

Manhattan Christian College
Student Handbook
2026-2027

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Who We Are

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. 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 worldview. Most 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 organized to provide continuing education for church leaders and appropriate services and resources for churches and Christian groups.

What We Believe

Manhattan Christian College pleads for the 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.

At Manhattan Christian College, we believe that the Bible serves as the foundation for our faith and practice. While it is tempting to simply say, "We believe the Bible," we recognize the importance of articulating the core doctrines that guide our community and are taught in our classes.

We believe in one God who exists eternally in three persons: Father, Son, and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14). The Bible is the inspired, infallible, and authoritative Word of God, providing the truth by which we live (2 Timothy 3:16–17; 2 Peter 1:20–21).

We affirm the full deity of Jesus Christ—His virgin birth (Matthew 1:23), sinless life (Hebrews 4:15), miracles (John 2:11), vicarious death and atonement through His shed

blood (Romans 3:25; 1 Peter 2:24), bodily resurrection (Luke 24:6–7), ascension to the right hand of the Father (Acts 1:9–11), and His promised return in power and glory (Revelation 1:7).

Salvation is available only through Jesus Christ and is received through faith, repentance, confession of faith, and baptism by immersion for the forgiveness of sins and the indwelling of the Holy Spirit (Acts 2:38; Romans 6:3–5; Romans 10:9–10; Titus 3:5–7).

We believe in the ongoing work of the Holy Spirit, who empowers believers to live godly lives and equips the Church to fulfill Christ’s mission (John 14:26; Acts 1:8; Galatians 5:22–23).

We affirm the bodily resurrection of all people—eternal life for the saved and eternal separation from God for the lost (John 5:28–29; Daniel 12:2; Revelation 20:11–15).

We believe that God created humanity as male and female, and that this distinction is a part of His good and unchanging design (Genesis 1:27; Psalm 139:13–16). We do not affirm adopting a gender identity inconsistent with one’s biological sex or seeking to alter one’s sex through medical intervention.

We uphold the sanctity of all human life, believing that every person is created in the image of God—from conception to natural death. This includes the unborn, the elderly, and those with physical or mental challenges. Each life is sacred and worthy of protection and care (Genesis 1:26–27; Psalm 139:13–16; Jeremiah 1:5).

Academic Information

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

Registrar: Teri Awbrey, M.S.

Director for Student Success and Academic Operations: Allie Hammack, M.S.

Complete academic information can be found in the academic catalog found on the [academic page](#) of the college website.

Accreditation and Academic Standing

The Higher Learning Commission (HLC) – Manhattan Christian College is accredited by the Higher Learning Commission. Initial accreditation was received in 2000.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
Telephone: (800) 621-7440
www.ncahlc.org

Association for Biblical Higher Education (ABHE) – Manhattan Christian College was initially accredited in 1948. The 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 recognized accrediting agency for undergraduate Bible college education. The 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

Student Life Information

Vice President for Student Life: Jordan Strom, M.S.

Student Development Director: Kevin Foster

Housing and Dining Coordinator: Karis Foster

Student Development Assistant: Hali Clark

Manhattan Christian College exists to educate, equip, and enrich Christian leaders.

The Office of Student Development is committed to helping students recognize that, regardless of their chosen vocation, they are ministers of the gospel of Jesus Christ.

We implement programs designed to:

- Strengthen students' personal relationships with Christ.
- Encourage a climate of continued discipleship.
- Equip students to utilize their individual gifts through leadership opportunities.

Welcome Weekend

All new on campus students are required to participate in Welcome Weekend at the beginning of each semester. This program is designed to support a smooth transition into college life and foster relationships with peers. MCC's orientation process intentionally integrates new students into campus life through small groups and activities led by upper-class students, beginning on their first day on campus.

Community Standards and Biblical Foundations

As members of the Manhattan Christian College (MCC) community, we are called to always live according to Christian principles. Our standard of conduct is rooted in positive Christian living and reflects the life and teachings of Jesus Christ as revealed in Scripture.

We desire that our lives produce the fruit of the Spirit (Galatians 5:16–25) and that we embody a quality of living that honors Christ in all areas. Representative scriptural guidelines include:

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

By voluntarily joining this Christian community, all members agree to uphold the college's expectations and represent both Christ and MCC with integrity—whether on campus or beyond.

Community Standards

While MCC upholds these biblical convictions, we acknowledge the complex struggles individuals may face in these areas. We recognize that:

- Every person bears God's image but is also impacted by sin and brokenness (*Romans 3:23*).
- Christians have not always responded in love and may have caused unnecessary pain through uninformed or harsh actions.

As a community, we are committed to living out both grace and truth (*John 1:14*), extending Christ-like compassion and respect to all people. Hateful, bigoted, or destructive attitudes and behaviors will not be tolerated.

Appearance Policy

Apparel at Manhattan Christian College should reflect the dignity of Christian college students and bear witness to a sincere commitment to Christ. As Scripture reminds us:

"So whether you eat or drink or whatever you do, do it all for the glory of God." (1 Corinthians 10:31)

Students are expected to dress appropriately when on campus or when representing MCC off campus. Clothing should be neat, clean, and modest, upholding the standards of a Christ-centered community. Shoes must be worn in all campus buildings.

Faculty and staff will help encourage and support students in maintaining appearance standards that reflect our shared commitment to Christian values.

Alcohol, Tobacco, and Drugs

Manhattan Christian College is a dry, drug-free, and smoke-free environment.

- The use of tobacco in any form, including vaping, is strictly prohibited.
- The use of alcoholic beverages, narcotics, or drugs (except those prescribed by a physician) is not permitted.
- These expectations apply to all MCC students, whether on or off campus, regardless of residential status.

The Office of Student Development reserves the right to administer drug tests at random or based on reasonable suspicion.

Hazing Policy

Manhattan Christian College strictly prohibits all forms of hazing. Hazing is defined as any activity that endangers the physical well-being of an individual or causes physical or mental discomfort, regardless of intent.

As followers of Christ, we are called to treat others with dignity and love:

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.” (Philippians 2:3–4)

Students are expected to foster a campus environment that is safe, respectful, and consistent with Christian values.

Dating and Sexual Conduct Policy

Manhattan Christian College expects all students to conduct themselves in a manner consistent with their identity as followers of Jesus Christ.

As Scripture reminds us:

“But among you there must not be even a hint of sexual immorality, or of any kind of impurity...because these are improper for God’s holy people.” (Ephesians 5:3)

Standards for Conduct:

- Public displays of affection should be modest and reflect the dignity of Christian college students.
- The behavior of couples in any campus building including the gym, lounges, classrooms, the library, or the Campus Center must be appropriate and respectful of our campus environment.
- Students are reminded that they represent MCC’s values in all dating relationships, whether their dating partner is a member of the student body or not.

Biblical Sexual Ethics:

- MCC affirms that sexual intimacy is designed by God to be expressed solely within a heterosexual marriage covenant between one man and one woman (*Genesis 2:24; Matthew 19:4–6*).

- Sexual behavior outside of this biblical standard—including premarital, extramarital, and same-sex sexual intimacy—is not condoned and is inconsistent with the teachings of Scripture.

Illegal Behavior Policy

Manhattan Christian College expects students to conduct themselves as law-abiding citizens and as representatives of Christ in all areas of life.

As Scripture reminds us:

“Submit yourselves for the Lord’s sake to every human authority... For it is God’s will that by doing good you should silence the ignorant talk of foolish people.” (1 Peter 2:13–15)

Standards for Conduct:

- Any illegal actions by students will be reviewed by the Discipline Committee and may result in disciplinary procedures, even before the resolution of any civil or criminal proceedings.
- Students are expected to maintain lives of integrity and avoid behavior that could bring disrepute to Christ or the MCC community.

Weapons Policy

For the safety of all members of the campus community, weapons are not permitted in any building on campus.

This includes, but is not limited to:

- Firearms or guns of any kind
- Knives, swords, or other bladed weapons
- Any item intended to cause harm or intimidate others

As Scripture teaches:

“Turn from evil and do good; seek peace and pursue it.” (Psalm 34:14)

General Pet Policy

Pets are not permitted in campus buildings without the expressed written consent of the Administrative Council. Therapy animals are defined as an animal that provides emotional support to individuals with disabilities. While these animals will now be allowed in student housing, they are not permitted in other campus buildings. Service animals are allowed in student housing and all buildings on campus. Service animals, also called work animals,

are dogs trained to aid an individual with a disability. Therapy animals must be registered with the Housing and Dining Coordinator through the emotional support animal policy (ESA). Please see Housing and Dining Coordinator for more information.

All other animals are allowed outside of buildings, but they must be always leashed and under the personal control of the owner. They may not be secured to trees, posts, shrubs, etc. and the owner is required to clean up after their animals.

Exceptions to this policy are to be discussed with either the Housing and Dining Coordinator or the Vice President for Student Life.

Discipline

At Manhattan Christian College, we believe that the Christian life is guided not merely by rules but by principles grounded in God's Word. A key marker of Christian maturity is self-discipline under the authority of Christ (*Galatians 5:22–23*).

However, for successful community living on a college campus, certain guidelines are necessary. Individual freedoms are balanced by the rights of others and the welfare of the group (*Philippians 2:3–4*). It is understood that a student's enrollment at Manhattan Christian College may be terminated at any time if behavior is deemed inappropriate or inconsistent with the mission and values of the College.

The Discipline Committee, Student Development Staff, Coaches, and Resident Assistants (RAs) hold primary responsibility for matters of student decorum and discipline. Students are also called to lovingly hold one another accountable:

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over." (*Matthew 18:15*)

This accountability should always be done in a spirit of Christian love, seeking to redeem and restore individuals to right relationship with Christ and the community.

MCC's disciplinary process is intended to:

- Confront misconduct and provide opportunities for growth and learning (*Hebrews 12:11*).
- Encourage students to take responsibility for their actions and respond to correction.
- Promote reconciliation with the community whenever possible (*2 Corinthians 5:18*).

Most college regulations are preventative in nature, designed to safeguard the welfare of individuals and the community. Policies of a punitive nature apply only after a guideline has been violated. In all situations, MCC strives to ensure disciplinary measures are educational, balancing challenge with institutional support to promote spiritual and personal development.

Formal Disciplinary Action

Any member of the faculty or staff or any student may report allegations of policy violation directly to the Vice President for Student Life or Discipline Committee via email or by using the [Student Conduct Reporting Form](#).

All disciplinary proceedings will be handled by the Discipline Committee. The committee may oversee any situations that may arise in which a student may have violated the student handbook. The committee will be responsible for evaluating the situation and applying

disciplinary procedures as needed. All decisions made by the Discipline Committee will be reviewed and communicated to the student(s) by the Vice President for Student Life. Each situation is unique and will be treated as such. The goal of any situation that requires applied disciplinary action is for the student to have a pathway towards restoration with the college community. Students involved in any disciplinary inquiry have the right to privacy and may appeal under the guidelines stated in the “The Right to Appeal” section below.

Disciplinary Guidelines

Manhattan Christian College seeks to approach all disciplinary matters with fairness, integrity, and Christ-centered restoration. As Scripture instructs:

“Speak and act as those who are going to be judged by the law that gives freedom, because judgment without mercy will be shown to anyone who has not been merciful. Mercy triumphs over judgment.” (James 2:12–13)

The following guidelines govern all disciplinary decision-making processes to ensure due process and uphold the dignity of every student:

1. Due Process

- A student will be afforded due process before any sanctions are imposed for violating MCC’s rules or regulations.

2. Hearing Notification

- If the disciplinary process involves a hearing, the student will receive written notification of the hearing details.
- The student has the right to have another person present during any hearing.

3. Dismissal Proceedings

- In cases where dismissal is being considered, the student will receive written notice of any witnesses to appear.
- The student will be present as evidence is shared with the hearing committee and will have the opportunity to address the evidence and make a personal statement.

4. Witness Participation

- No student or individual will be compelled to serve as a witness against their will.

5. Decision and Communication

- The hearing committee will provide the Vice President of Student Life with a written statement outlining their conclusion and the basis for their decision.
- The Vice President for Student Life will communicate the final decision to the student.

These guidelines reflect MCC’s commitment to balancing accountability with grace and truth (*John 1:14*), striving to honor Christ in both discipline and restoration.

Levels of Disciplinary Action

Manhattan Christian College seeks to guide students toward spiritual maturity and personal responsibility. As Scripture reminds us:

“No discipline seems pleasant at the time, but painful. Later, however, it produces a harvest of righteousness and peace for those who have been trained by it.” (Hebrews 12:11)

Disciplinary action may range in severity from a warning to dismissal from the College. Actions may include, but are not limited to:

- Admonition and warning
- Accountability partnerships
- Restitution for damage to property
- Fines (time or monetary)
- Restriction of privileges
- Disciplinary probation
- Suspension
- Dismissal

Disciplinary probation, suspension, and dismissal require the approval or consultation of the Discipline Committee and the Vice President for Student Life.

Descriptions of Disciplinary Actions

Restriction of Privileges

This flexible measure allows penalties to match the nature of the violation. Examples may include:

- Earlier curfew (for freshmen)
- Suspension of privileges (for upperclassmen)
- Removal from leadership roles for the remainder of the semester
- Other limitations as determined by the disciplinary agent.
- The disciplinary agent is responsible for notifying any other departments affected.

Disciplinary Probation

Administered by the Discipline Committee (or recommended by faculty/staff), probation may include restrictions of privileges.

Suspension

Suspension temporarily severs the student's relationship with MCC, allowing for the possibility of return under specified conditions after a stated period. Suspension is administered by the Vice President for Student Life.

Dismissal

Dismissal completely severs the student's relationship with MCC. This separation is not necessarily permanent; the student may apply for readmission after the term of dismissal. Dismissal is administered by the Vice President for Student Life.

The Right of Appeal

Students may appeal any disciplinary decision. Appeals must be submitted in writing to the Vice President for Student Life within 48 hours of receiving the written decision. Appeals submitted after this time may be refused.

As Scripture teaches:

"Let everything be done decently and in order." (1 Corinthians 14:40)

Appeal Process Guidelines:

- The student will be notified in writing of the time and place of the appeal hearing and may have another person present.
- Appeals are heard by an ad hoc appeals board.
- The student may call witnesses, introduce evidence, and make a personal statement.
- The Student Development Office and Discipline Committee will present the evidence leading to the sanction.
- Due process will be observed throughout the appeals process.
- No individual will be compelled to serve as a witness.
- The appeals board will provide the Vice President for Student Life a written statement of their decision and reasoning. The Vice President for Student Life will communicate the outcome to the student.

Student Concern and Grievance Procedure

Manhattan Christian College desires to give our students the ability to share their concerns, complaints, ideas, or thoughts regarding their experience as a student at MCC. Students are encouraged to [use this form](#) to make those known to the appropriate persons or departments.

Completed “Student Concern Forms” will be reviewed by administrative leadership to determine how the concern should be addressed and forwarded to the appropriate individuals or departments for their consideration and response.

MCC will respond to the student’s concerns within two weeks from the date the form is submitted. Please fill this form out completely using the following instructions.

- Clarify your specific area of concern.
- Be sure to include your name, phone number, and e-mail address on the form and any attached pages.
Anonymous forms will not be processed.

Any questions related to the completion or use of the [“Student Concern Form”](#) should be directed to the President’s office. Hard copy forms are also available through the office of Student Development.

In accordance with the Higher Education Act of 1965 Title IV, CFR 34, Sections 600.9 (a)(1) and 668.43 (b), if a student feels that their grievance has not been addressed and believes the grievance is related to MCC’s accreditation they may appeal the decision and file a complaint with the Higher Learning Commission by going to <https://www.hlcommission.org/Student-Resources/complaints.html>. Please read all the information from HLC prior to submitting a complaint. HLC is very clear on their process and what they review and what they do not.

MCC is also accredited by the Association of Biblical Higher Education. ABHE’s Commission on Accreditation Manual has a formal Policy on Complaints Against an Institution. Contact ABHE via e-mail at coa@abhe.org or telephone (407-207-0808) if you wish to discuss a complaint and/or to receive a copy of our policy.

Each State must have “a process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws.” 34 C.F.R. § 600.9. If a student believes that our institution has not resolved the grievance and feels MCC is in violation of law regarding misrepresentation of MCC’s educational program or financial charges, the student may file a grievance with Kansas Board of Regents by going to https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process.

Student Services

Counseling/Vocational Counseling

Advice or guidance from a professional counselor is available to all students for up to 6 visits a semester. MCC has a relationship with Andrews & Associates 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 the Director of Student Development, Student Development Assistant or the Director of Academic Success and Operations 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.

Academic Assistance and Tutoring

Academic assistance and tutoring are available for all MCC students. Please contact the Retention Specialist for more information.

Student Leadership

The mission of the Student Leadership Program is to empower students to serve as catalysts for positive change through exemplary leadership, collaborative teamwork, and the cultivation of academic, social, and spiritual growth.

As Scripture reminds us:

“Whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave—just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.” (Matthew 20:26–28)

Our program is dedicated to:

- Nurturing a Christ-centered community that values service, integrity, and innovation.
- Providing clear structures and support for student-led initiatives.
- Ensuring every student has a voice in shaping the campus experience.
- Collaborating with the Campus Pastor to create meaningful spiritual and social opportunities for students.

The Student Leadership Program equips students to live out their faith through servant leadership and to positively influence the MCC community and beyond.

Facilities

Campus facilities are to be used and enjoyed by faculty, staff and students. Buildings have various uses and hours may vary based on time of year.

Campus Center

Monday 7:30 am – 10:00 pm

Tuesday-Friday 7:30 am – 11:00 pm

Saturday & Sunday 1:00 pm – 11:00 pm

The Campus Center serves as the central hub for student life at MCC. Students may use the facilities as they see fit during business hours. The expectation is that the building is left better than it is found.

Coffin Memorial Hall

Monday-Friday 8:00 am – 5:00 pm

Coffin Hall is the primary administration and classroom building. This building operates Monday through Friday from 8:00 am to 5:00 pm

Howie's Activity Center

Monday-Friday 8:00 am – 5:00 pm

Howie's Activity Center (HAC) is home to Thunder Athletics and serves as the primary indoor recreation space for all MCC students, faculty and staff. The HAC provides lobby and gym space as well as the Sanders Family Strength Center. After-hours access is available to faculty, staff and students each semester and will be communicated by the Athletics Director.

Jolliffe Hall

Monday-Friday 8:00 am – 5:00 pm

Jolliffe Hall is home to the Wilson Worship Center, classroom space as well as the MCC library. Students, faculty and staff also have afterhours access to this building.

Johnson Hall

The former residence hall is currently closed.

Kenoyer Hall

The residence hall on campus provides separated housing units for male and female underclassmen students. These units are suite style with shared living and bathroom spaces with separate bedrooms for up to three students. More information about the residence hall is found below in the Residence Halls section.

Maintenance Building

The Maintenance Building on the far West side of campus is home to the Director of Maintenance. Any maintenance requests can be submitted here or be sent to building supervisors or to maintenance@mccks.edu. Please also CC your Resident Assistant on your email request.

Kansas State University facilities such as the Chester E. Peters Recreation Complex, Hale Library and the Student Union are available to MCC students that are not enrolled in KSU courses. Some facilities, such as the rec complex, have additional fees attached to their usage. For up-to-date information please contact the Vice President for Student Life.

Campus Safety

In the event of a campus closure or emergency, the administration will notify the campus community via the Campus Notification System. This is an alert sent via text message from the Populi, the student information system, to all active members of the MCC community and will contain information about the closure or emergency as well as next steps.

Tornado Procedures

Manhattan Christian College follows the city of Manhattan's storm warning system to ensure student and staff safety in the event of a tornado.

Warning System:

- The city sirens will sound three-minute intervals to signal a *take-cover warning*.
- Regardless of your location on campus, stay away from windows and exterior doors during severe weather.

Recommended Areas of Safety by Building:

Coffin Hall: First-floor hallway (west end); first-floor northeast corner (east end).

Campus Center: Basement (north end); restrooms provide some protection. *Caution:* This building has a free-span roof and glass walls, making it a hazard area.

Howie's Activity Center: Offices and restrooms (west side). *Caution:* Free-span roof poses a hazard.

Kenoyer Hall: First-floor hallway, or Campus Center basement if time permits.

Jolliffe Hall: Basement offers best protection.

If you cannot reach a designated safe area, be sure to avoid windows, doorways and areas with glass. Use interior hallways or bathrooms on the lowest floor of your building. Sit, crouch or lie flat, covering your head. Use blankets or other coverings for added protection. Take shelter under sturdy furniture (example: desk or table).

Fire Procedures

In the event of a fire, remain calm and follow these steps to ensure your safety and the safety of others. If you hear the fire alarm exit the building quickly and calmly using the nearest exit. Do not use elevators. Use interior stairwells instead. Familiarize yourself with fire exits and extinguisher locations in all campus facilities.

Building-Specific Exits:

Jolliffe Hall: Use interior stairwells closest to your location.

Campus Center and Residence Halls: Exits are clearly marked; fire extinguishers are located on every floor.

Coffin Hall: Follow exit signs to the nearest exit. *Do not use the elevator.*

Howie's Activity Center: Go to the nearest exit; all exits are clearly marked.

Athletics

Athletics Director: Adam Gage, M.S.

Assistant Athletics Director: Lauren Sanders

Manhattan Christian College participates in the Midwest Christian College Conference (MCCC) and the National Christian College Athletic Association (NCCAA). Teams and individuals representing the college regularly compete in five sports at the varsity level. All participants must get a pre participation sports physical and show evidence of adequate medical insurance coverage.

Participation in MCC athletics is regulated by the institution, the conference and the NCCAA. All athletes must fulfill institutional, as well as conference 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.

For the most up to date information on MCC Athletics [please visit the athletics website](#).

Residence Halls

Supervisors: Sam and Hali Clark

Residence hall living provides unique opportunities for personal growth. Living in the residence hall lets students be involved in many small group experiences that complement and support the mission of the college. Research demonstrates that living in a community has a significant impact on a student's college experience. Compared 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.

Living in the residence hall plays an essential role in a student's life. Therefore, Manhattan Christian College requires all students enrolled in six or more credit hours to live in the residence halls for the first two years after high school graduation. The only exceptions to this rule apply to students who are married, at least 21 years old, or have parents who reside within Manhattan, KS or surrounding area. In the case of parents that live in the Manhattan surrounding area, the student is expected to live with their parents or legal guardians.

For anyone living outside the residence hall, members of the opposite sex are not permitted to live together. Marriage or living with an immediate family member are the only exceptions. First and second-year degree-seeking students have priority in residence hall housing. Students wishing to appeal for an exception to this policy may do so in writing by contacting the Vice President for Student Life.

Residence Hall Staff

At Manhattan Christian College, Residence Hall Supervisors and Resident Assistants are key leaders in creating a Christ-centered, supportive, and engaging living environment.

Residence Hall Supervisors

- Encourage residents in their Christian growth and help maintain the best possible conditions for living and studying.
- Plan weekly devotions and social activities, oversee discipline within the residence hall, and provide additional services and programs.
- Assist students with college transitions and personal challenges.
- Report directly to the Housing and Dining Coordinator.

Resident Assistants (RAs)

- Student leaders selected through an application process to serve in this role.
- Collaborate with Residence Hall Supervisors in managing and implementing the residence life program.
- Provide support and guidance to residents in navigating college transitions and personal matters.

This team works together to ensure a safe, welcoming, and spiritually enriching community within MCC's residence halls.

Residence Hall Expectations

Manhattan Christian College seeks to foster a safe and Christ-centered living environment where students can grow spiritually, academically, and socially while respecting the rights of others.

"Let each of you look not only to his own interests, but also to the interests of others." (Philippians 2:4)

Room Care and Inspections

- Students are responsible for the care and cleanliness of their rooms and furnishings.
- Residence Hall Supervisors may inspect rooms at any time.
- Weekly inspections will be conducted, and residents will be assigned cleaning responsibilities (*job checks*).

Lounge and Room Access

- Students may socialize in lounge areas of the residence hall.
- Members of the opposite sex are not permitted in hallways or individual rooms except during designated residence hall hours.

Overnight Guests

- Visitors must request approval from the Residence Hall Supervisor to stay overnight.

Furniture and Bicycles

- All residence hall furniture must remain in assigned student rooms.
- Students may bring personal furniture with approval from the Residence Hall Supervisor.
- Bicycles are not permitted inside residence halls. Bike racks are available throughout campus for storage.

Decorations

- Nails are not permitted. Use sticky-tack or 3M Command Strips to hang posters and pictures.

Pets and Emotional Support Animals

- Pets are not allowed in residence halls
- Emotional Support Animals (ESAs) may be approved through the college's ESA application process.

Weapons

- Firearms and other weapons are not permitted in residence halls.
- Knives may be kept for reasonable purposes (e.g., kitchen use) and must be stored responsibly.

Noise Levels

- Stereos and other audio equipment are allowed, but sound should be confined to the student's room and kept at a level that does not disturb others.

Check-In and Check-Out Procedures

- Residence Hall Supervisors will inspect rooms at the beginning and end of the year.
- Failure to properly check in or check out will result in forfeiture of the security deposit.

- Deposits will be refunded if rooms are left clean and undamaged. Any damages or excessive mess will result in deductions from the deposit.
- Students changing rooms mid-year must follow the same procedure.

Personal Property and Security

- MCC is not responsible for loss of personal property. Students are encouraged to carry personal property insurance.
- For safety, students should lock their doors whenever they leave their rooms.

Residence Hall Curfew Hours

Manhattan Christian College seeks to create a safe and healthy environment for students to grow spiritually, academically, and socially. Curfews are in place to support these goals and encourage wise stewardship of time and relationships.

Freshman Curfew Hours:

- Sunday–Thursday: 12:00 AM (Midnight)
- Friday and Saturday: 1:00 AM

This curfew is in effect throughout the fall semester and continues into the spring semester until spring break. Residence Hall quiet hours will be observed from 11:00 pm to 7:00 am every night for the duration of the academic year.

Residence Hall Hours Expectations:

- Students living in the residence halls are expected to stay every night in their assigned hall unless prior arrangements have been approved by a Residence Hall Supervisor.
- College-sponsored activities that conflict with curfew hours may be considered valid exceptions at the discretion of the Residence Hall Supervisor. Generally, students are expected to return to their residence hall immediately following the conclusion of the activity.
- Members of the opposite sex are not permitted to visit on the floor or in the suites but may visit in the lobby.
- Non-residents and visitors must leave the residence hall prior to the start of curfew hours for the duration of the school year and may NOT spend the night.
- Exceptions may be made by the Residence Hall Supervisor only and must be requested by email prior to the visit. Any violation of the expectations for hours or guests will be handled by the Residence Hall Supervisors and may also be referred to the Discipline Committee.

Residence Hall Devotions

Residence hall devotions are held on Monday evenings and are mandatory for all residents. Students that are late or miss devotions will be fined by the Residence Hall Supervisor. Other campus activities will not interfere with devotions.

Meningitis Policy

Following the recommendations from the Centers for Disease Control and Prevention (CDC), MCC prefers that all new students residing in campus housing to be vaccinated for meningitis. Each student must have a medical provider complete his or her health record and submit a copy of the record as part of the residence hall application process. If a student refuses the vaccine, a waiver must be signed. The meningitis waiver can be found on the application portal or by contacting the residence hall supervisor. Residence hall applications will not be processed until this information is received with a completed application and security deposit.

Security Deposit

MCC requires a security deposit to be submitted with every application to start the housing assignment process. This deposit is for cleaning, damages incurred, and keys. Refunds will be mailed at the end of the academic year after rooms are inspected by supervisors and checkout sheets are returned to the office of Financial and Administrative Services. If a student decides to move out at the end of the fall semester the deposit may be held until the end of the academic year. Students planning to live in the residence hall the following year will have their deposit held over. If a student decides during the summer they will not return to MCC they must notify the Residence Hall Supervisor by June 1st or they may forfeit their deposit. Checks may be made to Manhattan Christian College.

The security deposit fee is \$150.00 until June 1st. A late fee of \$50 will be charged for any applications received after June 1st for a total of \$200.00.

Student ID Cards and Physical Keys

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 and library cards. If a student loses their ID card, they will be charged \$25 for the replacement.

Holidays

The residence hall will be closed during Thanksgiving break, Christmas break and Spring Break as well as during the summer months. During these times the residence hall will be locked and unavailable. Exceptions to this policy may be made by the Residence Hall Supervisor.

Laundry

Student laundry facilities are available in the residence hall.

Dining Services

Housing and Dining Coordinator: Karis Foster

All students living in MCC residence halls are required to participate in a meal plan. This policy supports the College's commitment to fostering a healthy, connected community centered on shared meals and fellowship. Shoes and shirts must be always worn in the Campus Center. Students are required to scan their MCC ID at each meal.

MCC Dining Services will strive to accommodate students with special dietary needs. Any students with such needs should submit a physician-signed list of allowable foods to the Housing and Dining Coordinator. If dietary needs cannot be met, the student may meet with the Housing and Dining Coordinator and the Vice President for Student life to discuss options.

Meal Plan Options:

- At the beginning of each semester, students choose one of the following:
 - 15-Meal Plan: 15 meals per week
 - 10-Meal Plan: 10 meals per week
- Once selected, meal plans cannot be changed during the semester.
- Meals are non-transferable and may not be traded or shared with other students or guests.
- Students not living in a residence hall may purchase individual meals or a 5-Meal Plan.

Dining Hours

Breakfast:

Monday–Friday: 7:30 am – 9:00 am

Cafeteria Lunch:

Monday/Wednesday/Friday: 11:00 AM – 1:00 PM

Tuesday/Thursday: 12:00 PM – 1:00 PM

Cafeteria Dinner:

Monday–Thursday: 4:30 PM – 6:30 PM

Cafe Dinner:

Friday: 5:00 PM – 6:30 PM

Weekend Cafe Lunch & Dinner:

Saturday/Sunday Lunch: 1:00 PM – 2:00 PM

Saturday/Sunday Dinner: 5:00 PM – 6:30 PM

Financial and Administrative Services

Vice President for Financial and Administrative Services: Todd Lhuillier

Director of Financial Aid: Jeff Roush M.S.

Financial Aid Processing Specialist: Samantha Zimmerman

Director of Maintenance: Jim Vajda

The office for Financial and Administrative Services handles all student financial aid, billing and payments along with parking services, maintenance and mail services.

Billing & Payments

MCC is committed to stewarding financial resources with integrity and clarity. Students are encouraged to be responsible and proactive in managing their financial commitments.

Accounts & Questions

All payment-related inquiries—including billing, tuition, fee payments, and financial record updates—should be directed to: Accounts Receivable Office

Tuition & Fees

For a current and detailed breakdown of tuition and fees, refer to the MCC College Catalog or MCC's website.

Thunder Resource Fee

This fee grants students access to a variety of essential campus resources that support both academic and personal development. These include campus Wi-Fi and technology services, parking permits, access to Howie's Activity Center and the Campus Center, participation in Student Government events, and professional counseling services provided by Andrews & Associates.

Housing & Dining Fee

This fee is determined by the meal plan selected. For details, refer to the website for most up to date costs.

Parking

All vehicles parked on MCC property require a parking permit. The fee for a parking permit for full-time students is included in the Thunder Resource Fee. For all part-time and online students, a parking pass may be purchased in the Financial and Administrative Services office. Please refer to the college catalog and website for more details.

Campus Maintenance

Maintenance requests may be submitted using the maintenance request form on the website or by emailing maintenance@mccks.edu. Please also CC your Resident Assistant on any maintenance request by email. Please expect 24-48 hours before you receive a response.

Health Services

Manhattan Christian College does not provide primary insurance or health care coverage for students. Students are encouraged to have primary coverage and find a health care provider in Manhattan.

Kansas State University Dual Enrollment

Manhattan Christian College does not extend courtesy payments to Kansas State University for students enrolled in dual enrollment programs. Please see catalog for details.

Additional Charges

Other charges may be applied under certain conditions (e.g., replacement IDs, damages, late fees). Refer to the College Catalog for a complete list.

Terms of Payment

Student accounts must be paid in full or be on a payment plan by the first day of classes. Please see the college catalog and website for full payment policies.

Refund Policy & Return of Federal Aid

Policies for student account refunds and return of federal aid funds are detailed in the Academic Catalog.

Student Paychecks

Students employed by Manhattan Christian College are strongly encouraged to set up direct deposit for receiving their campus wages, as it is the most efficient and secure method. However, paper checks are available upon request for those who prefer that option. Paydays follow a biweekly (26-week) schedule, with wages issued every two weeks. Students may contact the Financial and Administrative Services Office for the full payroll calendar or for any questions regarding their paycheck.

Mailroom

All degree-seeking students will be assigned a mailbox. Mailboxes are accessed in the mailroom in Coffin Hall via combination lock. Incoming mail is distributed to student mailboxes Monday through Friday. Packages will be made available in the Financial and Administrative Services office.

Financial Aid

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 more information concerning financial aid opportunities at MCC, students should see Student Financial Services.

Student Consumer Information

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

For the current graduation or completion rate at MCC refer to the [Public Information](#) section on our website.

The information concerning the Department of Education Drug-Free Schools and Campuses Act is located on our website within "Consumer Information"

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.