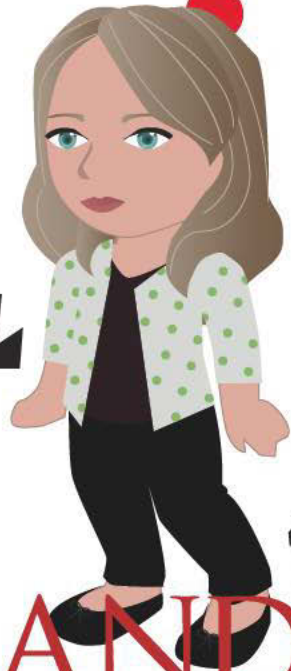
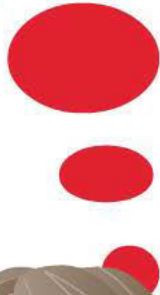


*VUNDAHBOAH VOON-BLATZ



**ANNA S GUIDE
TO ACHIEVING
*AMAZING
RESIDENTIAL
LIVING**

AT

HEARTLAND
CHRISTIAN • COLLEGE

Residential Living and HCC Mission

Our mission at Heartland Christian College is to equip and prepare students to be servants of Jesus Christ, lifelong learners, and effective workers in local churches and communities around the world.

Living together with brothers or sisters in Christ presents the opportunity to practice many of the principles within our mission. It is our hope that as students learn to share the bathroom, make their beds, and adjust to a roommate's habits, they begin to embrace a life of discipleship and service wherever God may call you.

Affiliation

Heartland Christian College holds applicant status with the Association for Biblical Higher Education
5850 T.G. Lee Blvd. Ste. 130, Orlando, FL 32822
Phone: 407-207- 0808

Residential Living Guide

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Covenant Agreements

1 Residential Living Requirement. Traditional single students are required to live in residential housing as they participate in the Bible College program. A student who feels that they have a special circumstance that should allow them to live in housing other than an HCC residential facility may apply for an exemption. Please contact the Dean of Students for details of the exemption process.

2 Residential Living Assignments. Each student, upon acceptance to Heartland Christian College, is assigned to a residential living facility unless exempt from the Campus Living Requirement. Normally students share a room with at least one other student as assigned by HCC. Rooms are available during normal academic terms, and a separate agreement is available for the summer term. In case of extenuating circumstances, a student may be allowed to contract for only a portion of the summer term. With approval, students may remain in an HCC residential living facility during school breaks. This should be discussed in advance with the Residential Coordinator and the student is charged a prorated fee based on the number of days in residence.

3 Residential Living Agreement. Students sign a Residential Living Agreement in the first week that they occupy a room in an HCC residential living facility. The purpose of this agreement is simply to affirm that one's word is important and binding. By signing this document, students agree to live by the guidelines and values set forth by Heartland Christian College, and to pay all residential living fees. Please refer to the HCC catalog, Financial Information section, for specific Residential Living fees.

4 Payment of Fees. Students meet regularly with their Shepherd Group Leader to discuss and plan their finances. If tuition and housing fees are not paid in full by the end of the first week of each enrollment period, payroll deductions are established to fulfill the remainder of a student's balance.



- 5. Room Checkout.** At the end of each Residential Living Agreement period, the student checks out of their room in the following manner:
- A checkout appointment is made with the Residential Living Coordinator.
 - A room inspection is done by the Residential Living Coordinator, and any issues are dealt with by the student as a result of this inspection.
 - The Residential Living Coordinator completes a Residential Living Checkout form.

6. Breaking Agreements. Students are expected to fulfill their Residential Living Agreements as a basic issue of good stewardship and character. However, exceptions may be made for students based upon extenuating circumstances. Students should discuss their need to break the housing agreement with the Dean of Students, and they are advised on the proper procedures. Students who withdraw from HCC due to disciplinary action or without notice pay Residential Living expenses for the duration of the signed agreement.

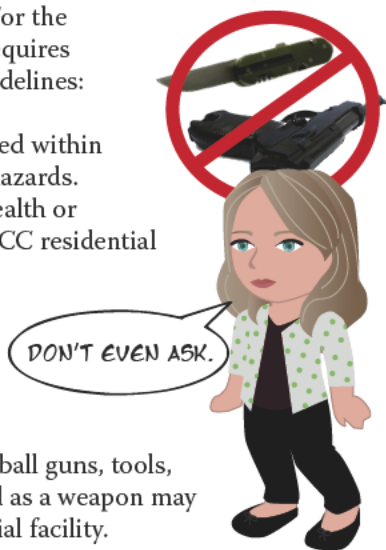
7. Termination of Agreement by College. If a student fails to abide by the terms of the Residential Living Agreement, the College may terminate the agreement with or without the student's consent. Advance notice is given when possible, but in extreme cases the College reserves the right to terminate the Residential Living Agreement with no prior notice.

8. Personal Property Loss. The College is not responsible for the loss of, or damage to, any personal property belonging to students.

9. Residential Living Facility Restrictions. For the sake of good stewardship, HCC requires that students observe the following guidelines:

Items Prohibited:

- Candles/open flames are not allowed within HCC residential areas due to fire hazards.
- No substances which may cause health or fire hazards can be brought into HCC residential areas (example: lighters, fireworks, black powder, etc.).
- The use of tobacco, alcohol, and illegal drugs is strictly prohibited.
- Knives (including pocket knives), hunting equipment, paint ball guns, tools, or other devices that could be used as a weapon may not be stored in any HCC residential facility.



- e. Space heaters, electric blankets, electric mattress pads, and fans are not permitted.
- f. Pets, live plants, and food or drink items other than a closed container of water, are not permitted in individual student rooms.
- g. Personal microwaves, refrigerators, stovetops, etc. are not allowed in residential facilities.

Approval Required:

- h. All individual student room furniture may be moved either by HCC personnel or by their permission.
- i. Any electrical items, other than those used for personal hygiene, must be approved for use by the Residential Coordinator.
- j. All movies, computer/video games, videos, DVD's, and music must be approved by the Residential Coordinator. Movies and games must be viewed in a community living area. Video and computer games must have an "E" rating.
- k. Personal computers must be checked in and content reviewed by Residential Coordinator; this may be repeated during the year.
- l. All room decorations, throw rugs, comforters, and book shelves must be approved by the Residential Coordinator.



Student Rooms

1. Room Changes. As part of the pastoral care for each student, the College has the right to change a student's room or roommate assignment to better serve the needs of those involved. The College may also place additional students in an assigned room if necessary, and may give students an opportunity to practice hospitality by offering their room on special occasions to visitors or guests.

2. Use of Assigned Room. The room assigned to a student is to be occupied by him or her. Students must sleep in their assigned room. All guests must receive special permission ahead of time from the Residential Coordinator to stay overnight in a student's room.

3. Room Inspections. In keeping with the College's commitment to excellence in all areas of life, HCC conducts inspections of student rooms, looking for general cleanliness and order. The College also reserves the right to enter any assigned room and inspect student belongings. In addition, the College conducts thorough room inspections on a regular basis to encourage good stewardship. Following an inspection, Residential Coordinators provide students with a form detailing areas of concern and notes for improvement on room condition. A student who fails 2 or more room inspections per semester meets with the Dean of Students to make a plan for improvement. Details of disciplinary action connected to failed room inspections are available from Residential Coordinators.

4. General Standards.

- a. Student rooms are to be inspection-ready daily by 7:30 a.m. on weekdays, 9:30 a.m. on Saturdays, and prior to Sunday School on Sundays.
- b. One stereo is allowed per room and should be limited to a size which fits neatly on the dresser top.
- c. Desks are to be used as work or study areas and need to be kept free of clutter. Personal computers should be arranged to fit on desktops without the need for extra furniture.



- d. Beds must be neatly made during non-sleeping times. Students must provide bed linens for twin sized mattresses. Extra bed linens should be neatly stored in a drawer or on the top shelf of a closet.
- e. Floors shall be kept clean and free of debris or personal items at all times. Musical instruments such as guitars or horns are an exception and may be stored neatly in the room.
- f. Trash is to be emptied as needed.
- g. Bathrooms should be neat and tidy in appearance, with each student cleaning up the area after use. Curling irons, etc. should be unplugged, allowed to cool, and properly stored before leaving the residence. Students are to provide towels for personal use.
- h. All student bedroom doors must remain wide open from the hours of 7:30 a.m. to 9:00 p.m. other than times when students are changing or ill.

5. Clothing Storage.

- a. Hanging clothes must fit neatly on clothes racks without crowding. The shelf above closet rods may be used to hold lightweight clothing stacked neatly.
- b. Plastic storage drawers may be used in each closet. Drawers must be no higher than 3 drawers and no wider than 24 inches and approved by the Residential Coordinator.
- c. Each student may keep five pairs of shoes in their room at one time. They must be stored in the closet either on an approved shoe rack or neatly on the floor.
- d. Dirty clothes are to be kept in a covered hamper and stored neatly in the closet. Laundry and bed sheets should be washed weekly.
- e. Each student has designated drawer space. To best use this space, clothes should be folded neatly so as not to overstuff the drawers, which leads to furniture damage.
- f. Clothes may be air dried overnight and must be put away in the morning by 7:30 a.m.



6. Optional Room Items.

- a. Personal toiletry items may be stored in a drawer or closet. A portable toiletry caddy is recommended for carrying items to and from the shower.
- b. Students may have one small throw, afghan, or twin sized blanket. This must remain folded neatly at the foot of the bed when not in use.
- c. HCC provides one bed spread and a lightweight blanket, or students may provide their own approved twin sized bed spread. All HCC bedding not used by students should be returned to Residential Coordinator for storage.
- d. Books, a small clock, a lamp, and up to three personal mementos which are in keeping with the philosophy and values of HCC may be displayed neatly on dresser or bookshelf.
- e. One small approved bookshelf is permitted per room.
- f. One approved throw or area rug is permitted per room.
- g. One approved wall hanging per student is permitted.

7. Miscellaneous.

- a. Irons and ironing boards are available on each floor and must be returned to their designated area after use.
- b. Each student is allowed to store one medium suitcase and one medium tote in a residential storage room.
- c. Fire exits are located at the end of each dorm hallway and are clearly marked on each floor.
- d. Personal belongings must be removed upon graduation or withdrawal from HCC. Such items are discarded after two weeks from the date of graduation or withdrawal.

Student Responsibilities

1. Housekeeping Chores.

• Students are responsible for daily and/or weekly chores in the community areas of their assigned residential living facility. These chores are posted on a rotating schedule, and administrated by the Residential Coordinator. Failure to complete chores on a regular basis may result in a meeting with the Dean of Students and possible disciplinary action as he/she sees fit.



2. Personal Laundry.

- a. Students are assigned a laundry day(s) which is posted, and they may use the washers and dryers which are available for personal items. Students must provide their own detergent, etc.
- b. Bedding should be laundered once a week.

3. Phone Usage.

- a. Incoming calls may be received on residential telephones which are available in common areas of all HCC residential living facilities. Students may release phone numbers to family and friends as follows:
 - HCC Boys Dorm: (660) 284-9330
 - Ozark House: (660) 284-9332
- b. In case of emergency, students may be contacted by calling the HCC Office during daytime hours or the Residential Coordinator during evening hours:
 - HCC Office: (660) 284-4800
 - Darin Rihanek (boys) (660) 216-4101
 - Anna Swartzentruber (girls) (573) 822-5921
- c. Students may call long distance from HCC residential living facilities by using a calling card or calling collect. Local outgoing calls may be made at no charge.
- d. Personal cell phones are a privilege. All such phones are registered with the Residential Coordinator and may be checked out for use, using a checkout procedure that is convenient for both the student and the Residential Coordinator. Personal cell phones may not be used to gain internet access on campus.

- 4. Mail.** Student mail can be received in assigned mailboxes in the student computer lab. The address is as follows:
500 New Creation Road North, Newark, MO 63458
Please notify magazine companies, banks, and other correspondence of a change of address when leaving the College.

5. Community Living.

- Food and drink are welcome in the kitchen/dining room/ outdoor area of each residential living facility. Students are expected to clean up after using such areas.
- Kitchen use is administrated by the Residential Coordinator. Failure to keep this area clean and neat may result in loss of kitchen privileges.
- Students may keep personal snack items in a small approved plastic storage container in an area of the residential living facility established by the Residential Coordinator.
- All snack items in the kitchen area, not in a personal storage container, are available for community consumption.
- In community living, brothers sit, eat, pray, worship, study, travel and relax with one another. Likewise sisters sit, eat, pray, worship, study, travel and relax with one another.
- Students are expected to attend scheduled meals unless working. Students should arrive at meals neat, clean, and decent in appearance. The Residential Coordinator may excuse a student from a meal if an extenuating circumstance is discussed in advance of the meal.
- Computers for word processing and course work, as well as printers, are available for student use in all HCC residential facilities. Students need to supply their own paper for printing, and be considerate of the computer needs of others.



- 6. Medications.** All prescription medications are stored in a locked, secure location. Residential Coordinators help facilitate this.

Special Issues

1. Curfew.

- a. As a part of preferring others and developing a healthy lifestyle, campus housing remains quiet after 9:00 p.m. each evening to allow students to study, pray, or sleep.
- b. Sunday-Thursday, students are to be in their residential facility by 9:30 p.m. and in their rooms with lights out by 10:00 p.m.
- c. Friday-Saturday, students are to be in their residential facility by 10:00 p.m. and in their rooms with lights out by 10:30 p.m.
- d. Curfew is established for HCC breaks and summer term as needed. The Residential Coordinator provides this information to students remaining in residential living facilities.
- e. In the event that evening church services run later than normal curfews, curfew may be extended to thirty minutes after the meeting dismisses. The Residential Coordinator provides such information as is needed.



2. Digital Information. Due to the significance placed on the discipleship element of life at HCC, accountability is of utmost importance in regards to the use of the Internet and the wide variety of devices that can access the Internet. Therefore, the following guidelines are in effect:

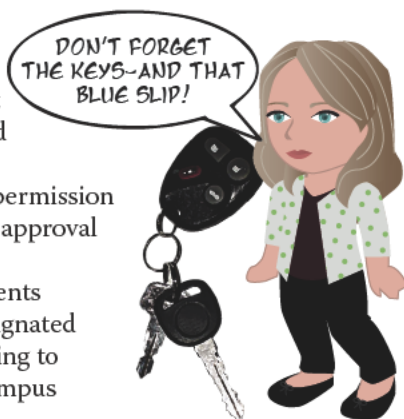
- a. HCC provides guided Internet access through the computer lab and through the HCC wireless.
- b. All other Internet access by students on any device is strictly prohibited.
- c. Personal computers and similar devices are allowed with internet access limited to the HCC wireless.
- d. The MAC (Media Access Control) address for personal computers and other similar devices is required to be logged with the Residential Coordinator and accessible to the Heartland IT Department.
- e. HCC reserves the right to inspect and approve all items stored or used on personal computers or similar devices and requires that they be used in a way that displays righteous character.

- f. Any other type of device that can access the Internet outside of the Heartland Telecommunications System (Blackberry's, iPhones, Smart Phones, etc.) are not allowed to be used by HCC traditional students.

- 3. Residential Visitation.** Visitors to HCC Residential living facilities are limited by gender and time frames as follows:
- Approved Visitation Hours
 - Monday-Friday 6:00-9:00 p.m.
 - Saturday-Sunday 1:00-5:00 p.m.
 - Gender Visitation: No males are entertained in the Ozark House (except for HCC group activities). No females are entertained on the HCC Boys' Hall.
 - Family Visitations: Parent/family campus visits are encouraged, but must be pre-arranged. Parent/family visits should be discussed in advance with the Residential Coordinator in order to facilitate these guests comfortably, and to not interfere with the general policies of the residential facility. Normally, families are not accommodated overnight in HCC residential housing.
 - HCA Boarding Student Visitation: No male HCA Boarding guests should be on the Boys' Hall at any time. No female HCA Boarding guests should be in the Ozark House except with permission from the Residential Coordinator at a time she will be present. These guests must stay in the general living areas.
 - Visitation Hour Extension: In the event that additional visitation hours are needed, due to extenuating circumstances, additional visitation times must be cleared through the Residential Coordinator, in advance.

4. Off-Campus Approval. In keeping with the HCC values of accountability, students should plan ahead and prepare for off-campus trips. All such trips must be pre-approved and done in groups as often as possible.

- Area Trips: Students desiring to travel within designated areas near Heartland must obtain verbal permission from the Residential Coordinator and sign out.
- Class Absence Forms: Students who must be absent from class due to pre-planned personal appointments (i.e. doctor, dentist) must obtain permission from teachers and get signed approval from the Academic Dean.
- Absence Request Form: Students desiring to travel beyond designated area trips, and/or those desiring to spend the night outside of campus



housing, must fill out a request and receive permission well in advance. Request forms are available in the student mailbox area.

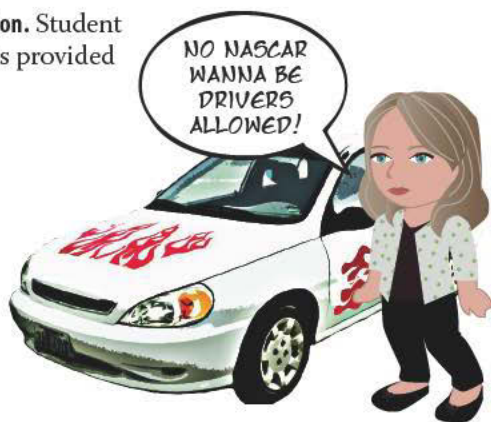
- d. **Ministry Trip Approval:** Students desiring to take part in an off-campus ministry trip must fill out a request and receive permission well in advance. Request forms are available in the student mailbox area.

5. Discipleship Training/Disciplinary Action. If a student violates a residential policy, he/she meets with the Dean of Students. The Dean of Students assesses the violation, completes a Discipleship Training/Disciplinary Action Form, and details the consequences and action steps as a result of the violation. The student signs the form, acknowledging his/her understanding and agreement with the terms.

6. Student Grievances. Students who feel that they have been disciplined unfairly or wish to appeal some other decision which they consider to be unjustified or unfair have a right to appeal that decision. When informal resolution of such issues fail, the student may file a formal written appeal. Details of the appeal process are available through the Dean of Students.

7. Parking and Transportation. Student automobile parking is provided at campus housing and HCC classrooms. For the sake of safety and to discourage problems of theft or vandalism, students are to lock vehicles at all times and never leave keys unattended in a car. Any problems regarding vehicles are to be reported to the

Residential Coordinator immediately. Bicycles must be locked with a chain in designated areas. The speed limit on all HCC campus streets is 20 mph, and students must be cautious when driving through the community as many small children live and play there.



8. Constant Change. The unfolding call of God upon this Bible College requires a commitment to flexibility. The College, therefore, reserves the right to make changes in these policies as the call of God may dictate. The administrative staff attempts to communicate these changes in advance, but is not required to do so.



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www.heartlandcollege.org