



LINCOLN CHRISTIAN COLLEGE

STUDENT COVENANT & PLANNER 2007 • 2008

Lincoln, IL 62656 • 217-732-3168
www.lccs.edu

OUR MISSION:

*To nurture and equip Christians
with a Biblical worldview to serve
and lead in the church and the
world.*

NAME _____

PHONE EXT. _____

EMAIL _____

*Compliments of Student Development
and
"Mr. Books"
(The LCCS Campus Bookstore)*

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Academic Calendar

	<u>Fall Semester</u>	<u>Spring Semester</u>
New Student Orientation	Aug. 18-20	Wed., Jan. 9
College Classes Begin	Tues., Aug. 21	Thurs., Jan. 10
Admission Closed (College)	Fri., Aug 24	Wed., Jan. 16
Seminary Classes Begin	Mon., Aug. 27	Tues., Jan. 15
Convocation	Tues., Aug. 28	
Admission Closed (Seminary)	Fri., Aug. 31	Fri., Jan. 18
Labor Day/Martin Luther King Day (no classes)	Mon., Sept. 3	Mon., Jan. 21
Last Day to Drop a Class w/ REFUND (College)	Tues., Sept. 4	Wed., Jan. 23
Last Day to Drop a Class w/ REFUND (Seminary)	Fri., Sept. 7	Fri., Jan. 25
Last Day to Drop a Class, NO REFUND (College)	Fri., Sept. 14	Fri., Feb. 8
Last Day to Drop a Class, NO REFUND (Seminary)	Fri., Sept. 21	Fri., Feb 8
Strauss Lectureship	Oct. 16 & 17	
Fall/Spring Break (College)	Oct. 20-23	Feb. 23-Mar. 2
Seminary Intensive Courses/Spring Intensive Week I	Oct. 22-26	Jan. 2-8
Registration for Spring/Fall Semester	Nov. 5-9	Mar. 31-Apr. 4
Webb/Seminary Lectureship	Wed. Nov. 14	
Thanksgiving Break (College/Seminary)	Nov. 21-25/Nov. 22-25	
Christmas in the Chapel	Nov. 29-Dec. 2	
Reading Days (College)	Wed., Dec. 5	May 8-9
Final Exams (College)	Dec. 6-7; 10-11	May 12-15
Last Day of Semester (College)	Tues., Dec 11	Thurs., May 15
Last Day of Semester (Seminary)	Thurs., Dec. 13	Thurs., May 8
Intensive Week II/Summer Intensive Courses	Feb. 25-29	May 19-23
Week of E-3 (College)		Mar. 17-21
Spring Break (Seminary)		Mar. 17-21
Commencement		Sat., May 10

Directory

President, *Keith H. Ray*
(B.A., M.Div., D.Min.)
Vice President of Academics, *Tom Tanner*
(B.A., M.Div., M.A., M.L.S., Ph.D.)
Vice President of Finance, *Andrea Short*
(B.S., MBA)
Vice President of Church Development, *Don Green*
(B.A., M.Div.)
Vice President of Stewardship Development, *Gordon Venturella*
(B.S., M.A., CFRE)
Vice President of Student Development, *Brian Mills*
(B.A., M.Div.)
Vice President of Alumni Development, *Lynn Laughlin*
(B.A., B.S., M.A., M.A.)
Vice President of Enrollment Management, *Jonathan Nimrod*
(B.A.)

ACADEMIC DEAN'S OFFICE Ext. 2241

Dr. Tom Tanner, Vice President of Academics
Karen Diefendorf, Academic Dean of the College
Marla Ruble, Administrative Assistant to the Vice President of Academics
Cindy Raymond, Director of Advising and Counseling Services

ACADEMIC RESOURCE CENTER Ext. 2302

Jan Rutledge, Director
Dorothy Anderson, Academic Probation Advisor
Janet Jackson, Tutor
Larry Roberts, Tutor

ADMISSIONS – COLLEGE/ENROLLMENT MANAGEMENT Ext. 2251

Jonathan Nimrod, Vice President of Enrollment Management
Lindsey Clark, Admissions Counselor
Davis Hodam, Admissions Counselor
Mandy Liptak, Admissions Counselor
Mary K. Davis, Office Manager
Lynn Laughlin, Admissions Advisor

ADMISSIONS – LINCUP Ext. 2306

Bob Monts, LincUp Director

Deb Siltman, Director of Student Services
Jim Nash, Admissions Director
Jessica Hanson, Admissions/Student Services
Steve Collins, Assistant Director

ADMISSIONS – SEMINARY.....Ext. 2275

Dave Harmon, Director
Sarah Hicks, Assistant to the Director

ALUMNI DEVELOPMENT.....Ext. 2219

Lynn Laughlin, Vice President of Alumni Development
Sue Rogers, Administrative Assistant

APARTMENTS.....(217) 314-0611

Rachel Mollet, Manager

ATHLETICS Ext. 2334

Matt Clark, Athletic Director and Men's Basketball CoachExt. 2334
Amanda Bowman, Assistant Athletic Director, Women's Basketball Coach,Ext. 2322
Jason Farr, Women's Volleyball Coach.....Ext. 2314
Sam Neto-Rosa, Men's Soccer Coach
Stephanie Umphrey, Women's Softball CoachExt. 2333
Les Evans, Men's Baseball Coach

BOOKSTORE.....Ext. 2224

Randy Storm, Manager
Reva McFadden, Assistant

CHAPEL OFFICE..... Ext. 2254

CHURCH DEVELOPMENT Ext. 2212

Don Green, Vice President of Church Development
Sue Rogers, Administrative Assistant
Ellen Barmes, Administrative Assistant
Patti Drake, Administrative Assistant
Barney Wells, Consultant

COFFEE SHOP Ext. 2488

COUNSELING SERVICES Ext. 2269

CAMPUS TECHNOLOGY.....Ext. 2355

Mark Houpt, Director
Tom Sowers, Director of Distance Learning
Larry Woolard, Network Administrator

John Stein, Computer Work Station Specialist
Jason Farr, Technology Support
Ann Spellman, Educational Technology

ENVIRONMENTAL SERVICES Ext. 2385

Joye Anderson, Supervisor of Environmental Services
Sharon Ratcliff, Housekeeping
Melinda Jones, Housekeeping
Judy Thompson, Housekeeping
Tom Halpin, Housekeeping
Russ Johnson, Housekeeping
Tracy Crook, Housekeeping
Joe Mollet, Housekeeping
Stephanie Umphrey, Housekeeping

FACILITY MANAGEMENT Ext. 2280

Freddie Tedrick, Director of Facility Management
David Riggs, Assistant Director of Facility Management
Mike Drake, Grounds Maintenance Coordinator
Jim Billington, Office Manager
Dan Ormond, Systems Technician
Jason Clark, Systems Technician
Jim Maloney, Systems Technician

FINANCIAL AID Ext. 2250

Nancy Siddens, Co-Director of Financial Aid
Stacy Tedrick, Co-Director of Financial Aid

FISCAL SERVICES Ext. 2221

Andrea Short, Vice President of Finance
Linda Corkill, Accountant
Amanda Bowman, Accountant
Lindsay Tedrick, Accountant & Payroll
Margie Martin, Accountant
Mike Greiner, Consultant

HEALTH SERVICES Ext. 2335

Ruth Cook, Student Health Coordinator/Athletic Trainer

HUMAN RESOURCES Ext. 2238

Ed Plumier, Director

INTERNSHIP OFFICE Ext. 2200

Kathy Johnson, Director

LAUGHLIN CENTER Ext. 2226

Jack Getchel, Director and Sports Information Director, NCAA Compliance Officer
Matt Clark, Athletic Director
Ruth Cook, Trainer
Amy Brisbin, Sports & Fitness Director

LIBRARY Ext. 2234

Nancy Olson, Director
Michael Reid, Assistant Librarian
Leslie Starasta, Information Services Librarian
Connie Drake, Assistant
Julie Nichols, Assistant

MAIL ROOM Ext. 2279

MEDIA SERVICES Ext. 2284

Nancy Olson, Director
Margaret Green, Assistant
Carol Mosbarger, Assistant

PRESIDENT'S OFFICE Ext. 2230

Dr. Keith Ray, President
Ed Plumier, Special Assistant to the President
Linda Dye, Administrative Assistant
Sheri Plumier, Events Coordinator

REGISTRAR'S OFFICE Ext. 2244

Shawn Smith, Registrar
Alan Kline, Assistant to the Registrar
Mary Ann Rea, Assistant to the Registrar
Chelsea Jones, Receptionist

RESIDENCE HALLS

Alumni Hall Head Residents Ext. 2360

Ruth Hall Head Residents.

Steve and Caryn Collins

Titus Hall Head Residents Ext. 2324

Andrew and Jen Fitzgibbon

SECURITY 737-0159

Cliff Anderson

SEMINARY OFFICE Ext. 2354

Becky Boggs, Administrative Assistant to the Academic Deans

STEWARDSHIP DEVELOPMENT Ext. 2243

Gordon Venturella, Vice President of Stewardship Development
Rick Hobler, Estate Planning Attorney
Warren Smith, Director of Estate Planning
Sally Litterly, Associate Director of Estate Planning
Dianne Kline, Estate Planning Secretary

STUDENT DEVELOPMENT Ext. 2228

Brian Mills, Vice President of Student Development
Jennifer Dunaway, Administrative Assistant, Office Manager
Sheri Plumier, Receptionist
Matt Clark, Coordinator of Student Intervention
Cindy Raymond, Director of Advising and Counseling Services
Candra Landers, Director of Service Learning

TEACHER EDUCATION Ext. 2327

Karen Estep, Director

WORLDVIEW EYES Ext. 2388

Dr. Rich Knopp

COLLEGE FACULTY

BIBLE/THEOLOGY FIELD Ext. 2209

Fred Johnson, Chair/Associate Dean
Steve Collins
Steven Cone
Brian Johnson
Dr. Mark Mangano
Dr. Neal Windham
Dr. Walt Zorn

CHRISTIAN EDUCATION MINISTRIES FIELD Ext. 2257

Dr. Karen Estep, Chair/Associate Dean
Dr. Gary Bussmann
Barbara Messner

CHRISTIAN MINISTRIES FIELD Ext. 2265

Dr. J.K. Jones, Chair/Associate Dean
Jim Allison
Jeff Colleen
Isaac Gaff
Michael Gowin

Kathy Johnson
Sue Jones
Rob Maupin
Bob Monts
Mike Nichols
Rondel Ramsey
Jolene Smaage
Linda Storm
LC Sutton
Eric Teoro
Miriam Windham

GENERAL EDUCATION FIELD Ext. 2350

Dr. Brian Messner, Chair/Associate Dean
Dorothy Anderson
Scott Jones
Dr. Rich Knopp
Dr. Njeri Mbugua
Deanne Mott
Jan Rutledge
Chris Simpson
Mitch Simpson
Cliff Wheeler
Miriam Windham

SEMINARY FACULTY

BIBLE/THEOLOGY FIELD Ext. 2272

Dr. Bob Lowery, Chair/Dean

Dr. John Castelein

Dr. Gary Hall

Fred Hansen

Dr. Bob Kurka

Dr. Bob Rea

CHRISTIAN MINISTRIES FIELD Ext. 2278

Dr. Paul Boatman, Chair/Dean

Dr. Nealy Brown

Dr. Jeff Snell, Associate Dean

Dr. Dinelle Frankland, Associate Dean of Spiritual Formation

Dr. Robert Douglas

Dr. Jim Estep

Tom Ewald

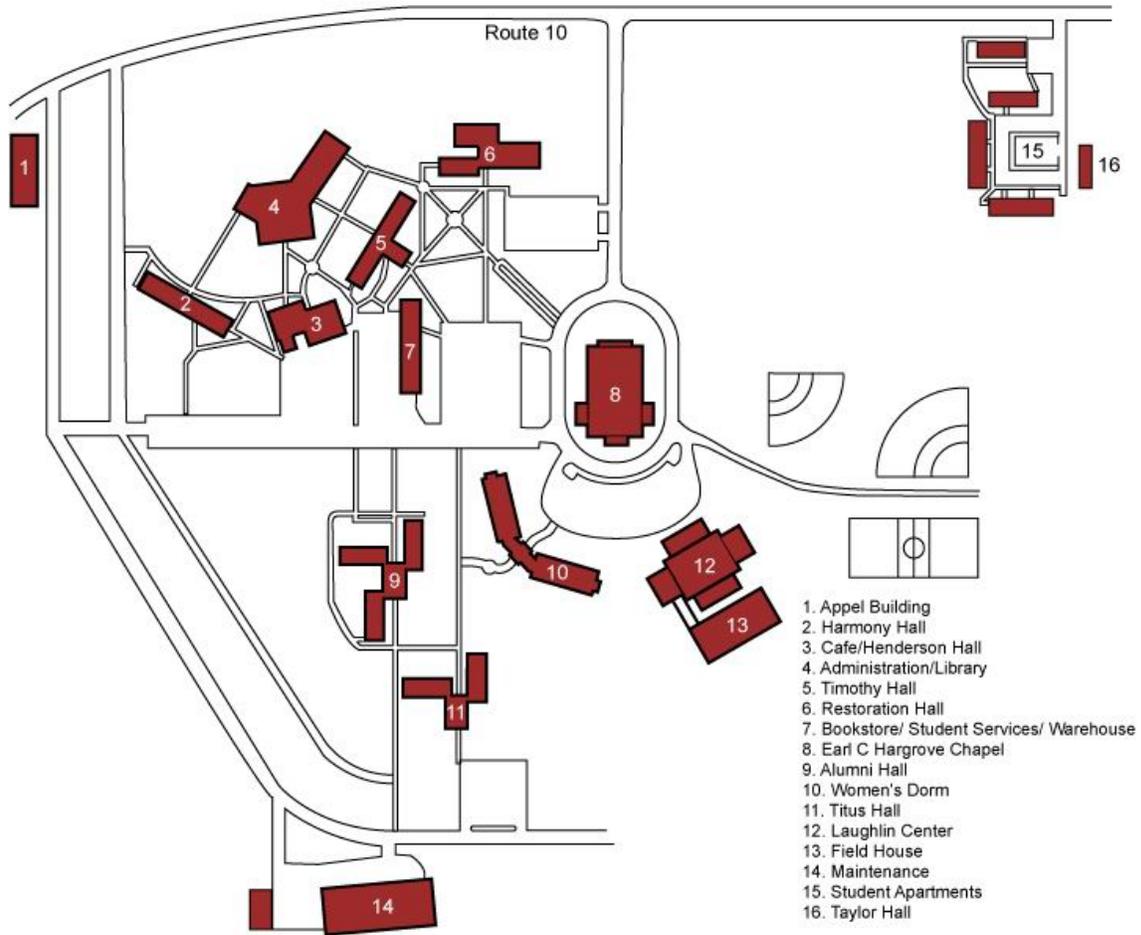
Dr. Wayne Shaw

Doctoral Program Ext. 2266

Dr. Jeff Snell, Director

Don Green, Associate Director

LINCOLN CHRISTIAN COLLEGE AND SEMINARY



LCC STUDENT COVENANT

REFLECTIONS ON COVENANT

Student Handbooks do not appropriately reflect the kind of community which God creates among his people or which accomplishes our mission. Instead, we offer you a Student Covenant based on:

- *Values over Limitations*-Values are internal guides for relationship, where limitations are set externally. We hope that our values will be shared by every member of the community: We believe our highest privilege is to glorify God, serve His Son, and rely upon His Holy Spirit. To that end we pledge ourselves to these core values:
 1. *Authentic community* that fosters Christian character, conduct, accountability, and unity amidst growing diversity.
 2. *Holistic development* of students in and out of the classroom as spiritually mature and academically prepared lifelong learners.
 3. *Servant leadership* and its focus on leading and learning through serving, based on one's gifts, passion, and sense of calling.
 4. *Responsible stewardship* of the abilities and resources that God provides for and through His people.
 5. *Our Restoration heritage* and its plea for Christian unity and Biblical authority in carrying out God's global mission.

- *Spirit over Law*-We all submit to the authority of God and his Word while seeking to serve him in the spirit of Christ who called his followers to a higher standard than legalism.

- *Relationships over Rules*-Faithful and formative Christian community requires certain boundaries for mutual respect and growth.

- *Lanes over Lines*-Our covenant is intended to draw lanes that guide us all forward in Christ, rather than drawing lines that constrict us to a small field of acceptable behavior.

- *Commitments over Contracts*-The focus of a contract is on receiving goods and services, while the focus of a commitment is trustworthy relationship.

- *Creativity over Conformity*-Since no document can cover every conceivable situation a community will confront, this covenant serves as a principled guide for creatively negotiating various challenges that surprise and stretch any defined system.

- *The Nature of a Student*-A student is someone who is actively seeking to learn a Biblical worldview in order to serve and to lead in the church and the world with his or her gifts, passion, and sense of calling. A student may be considered a member of our community with part-time or full-time, distance or residence status.

The Mission of Student Development

Lincoln Christian College and Seminary is a Christian higher education community whose mission is to nurture and equip Christians with a Biblical worldview to serve and lead in the church and the world.

The goal of the Student Development Office is to help mature students as servant leaders by reinforcing their curricular experiences with appropriate co-curricular activities and services. We do this through a "GPS" guidance model that integrates gifts, passion, and sense of calling with a Biblical worldview. To those ends, our four objectives are to help students:

- 1) Direct their lives meaningfully according to a Biblical Worldview (Colossians 1:17)
- 2) Engage the world responsibly in service based on their gifts (1 Peter 4:10)
- 3) Apply their passion appropriately in covenant community (Ephesians 4:14-16)
- 4) Pursue their sense of calling effectively for God's glory (Romans 12:1-12)

Lincoln Christian College is a community of individuals committed to cultivating a holistic spiritual environment, rather than just a few special spiritual programs and activities. You will find that the spirituality of our campus is lived in the full, dynamic, real lives of our students, faculty and staff—wherever they seek, serve and praise God in the real, everyday world he created and we cultivate.

We recognize the Bible as the authority for faith and living. It provides the essential principles for community living. The primary motivations for community behavior are discovered in the words of Jesus: "Love the Lord your God with all your heart and all your soul and with all your mind and with all your strength...and love your neighbor as yourself. There is no commandment greater than these." (Mark 12:30, 31)

GENERAL GUIDELINES OF CONDUCT

- Since individuals are highly valued in the image of God (Gen 1:26) each member of the campus community is expected to conduct him/herself with honesty, integrity, responsibility, and love as taught in God's Word. ***No behavior is acceptable that degrades or endangers another person.***
- Since the Cultural Mandate (Gen 1:28) expects us to be responsible stewards with all of culture, ***no behavior is acceptable that damages property.***
- Since the Redemptive Mandate (Matt 28:17-20) expects us to live as foreigners, yet good citizens who reach their community for Christ, each member of the campus community is expected to ***obey the laws*** of the community, state, and nation and to ***keep each other accountable for a faithful Christian life.***

1) A CHRIST CENTERED COMMUNITY

Objective: We direct our lives meaningfully according to a Biblical Worldview (Colossians 1:17)

Church

Every faculty, staff, and student is expected to be a part of a local church congregation as their primary worshipping body.

Chapel

We gather in the Chapel every week on Tuesdays at 9:30 A.M. to bring our personal worship together. We offer ourselves to God individually and collectively through music, the arts, the Word of God, preaching, testimonies and prayer. Participation is required for all faculty and full-time students. Exceptions are available for students with special circumstances.

Students also gather in the Chapel every other week on Wednesday nights at 9:15 P.M. for FOCUS, a student-led service. Participation is encouraged.

Spiritual Formation Groups

Our spiritual life is shared in small Spiritual Formation Groups (SFG) each week, usually on Thursdays at 9:30 A.M. Groups of 6-8 students gather with a faculty, staff member, an upperclassman for group devotion, prayer, and accountability. Participation is required for all full-time students.

2) A COMMUNITY OF CHRISTIAN GIFTS

Objective: We engage the world responsibly in service based on our gifts (1 Peter 4:10)

The spiritual life of our campus can be experienced wherever our students put their spiritual gifts to work: in churches, charities, social agencies, schools, day cares, restaurants, offices, retail stores, movie theaters, on campus-jobs, etc.... both as paid employees and as volunteers. We encourage paid and volunteer work as an effective way for students to honor God and to discover their gifts, passions, and calling. (Some of this work can earn credit for "Mentored Ministry," a required part of the curriculum for full-time students.)

There are also many co-curricular groups where students work, serve, or play together based on common interests and a common commitment to serving God in all areas of life. These include various ministry teams, student organizations, athletic teams, and intramural sports. Participation is encouraged.

SERVICE LEARNING

The college's Service Learning program is designed to involve students in supervised Christian service activities on a consistent basis. These activities may include a broad range of experiences.

Through involvement in the Service Learning program a student will discover greater clarification and confirmation of his/her spiritual gifts. Therefore, during the student's junior and senior years, Service Learning activities should correlate more closely with his/her vocational and life goals. These activities provide opportunities for real ministry, which reinforces classroom learning, provides application of learning, and aids the student's spiritual growth.

According to the standards of ABHE (Association of Biblical Higher Education), a Bible college education requires all students to be involved in some aspect of ministry which is systematic and supervised, and which contributes to the student's development of ministry skills. The Service Learning program fulfills these ABHE requirements for the institution.

PARTICIPATION

ALL STUDENTS - All full-time students (12 or more hours) of Lincoln Christian College are required to complete twelve (12) Service Learning activities per semester as outlined by their program coordinator. The intention is that these activities will be completed through weekly involvement in an intentional ministry that promotes the love of Jesus and the Kingdom of God. Full-time students will meet as a group each semester with their program coordinator (i.e. Youth Ministry Majors meet with Rondel Ramsey, the program coordinator for Youth Ministry) to determine what specific ministry activities are acceptable for their major. Each program coordinator has the final word in what activities are acceptable for completion of Service Learning. All students will turn their ministry reports in to the Director of Service Learning

Mentored "Week of E-3" Experiences

Each year the College requires students and faculty to participate in a special week of class – off-campus. This week is called Week of E-3: **Encounter** with God, **Engagement** with God's Work, and **Exposure** to where God is working. This out-of-classroom academic program keeps the goal of students interacting with faculty and/or other Christian leaders in ways that help fulfill the two great mandates: to steward culture and to make disciples. Each full-time student (12 or more hours) is required to participate in an approved experience during this special week.

MUSICAL GROUPS

A variety of musical groups including chorale, ensembles, duets, quartets, etc. are formed each school year. See the music office (chapel) for details.

CHORALE

Jeff Colleen, Advisor

Chorale is a singing group that performs frequently for Chapel, prepares for the yearly Christmas in the Chapel, and tours to churches across the United States over Week of Evangelism 3. Members try out at the beginning of the fall semester.

ENSEMBLES

Sue Jones, Advisor

Ensembles are groups of two to four students that travel to area churches to lead worship services and represent the school. These groups are specifically chosen by the music faculty each year.

3) A COMMUNITY OF CHRISTIAN PASSION

Objective: We apply our passion appropriately in covenant community (Ephesians 4:14-16)

A spiritual life is formed and noticed at home before it is formed or noticed in public. For students whose home is on campus, Resident Hall Directors, Resident Assistants and other students work hard to cultivate a healthy spiritual environment *in the dorms*. They encourage personal prayer, Bible study, regular group devotions, Christian fellowship, accountability, responsibility, conflict resolution, and diversity. For students whose home is off campus, we encourage and expect them to maintain integrity with our campus covenant.

STUDENT ORGANIZATIONS

Students are encouraged to participate in clubs and organizations to enhance their relational and leadership skills. A variety of interests and levels of involvement are represented in these organizations.

AMERICAN ASSOCIATION OF CHRISTIAN COUSELORS-STUDENT CHAPTER

A Student Chapter of the professional organization, AACC assists in keeping a variety of Christians in the helping profession connected with one another. The LCCS Student Chapter hosts campus events throughout the year.

DRAMA- Fall Play & Spring Musical

Tim Searby, Advisor/Director

The Fall Play is performed in October and the Spring Musical is performed in March. Audition times and dates are posted around campus, usually two months before the performance date. All students (college and seminary) are eligible to participate in auditions and performances. Contact the Student Development office for details.

STUDENT CABINET

Brian Mills, Advisor

The Student Cabinet gives students a chance to be involved in the leadership of the College. It allows undergraduates to work closely with the College's staff and administration, and provides a forum for student needs and concerns. Contact the Student Development Office for details.

RUNNING CLUB

Ann Spellman, Advisor

Running Club is for everyone from Beginners to Advanced Runners, for those who want to run for fun and for those who want to run competitively. It offers camaraderie and allows runners to set their own pace and their own goals. It can help you get fit, feel good, and help you reach and maintain your ideal weight. We want to uphold lifelong health and wellness as we strive for excellence. Running Club meets in the fall and the spring.

FORMING NEW GROUPS

Students who want to form new groups or organizations must bring a written proposal to the Vice President of Student Development's office and have approval of the Vice President. Membership in College groups is limited to students in good standing and faculty/staff members. All groups and organizations must have a faculty or staff advisor.

SCHEDULING GROUP EVENTS

All events, guest speakers, and campus notification must be approved and scheduled through the Vice President of Student Development's office. At all group events, the faculty/staff advisor or an approved substitute must be present.

4) A COMMUNITY OF A CHRISTIAN SENSE OF CALLING

Objective: We pursue our sense of calling effectively for God's glory (Romans 12:1-12)

As God renews the mind of a Christian, he or she is better able to understand God's view of reality. This leads to a better sense of self and place in the world, as well as a compelling sense to engage the world productively. On our campus, the conversations between faculty, authors, guests and peers inspire a dynamic learning environment where the "outside world" and "inner spirituality" come together. Classroom lectures, homework and group projects are much more than assignments—they prepare students for spiritual leadership at home, at work, in the community, and the world.

RESIDENCE LIFE POLICIES

Residence Hall Policy

All single, full time college students (12 hours or more) under 23 (not living at their home residence) are required to live in the residence halls. In addition, all degree seeking students at Lincoln Christian College under 23 (not living at their home residence) that have a full time status between two schools with the majority of their hours at LCC are required to live on campus.

Residence Hall Directors

A Residence Hall Director lives in an apartment located within each Hall. RHD's are responsible for their hall, and have been granted authority for leadership, supervision, and discipline.

Residence Assistants

RA's are chosen by the Student Development leadership and are responsible to assist the RHD's in their duties. They receive the full support not only of the RHD, but of the Vice President of Student Development.

RESIDENCE HALL HOURS

MONDAY - THURSDAY 12:00 midnight Doors locked
FRIDAY - SUNDAY 1:00 AM Doors locked

Freshmen are expected to be in their Hall before closing hours unless working, participating in a College-sponsored activity, or signed out for a late night. Freshmen who break curfew *and upperclassmen that accompany or assist them* will be subject to disciplinary action. Upperclassmen are not subject to Residence Hall hours, but are encouraged to use their freedom with discretion.

Students on disciplinary probation will have no late night privileges and are to be in their Hall at 11:00 PM Monday - Sunday nights.

ROOM CHECK-IN/CHECK-OUT PROCEDURES

Each Hall has a standard procedure for checking into and out of rooms in the Residence Hall. It is the responsibility of each resident to be familiar with the procedures when moving to another room, moving to another Hall, or checking out of a room. When vacating a room, the resident must officially check out of the room by returning the key and completing the appropriate paperwork with the Residence Hall Director or be subject to fines.

In all room changes, once the student has acquired the key to the new room, the student has 48 hours in which to vacate the old room and complete all check-out procedures. Failure to follow any of the above procedures will be considered an "improper check-out."

Prior to fall semester, the Residence Hall staff conducts an inventory of each room to assess existing conditions and make certain all furnishings are in place. Residents will verify inventories upon checking into a room and will be held responsible for any damages not listed on the initial inventory

at check-out. Residents should bring to the attention of the RA any damages or missing items they notice on move-in day and make certain that these are included in the room inventory.

For the protection of the resident, it is important to follow proper check-out procedures and complete room inventories. It is the responsibility of each resident to request a Residence Hall staff member take an inventory of his/her room before moving out to prevent charges for damages that may occur after the room has been vacated. The Residence Hall Director will make a final inspection of each room. During this final inspection, charges may be assessed for any damages not discovered during the check-out inventory. If responsibility for damages cannot be determined, each resident of the room will be charged equally.

CABLE

Each room has a cable hookup. Each student contracts with the cable company individually. Their number is 735-3448. Outside antennas or dishes are not permitted.

CANDLES

No open flames, including candles and incense, are allowed in Residence Hall rooms.

COURTESY

Our Christian character and common courtesy demand that we conduct ourselves in a way that shows respect to all students. That includes the volume of stereos and televisions, general voice volume, not entering anyone else's room without permission, and demeaning pranks. Individuals who refuse to live within those bounds will be subject to discipline.

DISASTERS

Fire

Procedure to be followed when the fire alarm sounds:

1. Lights should be left on.
2. Windows and doors should be closed (doors left unlocked).
3. Walk, don't run, from the building (if the smoke is dense, crawl on your hands and knees).
4. Move to a point at least 150 feet from the building.
5. Do not reenter until instructed to do so.

Tornado

Procedure to be followed when a tornado is near:

1. All campus family go to a lower, interior hallway (in the cafeteria, move as far away from windows as possible).
2. Assume a protected position, cover head with hands or a book.
3. After the tornado passes, evacuate the building in the safest way possible, being especially cautious of downed power lines.

Confrontational Crisis

Procedure to follow when a crisis occurs:

1. Retreat to a secure place.
2. Notify campus personnel (i.e. Residence Hall Directors, Faculty, Staff)

3. Campus personnel will contact authorities.

4. Do not reenter crisis area.

Note: The Vice President of Student Development will serve as our spokesperson in event of a campus crisis.

FIREARMS/WEAPONS

No firearms or other weapons are permitted on campus. This includes pellet and air rifles, paint guns, bows, swords, large knives, stun guns or other instruments deemed as weapons.

FOOD

Snack foods may be kept in Residence Hall rooms as long as they are in sealed containers. Pizza, sandwiches, etc. may be ordered and delivered to the Residence Halls. Only microwave cooking is allowed in the Residence Halls. Cooking in the Residence Hall does not exempt any student from participation in the campus meal plan. Cooking appliances that are potentially hazardous, i.e. deep fryers, George Foreman grills, open heating elements, etc..., are prohibited. All other appliances must be approved by your RHD. See Food Services in the Campus Resources section for café hours and guidelines.

FURNISHINGS

Residence Hall rooms come furnished with the necessities for comfortable living. If students want to add furnishings like carpet or shelving, they should consult their roommates before doing so. ***Additional furniture and shelving must be approved by the Hall Director.*** Desk drawers and dresser drawers must be left in place. All furniture items must remain in the assigned room. Walls and furniture may not be defaced by nails or glue. No form of tape (including duct tape) may be used on doors. Students must use only 3M Command Strips for adhering items to walls. All additional furniture brought to campus must be removed from campus property when a student moves out or fines will be imposed.

HALLWAYS

Residence Hall hallways are not for personal belongings. The fire code demands hallways must be kept clear at all times. Personal belongings left in hallways may be confiscated or thrown away.

KEYS

Each resident is issued a room key at the beginning of the school year, and upperclassmen are issued dorm keys. If any key is lost, a \$25 replacement fee will be charged.

LATE NIGHTS

Freshmen must have the permission of an RA or the Head Resident to take a late night. Front door keys must be obtained from the RHD's since doors will be locked at regular hours each night. If front door keys are lost, a \$25 replacement fee will be charged.

LAUNDRY

There are laundry rooms with washers and dryers in all Residence Halls. All machines are coin operated. Students need to provide their own soap, bleach, etc. No personal items can be stored in the Laundry Rooms.

LOST AND FOUND

In the Residence Halls, check with the Residence Hall Director for lost and found. Items in other buildings will be brought to the Warehouse. At the end of each semester, unclaimed items will be donated to charity.

LOUNGES

Lounge areas in all Residence Halls are open to both men and women during Hall hours. As with any area of campus, students are expected to take responsibility for cleaning up after themselves and showing consideration for those around them. Residents may use their own lounges for after-hours study as long as materials are removed before the Hall reopens. In addition, men are not permitted beyond the lounge of the first floor in Ruth Hall, and women are not permitted beyond the lounges of Alumni, and Titus Halls.

OFF CAMPUS VISITATION

Men and women may not visit the apartment of a single person of the opposite sex except in group situations (i.e. multiple individuals of each gender). Students who live off campus are responsible for promoting compliance to school policies by other students.

OVERNIGHTS IN LINCOLN

Students wishing to spend the night off campus in Lincoln must have the permission of the Residence Hall Director. (Note: Any student out after 1:00 a.m. must notify the RHD.)

OVERNIGHTS OUT OF TOWN

Students who plan on spending the night out of town must inform their RA or RHD and provide information in case parents should call or an emergency arises.

PERSONAL POSSESSIONS

It would be naive to think that our campus and community are immune to theft and dishonesty. Therefore, all students should keep their rooms locked and valuables put away. Lincoln Christian College is not responsible for loss or damage of any student's personal possessions, so take proper precautions. ***Renter's insurance is suggested for all dorm residents.***

PETS

Pets are prohibited in Residence Halls.

QUIET HOURS

Quiet hours in each Residence Hall will be determined by the RHD. During those hours, stereos, radios, etc. will be kept at minimum levels or used with headphones. In addition, hallway noise will be kept to a minimum.

ROOM AND ROOMMATE CHANGES

The College reserves the right to move students from room to room or to another Residence Hall when it is deemed necessary by the Student Development Staff.

A student wishing to change rooms must make a request for such a change with the Hall Director. At the beginning of each semester, there is a "freeze" on all room changes until a count has been made of all occupants in the Residence Halls. The "freeze" ends one week (seven days) after the first class day. Changing rooms or Halls without authorization from the Hall Director will subject those involved to improper check-in and check-out charges, as well as to relocation by the Student Development Staff.

A student requesting a roommate change, with approval, will be reassigned to another room. Residents changing rooms for the spring semester must remove their belongings and check out prior to leaving campus for the Christmas holidays unless specific permission has been granted by the RHD. Failure to do so may result in a fine.

ROOM CHECKS

Your room is your home for the school year. Keep it clean. Room checks will be conducted weekly by the RA's or the Residence Hall Directors. Non-satisfactory room checks may result in disciplinary action.

ROOM CONSOLIDATION

When a space exists in a room, that space should remain clean and clear at all times for use by a new occupant. The College reserves the right to house campus guests in rooms with vacancies. If the College has to clear the space for a new occupant, the current occupant of the room may be assessed cleaning and moving charges.

The College reserves the right to consolidate or reassign students to fill rooms to capacity when there are vacancies. If a student has not paid for a private room or has not found a roommate, the Student Development Staff may assign a roommate.

ROOM DEPOSIT

At the beginning of your enrollment at LCC, each student will pay a mandatory \$150 room deposit. You must maintain the \$150 deposit on your account. This deposit will cover room damage, end of year cleaning expenses, and furniture disposal if needed. Some or all of the deposit may be refunded (upon request) at the conclusion of your enrollment at LCC.

It is the practice of Student Development to hold individuals responsible for their actions. Damage, vandalism, removal of public furniture, setting of alarms, etc. could result in billings/fines. If the

individual(s) responsible cannot be identified, the College reserves the right to hold the residents of that community responsible. Before a floor, wing, or hall is charged, there will be an opportunity for the individuals to identify themselves and take responsibility for their actions.

Following is a partial list of charges.

CLEANING CHARGES

COST

Failure to clean room (before check-out)	\$25-75
Failure to clear space for a new roommate	\$10-75
Failure to remove all belonging from room or school property when vacating a room	\$100
Removal of graffiti	\$10-50
Clean carpet	\$75
Removal of contact paper, stickers, paint, or double stick tape	\$25-50

REPAIR CHARGES

Patch holes in the wall	\$50-100
Repaint Room	\$150
Repaint Wall	\$50
Replace Broken Windows	Replacement cost (\$50-200)

REPLACEMENT CHARGES

Keys (locks must be rekeyed)	\$25
College Furnishings	Replacement cost
Smoke Detector Battery	\$10
Smoke Detector	\$100
Exit Lights	\$250
Fire Extinguisher	\$250
Mattress	\$90
Replace Carpet	\$350

FINES

Improper check-in or check-out	\$25
Intentionally setting off the fire alarms	\$250 minimum
Failure to evacuate building during fire alarm	\$100
Not returning furnishings to designated rooms	\$25
Parking on grass or walkways	\$25
Late Night (Curfew) Violation	\$5
Quiet Hours Violation	\$10
Setting a fire (inside or outside the dorm)	\$100
Having a prohibited appliance in the room	\$25
(Allowed are: microwaves, refrigerators, crock pots, and coffee makers.)	

SOLICITING AND SELLING

The College prohibits the solicitation and sales on campus by sales people of any kind. Insurance company representatives may make contact with students by mail or telephone. However, all on-campus meetings must take place in the student's room rather than in classrooms or lounges. Students employed by any company are included in these guidelines.

TELEPHONE

Telephone jacks are provided in each room. Students are responsible to provide their own phones. Long distance is available by calling collect or with a calling card. Local calls are free. ***Prank calls on- or off- campus are a violation of College policy.***

VISITORS

Visitors are welcome on campus. Those not spending the night must leave when the Residence Halls are locked. Overnight visitors may stay free for 2 nights, and then will be charged \$7 per night. Visitors are subject to the same rules as students. ***Students must inform their RHD when hosting an overnight guest.***

PROHIBITED ACTIVITIES AND ITEMS

Certain activities and items are prohibited in the Residence Hall due to the potential for disruption, personal injury, or property damage. These activities and items include but are not limited to:

- Athletic activities, such as "roughhousing;" running; wrestling; throwing, bouncing or kicking of objects; and the use of golf clubs, lacrosse sticks, footballs, soccer balls, etc.
- Ceiling alterations, such as mounting ceiling fans, mounting light fixtures, affixing or hanging posters or other decorations, removal of ceiling panels, adding or removing network or cable TV wiring, etc.
- Construction in rooms, except with the approval of the Residence Hall Director.
- Fighting, such as fisticuffs, shaving cream fights, powder fights, water fights, etc.
- Skateboards, roller blades and bicycles ridden in the Residence Halls.
- Smoking (prohibited on LCC campus).
- Throwing, dropping, or hanging objects from windows, etc.
- Fireworks.
- Pets.
- Regular childcare.
- Weapons.

Substances

- Possession, sale, delivery, or use of any illegal drug is prohibited.
- Possession, sale, delivery, or use of any alcoholic beverage is prohibited.
- Possession, sale, delivery, or use of any tobacco product is prohibited.

GENERAL COLLEGE POLICIES

COMPUTERS

Student Computer Agreements are completed during registration. Computer lines are available in each Residence Hall room. All students are encouraged to become "computer literate." Computers for student use are located in the library, the Warehouse, room E-4 in the Administration Building, and dorm labs in Titus and Alumni Halls. There is also a computer lab in Restoration Hall. Priority is given to Seminary students and LincUp students for the use of this lab. In addition to these computers, there are also wireless access points in the library, dorms, Café, and Warehouse for access to the internet.

Students visiting an inappropriate site featuring, for example, pornography, hate mongering, etc., will be subject to discipline as outlined in this handbook, up to and including dismissal from the College. Any attempt at unauthorized access to the local network area or other students' computers will be subject to discipline as outlined in this handbook. Students should be aware that email is not protected by any privacy laws.

DATING AND SEXUAL ISSUES

While dating is a natural part of college life, it shouldn't distract students from preparation for leadership and service. Couples should avoid developing a relationship where they become preoccupied with each other and isolated from others. Where it becomes evident that a relationship is interfering with academic, social, or spiritual development, the couple will be appropriately advised.

DRESS CODE

Students are encouraged to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety.

Our dress and grooming communicate a great deal to others about our personal values and attitudes. Accurately or not, others form first impressions about our character by the way we dress and present ourselves.

The College also seeks to prepare students for professional careers where certain standards of dress are required for employment. Part of the educational process, then, is learning to dress appropriately. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in Chapel and at all College-sponsored activities, including athletics events.

1. All students, staff, and faculty are expected to dress with Christian appropriateness. Dress should be modest. Some extremes are not acceptable, including halter tops, crop tops/open midriffs, and short and/or revealing skirts and shorts.
2. Body piercing is a growing concern among healthcare professionals and in some cases is considered by the College as outside the bounds of Christian appropriateness. Extreme, or otherwise distracting or harmful, body piercing is discouraged and will be addressed by Student Development officials. Earrings for both men and women are recognized as a

legitimate fashion choice. Extremes in size and number are to be avoided. ***Special Note: Men, you may be asked by a team leader to remove your earrings in ministry settings where this fashion choice may not be understood and/or accepted.***

3. During work periods, student workers are expected to conform to the dress code set by the department in which they work.
4. Shoes must be worn at all times in the buildings on campus.
5. Clothing with inappropriate advertising, pictures and/or slogans that are contrary to the mission and Christian standards of LCC are prohibited.

Students wearing unacceptable clothing may be required to return to the dorms and change. Head Residents will take the lead in enforcing this standard.

ENTRY, SEARCH AND SEIZURE

The College reserves the right to enter Residence Hall rooms/apartments to check general condition, to perform custodial service, to make repairs, to handle emergencies, to ensure compliance with College rules and regulations, or if there is reason to believe a health or fire hazard exists. Entry under the above conditions will not be used as a means to search a room for prohibited items. Where there is legitimate reason, however, designated College officials, with authorization from the Vice President of Student Development, will search a room with or without the consent of the occupying student. When possible, it is desirable for the student to be present when a search is made.

FURNITURE

The furniture in all student lounge areas (dorms, Warehouse, Chapel, classroom buildings) and all classrooms must remain in those areas. It is not to be moved to other areas.

CAMPUS MAILROOM

The campus mailroom is located on the north end of the Student Development building just inside the Bookstore entrance. All full-time college students (12 hours or more) are assigned a personal mailbox. Mailbox assignments are made at the beginning of the school year. Part-time students (less than 12 hours) may receive a mailbox assignment upon request. Students will receive a key and mailbox number at the beginning of the school year. Each student is responsible for their key. The key is not to be lent to any other student. In the case of a lost or damaged key, a non-refundable \$25.00 fee must be paid in the bookstore. Keys are to be turned in at the end of the school year and/or when a student ceases to be enrolled. Failure to comply with this policy can result in a penalty fee of up to \$100.00.

Mailroom/Bookstore personnel are not permitted to hand deliver mail to students. Exceptions to this policy can be made on an individual basis. The Mailroom work area is considered off-limits to students. Permission to be in this area must be obtained from the Mailroom/Bookstore personnel. The campus mailboxes are for student use only. The campus mailroom is not a branch of the United States Postal Service, yet any violations of privacy, physical destruction, tampering, unauthorized removal of any mail/parcel, or any related matter will be dealt with in accordance to the General Guidelines of Conduct and Discipline in the LCC Covenant.

COMPLAINTS POLICY

In the interest of protecting all students, the College will process written student complaints as expeditiously as possible. Students are expected to take their concerns to the faculty member, staff person, or administrative office with whom they have a grievance, before filing a formal written complaint. If satisfaction is not achieved, the student may prepare a written complaint describing in detail the grievance and the steps taken to bring about resolution. The written complaint should be filed with the Office of the Vice President of Student Development for consideration by the Enrollment Management Committee.

The Enrollment Management Committee will investigate the student concern by interviewing the student and the relevant personnel against whom the grievance is filed, or who have administrative responsibility for the area against which a grievance is filed. If the complaint is satisfied, Student Development will note and file the resolution.

If the concern remains unresolved, the Student Development officer will turn the file over to the Office of the President. The President and the Administrative Cabinet will review the complaint and may interview the principle parties in the grievance prior to rendering a decision.

In rare instances the President may choose to refer the complaint to the Board of Trustees whose decision is final and complete.

NOTIFICATION OF PARENTS

Whenever a dependent student receives a disciplinary response of probation, suspension, or dismissal, the parents of the dependent student may be notified. Furthermore, parents of any student under the age of 21 may be notified should their student be placed on probation for violating the LCC alcohol or drug policy. A copy of the disciplinary response may be sent with a letter of explanation. The College also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the College. A student's dependency status is determined according to the Internal Revenue Code 1986, Section 152.

SECURITY

Students assume ultimate responsibility for their safety and security. Students should exercise caution when walking or jogging around the perimeter of the campus.

TRAFFIC AND PARKING

VEHICLE REGISTRATION

Each year all vehicles belonging to any member of the campus family must be registered and have an appropriate parking decal displayed. A \$15 fine will be charged for any student vehicles not registered. A \$5 fee will be charged for lost decals; however there is no charge for new decals if a car is replaced.

PARKING

Parking areas are designated for visitors, handicapped vehicles, and faculty/staff. *Students are NOT to park at the Laughlin Center lot or reserved areas.* Reserved areas are as follows: the lot between the Warehouse and the café (this includes visitor spaces), the first three spaces behind

the Student Development building, Head Resident spaces, and the first row of parking at Restoration Hall. Any vehicle that has not moved for 60 days or is left on campus during summer breaks without permission will be considered abandoned and subject to being towed at the owner's expense. **DESIGNATED PARKING AREAS ARE IN EFFECT 24 HOURS A DAY, SEVEN DAYS A WEEK** (*This includes breaks).

OPERATION

Vehicles are to be driven on roads only, with a speed limit of 20 mph. **No vehicle is to be driven, ridden, or parked on the grass or sidewalks. (Includes dorm and student apartments)**

PENALTIES

Parking in a fire lane: \$50

Parking in a handicap space: \$250

Parking in a reserved or visitor spot: \$25-\$50

Tickets must be paid within one week in the Student Development Office or the fine will be doubled and charged to the student's billing account. Handicap space fines will be due to the City of Lincoln and will result in immediate towing off campus. All fines and fees are the responsibility of the student.

WITHDRAWAL FROM THE COLLEGE

Students deciding to withdraw from the College will initiate this process with the Student Development office. To withdraw from specific classes, but not from the College, students should consult the Adding and Dropping Courses section of the Catalog.

ACADEMIC POLICIES

ADDING AND DROPPING COURSES

To add or drop a course during periods of on-line registration, students may complete the desired change through their student portal. No fees result from making changes during this period. Changes made after this period are done by contacting the registrar's office. These changes do result in a fee charged to the student's account. To add a class after the first week of class, students must get a Change of Schedule form from the registrar's office, have it signed by the instructor of the course, and return it to the registrar's office. Refund of tuition and fees (if any) for dropped classes will be computed from the date the drop is initiated.

A student may not drop any course after four weeks without permission from the Registrar or the Academic Dean. ***No course may be dropped after ten weeks, except for medical reasons, serious family emergency, or other extenuating circumstances.***

*****Note: It is the student's responsibility to initiate withdrawal from a class.***

ADDRESS CHANGES

Students are responsible for maintaining accurate address information. Changes of postal or e-mail addresses should be reported to the Registrar's Office as soon as the change occurs. At the end of the semester or school year, forwarding addresses should be reported to the Mailroom.

CLASSROOM CARE

Good stewardship is a mark of the Christian lifestyle. In order to best care for our facilities, no food or drink will be allowed in classrooms or the Chapel auditorium.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) affords students certain rights for their educational records.

1. The right to inspect and review education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean of the College, chair of their academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official, to whom the request was submitted, does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3 The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions that relate to postsecondary institutions are:
- a. To school officials. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. To schools in which a student seeks or intends to enroll.
 - c. Concerning financial aid.
 - d. To organizations conducting studies for or on behalf of educational institutions.
 - e. To accrediting organizations.
 - f. To parents of dependent students or to students under the age of 21 who have violated College policies related to drugs or alcohol.
 - g. To comply with a judicial order or subpoena. (Must make a reasonable effort to notify student in advance of compliance).
 - h. Health or safety emergency.
 - i. Directory information (which may include student's name, permanent address, campus address, campus phone number, classification and degree, date of birth, dates of attendance, previous institutions attended, dates of graduation and degrees conferred, and honors given at graduation). Students preferring not to have any or parts of personal information disclosed must submit in writing to the Registrar's office their request for information not to be released.
 - j. To the student.
 - k. Results of disciplinary hearing to an alleged victim of a crime of violence.
4. The right to file a complaint with the US Department of Education concerning alleged failure by LCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office,
US Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

A COMMUNITY OF CHRISTIAN DISCIPLINE

Community life at LCC is a disciplined life. Discipline is intended to be a training mechanism, rather than a punitive measure. LCC's philosophy of discipline is neither legalistic nor permissive. Instead, we have designed a redemptive process in order to call members of our community to a high standard of behavior and to establish and maintain an environment conducive to learning and personal growth. As a LCC student you are agreeing to live by our community standards and covenant.

NON-DISCIPLINARY PROCESS

In keeping with the redemptive nature of LCC's disciplinary philosophy, students who come forward confessing an addictive lifestyle (including illegal drugs and controlled substances, steroids, alcohol, sexual misconduct, pornography, Internet abuse and eating disorders) may be afforded an opportunity to submit to a range of possibilities outside the disciplinary process, including counseling or medical treatment at the student's expense. The following conditions must be met in order for students to take advantage of this non-disciplinary policy:

1. The student must take the first step by discussing his or her situation with the Coordinator of Student Intervention in order to negotiate an appropriate response. Once a violation is identified or reported, the normal disciplinary process will ensue, and the student will no longer have the option of a non-disciplinary response.
2. The student must be willing to submit to any intervention deemed appropriate.
3. The student must understand that in cases where the behavior is repetitive, self-destructive or endangering to others or involves legal issues, the College has the responsibility to take appropriate action, including suspension or dismissal from the College.

PURPOSE OF DISCIPLINARY RESPONSES

It is the desire of the College that students exercise self-discipline in all situations. At times, however, students need assistance in leading a disciplined life. As outlined in Matthew 18:15-17, responsibility for discipline is shared by every member of the campus community—each person is responsible for the well-being of all. Therefore, we have high expectations of each other, and show our care for one another through encouragement of responsible choices, and confronting and correcting those choices that are irresponsible and undermine not only our purpose for being at Lincoln, but possibly our future Kingdom service. Those involved in helping with this process include RA's and Head Residents.

In serious or repeated cases, the Student Development Office will step in to provide needed disciplinary action. Those involved may include the Vice President of Student Development, Coordinator of Student Intervention, and the Special Assistant to the President. In certain cases the Disciplinary Committee may also be convened. That committee includes the three aforementioned individuals plus two Faculty members and the President of the Student Cabinet. The Vice President of Academics and President of the College also serve as ex-officio members of that committee.

Disciplinary action can take, but is not limited to the following forms:

DISCIPLINARY WARNING – Written or verbal, this statement serves as a warning concerning future behavior.

ROOMING – Student may be confined to his/her room for a specific period of time.

WORK ASSIGNMENT – A number of hours of “campus service” or community service may be imposed.

FINES – Monetary fines may be levied. These may be paid in cash or added to the student’s bill. If added to the bill, they will be noted as Disciplinary Fines.

LOSS OF PRIVILEGE – Loss of privilege such as lounge access, athletics, musical groups, campus parking, etc.

PROBATION – An official agreement that informs the student that any subsequent misconduct, during or after the probation term, will result in additional discipline, including but not limited to, suspension or dismissal from the College. The Vice President of Student Development or his designee determines the terms of the probation, including length of probation, appropriate to the offense. Probation terms may also include **LOSS OF PRIVILEGE**. As allowed by FERPA regulations, parents/guardians may be notified of this decision.

SUSPENSION – The student is removed from the College for a period of time. While on suspension, students may not attend classes or be physically present on campus (including Residence Halls). They also forfeit any activities that occur while they are suspended.

DISMISSAL – Any student who does not conform to the lifestyle expectations of the College, who continues to repeat prohibited actions, or whose character is not in keeping with Biblical standards may be dismissed from Lincoln Christian College at any time prior to commencement. This dismissal may include the denial of granting a degree. If the student’s action warrants, police will be called and the student prosecuted. Parents may be contacted.

Any discipline imposed is at the sole discretion of the Vice President of Student Development and his representatives.

SPECIAL NOTE: The College maintains the right to require the student to enter into professional counseling and/or medical treatment, at the student’s expense, if the behavior in question warrants such a response.

DUE PROCESS

The due process described in the Lincoln Christian College catalog provides a student who is the subject of a disciplinary action the following, and only the following, rights:

1. The right to personally attend the disciplinary hearing and to remain present during all portions of that proceeding except for the deliberation portion of the hearing.

2. The right to personally be heard by the Disciplinary Committee by making a statement and answering questions.
3. The right to appeal disciplinary action as follows:
In cases where the Disciplinary Committee has not been involved, the appeals process proceeds this way:
 - Written appeal to and personal interview with the Vice President of Student Development.
 - Written appeal to and personal interview with the Disciplinary Committee.
 - Written appeal to and personal interview with the President of the College.Where the case has been heard and acted upon by the Disciplinary Committee, the appeal is made in writing and through personal interview with the President of the College.

In all cases, the decision of the President may be reviewed by the Board of Trustees, at the sole discretion of the Board of Trustees.

DISCIPLINARY POLICIES

ALCOHOL POLICY

In keeping with the educational mission of the College, alcohol use and abuse by LCC students is prohibited. For the safety of students and the integrity of the educational mission, the College requires that students refrain from attending night/dance clubs where alcoholic beverages are served. The history of many activities associated with these establishments has been less than desirable for Christian lifestyles. Also, students are prohibited from employment which requires serving alcohol as a primary responsibility.

DRUG POLICY

Possession, sale, delivery, or use of any illegal drug is prohibited and subject to disciplinary action. Use of any illegal drug may be turned over to the police and State's Attorney. Possession, sale, or delivery of any illegal drug will be turned over to the police and State's Attorney. As required by the federal government, counseling is available for students who may be having problems with unacceptable behavior. Students may be referred to an on-campus faculty/staff member or an off-campus agency. Counseling will be at the student's expense.

PORNOGRAPHY POLICY

Possession, sale, delivery, or viewing of pornographic materials is prohibited. This includes the viewing of internet pornography. All computers on the College system are monitored for inappropriate use.

The following procedure will apply for any student found on an inappropriate site on a computer on the LCCS system.

LEVEL 1—The student will report to the Coordinator of Student Intervention office to discuss the situation. The Coordinator of Student Intervention will recommend appropriate action. A student committing a second infraction will go to level 2.

LEVEL 2—A student who has accessed multiple inappropriate sites or remained on an inappropriate site for a length of time will be denied access to the internet and be required to meet with an LCCS counselor.

LEVEL 3—A third infraction, or failure to follow through the required counseling, will be grounds for disciplinary action, up to and including dismissal from the College and/or Seminary.

PUBLIC CONDUCT

The public conduct of couples should be discreet and inoffensive at all times. Displays of affection in public must remain within the bounds of good manners. Special attention must be given to conduct in lounge areas where physical contact by couples may be inappropriate or offend others. Students whose public affection moves beyond the bounds of good taste and high morals will be subject to counsel and/or discipline.

RACISM POLICY

LCC deploras racism and will not tolerate behaviors associated with expressions of hatred or intimidation. Scripture teaches that all people are created in the image of God and have been purchased by the sacrifice of His only Son, Jesus Christ. Attitudes and behaviors acting against these truths are unacceptable and will be subject to the full range of disciplinary action, including dismissal from the College.

SEXUAL HARASSMENT POLICY

Sexual harassment for higher education is defined by Illinois state law as “any unwelcome sexual advances or requests for sexual favors” or “conduct of a sexual nature that substantially interferes with the student’s educational performance or creates an intimidating, hostile, or offensive environment.” Sexual harassment is prohibited by state and federal law and is a violation of Lincoln Christian College’s community covenant. Examples of behavior that could be considered sexual harassment include, but are not limited to, the following:

- sexual assault
- submission to sexual advances that are explicitly or implicitly required as a condition or term of education or employment, i.e. grades, promotion, letters of recommendation or other privileges
- repetitive sexual comments, questions, jokes, gestures, or other forms of sexually explicit expression

Reporting sexual harassment

- Let the harasser know you are offended by this conduct and want it to stop.
- If a second incident occurs, let the person politely know that you are not interested. Do not worry about being subtle.
- Write down what happened to you, when it happened, who was there, and what was said by each party involved.
- Consider writing a letter to the harasser stating the facts and asking him or her to stop. Indicate that a copy of the letter will be sent to your and their head resident or Vice President of Student Development.
- In cases of sexual assault, a report must be filed by the victim to the local, county, or state authorities. Student Development personnel will help victims contact police if assistance is

requested. Following a sexual assault, the victim's well being is a primary concern. All victims should seek immediate medical attention, even if time has passed.

Any violation is subject to disciplinary action.

SEXUAL IMMORALITY

Sexual immorality is prohibited by God's Word, and therefore by the College. This includes premarital sex, extramarital sex, homosexuality, and any other sexual activity outside the bounds of a Biblical marriage. ***Violators are subject to disciplinary action.***

SMOKING/SMOKELESS TOBACCO POLICY

Possession, sale, delivery, or use of any tobacco product is prohibited. ***Violators are subject to disciplinary action.***

CAMPUS RESOURCES

ACADEMIC RESOURCE CENTER

The Academic Resource Center (ARC) is the place to visit for any student needing academic assistance. The ARC staff can help in a variety of ways: tutoring a specific course, teaching needed study strategies to match learning styles, helping with time-management issues, working on or planning papers or projects, and many other learning needs. In addition, they can help students who have specific identified learning concerns seek and benefit from needed accommodations such as taking tests in a quiet environment with longer testing times.

In addition to the Academic Resource Center, writing assistance is available to all college, Linc-Up, and seminary students during the regular school year and summer sessions. Students may receive assistance with any part of the writing process from understanding an assignment to revising drafts. The writing advisor's office is in the library on the first floor. Mrs. Johnson, the advisor, is on campus Tuesdays and Thursdays from 2:00 to 5:00 P.M. during the regular school year, but appointments on other days may be arranged. Office visits are limited during summer session and assistance is done primarily via email.

THE LCCS BOOKSTORE

Located at the north end of the Student Development Building, the LCCS Bookstore, known as "Mr.Books," is the campus retail facility that serves the College and Seminary communities. Students may purchase required and recommended textbooks, general books, and other College-related items. Special orders are welcome. Store hours are 9:00 AM to 6:00 PM, Monday through Thursday and 9:00AM to 5:00PM, Friday. The Bookstore's website is www.lccsbooks.com. Cash, check, and major credit cards are accepted. Bookstore purchases may be charged to your student account, with prior approval from the Accounting Office. The Bookstore is a member of the National Association of College Stores, Christian Booksellers Association, and the Association of Theological Booksellers.

LIBRARY

Service is at the heart of the Jessie C. Eury Library, located in the Administration Building. Whatever your information needs, the Jessie C. Eury Library can meet them:

- Valuable Website – Access to library resources, information about library services, plus research tools and assistance
- Books – 135,000 volumes, including reference sources, Bible commentaries, education resources, and small group curricula, plus books for research and your personal reading enjoyment
- Journals – Access to 450 journals in the library, plus over 8,000 more online
- Research databases – Over 40 research databases covering biblical studies, religion, counseling, education, business, and more
- I-Share Online Catalog – 26 million volumes available through I-Share, a consortium of 71 Illinois academic libraries
- Technology – Wireless Internet, computers and printers, copiers

For more information, log on to www.lccs.edu/library

Library hours during the school year are:

Monday-Thursday 7:30 AM – 11:00 PM

Friday 7:30 AM – 5:00 PM

Saturday 9:30 AM – 4:30 PM

Sunday 2:00 PM – 5:00 PM (Only as posted; not every week)

MEDIA SERVICES

Media Services is located at the west end of the Administration Building. It has approximately 34,000 educational, Christian, and secular resources. Formats include DVDs, videos, cassettes, CDs, as well as other media formats. They also provide equipment e.g. DVD cameras, digital cameras for students to checkout. The services and collections housed in Media Services are continually growing and expanding to assist students, faculty, and churches in their studies, ministries, and personal development. The goal is to serve by providing quality resources and assisting in creating and developing presentations and projects through video editing and multimedia software packages in this rapidly changing technological society. They are open Monday through Thursday 7:30am – 6:00pm, Friday 7:30am – 4:30pm, and are closed Saturday and Sunday.

COMPUTER LABS AND USAGE

Lincoln Christian College has two main computer labs, one in the E-wing of the Administration Building, and one in Restoration Hall. The lab in Restoration Hall is given priority to Seminary and LincUp students. There are also two dorm computer labs, one in Titus Hall and one in Alumni Hall. These labs are open 24 hours. The Titus Hall computer lab is open to all male students, and the Alumni Hall computer lab is open to all female students. There are also 15 wireless laptop computers available for checkout from the Library front desk. These laptops are available for library use only. Laptops may be checked out for two hours and may be renewed.

Students will have access to the internet, email, and various library programs from the labs. Students must sign the Agreement for Student Access and fill out the Student Computer Network Signup forms prior to using the computer labs.

HEALTH CENTER

See Wellness Services on page 38.

LAUGHLIN CENTER

Lincoln Christian College and Seminary students are able to use this facility free of charge. Before using the fitness center for the first time, attendance at a brief training workshop is required. The gym is also available for use when varsity teams or intramurals are not occupying it. Watch the campus announcements for special opportunities such as aerobics classes and various intramural programs. See the Wellness Services section of this handbook for more information.

WELLNESS SERVICES

HEALTH SERVICES

The Student Health Coordinator/Athletic Trainer is available to assist students in a variety of ways with their physical health needs. She is able to provide assessment and guidance in how to best treat minor injuries and illnesses free of charge. She also coordinates the student health records and can provide assistance to students in order to stay in compliance with State Health laws. The Student Health Coordinator is also able to assist students with referrals to more specialized medical resources in the community. Her office is located in the Laughlin Center. She is on campus full-time. Her hours are posted by her office.

In the case of:

EMERGENCY

Call 911 or 732-2161 (Abraham Lincoln Memorial Hospital). The hospital is located at 315 8th Street in Lincoln.

ILLNESS/ACCIDENT

All illnesses and/or accidents should be reported to your Residence Hall Director. They can assist you with simple medication, contact the Student Health Coordinator, or help you get in touch with a doctor or the emergency room at the hospital.

CONTAGIOUS DISEASES

LCC reserves the right to require the testing of any student for any suspected contagious disease at the discretion of the Vice President of Student Development and the expense will be incurred by the College. Should you test positive for any contagious disease, you must notify the Student Health Coordinator immediately. Your right to privacy will be respected, and only those needing to know will be notified. If your disease poses a clear and present danger to the campus family, the President's Cabinet will decide whether you can remain a student at LCC, and if so, under what conditions you may stay.

Those students on mission trips or internships who spend more than a month in a high-risk country will be required to take a baseline TB test before leaving the country and will be retested 3 months after their return. This will be coordinated through the Intercultural Studies and Internship offices. Students are responsible for the cost of testing. Check with your local county health department or personal physician for specific fee schedules.

COUNSELING

Difficult situations arise in everyone's life. When they come your way, you may need to seek out wise counsel. While all faculty and staff are willing to help you with personal needs, there are individuals available specifically to assist our students. Several qualified Seminary students work with the counseling professors through our Student Counseling Office. In addition, Cindy Raymond is a licensed professional counselor who is able to provide counseling services to students.

Student Counseling Office.....counseling@lccs.edu.....Ext. 2269

The ministerial staff of both Jefferson Street Christian Church and Lincoln Christian Church may be available for counseling by appointment.

Off-campus counseling is also available for a fee from Lincoln Pastoral Counseling Services. They may be contacted at: 732-4445.

HEALTH INSURANCE

Health insurance is highly recommended for all students. All students participating in intercollegiate athletics must be participating in a current family or personal health insurance policy. Though the school does not currently offer health insurance, Sentry Life Insurance Company has provided information about their policies for our students. Any part or full time student who is registered and attending a college or university is eligible to enroll. Visit www.ejsmith.com for detailed information on policy coverage and costs. Students are encouraged to have a copy of their insurance card, as this is usually a requirement at medical centers and pharmacies.

LAUGHLIN CENTER

Students are able to use this facility free of charge. The fitness center is open Monday through Thursday from 6:00a.m. – 10:00 p.m., Friday 6:00 a.m. – 7:00 p.m., Saturday 10:00 a.m. – 6:00 p.m., and is closed Sunday. Before using the fitness center for the first time, attendance at a brief training workshop is required. Gaston Arena is also available for use when varsity teams or intramurals are not occupying it.

INTRAMURAL SPORTS

Intramural sports are offered as interest and leadership surface. Offerings have included coed volleyball, basketball and softball. Amy Brisbin directs the Intramural program.

INTERCOLLEGIATE ATHLETICS

Eight sports are available at LCC for students to develop their athletic skills at the varsity level.

<u>Sport</u>	<u>Season</u>	<u>Coach</u>
Men's Soccer	Fall	Sam Neto-Rosa
Women's Volleyball	Fall	Jason Farr
Men's Basketball	Fall/Winter	Matt Clark
Women's Basketball	Fall/Winter	Amanda Bowman
Men's Baseball	Spring	Les Evans
Women's Softball	Spring	Stephanie Umphrey

SPECIAL CLASSES/PROGRAMS

From time to time, special classes such as aerobics may be offered to help promote physical fitness and conditioning. Aerobic DVD's are also available in the Media Center and the Laughlin Center.

FOOD SERVICES

Cafeteria

All students living on campus are required to participate in the campus meal plan. Exceptions are granted for medical reasons only and must be secured through the Student Development office.

Weekday Hours:

Continental Breakfast	Monday-Friday	7:00 AM-9:30 AM
Hot Breakfast	Tuesday-Friday	7:00 AM-8:15 AM
Lunch	Monday-Friday	10:30 AM-1:30 PM
Afternoon Snacks	Monday-Friday	2:30 PM-4:00 PM
Supper	Monday-Friday	5:00 PM-6:30 PM

Weekend Hours:

Saturday Brunch	11:00 AM-12:30 PM
Saturday Supper	4:45 PM-5:30 PM
Sunday Cont. Breakfast	7:00 AM-9:30 AM
Sunday Lunch	12:00 PM-1:00 PM

Individual Meal Prices:

Single Lunch	\$4.75
5 Lunch Ticket	\$19.00
Single Dinner	\$5.75
5 Dinner Ticket	\$23.00

Coffee Shop/Starbucks Hours:

Mon.-Thurs.: 7:30 AM – 5:00 PM, 8:00 PM- 11:00 PM
Fri.: 7:30 AM – 4:00 PM
Sat.: CLOSED
Sun.: 8:30 PM – 11:00 PM

Note: Food is served or available during posted hours. After the supper hour, students are not allowed in the cafeteria until breakfast or brunch the next day. Supper is not served on Sunday nights.

Guidelines

- You may eat as much as you want at each meal.
- Meals “to go” are available for students with class or work conflicts.
- Sack lunches are available for students on College-sponsored trips. 24-hour notice must be given for these meals.
- Meals for ill students may be picked up and taken to the dorm with the approval of an RA or Residence Hall Director.
- Return all trays and dishes to the appropriate window.
- Do not remove silverware, glasses, or dishes from the cafeteria.
- Food throwing is prohibited and will be subject to disciplinary action.

- Student IDs must be present at every meal.

Healthy Options

Salad and Deli bars are available during each lunch and supper time. Students are encouraged to eat a balanced, healthy diet.



Degree Completion Program

LincUp Covenant

LincUp MISSION STATEMENT

LincUp's mission is to prepare adult learners with a Biblical worldview, who know what servant leadership is and choose to act as servant leaders by *knowing* God's Word, *engaging* God's world, and *pursuing* God's will for their life. The means of accomplishing this mission is through the development of a cooperative educational and mentoring partnership between faculty, LincUp staff and the adult learner.

LincUp ATTENDANCE POLICY

Class attendance is expected and required. Due to the intensive nature of this non-traditional adult educational program, attendance in class is vital to receiving the quality educational experience that LincUp is designed to facilitate. Therefore, attendance will be carefully monitored as follows:

Four absences over the course of the program are allowed without a grade penalty- **with make up work assigned to cover missed classroom material.**

- Only one absence is allowed in a particular course without penalty.
- The second absence in a course results in an academic withdrawal and the student may qualify for a partial refund. The course will have to be made up at a later date. The student may elect to take an "F" for the course to avoid a financial aid penalty.

Five to eight absences will result in an automatic grade reduction, and students not completing the make-up work can expect a further grade reduction.

- The sixth absence will require a meeting with the director to discuss a strategy for protecting the student's standing in the program.

The ninth absence will result in the student being suspended from the program for a semester.

- The purpose of the suspension to help students determine how they can better manage their schedules to allow for better attendance.

SATURDAY ATTENDANCE

Each of the three Saturdays is divided up into 2 class modules resulting in six class sessions. Students can miss ½ of a Saturday class session without penalty. Missing a full Saturday will result in an academic withdrawal and the student may qualify for a partial refund.

LincUp WITHDRAWAL PROCEDURE

A \$10.00 fee will be charged for every dropped class.

Before the First Session of a Semester Course

1. By following the approved drop procedure, a student may contact the LincUp Office to request to withdraw from a course without impacting GPA or hours attempted (ext. 2306).
2. Courses added or dropped before the scheduled beginning of class may affect the student's financial aid. Therefore, the student must consult with the Financial Aid Office **before** making adjustments to course load.
3. Any refunds allowable will be made according to the stated LincUp Refund Policy.

Before the Second Session of a Course

1. By following the approved Withdrawal from Class Procedure, a student may contact the LincUp Office to request a withdrawal from any course before the scheduled date for the second session of the course and will receive a "W" for the class, which will be entered on the student's transcript, but will not be figured into the GPA.
2. Any refunds allowable will be made according to the LincUp Refund Policy.

Before the Third Session of a Course

1. Students wishing to withdraw from a class before the third session of the course will receive an "F" for the class, which will be entered on the student's transcript and will be figured into the GPA.
2. If the withdrawal is for extenuating circumstances, the student may appeal to the Vice President of Academic Affairs. Upon approval of the Vice President and the Professor, arrangements may be made to receive a grade other than an "F," or an extension of time may be approved to finish course work.

LincUp REFUND POLICY

To receive a refund, all withdrawals must be done in writing and will be recorded on the student's transcript. Students who want to formally drop a class are entitled to the following tuition refunds: 100% prior to the beginning of class, 50% prior to the second class session, and 0% after the start of the second class session. Those who officially withdraw from the program before the beginning of the first class in a semester will receive a full refund. For every class dropped, the student will be charged a \$10.00 drop fee.

LincUp INCOMPLETE POLICY

If you know on the fifth session of a course that you are going to be past the deadline in completing your final work, you must talk to your instructor and ask for a signature on a "Request for Incomplete Grade" form. You may get one of these forms by contacting the LincUp office. **You must** get it to the Registrar's Office with the appropriate fee **prior** to the last session of the course. You may do this in any of the following ways:

1. Ask the LincUp Office to deliver the "Request for Incomplete Grade" form and the appropriate fee to the Registrar's Office.

2. Mail the "Request for Incomplete Grade" form with the appropriate fee to the Registrar's Office, post-marked one business day after you were granted permission.
3. Deliver the "Request for Incomplete Grade" form to the Registrar's Office in person.

Following the correct procedures, the "Request for Incomplete Grade" form will allow you to have a maximum of 30 days from the last session of the course to finish the work. If you fail to complete the work in a satisfactory manner within that time, the grade will automatically become an "F" unless you receive further extension due to extenuating circumstances. This may be done only with approval of the Academic Dean or the Registrar. This process must be authorized prior to the end of the 4 weeks. An incomplete will not be granted if the student has completed no work during the class sessions.

LincUp SPOUSE AUDIT FEE

Spouses of full time LincUp students may take any LincUp course for 50% of the usual course fee. They may also audit any or all courses with the student, for a single fee of \$25 per semester.

LincUp REQUEST FOR A CHANGE OF DEGREE PROGRAM

Students may change their degree program by picking up a form in the LincUp office. A \$10.00 fee will be charged to make this change. The form is to be returned, along with the fee, to the LincUp Office.

LincUp CLASS CANCELLATION POLICY

Upon occasion, classes for an assigned class meeting night or day may be cancelled due to inclement weather or instructor illness.

In the case of inclement weather, the Director of LincUp will make the decision to cancel class by **2:30 p.m.** on the day the class is scheduled to meet. Students are instructed to *look on the website or call the LincUp Office* at 888-522-5228 or 217-732-3168, extension 2306, after that time to determine whether or not the class has been cancelled. If there is an occasion where weather changes indicate severe storms in the area requiring cancellation after 2:30 p.m., the LincUp Office will call the students, beginning with those who live farthest away from the college. **As with any safety issue, common sense must be exercised.** This is especially true since the LincUp Program is made up of commuter students who may live in an area where weather conditions are different than those in Lincoln.

In the case of instructor illness, the LincUp Office will contact the affected students when the class is cancelled. The decision to cancel class and the notification of students will occur, insofar as possible, prior to the student's actual departure from home or work. For this reason it is important that students give the LincUp Office several numbers where they may be reached in case of class cancellation.

Once a given class session has been cancelled, either due to inclement weather or instructor illness, the class session may be rescheduled at an agreed upon time, or a scheduled break between classes may be eliminated.

LincUp BOOK RETURN POLICY

Students may return books in mint condition up to two weeks after a class begins if they've dropped the class. If not returned during those two weeks, students will be charged for the books.

UpLinc COURSES

Students with course work deficiencies may enroll in bridge classes through the UpLinc Program. Students may utilize this option if they are unable to transfer in credits because of poor grades, if their previous post-secondary education was more technical and did not have a General Education component, or for some other unforeseen circumstance. Every attempt will be made to provide as much flexibility as possible to allow students to meet their educational and career goals as quickly as possible. For more information on these courses, contact Deb Siltman, the Director of Student Services for LincUp. UpLinc courses must be dropped prior to ten days before the class starting date and will be charged a \$10.00 drop fee.

CREDIT FOR PRIOR LEARNING

If you enter the LincUp program with less than 60 semester hours, or if you must meet general education requirements, you could earn additional semester hours through Credit for Prior Learning Program.

CPL credits are the result of demonstrated learning from a variety of sources including workshops, seminars, self-study, non-credit classes, training programs, and work-related learning. *Please note that it is the learning, not merely the experience, from these sources that is evaluated and results in credits being awarded.*

During the Focused Writing course, the LincUp Office will be provided with an overview of the CPL process. A maximum of 30 hours may be awarded through CPL.

There is a one-time submission fee of \$90 for all students who submit a Credit for Prior Learning Portfolio. The CPL fee is \$50 per credit hour applied for. The receipt of the credit applied for is not automatic, but is based upon an evaluation of the student's learning by a faculty member in that field.

MENTORED MINISTRY

Each semester, LincUp students who are enrolled in 12 credit hours or more must report on some service they have performed within the time frame of that semester. These practical service activities are valuable in the learning experienced, by giving the opportunity to immediately apply classroom learning to real life situations, both inside and outside the church. A variety of experiences can qualify for this requirement. Information describing specific requirements and a list of possible activities is included. Mentored Ministry is a pass/fail requirement for each semester, but students will not graduate if they have not passed. Forms are due on August 1 for the Spring semester and on February 1 for the Fall semester.

Students involved in a paid ministry are required to fill out a Paid Ministry Form, instead of a Mentored Ministry Form for each semester they are enrolled as full time students. These forms are available on our website (www.lccs.edu/lincup).

Student Conduct Guidelines

A student agrees, by virtue of his or her enrollment, to abide by the regulations set forth in the Catalog and the LincUp Student Handbook.

- *Each member of the campus community is expected to conduct him/herself with honesty, integrity, responsibility, and love as taught in God's Word.*
- *All are expected to obey the laws of the campus, community, state, and nation.*
- *Individuals are highly valued in the image of God, but where group welfare is in jeopardy, the value of the group will prevail over the individual.*
- *Some college guidelines may not be absolute standards for all Christians, but are in the best interests of a community of Christian leaders in training.*

Lifestyle Expectations

All students who enroll in the LincUp Program at Lincoln Christian College commit themselves to live by the following standards set by the College. These standards apply whether the student is full or part time and are to be followed whether students live on or off the college campus.

Financial Aid

Multiple forms of financial aid are available through State and Federal grants, loans, etc. Students in the LincUp program are encouraged to check with their employers, local civic organizations, public library resources, and home churches for possible scholarship availability. There are deadlines for applying for all forms of financial aid. For more information, please contact the LincUp office.

Academic Dishonesty and Plagiarism

As a Christian college that places a high priority on honesty, integrity, and a Biblical commitment to truth, Lincoln Christian College will treat incidents of cheating, plagiarism and other forms of academic dishonesty very seriously. Penalties may include failure of the assignment involved, requirement of additional work, failure of the course, academic probation (with special conditions imposed), suspension from school, or dismissal from school. The first three penalties may be imposed by the course instructor. The last three may be imposed only by the Academic Dean. A student may appeal any penalty in writing and/or in person to the Academic Dean or to the President (in that order).

Examples of cheating, plagiarism, and other forms of academic dishonesty include submitting someone else's work as one's own, failing to document appropriately quoted material or others' unique ideas, using sources not permitted to complete a test or assignment, lying, or other types of unethical behavior in fulfilling academic requirements. Students with any question about what is appropriate should consult with the instructor or Academic Dean.

OFF CAMPUS SERVICES/RESOURCES

DINING

\$ A quick bite on the run

\$\$ A pretty good meal

\$\$\$ A night on the town

\$

Restaurant	Address	Phone
Brandt's Arcade Café	513 Pulaski	735-1443
Burger King	1503 Woodlawn	732-5797
Cookies on the Square	612 Broadway	735-9955
Culver's	2530 Woodlawn	732-7300
Dairy Queen (Seasonal)	916 Woodlawn	732-7860
Einstein's Louisiana Coffee House	203 S. Sangamon	735-5282
Hallie's Lunch Box	111 S. Kickapoo St.	732-6923
Hardee's	539 Woodlawn	732-6118
Jimmy John's	422 Keokuk	732-9914
Long John Silver's	1301 Woodlawn	732-3622
Mary's Place	413 Pulaski St.	732-2241
Mel-O-Cream Donuts	704 Keokuk	732-8972
McDonald's	1109 Hickox	732-9717
Papa John's	839 Woodlawn	732-6655
Stuffed-aria Pizza	102 5 th St	732-3100
Subway	405 Keokuk	732-7666
Taco Bell/KFC	2775 Woodlawn	735-4805
Wendy's	2815 Woodlawn	735-1011

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Restaurant	Address	Phone
China Buffet	819 Woodlawn	732-8889
Chop Sticks	533 Woodlawn	735-2053
Daphne's Family Restaurant	720 Woodlawn	735-1699
Don Panchito's	831 Woodlawn Rd.	735-9747
First Wok	702 Keokuk	732-7862
Pizza Hut	1120 Woodlawn	735-2591
Sorrento's	521 Broadway	735-1442
Steak-N-Shake	2901 Woodlawn	732-4492
Vintage Fare	414 Pulaski	732-5737

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Restaurant	Address	Phone
Bonanza	1121 Hickox	732-4022
Cracker Barrel	1013 Heitmann Dr.	732-4682
Guzzardo's	509 Pulaski	732-6370

ENTERTAINMENT

Business	Address	Phone
Abe's Family Fun Park	231 Madigan Dr.	732-3700
Family Video	429 Keokuk St.	735-1615
LCC Media Center (On-Campus Free Movie/Media Rentals)	Administration Building	Ext. 2284
Lincoln Cinemas	215 S Kickapoo St.	732-4176
Logan Lanes Bowling Alley	1700 5 th St.	732-2443
Movie Gallery	616 Woodlawn Rd.	732-5779

BANKS

Business	Hours	Address	Phone
CEFCU	Hours: Mon-Thurs 8:30-5, Fri 8:30-6, Sat 8:30-12	341-5 th St.	735-5541
Central Illinois Bank	Drive-thru Hours: Mon-Fri 8-5 Lobby Hours: Mon-Fri 9-5	428 Keokuk	735-5494
Illini Bank	Drive-thru Hours: Mon 7:30-5, Tues-Wed 8-5, Thurs 8-5, Fri 7:30-6, Sat 8-12 Lobby Hours: Mon-Wed 9-4, Thurs 9-12, Fri 9- 5, Sat 9-12	2201 Woodlawn	735-5400
Logan County Bank	Drive-thru Hours: Mon-Thurs 8-5, Fri 8-6, Sat 8-12 Lobby Hours: Mon-Thurs 8:30-5, Fri 8:30-6, Sat 8:30-12	303 Pulaski	732-3151
Regions	Drive-thru Hours: Mon-Fri 8-5, Sat 8-12	303 S Kickapoo	735-4321

	Lobby Hours: Mon-Fri 9-5, Sat 9-12		
Regions	Drive-thru Hours: Mon-Thurs 8-5, Fri 8-5:30, Sat 8-12 Lobby Hours: Mon-Fri 8-1, Sat 8-12	909 Woodlawn	735-4321
State Bank of Lincoln	Hours: Mon-Wed & Fri 8:30-5, Thurs & Sat 8:30-12	508 Broadway	735-5551
State Bank of Lincoln	Hours: Mon-Wed & Fri 8:30-5, Thurs & Sat 8:30-12	111 N. Sangamon	735-2326
State Bank of Lincoln	Hours: Mon-Fri 7:30-5, Sat 7:30-12	818 Woodlawn (West Branch)	735-1611

HEALTH SERVICES

HOSPITAL:

Abraham Lincoln Memorial Hospital	24 hour Emergency Room More info: www.almh.com	315 8 th St	732-2161
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COUNSELING:

Lincoln Pastoral Counseling Services	732-4445
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DOCTORS:

Business	Physicians	Address	Phone
Family Medical Center	Steven Kotteman, MD Thomas Zwilling, MD Malou Laya, MD John Wahab, MD Paul Kasa, MD Richard Bivin, MD Connie Duda, RN/CFNP Rose Marie Murphy, RN/CFNP	515 N. College	732-9681

PHARMACIES:

Business	Address	Phone
Abe Lincoln Pharmacy	315 8 th St.	732-2171
CVS/Pharmacy	532 Woodlawn Rd.	735-1548

Kroger Pharmacy	1475 Woodlawn	735-3301
Medical Center Pharmacy	515 N. College	732-5757
Walgreen Drug Store	603 Woodlawn Rd.	732-1825
Wal-Mart	1501 Woodlawn Rd.	735-3344

DENTISTS:

Business	Physician	Address	Phone
Apple Dental Center	Lee Gurga, DDS	514 Pekin	735-4393
Century Dental Center	Julio C. Morales, DDS	207 S. McLean	735-5531
Family Dentistry	Robert C. Miller, DMD	217 S. Kickapoo	732-6833
General Dentistry	Todd Walker, DMD Marsha Woodruff, DDS	604 N. Union	732-4307
Orthodontist & Oral Surgeons	James W. Wilmert, DDS, MS David S. Efaw, MD, DDF Stephen N. Doran, DMD Jack Capodice Jr., MD, DDS	113 Pine	732-8523

OPTOMETRISTS:

Business	Physician	Address	Phone
Advanced EyeCare Center	Dennis W. Rabe, OD Debra Smothers, OD	623 Pulaski	732-9606
Bard Optical	Mark Hahn, OD Richard Roberts, OD	1481 Woodlawn	735-1707
Nobbe Eye Care Center	Todd R. Nobbe, OD	1400 Woodlawn	735-2020
Prairie Eye Center		518 Broadway	732-6062

 <p>Zamrazil & Company 106 5th Street, Lincoln, IL 62656 217-732-8090</p> <p>Bring in this coupon for your LCC Student Discount: \$12 Guy Haircuts \$15 Girl Haircuts \$6 Eyebrow Waxes Walk-ins and appointments welcome!</p>	 <p>Zamrazil & Company 106 5th Street, Lincoln, IL 62656 217-732-8090</p> <p>Bring in this coupon for your LCC Student Discount: \$12 Guy Haircuts \$15 Girl Haircuts \$6 Eyebrow Waxes Walk-ins and appointments welcome!</p>
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