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# WHO WE ARE

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Manhattan Christian College exists to educate, equip, and enrich Christian leaders. MCC is a private institution of higher education, committed to the Christian mission of winning the world to Christ. With a conviction that every member of the body of Christ is a minister, the college seeks to foster in students a worldwide vision of the mission of the church, provide opportunities to produce spiritual growth toward Christian maturity, and promote the restoration ideal of becoming Christ's church as revealed in the New Testament. Students come from across the United States and around the globe desiring to make a difference for Christ in whatever career they choose, whether in vocational ministry or as volunteer leaders and workers in the church with other vocational preparation.

Established in 1927 as a part of the Bible college movement, Manhattan Christian College offers undergraduate degree programs with a curriculum centered on the Bible as the Word of God. General education develops an understanding of self and others, communication skills, critical and creative thinking, and cultural awareness, establishing an integrated Christian world view. The majority of the college's specialized majors prepare students for professional, church-related leadership and service. Cooperative degree programs with Kansas State University and Manhattan Area Technical College enable students to learn how to utilize other careers to meet the needs of people around the world. Programs are also organized to provide continuing education for church leaders and appropriate services and resources for churches and Christian groups.

# WHAT WE BELIEVE

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Manhattan Christian College pleads for unity of all believers on the common ground of commitment and obedience to the lordship of Christ.

Believing that creeds of men, however correct, perpetuate sectarianism and create division within the church when made tests of fellowship, we have no creed except faith in Jesus as the Christ, God's Son and man's Savior. It is our desire to call all people of all nations to faith and obedience to Him as revealed in Scripture.

When asked, "What do you believe?" It is tempting to hand one the Bible and suggest, "This is what we believe." However for those not familiar with Manhattan Christian College, it may be helpful to identify those foundational doctrines taught in our classes based on our understanding of Scriptures:

1. We believe that there is one God, eternally existing in three persons, Father, Son, and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe the only terms of salvation that we may proclaim are those expressed in the New Testament: faith, repentance, confession of faith in Jesus Christ, and baptism by immersion in water for the remission of past sins and for the promised presence of the Holy Spirit.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the church is empowered to carry out Christ's great commission.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

# ACADEMICS

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**Vice President for Academic Affairs: Greg Delort, Ph.D.**

**Registrar: Eric Sanford**

**Assistant Registrar: Renee McDaniel**

Complete academic information can be found in academic catalog found on the academic page of the college website.

## **Accreditation and Academic Standing**

**North Central Association of Colleges and Schools (HLC-NCA)**—Manhattan Christian College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Initial accreditation was received in 2000 and was reaffirmed in 2013.

**North Central Association of Colleges and Schools  
The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413  
Telephone: (800) 621-7440  
[www.ncahlc.org](http://www.ncahlc.org)**

**Association for Biblical Higher Education (ABHE)**—Manhattan Christian College was initially accredited in 1948 and was reaffirmed for accreditation in 2007 for 10 years. ABHE is a national undergraduate institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). ABHE is listed by the United States Department of Education as the recognized accrediting agency for undergraduate Bible college education. Further, ABHE is recognized by the Department of Justice, Veterans Administration, and other relevant federal agencies.

**Association for Biblical Higher Education  
5850 TG Lee Blvd., Suite 130  
Orlando, FL 32822  
Telephone: (407) 207-0808  
[www.abhe.org](http://www.abhe.org)**

# STUDENT LIFE

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Vice President of Student Life:	Rick L. Wright, Ph.D.
Director for Student Development:	Ben Grogg
Retention & Learning Skills Coordinator:	Alyson Lister
Men's Residence Hall Supervisor:	Jordan Strom
Women's Residence Hall Supervisor:	Julie Robinson

The main purpose of Manhattan Christian College is to educate, equip, and enrich Christian leaders. The purpose of the Office of Student Development is to help each student develop an understanding that regardless of vocational goals each one of us is a minister of the gospel of Jesus Christ. Our desire is to implement programs that will deepen each student's relationship to Christ through worship and small group ministry, as well as to encourage a climate for the continued discipleship of each student. In addition, we want to equip each student to utilize his or her gifts through leadership opportunities.

## **WELCOME WEEKEND**

Freshmen and new students must participate in Welcome Weekend. The purpose of Welcome Weekend is to help the student begin a smooth transition into college life and develop relationships with their peers. MCC's orientation process seeks to integrate a new student into the life of the institution. Each new student is involved in small groups and activities from their first day on campus that are led by upper-class students.

## **PRINCIPLES OF CONDUCT**

Each student enrolled at Manhattan Christian College will be expected to live according to Christian principles at all times. Our standard of conduct at Manhattan Christian College is positive Christian living. All members of the college community will seek to live according to the principles of life revealed by and in Jesus Christ, as taught in the scriptures. We wish for such quality of living as will provide the fruit of the Spirit in our lives. Representative scriptural guidelines are found in such passages as:

Philippians 4:8  
I Corinthians 6:12; 10:23,31  
Galatians 5:16-25  
Colossians 3:17  
I Thessalonians 4:1-8  
Philippians 2:1-11

A student, by their voluntary membership in this Christian community, assumes responsibility to *abide by all the regulations of the college*, and must remember that they represent Christ and MCC wherever they are. They are expected to maintain lives of integrity and reflect the character of Jesus Christ at all times.

## **APPEARANCE**

Apparel at Manhattan Christian College should always carry the dignity of Christian college students and should bear witness to a serious commitment to Christ.

Each student is expected to dress appropriately when leaving the residence halls to go to any other part of the campus, or to leave the campus. The basic concern is that clothing of all types be characterized by neatness, appropriateness, and above all, modesty. Faculty and staff will help encourage appropriate and modest dress.

## ***BIBLICAL, SOCIAL & MORAL CONDUCT***

### **Alcohol, Tobacco, Drugs**

Manhattan Christian College is a smoke-free environment. No student who is enrolled at Manhattan Christian College may use tobacco in any form. Additionally, the use of alcoholic beverages, narcotics, and drugs (unless prescribed by a physician) is not permitted. Any student found engaged in the use of these vices after enrollment may be subject for dismissal from the college.

### **Other Behavior Issues**

MCC prohibits any hazing-type behavior.

MCC defines this behavior as any activity which endangers the physical well-being of the individual or produces physical or mental discomfort.

Allegations concerning this type of behavior may be filed in the Student Development Office. Any student proven to have committed such activity will be subject to discipline proceedings. Punishment may include, but is not limited to, the following: suspension, dismissal, and/or other remedial educational plans.

### **Dating Relationships**

Each student is expected to conduct themselves as Christians at all times. Public display of affection is not held in good taste. The behavior of couples in the lounges, as well as in the classrooms, library, or Campus Center must be becoming of Christian college students. While dating, a Manhattan Christian College student is to remember their role as members of this college family, whether or not their dates are from the student body.

We expect that which Scripture sets before us as the standard for sexual behavior on or off campus.

### **Immoral Behavior**

Immoral behavior refers to illicit sexual behavior, illegal behavior consisting of misdemeanors and felonies.

### **Discipline**

Ideally, the Christian should live by principles, not by laws. The key to a well-adjusted, mature Christian character is self-discipline under the authority of Christ. Realistically, however, we recognize that for successful group living on a college campus, some regulations are necessary. Individual liberties will be limited by the rights of others and the welfare of the group.

The Vice President of Student Life, Director of Student Development, Residence Hall Supervisors, and Resident Assistants (RAs) hold the major responsibility in matters relating to student decorum. Students also participate in the discipline of other students. It is expected that students confronting others involved in sinful activity and acts which question their integrity do so in Christian love, with the purpose of redeeming and restoring the individual. The formal judicial process attempts to confront misconduct, in order that the student might learn from the experience, respond to the correction, and be reconciled to the community whenever possible. Possible courses of disciplinary action are listed under levels of disciplinary action.

Students should note that most regulations of the college are preventative in nature. Those of a punitive nature apply after the student has violated some guideline designed for his/her welfare and/or the welfare of the whole community. MCC recognizes the benefits of student development that can occur in an environment balanced between challenging situations for students and support from the institution and therefore, in all situations, an attempt will be made for disciplinary measures to be educational in nature. Ordinarily when a student is wholeheartedly committed to the cause of securing a Christian education in a wholesome environment, there will be understanding and acceptance of the few limitations imposed.

It is understood that a student's career at Manhattan Christian College may be terminated at any time when behavior is considered inappropriate.

## **FORMAL DISCIPLINARY ACTION**

1. If there has been a violation of residence hall policy, the Residence Hall Supervisors and Resident Assistants (RAs) will determine the proper discipline. The student may appeal to the Residence Hall Supervisors, Director of Student Development, or Vice President of Student Life as outlined in “The Right of Appeal” section below.
2. If there has been a violation of a stated college policy, the Director of Student Development and/or the Vice President of Student Life will determine the proper discipline; or, upon his/her recommendation, an ad hoc disciplinary committee appointed by the Vice President of Student Life will determine the discipline. The student may appeal under the guidelines listed in “The Right of Appeal” section below if dissatisfied with the disciplinary action.
3. For incidents of immoral behavior, the following discipline policy will come into effect. Any immoral behavior could result in immediate dismissal. If behavior does not result in dismissal, one or more of the following can occur:
  - a. Disciplinary probation and suspension from all leadership roles for the remainder of the semester.
  - b. Suspension and/or camping for a period of time determined by the Director of Student Development and/or Vice President of Student Life.
  - c. Such other actions as the Director of Student Development and/or Vice President of Student Life deem necessary to help the discipline have a redemptive effect, including but not limited to calling parents, obtaining counseling, making restitution, doing campus/community service or being disciplined by a more mature partner.

### **SPECIAL CIRCUMSTANCE:**

In the event of pregnancy occurring outside of marriage, for those involved (both male and female) item #3 under Formal Disciplinary Action shall apply for the immoral behavior. The students will be required to go home where the consequence of pregnancy and birth can be handled within the structures and relationships of their families. If the students desire to return to MCC, they may consider returning under the tenets of #3 under Formal Disciplinary Action.

## **DISCIPLINARY GUIDELINES**

The following guidelines will be adhered to during all disciplinary decision-making processes:

1. Due process will be available to a student before MCC will impose any sanction upon one who has violated its rules or regulations.
2. If the decision-making process involves a hearing, the student will be notified in writing regarding the hearing. The student has the right to have another person present for any hearing.
3. In the case of pending dismissal, the student will receive a written notice of the witnesses to appear (if any) and will be present as the evidence is shared with the hearing committee. The student will have an opportunity to address the evidence and make a personal statement.
4. No person or student will be forced to be a witness.
5. The committee will provide the Vice President of Student Life a written statement of the conclusion reached and the basis for the decision. The Vice President of Student Life will share the conclusion with the student.

### **Levels of Disciplinary Action**

Disciplinary action can range in severity from a warning to dismissal from the college. Possible courses of disciplinary action include, but are not limited to, admonition and warning, accountability partnership, restitution for damage to property, fines levied in the form of time or money, restriction of privileges, camping, disciplinary probation, suspension and dismissal.

Disciplinary probation, suspension, and dismissal may only be imposed with the approval or consultation of the Director of Student Development and/or the Vice President of Student Life, or his/her designee.

## **Restriction of Privileges**

Restriction of privileges is necessarily flexible in order to make the penalty fit the violation. It may involve earlier curfew for freshmen, the suspension of privileges for upperclassmen, or another loss of privileges as determined by the disciplinary agent.

## **Disciplinary Probation**

Probation is administered by the Director of Student Development and/or the Vice President of Student Life, but may be recommended by student development personnel or student governing bodies. The probation may include restrictions.

## **Suspension**

Suspension is the temporary severing of the student's relationship with the college. It allows the student the privilege of returning, with conditions, at the end of a stated period of time. Suspension is administered by the Director of Student Development and/or the Vice President of Student Life.

## **Dismissal**

Dismissal completely severs the student's relationship with the college. This separation is not necessarily permanent. The student may apply for readmission to the college after the term of dismissal.

## **The Right of Appeal**

A statement of appeal must be in the office of the Vice President of Student Life within 48 hours of receiving the written decision of sanction. The Vice President of Student Life has the right to refuse any appeal made after the 48-hour period.

A student may appeal any level of disciplinary decision. The following guidelines will be adhered to during the process of appealing:

1. The student will be notified in writing as to the time and place of any appeal hearing and has the right to have another person present for any hearing.
2. The student's appeal will be heard before an ad hoc appeals board. The student will have the right to call witnesses and introduce evidence. The Student Life office will also be represented and present the evidence that led to the sanction being appealed by the student. The student will have an opportunity to address the evidence and make a personal statement.
3. Due process will be available to a student before MCC will impose disciplinary action.
4. No person or student will be forced to be a witness.
5. The committee will provide the Vice President of Student Life a written statement of the conclusion reached and the basis for the decision. The Vice President of Student Life will share the conclusion with the student.

## ***STUDENT CONCERN FORMS***

Students may complete a formal complaint form regarding issues or situations on campus. Paper forms are located in the Campus Center outside the Student Development offices. The web form is found at [www.mccks.edu/student-concern-form](http://www.mccks.edu/student-concern-form). Students completing a form are asked to indicate the specific area of concern and provide a detailed explanation of the concern. Students must provide their name and contact information when completing the form; completed forms will be kept confidential. Student Concern Forms are received by the Director of Student Development, the Vice President of Student Life and the College President. MCC will respond to the student's concerns within two weeks of the form submission date.

## ***COUNSELING/VOCATIONAL COUNSELING***

Advice or guidance from a professional counselor is available to all students at a rate of \$10 per visit. MCC has a relationship with Andrews & Associates (1019 Poyntz Ave #C) to provide these services. Private sessions may be arranged to help students deal with specific personal difficulties such as life transitions, emotional problems, premarital counseling, or counseling in areas of personal growth. Students should visit Dr. Rick Wright or Alyson Lister to obtain the necessary paperwork for counseling services.

## **CHAPEL SERVICES**

Chapel services are held Thursday mornings at 11:00am. Chapel provides an opportunity for the college to come together and worship as a community. Speakers from across the country, missionaries, and college personnel present messages to challenge students in their faith. Chapel attendance is required of all students.

## **STUDENT GOVERNMENT**

Student Government (STUGOV) leads and governs the student body of MCC. Representatives from each class are elected each year and meet regularly to conduct business pertaining to student life and to represent the best interests of the student body. STUGOV members serve as student advocates to college officials as well as serve on several student-led committees. Student government works closely with the Student Development Office to develop effective student programming.

## **FACILITIES**

### **Campus Center**

Each student is expected to help keep these areas clean by disposing of all litter properly. No one should abuse the furniture.

### **Building Hours**

Monday 7:00 AM-10:00 PM

Tuesday-Friday 7:00 AM-11:00 PM

Saturday-Sunday 1:00 PM -11:00 PM

The Board Room may be reserved for meetings, seminars, etc. Reservations must be made through the Business Office Receptionist.

## **KANSAS STATE UNIVERSITY FACILITIES**

An MCC student may use the K-State library, Student Union, and recreational facilities. A small fee is required to use the Chester E. Peters Recreation Complex (which offers racquetball, basketball, indoor jogging, tennis, exercise/fitness rooms, and volleyball), and many outdoor walking and jogging paths. The facilities-use card may be obtained at the Recreational Services Office in the Peters Recreation Complex.

# **ATHLETICS**

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**Athletic Director:** Shawn Condra

**Assistant Athletic Director:** Jordan Strom

Manhattan Christian College participates in the Midwest Christian College Conference and the National Christian College Athletic Association. Teams and individuals representing the college regularly compete in eight sports at the varsity level (men's basketball, men's soccer, men's baseball, men's cross country, women's soccer, women's basketball, women's volleyball, and women's cross country). All participants must show evidence of adequate medical insurance coverage. Participation in MCC athletics is regulated by the conference. All athletes must fulfill conference, as well as institutional academic requirements, to be eligible for participation. All athletes must maintain a cumulative 2.0 grade point average to be eligible for varsity athletics. A list of other requirements may be obtained from the Athletic Director.



# RESIDENCE HALLS

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**Kenoyer Hall Residence Hall Supervisor (Women's):** Julie Robinson

**Johnson Hall Residence Hall Supervisor (Men's):** Jordan Strom

Residence hall living provides unique opportunities for personal growth as well as many small group experiences that compliment and support the mission of the college. Research demonstrates that living in community has a significant impact on a student's college experience. In comparison to their commuting classmates, resident students on average are more satisfied with college life, less likely to drop out, more likely to participate in student and recreational activities, and have more interaction with other students, faculty and staff. Because of the role residential living plays in the successful undergraduate experience, all students who are enrolled in six or more credit hours are required to live in the residence halls their freshman and sophomore years. The only exceptions to this rule apply to students who are married, 21 years old, have been in college for two years, or have parents who reside within city limits (in this case, you must live in your parent's house). These students must notify the Student Development Office of their intentions at the end of the semester preceding their move out of the residence hall. Members of the opposite sex are not permitted to live together. Marriage and living with an immediate family member are the only exceptions. Freshman and Sophomore full-time students have first priority in residence hall housing. Juniors, Seniors, and part-time students will be permitted only when space allows. The student must take at least six hours per semester at MCC to live in the residence halls and adhere to all MCC policies .

## Residence Hall Staff

Residence Hall Supervisors work to encourage residents in their Christian growth as well as to maintain the best possible conditions for living and study. They plan weekly devotions and social activities, oversee discipline within the residence hall, and provide many other services and programs. The residence hall supervisors are available to the students to assist them in problems associated with college transitions as well as personal issues. These supervisors report directly to the Vice President of Student Life and/or the Director of Student Development.

The Resident Assistants (RAs) are upperclassmen who have applied and been selected to serve in this leadership role. They work with the residence hall supervisors in the management and implementation of the residence life program and are also available to the residents for assistance in college transition and personal issues.

## Residence Hall Rules

1. Students are responsible for the care of their own rooms and furnishings. The residence hall supervisors have the right to inspect the rooms at any time. Regular inspections will be made weekly and residents will be assigned cleaning responsibilities. Students are also held responsible for their use of all college properties and facilities.
2. Students may socialize in the lounge of each residence hall. Members of the opposite sex are not allowed in the halls or in individual rooms.
3. Visitors must obtain permission from the residence hall supervisor in order to remain overnight.
4. All residence hall furniture must remain in the student's room.
5. Personal furniture may be used in a student's room after obtaining permission of the residence hall supervisor. No bikes are allowed inside the residence halls. Bike racks are available outside each residence hall.
6. Nails are not allowed. To hang posters and pictures, use sticky-tack or 3M Command Strips.
7. No pets are allowed in the residence halls. The only animal allowed is fish in a clean aquarium.
8. No weapons of any kind are allowed in the residence halls.
9. Stereos are permitted if the sound is confined as much as possible to the room where the equipment is being used.
10. Residence hall supervisors will check each room at the beginning of the year and then again before students leave. Failure to properly check in and out will result in forfeiture of the security deposit. If the room is left clean and in excellent condition, the room deposit will be refunded. If the room is found to be untidy or damaged, the deposit will be used to return it to its proper condition. Students who change rooms during the year should follow the same procedure.
11. While televisions are permitted in residents' rooms, cable connections are not available.

12. The college is not liable for loss of personal property. Each student should secure their own insurance on personal items. MCC stresses the importance of protecting personal property through encouraging students to lock their doors whenever they are out of their room.
13. City ordinance requires that screens remain on windows at all times. Do not remove the screens. If you should have a problem with your screen, contact maintenance.

## **Residence Hall Curfew and Quiet Hours**

All freshmen students are to be in their residence hall according to the following schedule:

Sunday-Thursday: Midnight  
Friday and Saturday: 1:00 AM

This curfew is in effect throughout the fall semester and in the spring semester until spring break.

School activities that preclude keeping this schedule may be considered valid and will be left up to the discretion of the residence hall supervisor. Generally, students will be expected to be in the residence hall at the conclusion of the activity.

After residence hall hours, opposite sex visitors are not allowed anywhere in the residence halls.

## **Violation of Hours**

Freshmen entering or leaving the residence hall after hours without permission.

### **First Offense:**

Standard discipline will be a one-day camping plus residence hall work detail.

### **Second Offense:**

Two days camping plus residence hall detail.

### **Third Offense:**

Referral to the Vice President of Student Life and/or the Director of Student Development.

Residence Hall Supervisors reserve the right to add to or detract from the above-stated "standard discipline."

Anyone who aids another student who does not have the privilege to enter or leave the residence hall after hours will be disciplined initially by the respective residence hall supervisors and potentially the Vice President of Student Life and/or the Director of Student Development.

## **Residence Hall Devotions**

Residence hall devotions are held Monday evenings. These are mandatory for all freshmen and sophomores. Students who miss or are late to devotions will be fined \$10.00 per offense. Other campus activities are not to interfere with devotions.

## **Meningitis Policy**

Following the recommendation from the Centers for Disease Control and Prevention, MCC requires all new students residing in campus housing to be vaccinated for meningitis. Each student must have a medical provider complete his/her health record and submit a copy of the record as part of the Residence Hall Application. If a student refuses the vaccine, a waiver must be signed. The Meningitis waiver can be found on the college website. Residence Hall Applications will not be processed until this information is received with a completed application and security deposit.

## **Discipline**

In most cases, misconduct involving a student or students living in the residence halls will be dealt with satisfactorily by the residence hall supervisor and/or the resident assistants. Serious or repeated incidents may be referred to the Vice President of Student Life and/or the Director of Student Development.

## **Campusing**

Campusing is the withdrawal of social privileges. Campusing may be imposed by the residence hall supervisors, the resident assistants, the Director of Student Development, or the Vice President of Student Life. Special allowances or restrictions may be given in certain cases. Campusing will be for a specific time, i.e., one night, one weekend, one week, etc. During this time the student is required to be in their residence hall room at all times except for the following times:

1. Class, chapel, church or Christian Service.
2. If a student is enrolled in choir (or other courses) for credit and a field trip is required for receiving the credit, the student may participate only if a written statement is submitted to the residence hall supervisor from the faculty member making the assignment. The same exception applies for athletic events with approval of the Athletic Director.
3. Anything granted by special permission of the Vice President of Student Life or Director of Student Development.
4. Employment necessary for continued enrollment in school.

No exception shall be made for the following:

1. Attendance at athletic events.
2. Participation in social or cultural activities or attendance of them.
3. Participation in any group or extracurricular activities unless they are necessary for credit as indicated above.

## **Security Deposit**

MCC requires a security deposit to be submitted with every application in order to start the housing assignment process. This deposit is for cleaning, any damage incurred, and keys. Refunds will be mailed at the end of the year after the rooms are inspected by supervisors and checkout sheets are returned to the Business Office. For students planning to continue living in the residence halls the following year, the deposit will be held over. If, during the course of the summer, a student decides not to return to MCC, he/she must notify the Student Development Office by June 1 or forfeit the deposit. Make checks payable to: Manhattan Christian College.

## **Security Deposit Fee**

The security deposit fee is \$125.00 until June 1. A late fee of an extra \$50 will be charged for those applications received after June 1 for a total of \$175.00.

## **Keys and Student ID Cards**

Non-duplicable keys will be issued to each student living in the residence hall. All keys will be turned in at the end of the year. Those residents who have lost their keys during the school year will be fined \$50.00 for a room key and \$50.00 for an outdoor key for a replacement. If key(s) are not returned by the time of check-out, students will lose \$50 per key. Students will also be given student IDs that will provide access to some buildings on campus and serve as their meal cards. If a student loses their ID card, they will be charged \$25 for the replacement.

## **Holiday Privileges**

The residence halls will be closed during Thanksgiving, Christmas and Spring Break as well as over the summer months. Authorization to stay in the residence halls during other holidays (excluding summer months) is possible. However, the following will apply:

1. The door will be locked at all times.
2. Students are not authorized to have guests in the residence hall during the holiday period.
3. No members of the opposite sex are allowed in rooms.
4. A charge for staying in the residence hall may be imposed at the discretion of the Director of Student Development and/or the Vice President of Student Life.
5. Students wishing to stay in the residence halls during a holiday must notify their residence hall supervisor at least two weeks prior to the holiday period.
6. Students are expected to keep rooms, lounge areas, and bath areas clean, just as they normally would during the school year.
7. Violation of any of the rules above may result in a loss of residence hall privileges.

## Prospective Students/Guests

Prospective students will be provided residence hall space (if it is available) and food service privileges at no cost to the student as follows:

- Coordination of room availability must be made in advance with the Director of Admissions and the residence hall supervisors.
- Meal tickets must be obtained from the Admissions Office in advance of the visit.
- Extended visits (in excess of two days) will require the payment of \$10.00 per night per bed.

Rooms are not available for parents or other visitors.

## Laundry

Student laundry facilities are available in the residence halls.

# DINING SERVICES

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**Director of Dining Services:** Lauren Sanders

All freshman and sophomore students living in MCC residence halls are required to be on a meal plan. At the beginning of each semester, students choose between a 15-meal or a 10-meal option. A 15-meal option allows the student to eat 15 meals each week (including Saturday and Sunday PM) whereas the 10-meal option allows the student to eat 10 meals each week (including Saturday and Sunday PM). Once a meal plan option has been chosen, it may not be changed during the semester. Meals may not be traded or shared with other students or guests visiting. Those not living in a residence hall may purchase meals individually. The last meal served each semester is lunch on the last day of MCC finals.

The dining facilities offer meals during the following times:

### **Café Breakfast**

Monday-Friday

Hot Breakfast: 7:00 AM to 8:30 AM

Cold Breakfast: 7:00 AM to 9:00 AM

### **Cafeteria/Café Lunch**

Monday/Wednesday/Friday

11:00 AM to 1:00 PM

Tuesday/Thursday

12:00 PM to 1:00 PM

### **Cafeteria Dinner**

Monday-Thursday

4:30 PM to 6:30 PM

### **Café Dinner**

Monday-Thursday

5:00 PM to 7:00 PM

Friday

4:30 PM to 7:00 PM

On Saturday and Sunday, lunch will be served from 1:00 PM to 2:00 PM and supper will be served from 5:00 PM to 6:30 PM. If your class or work schedule does not allow you to eat during serving hours, you may request a “take out” meal in advance by visiting with the Director of Dining Services.

MCC Dining Services will make every effort to provide all foods needed for special diets. A student requiring a special diet must submit a list of allowable foods signed by a physician to the Director of Dining Services. If, for any reason, special diet needs cannot be met, the student may meet with the Vice President of Student Life regarding other options.

# FINANCIAL & ADMINISTRATIVE SERVICES

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**Vice President for Business Affairs:** Lori Jo Stanfield

## **Parking**

Administration of parking matters is handled by Financial & Administrative Services. Vehicles parked on MCC property must have the appropriate permit. Permits may be purchased at enrollment or in the Financial Administrative Services. MCC reserves the right to fine, wheel lock and/or tow vehicles as deemed appropriate.

## **TORNADO PROCEDURES**

### **Warning Plan**

The city of Manhattan has a storm warning system to assist citizens of this community should a tornado occur. The take-cover warning will be sounded in three-minute intervals by the city sirens.

No matter what building you are in during a severe weather storm, please stay away from windows and exterior doors.

The following is a list of recommended areas of safety within each building at MCC:

### **Johnson Hall**

The basement offers the best protection, especially the rooms in the northeast corner. The hallway (preferably the basement hallway) is also considered to be one of the better areas. Closets can provide a measure of protection.

### **Rebekah House**

The basement offers the best protection.

### **Coffin Hall**

The first floor hall on the west end of the building provides the best protection. If one is in the east end of the building, the first floor area in the northeast corner of the building will provide the best possible protection.

### **Campus Center**

The basement on the north end of the building is the best place for safety. The restrooms will also provide some protection.

### **Apartment Houses**

The choice location is always the basement. Interior walls and the bathroom provide the next best protection.

### **Kenoyer Hall**

Go to Johnson Hall or Campus Center basement if time permits, or to the first floor hallway of Kenoyer Hall.

### **Jolliffe Hall**

The basement offers the best protection.

## **SPECIAL NOTE**

In all cases, if you cannot reach one of the recommended areas of safety, follow these suggestions:

1. Avoid windows, doorways, and areas containing a great deal of glass.
2. Interior hallways and bathrooms are considered desirable areas.
3. Sit, crouch, or lie flat, and cover your heads.

4. A place on the lowest floor in the interior building is most desirable.
5. In all instances, a blanket or other covering for the head is highly desirable. Try to protect the body from falling debris by getting under desks, tables, etc. Turn over an upholstered couch or chair and crawl under it.

## ***FIRE PROCEDURES***

1. Warning and recommended actions:
  - a. Should a fire occur, the alarm will sound.
  - b. Depart the building as rapidly as possible by the nearest exit. Remain calm and orderly. Most injuries in a fire are caused by panic.
2. Acquaint yourself with the various exits in all facilities:
  - a. Jolliffe Hall  
If you are on any floor when the fire occurs, you should use the exterior fire escape located closest to your location of the building. The EXIT is clearly marked (window). If you are on the second floor, you may use the exterior fire escape next to the lecture hall or the regular stairway. It should be remembered that fire extinguishers are located in every building on each floor.
  - b. Campus Center and Residence Halls  
Exits are clearly marked and fire extinguishers are located on each floor.
  - c. Coffin Hall  
Go to the nearest exit. Exits are marked by exit signs in each area of the building. In case of fire, do not use the elevator.
3. How to use the fire extinguisher:
  1. Pull ring pin.
  2. Stand 8 feet back, no closer. (If the extinguisher is held too close, it will cause the fire to spread.)
  3. Hold extinguisher upright and aim at the base of the fire.
  4. Squeeze lever and sweep from side to side.

## ***MAILROOM***

All students enrolled at MCC will be assigned a mailbox; these are accessed through the student lounge. It is the responsibility of the student to remember their combination. Incoming mail is distributed Monday through Friday. Packages are also distributed through the mailroom. There is no mail delivered to the college on Saturday, Sunday or public holidays.

Internal mail is distributed daily as well. Homework and tests are often returned to students through their mailboxes.

Stamps can be purchased in the mailroom or at the front desk. Mail is taken to the post office every afternoon. No provision is available for students to mail packages.

# **FINANCIAL INFORMATION**

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## ***BILLING & PAYMENTS***

Payment of fees, check cashing, and questions concerning student financial records should be directed to the Accounts Receivable Office in Financial & Administrative Services.

### **Check Cashing**

There is a \$35 non-sufficient funds charge for each check that bounces. Bounced checks to the college could result in loss of check privileges.

## **TUITION & FEES**

2016-2017 tuition is based on the following payment schedule:

1-11 hours \$604 per credit hour

12-18 hours \$7,248 flat fee per semester

### **Yearbook Fee**

All students seeking a degree in the traditional program must pay the yearbook fee.

### **Housing/Dining Fee**

This fee is based on the meal plan a student selects. See Dining Services section.

### **Technology Fee**

Internet and e-mail service is provided for all degree-seeking students. This fee underwrites the infrastructure (i.e. equipment in the classrooms, books on-line, etc.) that makes services available to students on and off campus.

### **Student Government Fee**

This fee helps to underwrite the class functions, activities, and ministries Student Government oversees. See Student Government section.

### **Parking**

Available for a fee. See Parking Section.

### **Health Services**

Any full-time student must choose one of the following options:

1. Pay for Kansas State University/Lafene Health Center clinic services.
2. Submit proof of health insurance coverage.

The college is not responsible for doctor, hospital, prescriptions, or other medical expenses incurred by the student.

### **Kansas State University Fees**

MCC will provide courtesy payment to Kansas State University for tuition and fees (this does include any college fees due for specific programs) for students enrolled at both Manhattan Christian College and Kansas State University if students receive federal aid at MCC. MCC must be paid in full for Kansas State University charges at registration. No MCC grants or scholarships may be used to pay for Kansas State University charges. The student must notify Financial & Administrative Services at MCC after enrolling at Kansas State University of the desire for MCC to provide courtesy payment. Students who have not enrolled at Kansas State University must take a letter from Financial & Administrative Services with them when enrolling at Kansas State University to take advantage of the program.

### **Additional charges**

See the College catalog for a description of other charges which may be assessed under certain circumstances.

### **Terms of Payment**

All semester charges are due by the date of registration. However, at the discretion of the Vice President for Business Affairs, semester expenses in excess of student financial aid awards (college work study not to be included) may be paid in four and five monthly installments with the first payment due at registration. A \$50 administration fee will be assessed to the first payment.

## Refund Policy

Should a student withdraw from a specific course or from the institution completely, refunds of tuition and housing/dining charges are made using the following schedule:

On or before the first day of class	100%
1-10% of semester completed	90%
11-25% of semester completed	75%
26-50% of semester completed	50%
51-60% of semester completed	25%

Books and fees not specifically referred to above are nonrefundable.

Refund policies for short term programs, including but not limited to intersessions, correspondence courses, and distance learning courses may have different refund policies. Such policies are stated in the enrollment materials for these programs.

In the case of total withdrawal during the first 60% of a semester, a portion of student aid provided through MCC scholarship funds will be considered unearned and must be returned by the student.

## Return of Federal Financial Aid Funds

Students receiving federal financial aid (excluding federal work study money) who withdraw from the institution during the first 60% of a semester are subject to federal "Return of Title IV Funds" calculations. Federal aid is earned on a percentage basis corresponding with the length of time students are enrolled in a semester. Students are considered to have earned 100% of their aid after completing 60% of the semester. Student accounts are credited with 100% of a semester's aid at enrollment. Upon withdrawal, aid must be recalculated and any unearned aid repaid to federal programs in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Perkins Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. Other federal, state, or private assistance programs.

Pell grants may also be adjusted when courses are dropped within a semester, resulting in a balance due to MCC from the student.

For more information regarding the required return of funds and for specific examples on the return of funds process, see Financial & Administrative Services.

The refund tuition as calculated by the MCC refund policy is a process separate from the federal "return of funds" calculation. It is possible that a student could owe money to MCC and/or the federal government after both processes are applied. Because of the personal financial obligation incurred by withdrawing from the institution, a student is strongly advised to visit with a financial aid counselor prior to withdrawal.

The date used to calculate a refund and any required return of funds will be the student's withdrawal date as described under "Withdrawal Procedures" in the Academic Information section of the MCC catalog. In the case of unofficial withdrawal, the date used will be the later of the midpoint of the semester or the student's last documented date of attendance.

Please note that all refund and return of funds schedules and policies are subject to revision.



## **MCC Paycheck Procedures**

Manhattan Christian College recommends that students have their paychecks directly deposited to their bank accounts. However, if a student so chooses, they may be issued a check. Please see the following information regarding paychecks and procedures.

I would like to have someone else pick up my paycheck.

1. Obtain an Alternative Paycheck Issuance Form from Financial & Administrative Services.
2. Fill out the appropriate section.
3. Sign the form in the presence of a Financial & Administrative Services employee.

I would like to have my paycheck mailed for certain pay periods.

1. Obtain an Alternative Paycheck Issuance Form from Financial & Administrative Services.
2. Fill out the appropriate sections. Pay periods end on the 15th and 30th days of each month.
3. Sign the form in the presence of a Financial & Administrative Services employee.

I lost my paycheck. What do I do now?

1. Obtain a Lost Check Form from Financial & Administrative Services.
2. Complete as much of the form as possible.
3. Sign the form in the presence of a Financial & Administrative Services employee.
4. Receive a re-issued check at the end of the next pay period. If the amount of the paycheck is less than the stop-payment fee the bank charges, the paycheck will be re-issued in the full original amount. If the amount of the paycheck is more than the stop-payment fee the bank charges, the paycheck will be re-issued in the original amount less the stop-payment fee.

I lost a check MCC issued to me other than a paycheck. What do I do now?

1. Obtain a Lost Check Form from Financial & Administrative Services.
2. Complete as much of the form as possible.
3. Sign the form in the presence of a Financial & Administrative Services employee.
4. Receive a re-issued check the following Wednesday. If the amount of the check is less than the stop-payment fee the bank charges, the check will be re-issued in the full original amount. If the amount of the check is more than the stop-payment fee, the check will be re-issued in the original amount less the stop-payment fee.

## **Federal Trade Commissions**

Manhattan Christian College falls under the Federal Trade Commissions Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. Therefore, access to financial records may require a picture I.D.

# FINANCIAL AID

**Director of Financial Aid:** Brandon Winters

Student financial aid is available in a variety of forms. Not only does the college award scholarships, but most students are eligible for some type of federal financial aid. Therefore, Manhattan Christian College encourages students to complete the Free Application for Federal Student Aid (FAFSA) to ensure they receive all federal financial aid for which they qualify. For a FAFSA or more information concerning financial aid opportunities at MCC, students should see the financial aid counselor.

# STUDENT CONSUMER INFORMATION

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Manhattan Christian College participates in federally funded financial aid programs and is therefore required by regulation to provide all students with this information.

The current graduation or completion rate at Manhattan Christian College is 44 percent.

## **DEPARTMENT OF EDUCATION DRUG-FREE SCHOOLS AND CAMPUSES ACT**

MANHATTAN CHRISTIAN COLLEGE PROHIBITS THE UNLAWFUL POSSESSION, USE, AND/OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY STUDENTS ON ITS PROPERTY OR AS PART OF ANY OF ITS ACTIVITIES.

As a Christian college, we have always had this policy. MCC is required by law to provide you with this information. THE LAW REQUIRES US to make you aware of the dangers of drugs on campus.

DRUGS can:

1. Make you feel able to do things you really cannot do.
2. Make you careless and likely to forget important safety habits.
3. Throw off your sense of time, space, and distance.
4. Cause absenteeism and tardiness.

### **What SPECIFIC ILLEGAL DRUGS can do:**

Marijuana

1. Slows your physical reflexes.
2. Cuts your mental powers.
3. Makes you forgetful.
4. Throws off your judgment of space and distance.

Cocaine

1. Causes a temporary feeling of almost superhuman power, impairing your judgment and decision making ability.
2. Causes emotional problems, mood swings, lack of dependability.
3. Damages your respiratory and immune systems.
4. Causes malnutrition, seizures, and loss of brain function.

Heroin

1. Causes total disinterest in safety or anything else except drugs.
2. Expense leads to crime.
3. Damage in interpersonal relationships.
4. Overdose causes coma and death.

Hallucinogens (PCP, LSD, etc.)

1. Causes hallucinations.
2. Loss of memory and concentration.
3. Causes sudden, bizarre changes in behavior.

### **What SPECIFIC LEGAL DRUGS can do:**

Alcohol

1. Causes loss of concentration.
2. Causes loss of judgment.
3. Causes tardiness and absenteeism.
4. Produces the inability to deal realistically with problems.

Amphetamines (Speed, Uppers)

1. Can make you rush around wildly and carelessly.
2. Can cause you to push yourself beyond your physical limits.

### Sedatives

1. Slows your mental processes and reflexes.
2. Disrupts your interpersonal relationships.
3. Can cause liver and kidney damage.

Possession or selling of illicit drugs and alcohol under local, state, and federal law can result in sanctions involving fines, court and attorney costs, treatment, counseling, probation or jail time. If you are convicted in a court of law of criminally violating our drug-free campus rules, within 30 days of hearing of it, we must either:

1. Expel you from college.
2. Offer you any help available to combat your involvement with drugs.

In addition, if you are receiving a federally funded Pell Grant, you will forfeit the grant until released by the Department of Education.

**YOU ARE RESPONSIBLE FOR BEING AWARE OF OUR DRUG-FREE CAMPUS POLICIES.**

If you are experiencing a problem with drugs, you can get help by calling:

**1-800-662-HELP**

This is the number of the DRUG ABUSE HOTLINE. They will give you information about treatment centers in the Manhattan area.

*The content of this handbook is subject to change when deemed necessary by Manhattan Christian College to meet the evolving needs of students, the community, and the institution.*

*This handbook was last updated June 2016*