solicitation for commercial ventures, or promotion of political agendas. An exception will be made for specific college approved organizations and events. To gain permission to send a mass email, contact the director of student life or the director of resident life and student activities (students) or the appropriate department supervisor (employees). Use your Providence email account as a tool for communication. Check your email regularly, at least daily, and respond in a timely manner when appropriate. Manage your email account so that it doesn't use excessive college resources, i.e., retaining large, unnecessary files.

The telephone and voice mail system for full time employees is established to facilitate communication and build community. Any use of these systems that does not accomplish this goal is inappropriate.

VoiceMail Maintenance (full time employees). Set up your voice mail account (with an appropriate message) and check it daily for messages. Make sure that you occasionally delete old voicemail messages so that the system can work most effectively.

Personal cell phone use should be conducted respectfully. It is not appropriate to use your cell phone when in the classroom, library, chapel, or Café. Use common courtesy when answering or making a call and follow the cell phone etiquette:

D on't subject others to your conversation. If you receive a call in a place where others are obliged to listen to your conversation, then you should excuse yourself or allow the call to go to your voicemail.

D on't disturb others with your cell phone ring (volume and ringtone). Only set your ringer to the loudest volume setting .

Turn your cell phone's volume to "silent" or, better yet, turn it completely off or leave it behind during class times,

Use of unauthorized software or devices on the college network that bypass the college's network security, interfere with operation of the college network or provide unauthorized services on the network (e.g. switches, hubs, repeaters, wireless access points, modems)

Using large amounts of file-server space (e.g. storing personal music, digital images, etc. that do not pertain to the educational, research, or service activities of the college or administration thereof)

Using unnecessarily large amounts of server space (e.g. posting large files unrelated to the educational, research, or service activities of the college or administration thereof)

Unauthorized access, or attempted access of the college administrative network

O btaining, possessing, using, or attempting to use someone else's password, PIN, voicemail ID or any other unauthorized access to someone else's electronic files, mail, voicemail, or granting access to college information technology resources to unsanctioned users (e.g. giving out your password so an unsanctioned user can access the college's information technology resources)

Misuse of printers and printer supplies (e.g. excessive printing for personal use, or printing extensive source

- 5. Probation
- 6. Suspension
- 7. Dismissal

In addition, the disciplinary body may require restitution/fines, counseling, parental and/or church notification, or college service if they feel it best fits the violation. You must comply with requests from proper college administrators to discontinue activities that are in violation of the above policies or threaten the operation or integrity of computers, systems or networks.

Replace ID card \$25 Failure to register overnight guest with Resident Life \$100/night Staying on campus over Thanksgiving, Christmas or Spring break (approval required) \$50/night Key or key fob replacement \$50

Basic Cleaning \$250

Full Cleaning \$350

Wall Patching/Drywall Damage \$100 minimum

Partial Apartment Painting \$200

Full Apartment Painting \$600

Furniture Damage \$25 minimum

Furniture Replacement \$150 - \$2,000 (depending on item)

Furniture Removal \$100 - \$250 (depending on item plus service fee)

wholeheartedly to the vision and purpose of the	tudent Handbook of Providence Christian College and subscribe college. I understand that as long as I am enrolled as a student at e, I will abide by the guidelines pertaining to legal and moral issues of blege breaks.
Signature	_ Date
Printed Name	