

Courtney & Oliver's



2000 Guide to
Exemplary
Residential Living

Residential Living Guide

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Covenant Agreements

1. *Contract Period.* Each student may apply for housing by the school year. The purpose of the contract is simply to affirm that one's word is important and binding. The contract goes into effect once the College has accepted the housing application. Rooms are then available during the periods published in the College Calendar for the contracted period of time. Summer housing may also be contracted. During scheduled breaks and holidays, room occupancy is left to the discretion of the Dean of Students.

2. *Student Residency Requirement.* For the sake of unity and discipleship, all HCC students are required to live in campus housing. Students over 22 years of age or in special circumstances may be granted an exception to this requirement by the Dean. Married students are exempt from this requirement, and other exceptions may be made at the Dean's discretion.

3. *Acceptance of Application.* The College reserves the right to reject an application for campus housing if that decision is in the best interests of both the student and the College. Once an application has been accepted by the College, the student agrees to pay all housing charges at the rate and times established by the College.

4. *Payment of Fees.* Students will meet regularly with their Shepherd Group Leader to discuss and plan their finances. If tuition and housing are not paid in full by the end of the first week of each semester, payments will be set up and a workable payment plan put into action.

5. *Checking Out of Rooms.* At the end of each contract period, the student will check out. Rooms will be inspected by the Residential Coordinator and a Dormitory Checkout Form will be completed.

6. *Breaking Contracts.* Students are expected to fulfill their housing contracts as a basic issue of good stewardship and character. However, exceptions will be made for students based upon extenuating circumstances as approved by the Dean.



7 • *Termination of Contract by College.* If, despite the best efforts of everyone involved, it becomes necessary for the College to terminate the housing contract of a student, the College reserves the right to do so. Although the College will attempt to give advance notice of such termination, advance notice will not be required.

8 • *Personal Property Loss.* Neither the College nor CNS International Ministries, Inc., shall be responsible for the loss of, or damage to, any personal property belonging to students located in student rooms or in student storage areas.

9 • *Dormitory Restrictions.* For the sake of good stewardship, HCC requires that students observe the following guidelines:

- a. All furniture will be moved by HCC personnel, or by their permission.
- b. Candles/open flames are not allowed within HCC housing due to fire hazards.
- c. No substances (example: lighters, fireworks, blackpowder, etc.) which may cause health or fire hazards can be brought into campus housing.
- d. The use of tobacco, alcohol, and illegal drugs are strictly prohibited.
- e. As a good point of stewardship, students are asked to turn off all appliances and lights for conservation purposes when a student plans to be out of the room.
- f. Any electrical items other than personal hygiene (curling irons, hair dryers, electric razors, heating pads) must be approved for use by Residential Coordinator. Space heaters, electric blankets, electric mattress pads, and fans are not permitted.
- g. 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 facility.



Daily Life



1 • *Room Assignments.* As part of the pastoral care for each student and the continuing vision of the Church, the College shall have 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 will conduct inspections of student rooms, looking for general cleanliness and order. In addition, the College will conduct thorough room inspections on a regular basis to encourage good stewardship. The College also reserves the right to enter any assigned room and inspect student belongings.



4 • *Student Housekeeping Chores.* As part of the training process for a disciplined life, students will be responsible for daily and/or weekly chores in the community areas of the campus housing. These chores will be posted on a rotating schedule and will be administrated by the Residential Coordinator.

5 • *Laundry.* Laundry bags, schedules, and instructions will be provided at the beginning of each semester. The College shall provide and launder towels and face cloths. The laundering expense for these items is included in the semester's residential living fees. Personal laundry can be done for students through the campus facilities. In the event that a student needs something laundered between scheduled days, a coin-operated facility is available on campus. Laundry facilities are available in female housing, and students must provide their own laundering products.

6. *Room Standards.* Students will be dressed and have their rooms ready for the day by 6:45 a.m. weekdays and 9:30 a.m. on Saturdays.
- Hanging clothes will fit neatly on clothes racks without crowding. The shelf above closet rods may be used to hold lightweight clothing stacked neatly.
 - 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 Residential Coordinator).
 - Shoes must store neatly in the closet. Each student may keep five pairs of shoes in the closet at one time and they may be stored on an approved shoe rack. Additional shoes may be kept in storage.
 - Dirty clothes will be kept in a covered hamper and stored neatly in the closet. Laundry and bed sheets should be washed weekly through campus laundry services.
 - Each student will also have designated drawer space. To best use this space, please fold clothes neatly and do not overstuff the drawers which would lead to furniture damage.
 - 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 room.
 - Clothes may be air dried overnight and must be put away by 6:45 a.m. the following morning.
 - Stereos should be limited to a size which fits neatly on the dresser top. Only one stereo per room is permitted.
 - Beds must be neatly made during non-sleeping times. Students may bring one small throw, afghan, or twin sized blanket which will remain folded neatly at the foot of the bed when not in use. HCC will provide one bed spread and one lightweight blanket, or students may bring their own twin sized bed spread (approved by Residential Coordinator).
 - Students will need to provide their own bed linens for twin size mattresses.
What to bring: two flat and two fitted twin size sheets, one or two pillows, and two pillow cases for each pillow.
 - 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.
 - 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.
 - Trash is to be emptied as needed.



- n. Please do not attach anything to woodwork, windows, or doors. Walls may be decorated, however all decorations must be approved by the Residential Coordinator. One throw rug may be used in each room as approved by the Residential Coordinator.
- o. Books, a small clock, a lamp, and two or three personal mementos which are in keeping with the philosophy and values of the College may be displayed neatly on dresser or desktops. One small bookshelf per room is permitted at the discretion of the Residential Coordinator.
- p. Bathrooms should be neat and tidy in appearance, with each student cleaning up the area after use. Used towels should be transferred to laundry bins daily. Curling irons should be unplugged, allowed to cool, and then stored in a drawer or neatly on top of the closet shelf.
- q. Microwaves, refrigerators, stovetops, etc. are not allowed in rooms due to fire hazards.
- r. Irons and ironing boards are available on each floor and must be returned to their designated area after use to prevent a fire hazard and to practice preferring one another.
- s. Open Door Policy. All student bedroom doors will remain wide open from the hours of 6:45 a.m. to 9:00 p.m. other than times when students are changing or ill.

7 *Student Storage.* Because a limited amount of storage is available in each student closet, each student is allowed to store one medium suitcase and one medium tote in a storage room.

Personal belongings must be removed upon graduation or withdrawal from HCC. Such items will be discarded after two weeks from the date of graduation or withdrawal.

8 *Fire Exits.* The fire exits are located at the end of each hallway and are clearly marked on each floor.



9 *Pets, Plants, and Food.* In order to keep campus housing neat, clean, and odor free, students are not allowed to have in their rooms: pets of any kind, live plants, or food or drink items.

10 *Phone Use.* The goal of these guidelines is to limit distractions and to provide relational accountability for young disciples, while also keeping communication flowing between students and their parents and pastors.

- a. Incoming Calls. Residential telephones are available in HCC housing. Students may release phone numbers to family and friends. In case of emergency, parents or pastors may contact students by calling the HCC office at (660) 284-4800, Darin and Christie Rihanek at (660) 284-6252 or Anna Swartzentruber at (573) 822-5921.
- b. Outgoing Calls. Students may call long distance from campus housing phones when using a calling card or when calling collect.
- c. Cellular Phones. Personal cell phones are a privilege. All phones are registered with the Residential Coordinator and may be checked out using the approved process. Misuse of this privilege may result in loss of phone.

11. *Mail and Messages.* Mail can be received at the HCC address: 500 New Creation Road North, Newark, Missouri 63458. Please remember to notify any magazine companies, banks, or other correspondents of your change of address when you leave the College. The U.S. Post Office will not accept change of address forms for this type of forwarding.

12. *Parking and Transportation.* Student automobile parking is provided at campus housing. For the sake of safety and to discourage problems of theft or vandalism, please be sure to lock your vehicle at all times and never leave keys in your car unattended. Report any problems 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. Please be cautious when driving through the community, as many small children live and play there.

13. *Curfew.* As a part of preferring others and developing a healthy lifestyle of prayer, campus housing will remain quiet after 9:00 p.m. each evening to allow students to study, pray, or sleep. Students will be in their own residence by 9:30 p.m. each weeknight, and all lights will be out and rooms quiet by 10:00 p.m. On Friday and Saturday, students will be in their own residence by 10:00 and all lights will be out and rooms quiet by 10:30 p.m. In the event that normal evening church services run later than this, curfew may be extended to thirty minutes after the meeting dismisses. HCC leaders have full authority to alter curfews as the flow of life dictates.



14. *Family Life.* A family room is provided at all campus housing. Housing is segregated by gender, and no cross-gender visits are allowed. The boys' dormitory is equipped with video/audio systems, games, and furniture for relaxing. Food and drink are welcome in the family room, and students are expected to clean up after themselves. A small kitchen is provided with a refrigerator and microwave. The Ozark House family room is located on the main floor, and is available for student use. Food and drink are welcome in the kitchen/dining room and the outdoor areas, and students are expected to clean up after themselves. Kitchen use will be administrated by the Residential Coordinators.

- a. A limited amount of covered storage space is available in the kitchen for snacks. In keeping with the family atmosphere and our call to hospitality, all snack items in this area are available for community consumption. Students are allowed to keep personal food items in a container purchased from the College.
- b. All movies, computer/video games, videos, DVD's, and music must be approved. Entertainment and conversations which are of questionable content have no place in the life of a true disciple. All movies and games must be approved and all must be viewed in a community area. Only video and computer games with an E rating may be stored or played. Students should talk with the Residential Coordinator for help in discerning righteousness in the area of entertainment.
- c. Computers are available in housing areas for writing and for research.
- d. Brothers and Sisters. To encourage purity of heart and focus on God, brothers will sit, eat, pray, worship, study, travel and relax with one another to promote healthy friendships. Likewise, sisters will sit, eat, pray, worship, study, travel and relax with one another.



15. *Meals.* Meal times are for family interaction and information sharing, so each student is expected to attend meals. All students must be neat, clean, and decent in appearance. The breaking of bread together is still an integral part of Christian life and community.

16. *Off-Campus Approval.* In keeping with the HCC values of family and accountability, students should plan ahead and prepare for off-campus trips. To encourage the building of relationships, promote accountability and ensure safety, the College requests that travel such as this be done in groups.

- a. **Area Trips.** Students desiring to travel within designated areas near Heartland must obtain permission from the Residential Coordinator and sign out.
- b. **Class Absence Form.** Students who must be absent from a class due to pre-planned personal appointments (i.e. doctor, dentist) must obtain permission from teachers and get signed approval from the Academic Dean.
- c. **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 (i.e. missions, promotions, travel team) must fill out a request and receive permission well in advance. Request forms are available in the student mailbox area.



17. *Digital Information.* Personal computers are allowed at HCC, however, internet access on these computers is not allowed. As with all belongings, HCC reserves the right to inspect and approve all items stored or used on a personal computer and to require that they be used in a way that displays righteous character. Internet is available during office hours in the HCC office.

18. *Medications.* In order to insure maximum safety, all prescription medications will be kept in a locked, secure location. Residential Coordinators will help facilitate this.

19. *Constant Change.* The unfolding call of God upon this Church and 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 will attempt to communicate these changes in advance, but will not be required to do so.

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