

RESIDENCE LIFE & HOUSING

On-Campus Housing Policy

Called College requires all students taking 12 credit hours or more per semester to live in student housing.

Housing Placements

Housing placements are made by Student Life personnel based upon the following criteria: previous housing placement (or "squatter's rights"), age, and class standing. Housing applications must be received by the designated deadline or priority for an assignment may be lost. Called College reserves the right to make final decisions on all housing placements.

Called College Housing Check-in/out & Damages

Each student is held financially responsible for the condition of his or her housing assignment and its furnishings. The student should carefully inspect his or her room or apartment upon check-in. Any existing damage should be documented on a student's Room/Suite/Apartment Condition Form. A student's account may be assessed for damages found at check-out that are not documented on a student's condition form.

A thorough inspection of each residence room and duplex will be conducted when a student checks out. A student may be assessed charges to cover replacement and labor costs for damages to their housing assignment and its furnishings that exceed ordinary wear. The occupants of a room or duplex will share damage costs equally unless an individual assumes full responsibility for the damage, in which case that student will be charged the total cost of the repairs. All housing charges will be due at the end of the semester before moving out date.

Keys

Residents will receive the appropriate key(s) when checking into their housing assignment. All keys must be returned when checking out. Residents are strongly encouraged to always lock their duplex. If a key is lost, the first replacement key will cost \$10. If a key is lost a second time, a \$50 replacement fee will be assessed to the student for the replacement of the lock. Residents are not permitted to copy keys. Any student found tampering with locks or possessing any campus keys not specifically assigned to them may be subject to the student conduct process.

Renter's Insurance

Called College does not provide students with renter's insurance. Students are strongly encouraged to secure a renter's insurance policy for their personal property to reduce the risk of financial loss.

Christmas Break

Student Housing is closed following fall semester final exams until the established move in date(s) for the Spring semester. During this time students may not live in or enter the residence halls unless they have filled out an application and been approved. There will be additional housing fees that will apply for staying over the break. The campus is also a closed campus during that time so there are no visitors allowed. Students who plan to return to their student housing for the spring semester are not required to remove their personal belongings from their duplex or room during Christmas break. All student housing are subject to a health and safety inspection before Christmas break.

Summer Housing

Called College may provide a limited amount of on campus summer housing. Summer residents are charged rental costs to live in student housing. A student must be registered for fall classes, enrolled in the Called College & LWCC Summer Co-op Program, or enrolled in the Summer Ministry Program, and be current with his or her student account to be eligible for summer housing. Graduating students may be placed in summer housing at the discretion of Student Life Director if there is space. Students in need of summer housing must apply directly through the Student Life Director.

Appliances

All Student Housing facilities are supplied with a stove, microwave, and refrigerator. Crockpots, air fryers, coffee machines, sandwich makers, may be used in the kitchen area of student housing. One microwave oven per housing unit and one additional refrigerator in the garage area is permitted. Residents are encouraged to limit their use of electrical power strips, extension cords, or splitters. Halogen lamps are not permitted in any on-campus facility.

Candles/Open Flame/Fireworks

To promote safety and reduce the risk of fire, Called College prohibits open flame usage except for religious holidays or special events in designated areas when a permit had been filed and approval obtained from the Illinois Fire Marshal through the Student Life Office. All members of the CC community are expected to use extreme caution to avoid fire hazard. Any form of open flame, incense burning, or candles with burnt wicks, are not allowed in student housing at any time. Residents may be held responsible for any resultant damage. Since disregard for this policy could endanger the CC community, violations may result in significant conduct action. Fireworks or explosives of any kind (including "stink bombs") are not permitted on CC property.

Guests on Campus

CC students are responsible for their guests complying with all CC policies. Residential students are responsible for the conduct that occurs in their on-campus living spaces whether present or not, including the individuals, activities, and items present in their residential space or on-campus. All non-resident students or guests must leave the student housing facilities by 1:00 am every night. Residents may have guests stay overnight in their student housing facility with the following limitations:

1. All guests are subject to the approval of Student Life Administration. This includes parents or legal guardians, siblings, extended family members, and other non-residential individuals.
2. Guests must be registered with the hosting student's Resident Advisor at least 24 hours in advance and may not stay on campus a total of more than three nights during a given semester.
3. All student housing guests must be at least 12 years of age and must be the same gender as the host.

Guests who violate this or other CC policies may not be permitted on campus. Students are advised to get roommate approval prior to hosting any guests. Students may not compromise the safety of the CC community by permitting a person known only through online communications to enter campus facilities.

Guest in Student Housing

Student housing facilities are not co-ed places for gathering. There should not be opposite gender visitors in any student housing facilities unless it is a planned event through the Student Life Director. Violation of this may result in significant conduct action.

Babysitting

Babysitting is not permitted in the student housing under any circumstances.

Noise/Quiet Hours

Residents and guests are expected to refrain from causing any noise or disruption that interferes with neighbors, other students' studying or sleep between 11:00 pm and 7:00am. Although the above times are designated as quiet hours, the right to quiet supersedes the privilege to make noise. Residents are expected to be considerate of others. Music should not be heard outside of a student's room or duplex. Students are also expected to respect the residents of Lake Williamson Neighborhood by limiting the volume level of their various activities.

Musical Instruments

Students may play only acoustic guitars or amplified instruments with headphones in the rooms or duplex. Students are not to use the piano, organ, or other

instruments in the Chapel without permission from the CC staff. Called College is not liable for copyright infringement if individuals perform copyrighted music on campus. Called College provides practice room upon request for students to practice individually or with worship teams.

Parking

All students living on campus must register their car with Called College and receive a parking identification visible in the corner of the front or rear windshield.

Yard Maintenance/Plowing

Lake Williamson staff will be responsible for yard maintenance. Please put any lawn furniture or games away so they do not have to move or mow around items. The streets leading to the student housing facilities will be plowed by Lake Williamson. Students may be asked to move their vehicles to another parking lot so that the street can be plowed. Students will be responsible for shoveling the driveways and walkways.

Trash

All trash should be taken from the duplexes and disposed of in the dumpster provided at the end of the cul-de-sac at least weekly. Other student housing facilities should use the designated trash cans and put them out weekly for pick up.

Pets

Students can keep goldfish and tropical fish in the rooms or in the shared spaces of the duplex but must limit the tank size to 20 gallons or less. Other pets are not permitted. Violation of this policy may result in cleaning charges or other required maintenance charges. CC is committed to making reasonable accommodations to its rules, policies, and practices as required by law to afford people with disabilities an equal opportunity to access its programs, services, and activities. If a student needs a service or support animal while on campus, they should apply for this accommodation through the Student Life Director.

Right to Enter

CC reserves the right for authorized personnel to enter any campus area at any time for official College business. If at any time there is reasonable cause to believe that a resident is using his or her housing assignment in a manner inconsistent with CC policies, a search may be made by CC staff to remove illegal or harmful items, collect items belonging to another individual, or gather evidence for use in conduct proceedings. Except in the case of an emergency, personnel will attempt to enter living areas after 8:00 am.

All staff working in a residential area will verbally identify themselves. When CC or LW personnel need to enter a student housing facility, they will knock once and verbally identify themselves, knock a second time, then enter using their keys. It is the resident's responsibility to respond to the knocking of CC personnel. Student Life staff members reserve the right to perform a room inspection at their discretion in preparation for a checkout, campus visit, or for health or safety reasons. When possible, residents will be given 24-hour notice of an inspection.

Consistent failure to keep a safe and clean room could result in conduct measures. Tours for prospective students or guests may occasionally be necessary on very brief notice. Student housing may also be used as needed to house College guests during CC Preview Days, Visit Days, or other occasions.

Weapons

Weapons of any kind, including but not limited to, handguns, rifles, shotguns, other firearms, knives, stun guns/lasers, potato cannons, paintball guns, pellet or BB guns, airsoft guns, martial arts weaponry, bows, slingshots, and any other devices used in game or sporting activities, including ammunition, arrows, or other types of projectiles associated with such items, are prohibited on Called College campus property. This prohibition is to be interpreted in the broadest sense to include any such weaponry and extends further to "toy" or facsimiles thereof that can cause bodily harm or threat to other persons. This prohibition is also applicable to those who hold a concealed carry permit. The weapons prohibition set forth above extends further to all Called College sponsored or related off-campus activities, including business, academic, sporting or leisure activities, related travel, or any other events involving NCU & CC. This prohibition against possession of weaponry explicitly includes vehicles owned or operated by NCU, CC, & IDC.

DISCIPLESHIP

Philosophy of Community Standards

Called College is a Christ-centered institution of higher education. All members of the CC community are encouraged to live God-honoring, Christ-imitating, Spirit guided lives. In an educational community, individuals are influenced by the behavior, speech, attitudes, and ideas of other individuals. To protect the sanctity and wellbeing of this Christian, educational community, standards of conduct have been established based upon a conservative interpretation of Scripture, local, state, and federal law, the Assemblies of God constituency, and a community-based understanding of the common good.

Jurisdiction

All members of the community are expected to embrace CC community standards, which are in effect during the regular school year as well as during

school breaks such as summer or holidays. Community members are expected to refrain from publicly disparaging the beliefs of Called College or its supporting Christian fellowship, the Assemblies of God. This Code of Conduct applies to all Called College students and covers both on- and off-campus behavior. This code also applies to online actions when the Director of Students or designee determines that the off-campus or online conduct affects a substantial College interest. A substantial College interest is defined to include:

A. Any action that constitutes a criminal offense as defined by federal, state, or local law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the College is located;

B. Any situation where it appears that the accused individual may present a danger or threat to the health or safety of him/herself or others;

C. Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;

D. Any situation that is detrimental to the educational interests of the University; and/or

E. Any online postings or other electronic communication, when those online behaviors can be shown to cause an on-campus disruption, when they demonstrate other policy violations, or when they engage in a true threat. Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree including school breaks and even if the conduct is not discovered until after the degree is awarded.

The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from the University while a student conduct matter is pending. The University reserves the right to disqualify, discontinue, exclude, or involuntarily withdraw any student from the University at the discretion of the Dean of Students, or their designee, as deemed necessary for the safety or well-being of the student or others. The University also reserves the right to alter this Code of Conduct, or any portion thereof, at any time. The current Code of Conduct, which is available online, supersedes all previous codes, and the policies expressed in the latest policy revisions will govern all student conduct issues.

Student Conduct Process

The most current version of the NCU community standards is available on Skyline > Community Life > Residence Life and Student Conduct.

Students, staff, faculty members, and administrators are expected to share the responsibility of lovingly confronting another individual if their attitude or behavior

becomes inconsistent with biblical principles or the CC & NCU community standards. This confrontation should follow the model set forth in Scripture (Matthew 18:15-17). NCU places an emphasis on the principles behind our standards or policies. However, there are times when a student's conduct is so disruptive to his/her own or another's education, comfort, safety, or satisfaction that the NCU and/or CC must act.

Community members noticing behavior that is not in compliance with the community standards should speak with the offending individual and encourage him or her to meet with their respective Resident Director/Student Life Director in a timely manner to discuss the compromise in community standards. This meeting, in which a student willingly admits to policy violation, is considered a voluntary confession, and may result in reduced conduct assignments (Proverbs 28:13; James 5:16: 1 John 1:9). If the offending student refuses to voluntarily initiate a confessional conversation with a staff member, other community members are encouraged to report the inappropriate behavior to their respective Resident Director or a Student Development staff member to provide accountability and assistance to the offending student. This meeting, in which a student is confronted with reported information, is considered a non-voluntary confession, and may result in increased conduct status or assignment(s).

Efforts to fully understand student situations and concerns are an integral part of all potential student conduct proceedings. In either type of meeting, the student, Resident Director, and in some cases the Student Life Director will seek to understand the root(s) of the issue and assign reasonable and appropriate means of addressing the behavior and/or consequences.

Student conduct discussions are treated privately and with sensitivity. Students are considered adults and are treated in a way that acknowledges this fact while considering the developmental processes underway during college. Furthermore, it is the practice of the University to deal with each student as an individual, balancing the importance of consistency with the need for an individualized approach/response.

Student Conduct decisions may be based on testimony from the student allegedly in violation of the community standards, testimony from other community members, and/or evidence collected during student conduct proceedings. In cases in which evidentiary sources appear to be in conflict, University personnel will formulate conclusions based upon their understanding of the evidence collected, their evaluation of the trustworthiness of evidentiary sources, and/or the preponderance of information available regarding the student allegedly in violation of the community standards.

Dress code:

CC welcomes individual expression through personal appearance within the following parameters, which are based on a conservative interpretation of biblical, cultural, and constituent sources. While in class or chapel, dress should be neat and clean; shoes and shirts are required. At all times, clothing, accessories, or other appearance embellishments that carry an offensive, provocative, or immodest message are considered inappropriate. CC students are expected to employ modesty regarding their overall appearance. Final decisions concerning appropriateness or modesty may be made by CC Directors, however all students are encouraged to provide loving accountability to one another regarding modest dress, appearance and behavior. If you have a question about what is appropriate, please seek guidance from a CC director before making wardrobe and appearance decisions.

Ministry opportunities Dress Code:

Called College students will serve and be guests at churches across the state of Illinois. To serve those churches to the best of our ability, we will adhere to a more reserved dress code. This means that in addition to the school dress code, the following clothing standards will apply:

No jeans with holes or rips in them

No crop tops, tank tops or muscle shirts

Leggings must be worn with long tunic style tops.

No skirts shorter than 3 inches above the knee

Extreme hair styles/colors that are distracting are not permitted.

Alcohol

All students must refrain from the possession or consumption of any alcohol or alcoholic products on or off campus. The distribution of alcohol by students is permitted in employment roles only when the distribution is a secondary function of that position. Examples of unacceptable employment roles include, but are not limited to, bartending, working at a liquor store, etc. As previously described in the jurisdiction section, this policy is in effect year-round.

Church Attendance

Commitment to a local church body is a vital part of the Church fulfilling the Great Commission. Although involvement in the spiritual life of the NCU community is encouraged, it is not considered a substitute for involvement in a local congregation. Called College and the Assemblies of God expect all students to engage in consistent involvement with a local church.

Chapel Etiquette Guidelines

The chapel experience is an integral part of the spiritual education at CC. Therefore, all students enrolled in 12 or more credit hours are required to attend daily chapel services.

Students should display common courtesy during chapel services and are expected to adhere to the following etiquette guidelines to help ensure a meaningful chapel experience for the entire community:

1. Exiting the chapel service can be distracting to others and should be avoided except in emergencies. Restroom visits should be made preferably before or after the service.
2. Sleeping (or giving the appearance of sleeping), studying, talking, reading newspapers or magazines, displaying public affection, arriving late, and other disruptive behaviors are considered inappropriate and should be avoided during the chapel service.
3. Using electronic devices such as cellular phones, iPods or similar devices, and laptop computers should be limited to Scripture reading and note-taking during chapel.
4. Chapel is scheduled from 11:10-12noon Tuesday-Friday, therefore coming more than 15 minutes late or leaving 15 minutes early will constitute as an absence for that day. Students are expected to demonstrate courtesy to chapel speakers by staying past noon whenever possible if the service is slightly longer than scheduled.

Chapel Absences

There will be times that students need to miss chapel. They are required to complete the chapel absentee form within 24 hrs. of the missed chapel(s).

Class Attendance

Attending class(es) is fundamental in a student's development as a leader. It develops the following disciplines: listening and learning from others, respecting others who think differently, learning to express your thoughts and views with conviction and grace, showing up consistently, and being prepared upon arrival to class. There will be times when students need to miss class. They must

communicate directly with the class professor(s) by email before the missed class (when possible) but no later than the day of the missed class.

Personal & Professional Discipleship

Discipleship class is scheduled for Tuesdays from 2:45-3:45pm. It is expected that all students will attend discipleship class. It is fundamental to spiritual development individually and corporately as a student body. If you cannot attend, this needs to be communicated to the Student Life Director by email before the missed class (when possible) but no later than the day of the missed class.

Absences

Class, Chapel, Personal & Professional Discipleship,

If a student has more than **2 absences** in one area or more than **6 absences** in all three areas, they will receive a written warning.

If a student gets one more unexcused absence in any area after receiving a written warning, they will receive a suspension. This means that the student will be suspended from ministry opportunities. It could also affect the student's ability to receive institutional aid and lead to dismissal from the Called College program.

If any classes or chapel must be missed to attend or travel a ministry opportunity through Called College, students must have prior approval from the Academic Director and Student Life Director (at least 24 hrs. notice). If a student does not get prior approval, they could lose the ability to make up any missed work for those classes.

Curfew

Resident students who are planning to be out of the building overnight must fill out the off-campus form and may leave emergency contact information with their Student Life Director /Resident Advisor. Any person returning to campus after 1:00am must complete a curfew extension form. All students are encouraged to share their plans with their roommate/housemates. This is to ensure the safety of all students. If a student violates curfew without proper notification, it will lead to disciplinary action.

Dancing

To increase the level of safety and integrity for students, dancing is not permissible in settings in which alcohol is a primary influencer of the overall atmosphere where the dancing takes place, such as bars or night clubs. Students are expected to always use discretion and modesty.

Drugs

All students must refrain from possessing or using controlled substances in an illegal manner. (Controlled substances include both prescription medication and "street drugs.") Paraphernalia associated with the use of illegal drugs is disallowed on campus. Additionally, all products containing THC are prohibited for NCU & CC students. Any student convicted under state or federal law of a controlled substance offense while enrolled at NCU & CC may be ineligible to receive student aid, grants, or work study for a period of time. For a possession conviction, ineligibility for the first offense is one year, the second offense is two years, and the third offense is indefinite. For a sale conviction, ineligibility for the first offense is two years; the second offense is indefinite. A rehabilitation process is available to reduce the period of ineligibility. As previously described in the jurisdiction section, this policy is in effect year-round.

Entertainment

NCU & CC recognizes that students must develop personal discretion without relying solely on the secular entertainment industry's rating standards. Consequently, students are encouraged to consider the effects of the media they consume.

1. Video: Students are expected to use wisdom and discretion. CC prohibits the public showing of movies in shared areas without the proper license in accordance with copyright law.
2. Music: Lyrics that are offensive to other members of the community or music possessing a Parental Advisory, Explicit Content warning label are not allowed on CC Campus or played CC vehicles. CC encourages the use of headphones when listening to music.
3. Gaming: Games with up to a Mature 17+ (M) rating or lower are permissible on campus. However, games containing questionable material should be played at low volumes and should not be heard outside of a student's apartment or student housing/room.

Students are expected to respect other members of the CC & Lake Williamson communities by avoiding exposing others to media they have not chosen to consume.

Gambling

Students are expected to refrain from all forms of gambling, money or material possessions. This includes athletic tournament "pools" or "brackets" in which money or other material prizes are at stake.

General Laws

Students or student organizations involved in alleged violations of any federal, state, or local laws may be subject to the conduct process. These allegations will

be adjudicated using the University standard of proof and procedure. A conduct status or assignment imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority.

Lying/Fraud

Lying or fraudulent behavior in, or regarding, any transaction with the NCU & CC, whether oral or written, is prohibited and will result in disciplinary action. This includes but is not limited to misrepresenting the truth to or about leadership, another student, or IDC minister, before a hearing of NCU and/or CC making a false statement orally or in writing to any NCU, CC, or IDC official.

Pornography & Related Materials

Students are expected to refrain from seeking or engaging in materials or interactions which present the body in a degrading or compromising manner or encourage and/or elicit sexually immoral thoughts or behaviors. Students struggling with pornography usage are encouraged to access College resources, including counseling services available through the Student Life Office, a faculty or staff mentor, or a CC staff member. The University aims to provide both support and accountability to students who have disclosed difficulty with this issue.

Students are encouraged to use discretion when acquiring digital and other printed materials. If a student possesses a magazine, calendar, or other publication that contains material that others might consider objectionable, they are requested to avoid displaying it in a public location. Pornographic materials are not allowed on campus at any time.

Public Displays of Affection

Efforts should be made to preserve the comfort of other community members in public common spaces. To this end, NCU community members are expected to use discretion when displaying affection publicly. While not an exhaustive list, students should refrain from the following: extended periods of hugging and kissing, sitting on or resting one's head upon another person's lap, lying down together, and sitting or lying under a shared blanket.

Respect for Authority

In accordance with Scripture (Romans 13), students are expected to conform to local, state, and federal laws and authorities. Students are expected to adhere to the reasonable and lawful request of a NCU, CC & IDC official, for example, Residence Leaders. Non-compliance with these requests may result in conduct measures.

Sexual Behaviors

NCU & CC & Called College believe in the New Testament standards for human sexual behavior. A member of the NCU & CC community (student, faculty, staff, and administration) may not engage in premarital or extramarital sexual

behavior; the Bible reserves sex exclusively for marriage between one man and one woman. Based on a conservative interpretation of Scripture (1 Corinthians 6; Ephesians 5), NCU & CC expects all members of the community to refrain from any form of sexual immorality including, but not limited to, any form of extramarital sexual activity, adultery, promiscuity, touching of intimate parts above or below clothing, homosexual behavior, transgenderism, viewing pornography, or sharing sexual images of one's self or others. Cohabitation is also not allowed. For additional information about our policies related to sexual misconduct, please see the Sexual Misconduct/Title IX section.

Pregnancy

NCU & CC supports life and is committed to partnering with those affected by an unplanned pregnancy to pursue the best course of action for all those involved (the expectant mother, the expectant father, the unborn child, the parent(s) of the student(s), and the NCU & CC community). In the event of a pregnancy outside of marriage, the expectant student(s) is encouraged to access University resources including counseling services available through the Counseling Office, a faculty or staff mentor, or a professional staff member in Student Development. The University aims to provide both support and accountability to students who have disclosed these circumstances. All efforts will be made to maintain confidentiality in this sensitive situation.

Theft

Theft, shoplifting, or borrowing items without permission either on or off campus will not be tolerated. This includes removing food, condiments, dishes, or utensils from the dining hall, café, or other student housing facilities.

Tobacco

All students must refrain from the possession or use of any tobacco products, including the use of hookah, shisha, electronic cigarettes, or vaporizers. Smoking or vaping paraphernalia is prohibited. The distribution of tobacco by students is permitted in employment roles only when the distribution is a secondary function of that position. Examples of unacceptable employment roles include, but are not limited to, working at a liquor store, tobacco shop, or hookah bar.

CAMPUS ACTIVITIES

Property Misusage

Campus property should be respected at all times. All participants in acts of vandalism, including spectators, may be held financially responsible for damage and may be subject to the conduct process. Elevators should be used responsibly, including observing capacity limits. Students are expected to use appropriate manners in all CC & LW facilities; throwing food is not permitted.

Sports of any kind are not permitted inside campus facilities other than the gymnasium. This includes bouncing or throwing a ball, throwing a Frisbee, skateboarding, roller or in-line skating, bicycling, the use of water balloons, squirt guns, or water fights. Objects or liquids should never be thrown from the windows of CC buildings.

Students may not display items or signs or other items on the outside of CC buildings. Additionally, only CC approved signs and decorations may be displayed on the exterior of any CC door of student housing.

Students are restricted from accessing all CC, LW & IDC roofs, unfinished or locked basements, attics, storage areas, and any other locked portions of campus. Campus offices, classrooms, or other non-public areas of campus should not be entered or utilized without specific permission.

Common Areas

Common areas throughout campus such as IDC lobbies and lounges are open to students throughout the day (8am-5pm). The Fitness Center and the CC Wing is open daily from 6am-11pm. The Activities Center is open Mondays 9am-6pm, Tuesday-Thursday 3pm-11pm and Fridays as needed for arriving groups.

Any personal items left in common areas (lounges, bathrooms, or hallways) for more than 24 hours may be discarded.

Student Life Events

Campus Life is crucial to the development of meaningful friendships and college memories. The Student Life Department will plan multiple on and off campus events throughout the year for students to attend. These activities are not mandatory, but highly encouraged.

MENTORING PROGRAM

Mentoring is a foundational element for individual success in life. We at Called College are committed to equipping our students with all the academic, practical, and relational experiences necessary to feel **“totally ready”** to answer the call of God on their life. To enroll in the mentoring program, fill out the form located at calledcollege.org/mentoring.

MINISTRY OPPORTUNITIES/RESPONSIBILITIES

Called College has mentored with Illinois Assembly of God Churches to provide ministry opportunities for students to grow in their skills, knowledge and understanding of the local church. The Campus Pastor will work with the students to schedule a minimum of 3 ministry opportunities per semester. It is the student's responsibility to be prepared ahead of time for their ministry assignment, show up on time and complete the ministry assignment follow-up form. If an unforeseen

situation arises and a student is not able to fulfill his/her ministry assignment, he/she should contact the Student Life Director immediately so that other arrangements can be made. Students will be scheduled for their ministry assignments by the Student Life Director or Coordinator monthly.