Equipping for the Journey

"equipped for every good work" 2 Timothy 3:17
POINTS OF CONTACT
The following list allows you to quickly contact us to help you if you have a question. If you are ever unsure about who to contact, give us a call in the Student Life Office at 208.376.7731 x1033. We will be glad to help you or point you in the right direction.

<table>
<thead>
<tr>
<th>Area Where You Need Help</th>
<th>Person Who Can Help You</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics</td>
<td>Charles Faber</td>
<td>7421</td>
</tr>
<tr>
<td>Admissions</td>
<td>Mike Maglish</td>
<td>7403</td>
</tr>
<tr>
<td></td>
<td>Joe Hansen</td>
<td>1038</td>
</tr>
<tr>
<td></td>
<td>Sara Feaster</td>
<td>1032</td>
</tr>
<tr>
<td>Outreach Coordinator</td>
<td>Curt Nordhelm</td>
<td>1034</td>
</tr>
<tr>
<td>Athletics</td>
<td>Joe Hansen</td>
<td>1038</td>
</tr>
<tr>
<td>Business/Finance</td>
<td>Val Welch</td>
<td>7406</td>
</tr>
<tr>
<td></td>
<td>Chris Richter</td>
<td>7415</td>
</tr>
<tr>
<td>Development</td>
<td>David Davolt</td>
<td>7416</td>
</tr>
<tr>
<td></td>
<td>Mark Stevens</td>
<td>7404</td>
</tr>
<tr>
<td>Dormitories</td>
<td>Tammy Christensen (Residence Director)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Residence Assistants:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collin Barth</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Danielle Barth</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Lyshelle Cole</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Silas Moe</td>
<td>N/A</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>Ross Knudsen</td>
<td>7422</td>
</tr>
<tr>
<td>Faculty</td>
<td>Dale Cornett</td>
<td>7412</td>
</tr>
<tr>
<td></td>
<td>Jessica Doddek</td>
<td>1035</td>
</tr>
<tr>
<td></td>
<td>Charles Faber</td>
<td>7421</td>
</tr>
<tr>
<td></td>
<td>Russell Grove</td>
<td>7409</td>
</tr>
<tr>
<td></td>
<td>Amber Grove</td>
<td>7423</td>
</tr>
<tr>
<td></td>
<td>Danny Harrod</td>
<td>7419</td>
</tr>
<tr>
<td></td>
<td>Chuck McCoy</td>
<td>7402</td>
</tr>
<tr>
<td></td>
<td>Rebecca Owens</td>
<td>7407</td>
</tr>
<tr>
<td></td>
<td>Rich Schell</td>
<td>7417</td>
</tr>
<tr>
<td></td>
<td>Terry Stine</td>
<td>7418</td>
</tr>
<tr>
<td></td>
<td>Dr. Derek Voorhees</td>
<td>7414</td>
</tr>
<tr>
<td></td>
<td>Dr. Ben Williams</td>
<td>7413</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Joyce Anderson</td>
<td>7405</td>
</tr>
<tr>
<td>IT Department</td>
<td>Val Welch</td>
<td>7406</td>
</tr>
<tr>
<td></td>
<td>Mark Stevens</td>
<td>7404</td>
</tr>
<tr>
<td>Department</td>
<td>Name</td>
<td>Phone</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Val Welch</td>
<td>7406</td>
</tr>
<tr>
<td>Library</td>
<td>Amber Grove</td>
<td>7423</td>
</tr>
<tr>
<td></td>
<td>Nadene Mack</td>
<td>7424</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Jon Shingler</td>
<td>N/A</td>
</tr>
<tr>
<td>President's Office</td>
<td>Terry Stine</td>
<td>7418</td>
</tr>
<tr>
<td></td>
<td>Mary Reich</td>
<td>7418</td>
</tr>
<tr>
<td>Receptionist</td>
<td>Maxine May</td>
<td>7401</td>
</tr>
<tr>
<td>Student Life</td>
<td>Cody Christensen</td>
<td>7420</td>
</tr>
<tr>
<td></td>
<td>Nell Voorhees</td>
<td>1033</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Chris Richter</td>
<td>7415</td>
</tr>
</tbody>
</table>

**BBC’S MISSION**
The mission of Boise Bible College is to raise up a leadership for the Lord’s church by:

...preparing students for full-time Christian ministry.
...preparing students to serve as church leaders.
..providing students with spiritual enrichment.

**BBC’S PURPOSE**
We believe that Christian higher education must be given its direction by the Bible, the inspired Word of God. This is the key point of reference for all knowledge. What God says in the Scriptures about what we believe, how we act, and what we do with our lives is vitally important at BBC.

Each class and degree program has been carefully selected to equip you to be an effective witness for Jesus Christ. Every student activity has been designed with you in mind, so that it will contribute toward making you a well-rounded believer in Christ.

**ACADEMIC RESOURCES**
Boise Bible College enjoys an excellent academic reputation, one that has grown over the years and is due in large measure to the caliber of the College faculty and the dedication of the staff and administration. The students graduating from BBC have proven themselves in graduate programs across the nation.

As a small college with small and medium size classes, students have an opportunity to work closely with members of the faculty. Students at BBC have the opportunity to ask questions in class and meet with faculty members in their offices or perhaps over a cup of coffee. The academic policies of the College are outlined in the *Boise Bible College Catalog*. If you have a question or suggestion related to academic life, see the Academic Dean or another member of the faculty. They will be glad to help you.
SPIRITUAL GROWTH

Personal Devotions
There is no substitute for prayer and Bible study to nurture spiritual growth. Be sure to include private devotions in your schedule. You will have the opportunity to find other students to serve as accountability partners and share prayer concerns.

Chapel
Chapel provides an opportunity for students, faculty and staff to meet for a time of worship and encouragement. Chapel is held on Tuesdays and Thursdays from 10:30 am until 11:20 am. Committee meetings and class meetings are held once each month on Thursdays after Chapel from 11:30 am until 12:00 Noon.

In the midst of our formal academic studies, our chapel times provide an important time of community in the development of our relationship with each other and with God. Students actively participate in Chapel by: leading worship, drama, speaking and providing audio/visual assistance.

Attendance is required for all full-time students, whether on or off campus. A noncredit pass/fail (P/F) grade will be shown on your transcript. Students must record their attendance by scanning the bar code from their school ID card on the way in to the auditorium.

A student may miss up to three chapel services per semester and still receive a passing grade. On the fourth absence and thereafter any Chapel service missed must be made up by going to the BBC Website (Current Students – Resources - Chapel Schedule – Make-up Form - Listen to the speaker online - Submit a make-up form which will be sent to the Student Life Department). Chapel messages that were not recorded on the day of an absence can be made up by listening to another message by a different speaker of your choice. The other message must not be the same one you listen to while attending your church for a regular service. There are no excused absences for Chapel attendance (for example: a job or sickness).

Students who violate the minimum attendance standard need to be aware of the administrative consequences: (1) the first semester of failing chapel the student will be placed on administrative probation; (2) in a succeeding semester of violation, the student will be on suspension and denied re-admittance for the following semester until the previous semester attendance absences are made up; (3) graduating seniors in this case will not be allowed to graduate until one of the previous two semesters is made up by the student.

Local Church Membership
Soon after the school year begins, you may have the opportunity to meet most of the ministers of the Christian Churches, Churches of Christ, and other New Testament
churches in the area. We invite you to visit the area churches during the first couple of months of school.

By the end of eight weeks, it is expected that you will have selected one congregation as your new church home and have some responsibility to serve. In choosing a church be sure to consider transportation, the need (both theirs and yours), and the opportunities for service.

**Be A Mentor**
Plan to be a blessing to your fellow students. Have regular private devotions and share your spiritual insights with others. Be concerned instead of critical, a mender of broken relationships rather than participating in gossip. Make a positive impact for Christ on those around you.

**Spiritual/Missions Emphasis Weeks**
Each semester BBC brings a speaker to share with the college family, out of the riches of his own experience, how to develop a closer walk with Christ. During these weeks, along with Chapel, special services may also be held in the evenings. The speaker will eat several meals in the cafeteria and may be available for special counseling and small group teaching with those who desire private discussions. Spiritual/Missions Emphasis Weeks are one of the highlights of the year. Spiritual Emphasis Week is held during the fall semester. Missions Emphasis Week is held during the spring semester.

**All-School Retreat**
This retreat is designed to allow administrators, students, faculty and staff the opportunity to get to know one another on a personal level through fellowship, worship and Bible study. This is a requirement for all Freshmen. All other students are encouraged to attend.

**Spring Conference**
Boise Bible College hosts the annual Spring Conference in May. The academic, spiritual, and social importance of the event allows the College to include the Conference in semester studies.

During the program that runs all day Tuesday through Thursday, the BBC community and guests have the opportunity to listen to outstanding speakers from all over the country. Workshops will also be led by men and women knowledgeable in their particular field. These programs can help students learn more about the Bible and how to teach and preach it more effectively.

Students serve in several ways at the conference: usher, present and introduce
speakers for workshops, present special musical and dramatic productions, help lead in musical worship, and give public testimonies about their faith. Students serving in these ways fulfill two purposes: (1) students gain experience leading large groups, and (2) church leaders see future leadership in action. Many churches come to the Conference with the thought of finding preachers, worship leaders, youth ministers, children's ministers and Christian Education directors.

Regular classes will be dismissed and full-time students are required to attend at least two-thirds of the sessions in relation to their normal class times. The required percentage of attendance is prorated for part-time students. More work hours are not to be added during Conference. Students are expected to plan well in advance to be part of this important event.

Faculty Advisors/Family Groups
All students at Boise Bible College are assigned to an academic advisor. Faculty advisors are your first point of contact for pre-registration and questions concerning your academic program. They serve as your Family Group leaders as well and will host several activities for the group throughout the year.

CHRISTIAN SERVICE PROGRAM
The purpose of Christian Service has to do with learning what takes place outside the classroom. Just as we have expectations for classroom work at BBC, we also have certain standards for fulfilling the Christian Service Program requirement.

(1) Requirement of Attending Church
For freshman students, it means that within the first six to eight weeks of the school year, you will find a church to call home. Our expectations for you at this level are that you attend worship services on a weekly basis and find ways to serve. For Sophomores, Juniors, and Seniors, the requirement is that you are expected to be a regular church attendee and an active participant in your congregation. You are to find a specific area in which to minister. This includes, but is not limited to: helping to lead a small-group Bible study, serving as a sponsor in the youth group, taking part on a worship team, assisting with a Sunday school class, or organizing and leading another service project. If you are a Junior or Senior not currently enrolled in either Internship or fieldwork, then these same expectations apply to you.

(2) Requirement of Christian Service
Students will also be required to find at least one supervised project during fall semester and another service project during the spring semester in which to serve. These projects may include but are not limited to: a canned food drive, “Rake Up Boise”, fund raisers, etc. All students enrolled at BBC for six or more credits are required to participate in the Christian Service program. The Christian Service
Coordinator will evaluate your performance in the Christian Service Program with a final P/F grade, based in part on your responses to forms on ASLAN. When warranted, these evaluations will be discussed with you and may be placed in your file for later reference.

**CAMPUS LIFE / CAMPUS HOUSING**

*Dormitory Housing*

Freshman and Sophomore single students under the age of 21 are required to live in campus housing. Students under the age of 21 who desire to reside off-campus must seek approval from the Dean of Students unless the student is living with a parent or taking less than twelve (12) credit hours. Approval must be obtained before signing a lease for an apartment or house.

Studies of students enrolled in both private and state schools have shown conclusively that students who live in college dormitories generally do better scholastically and have a much higher chance of graduating. This confirms our experience at Boise Bible College.

BBC does not typically allow students with less than eight (8) credit hours to live on campus. Certain exceptions may apply.

Dormitory suites house one to four students (each dormitory building is separated by gender). All members of a suite share a common bath, but living and sleeping rooms are only shared by two or three students and most suites have a separate entrance. All sleeping areas are required by law to have a window and an outside door (all beds must be in a room with a window).

Room assignments are made by the Dean of Students prior to the beginning of each school year. Students are expected to occupy only the room assigned to them.

*Married Student Housing*

BBC does not have building space for married student housing. In order to help accommodate married students and non-traditional single students 24 years of age and older there is an RV hook-up area in front of the maintenance shop. This area accommodates up to twelve 5th wheels or RV’s and is on a first come first serve basis. Once a student reserves and pays for a spot, that spot remains theirs as long as they are a student. Please check with the Student Life Office for questions or availability.

*Residence Directors*

The Residence Directors live in the East dormitory and are responsible for your well-
being while you live in campus housing at BBC. While the Residence Directors have the responsibility of making sure all students are following the housing guidelines they are also there to help students in their spiritual growth. The Residence Directors may impose disciplinary action when warranted.

If you are aware of a student who is consistently breaking the College rules, you have a responsibility to talk to that individual student and try to help him/her overcome his/her problem. If he or she is unresponsive, you have a definite responsibility to bring the matter to the Residence Director’s attention.

The Residence Directors are not your parents, nor will they try to be. They are people you can talk to, confide in, and counsel with whenever you feel the need. You should keep their needs as well as your own in mind and extend them the same courtesies you expect yourself.

The Residence Directors apartment is their home. Ring the door bell and stay outside until invited in. Do not mistake their living room for the student lounge or expect them to provide the snacks, etc., that you enjoyed at home.

Residence Assistants (RA’s)
Qualified students have been chosen by the Student Life Office to assist the Residence Director with students living in campus housing. Most importantly, their job is relational, to encourage growth in the students. They also perform duties like checking curfew, approving late night passes, performing room inspections, as well as ensuring harmony in the dormitories, and providing mail service. The RA’s are available to help resident students in any way they can.

BBC expects residents to observe the Housing Regulations outlined below:

Curfew
Dormitory residents are required to be in their own dormitory building between the hours of 12:00 midnight and 5:00 a.m. Sunday through Thursday. Curfew on Friday and Saturday is from 1:00 a.m. until 5:00 a.m. There is no curfew for students who are twenty-three (23) years of age or older. For students who break curfew the following actions will be taken: 1st offense = warning; 2nd offense = 5 hours of community service or a $25 fine; 3rd offense = 10 hours of community service or a $50 fine. Following a third offense the student will be required to meet with the Residence Director and the Dean of Students for further action which may include administrative probation and/or further action being taken. Students may spend the night in a friend’s room on campus with the permission of all residents in that room. An RA or the Residence Director must be notified or curfew violations will apply.
Late Night Passes
Students who are free from both academic and administrative probation may request special permission to stay out past the usual curfew hours. Requests for Late-Night Passes should be made to and approved by the Residence Directors or the student’s Residence Assistant (RA) before 10:00 p.m. The form for a Late-Night Pass can be found on the BBC Website. The student’s Resident Director or RA is to know where the student will be and the approximate time of return. Both, the Resident Director or RA’s are authorized to grant Late-Night Passes with the following limits: Freshman-four per semester; Sophomores-six per semester; Juniors and Seniors-unlimited (they are still required to complete forms and obey curfew hours).

Overnight and Weekend Passes
A student may petition the Residence Director and receive permission for Overnight Passes and Weekend Passes. The form for an Overnight Pass/Weekend Pass can be found on the BBC website. Students who are requesting these passes to go stay with their parents (or an adult relative) may petition their RA instead of the Residence Director – this is the only exception to Residence Director approval. Students who are on academic or any other type of probation but would like a pass to visit parents only must seek approval directly from the Dean of Students. Petitions require the following information: name, address, and phone number of the family where the student will be staying and the expected date and time of return.

Late or Overnight on College Business
When residents are on College-sponsored teams and the fulfillment of those obligations requires the student to come in after closing hours or to be absent from the dormitory overnight, the student’s RA or the Residence Director must be notified. Such late-night or overnight passes are in addition to those for which the student is eligible.

Noise Ordinance
During the hours from 10:00 p.m. until 7:00 a.m. any noise, talk, or music that can be heard through the walls of the dorm room’s is not allowed. This includes noise such as laughing, talking, and yelling, etc. from outside the buildings. Most people need this time for study or sleep. If a complaint is made against a student who violates this noise ordinance the following actions will be taken: 1st complaint = warning; 2nd complaint = 5 hours of community service or a $25 fine; 3rd complaint = 10 hours of community service or a $50 fine and/or administrative probation. The city of Garden City also has a noise ordinance in effect for these same hours.
Furnishings
Most bathrooms consist of a double sink, a toilet, and a shower (no tub). Each occupant is supplied a bed, a desk and a chair. Students share a dresser, a large built-in closet, and small utility closet. Residents are not to remove college furnishings from the room, and they must have prior approval before bringing in their own major pieces of furniture or appliances.

Students are expected to provide their own sheets (Twin Deep Pocket size), blankets, pillows, pillow cases, towels, etc., and to keep them clean. Fire regulations permit electric blankets and hot pots (but not hot plates), microwaves, crock pots, rice cookers, hot water boilers, and small refrigerators, but prohibit open flames or anything that works by using external heat (such as candles and incense). Toasters and toaster ovens are also prohibited to be used in dorm rooms.

Pets
No animals of any kind are allowed in the student dorm rooms. Fish are permissible if the aquarium is 10 gallons or less.

Food
Small refrigerators may be kept in the rooms. Snack foods may be kept in the rooms when sealed in metal, glass, or plastic airtight containers. Food preparation in the dormitories is limited to the use of microwaves and hot pot’s. Students must stay in the room and be attentive when microwaving any food. Smoke from burning food in a microwave will cause the fire alarm to be activated. Additional cooking may be done in the small kitchen adjoined to TV room in the gymnasium during normal hours of operation. Students who use this kitchen are responsible to clean up immediately following each use. Any food items or cooking utensils left out may be discarded at the discretion of college personnel. Food or food containers are not to be placed in the windows or walkways outside the rooms. Food left in the kitchen refrigerator must be marked with the student’s name and date. The refrigerator is cleaned out regularly by the Residence Director.

Room Care
Vacuum cleaners are to be checked out from the Residence Assistants (RA’s) and are to be cleaned out and returned promptly. Other items such as brooms, cleaning supplies, light bulbs, etc. are to be provided by the occupants.

Waste containers must be of flame-resistant plastic or metal and are to be emptied as necessary by the occupants into the common trash container located next to the west dorm building or the Multipurpose Building. Cardboard boxes and large plastic containers should be flattened and recycled.
Do not change the shower head that is supplied.

Pictures, mirrors, shelves, etc. should be affixed to the walls with great care using proper supports. Check with the Residence Director first. Nails, staples and push pins are to be used only with the prior permission of college personnel. Blue painter’s tape may be used to attach posters to the walls inside rooms. Damage to walls must be reported to a RA or the Residence Director. Cost of repairs will be charged to the student responsible for the damage.

Putting tape over door locks in order to bypass using the keypad is prohibited (This is a safety issue for the automatic door locking system in the west dorm). No posters, name-plates or other ornamentation should be placed on the doors of dormitories or other buildings. Usually such items deface the finish when they are removed. Students who violate this regulation will be charged accordingly upon move out.

Nails, push pins and tape of any kind are prohibited from being used on the walls of hallways and common areas. Decorations of any kind in these areas must be approved by an RA or the Residence Director before they can be put up. The administration reserves the right to take down and discard any items hung on the walls of common areas and hallways without seeking permission from the owner.

The cost of repairing damage to your room or furnishings will be taken from your deposit. If the deposit is not sufficient to cover damages, the balance will be charged to your account. Room deposits will not be available immediately after check-out, but will be calculated after room is cleaned and necessary repairs are made. Check out is not complete until room is put back in its original condition.

Any maintenance issues should be reported promptly to the maintenance department by filling out a form provided at the front desk of the administration building. This includes such things as leaking showers, loose door knobs, etc.

Explosives, Flammables, and Weapons
Firecrackers, firearms, ammunition, and other explosives or flammables such as gasoline and oil are forbidden in the dormitories. Firearms, paintball guns, blow darts, BB guns, and sharp weapons such as large knives, swords, throwing stars, etc. are also not permitted on campus at any time unless otherwise permitted by the Residence Director or the Dean of Students.

Room Inspection
Rooms will be inspected weekly and should be kept clean and neat at all times. Inspections are usually scheduled in advance. Personal belongings should be taken
care of appropriately with closets in order. The Administration in the Student Life Department reserves the right to conduct surprise inspections in the presence or the absence of residents to make sure housing regulations are being adhered to.

Room inspections are done to ascertain the following: Damages (Are there repairs that need to be made? Is the resident taking care of College property?); Safety (Are Health Department requirements being met?); Cleanliness (Are the rights of roommates being respected? Does the room reflect well upon the College?)

For students who fail room inspection the following actions will be taken: 1st offense = warning; 2nd offense = 5 hours of community service or a $25 fine; 3rd offense = 10 hours of community service or a $50 fine. Following a third offense the student will be required to meet with the Residence Director and the Dean of Students for further action which may include administrative probation and/or further action being taken.

It is the policy of the Administration to search any dormitory room if there is reasonable evidence of criminal activity there, whether the resident is present or not.

**Vehicles**

Vehicles are to be operated in a responsible and careful manner at all times. Maximum speed in the parking lot is 15 miles per hour.

Parking privileges allow one vehicle per student and require a permit to be obtained through the Student Life office. Parking Permit fee is $5. Parking Permit form can be found on the BBC website. Vehicles may not be operated or parked on sidewalks or grassy areas. Parking is not allowed in the driveway to the east of the Multi-Purpose Building. Disabled vehicles may not be stored on campus.

Motorcycles, tires, parts of cars, etc., may not be stored or repaired in College buildings or in dormitory walkways. Regular maintenance and minor repairs (such as changing oil, replacing brakes, etc.) can only be performed next to the maintenance shop and with the permission of the Director of Buildings and Grounds. Trailers or other equipment are only to be parked on campus with approval of the Dean of Students. Abandoned vehicles will be towed at the owner’s expense unless arrangements are made in advance with the Dean of Students.

**Laundry Care**

Laundry rooms are provided for each dormitory. Do not store either clean or dirty laundry in the laundry room. Dirty clothing should be kept in an appropriate container in your own room and only taken to the laundry area when you are ready to wash. Do not store dirty clothing in the laundry area to wash at a later time. In the same
way, when clothing comes from the dryer it should be immediately removed from the laundry area to your own room. Laundry or other items are not to be hung on the railings of the dorms upstairs.

All ironing should be done on standard ironing boards. Do not use desks dressers, or the rug for ironing. You will be held responsible for damage which results from burns and scorches. Unplug irons when they are not in use.

**Damage to Property or Equipment**
Residents are responsible for any damage or loss of College property which they or their guests cause either purposefully or accidentally. Any damage or loss should be reported immediately to the Residence Director or an RA with a full explanation.

**Maintenance Requests**
Malfunctioning equipment should be reported immediately on a Maintenance Request Form, which can be found on the BBC website, so repairs can be made. Do not attempt to make the repair yourself. Maintenance request forms are also available at the front desk, or from the Residence Director and RA’s.

When you occupy your room at the beginning of the semester, you are required to note on your inventory sheet any damage or exceptions observed. This record will be used by the College when you vacate your room to assess charges for damages and may affect your deposit refund.

**Guests**
The College may have guest facilities for visitors available. Also, there may be times during the school year (e.g., Perspectives and Preview) when you will be asked to house potential students. Family and friends who come to visit overnight normally stay in your dorm room, in the dormitory room of friends, or in a local hotel. The conditions for having guests on campus are:
1. Form must be filled out and arrangements made with the Residence Director before the guest is invited. Forms can be found on the BBC website.
2. Prior approval must be obtained from the other students who live in the suite where the visitor will stay.
3. Residents who invite guests to stay in the dormitories are responsible for any damage or theft done by the guest(s).
4. The visitor is the responsibility of the resident who invited him/her and must abide by the rules governing conduct on campus.
5. Meals may be eaten in the dining room on a cash basis (please refer to the Dining Room section for more information).
6. There is a $15.00 charge per night for all guests. (The only exception would be for parents of students. Parents stay free of charge.) Please make arrangements for
payment with the Residence Director before guests arrive on campus. 

(7) Any guest must check in at the reception desk in the Administration building when first arriving on campus.

Living Harmoniously
Students who are unaccustomed to the give-and-take of family living may experience some difficulty in adjusting to living in a suite with other students. Every effort should be made to treat suite mates and other residents with respect and kindness.

Occasionally, issues arise that are difficult to deal with. In these cases, students are encouraged to seek a resolution that is acceptable to both parties. If there is no satisfactory resolution after both parties have tried to work out the problem, help should be sought with either the Residence Directors or the Residence Assistant(s). If a peaceful solution still isn’t reached, the issue will be addressed by the Dean of Students. Roommate contracts are filled out at the beginning of each semester. These contracts help roommates think through many issues so that problems are minimized.

Privacy
Each resident is expected to respect the privacy of others. Knock before entering. Do not enter the room of another resident when that person or his/her roommate is not present. Borrowing another's clothing, computer, printer or other items is unacceptable without approval from the owner.

Personal Hygiene and Grooming
Students at Boise Bible College are expected to maintain high standards of personal cleanliness and neatness both on and off campus. Regular bathing, deodorant, clean clothing and neatness in grooming is important for health reasons and also out of respect for others.

Visitation
Male/Female visitation is permitted in public areas only. No men are allowed in women’s dorm rooms/no women are allowed in men’s dorm rooms.

Movies/video games
R rated movies are prohibited to be watched in any common areas on campus. In addition, video games rated M (Mature) or higher are also prohibited to be played in any of the common areas on campus. Violation of this guideline will result in administrative discipline which may include, but is not limited to community service and/or administrative probation.
Drugs/Alcohol/Tobacco
No illegal drugs, alcohol, or tobacco products of any kind are allowed in any campus housing. See the Prescribed Conduct section of this handbook for more information.

Move In
Rooms are not available before the designated move-in date. Exceptions are made for certain student groups and the Residence Assistants (RA’s). Otherwise, you must have the prior approval of the Dean of Students for an early move in time. The cost to move in early if you are not part of an approved student group is $15 per night. You also must notify the Dean of Students no later than August 1 if you decide not to return to the dorms. Failure to meet this deadline will result in forfeiture of housing deposit. Students indicate their intention to return to the dormitories as they pre-register in the spring.

Move Out
Please be aware of the move-out date (noon Monday following graduation) and make plans accordingly. The following applies in order to receive a full refund on your housing deposit ($150): (1) you must sign up for a check-out time, and (2) all posted room cleaning and check-out procedures must be followed. Failure to check-out or to move out by noon on the Monday following graduation will result in forfeiture of your complete housing deposit of $150. Move Out forms can be found on the BBC website. The College reserves the right to dispose of any unclaimed property in the dorms after the move-out date. Any bicycles left on the bike racks following move-out must have a tag with the owners name clearly written on it. Any bikes left after move-out without a tag will be donated to a local charity. If a student chooses to move out between the fall and spring semesters they are required to follow the above procedures with specific check-out time scheduled with the RA. Failure to do so will result in loss of the $150 housing deposit as well as a $15 charge per day for each day your belongings stay in the room over the stated move-out date.

Campus Housing between Fall and Spring Semesters
The dormitories close between the fall and spring semesters. Students who wish to occupy their room during this time may make arrangements with the Dean of Students. Rent for the month in-between the fall and spring semesters is $150. Students who decide not to return for the spring semester must follow the check-out procedure above and must vacate the room no later than seven days prior to the move-in date for the spring semester. Failure to do so will result in forfeiture of entire housing deposit of $150. Campus Housing forms can be found on the BBC website.

Summer Housing
Students who wish to remain in student housing during the summer must make
arrangements with the Resident Director. Summer housing rent is set by the Business Department in early April. Campus Housing forms can be found on the BBC website.

IN CASE OF AN EMERGENCY
There are three first aid kits available on campus: (1) near the Librarian’s Office; (2) in the Laundry Room, and (3) at the end of the hall in the Administration Building.

In the case of a fire, get out of the building quickly. Take every alarm seriously! Everyone is to exit the building at the nearest fire exit. Do not come back for personal belongings or to put away your things. Do not mill around on the sidewalks. Go directly to the assigned safe area! In case of a real emergency, Fire & Rescue personnel will need easy access to fire hydrants and to the building or buildings. Once a building has been evacuated, wait for the permission of the person in authority before re-entering.

There are THREE designated SAFE AREAS of evacuation on campus. In the event of a building evacuation please go directly to the designated SAFE AREA required for your building. These areas are as follows:

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>SAFE AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Light pole by Marigold St. at WEST entrance.</td>
</tr>
<tr>
<td>Classroom/Chapel</td>
<td>Flag poles by Marigold St. at EAST (Main) entrance.</td>
</tr>
<tr>
<td>Dorms/Gym</td>
<td>Softball field backstop.</td>
</tr>
</tbody>
</table>

In the case of a violent act, such as gunfire, do not leave your room. The door should be locked and barricaded with a heavy table or desk. Stay on the floor and under a desk or table until the authorities give an all-clear signal. In the unlikely event that a violent act is being committed in the room, or building you are in at the time, take every precaution to keep yourself and those around you safe.

HEALTH ISSUES
Sickness
It is important that the Residence Director be informed immediately of any injury or sickness serious enough to keep a student out of class or from eating in the cafeteria. The responsibility of informing the Residence Director rests on the roommate of the injured or sick resident.

When appropriate, the student’s RA will bring the student food from the cafeteria. In the event of an emergency, students are advised to either call 911 or go directly to Boise Minor Emergency Center (2993 N. Cole Road – 208-378-0400) or to St.
Luke’s Regional Medical Center (190 E. Bannock Street, Boise – 208-381-2235) emergency room. Next, notify an RA or the Residence Director immediately.

If you are contagious or unable to care for yourself for an extended period of time, there is no alternative except to hospitalize or send you home for family care. As a student, it is your responsibility to be sure you carry adequate medical insurance.

**Medical Record Card**

It is extremely important that the College keep a complete and current medical record card on file for each student. Often the information can help in cases of emergency when the student needs to be treated by a physician unfamiliar with the student's medical history.

**Counseling**

The Residence Assistants and the Residence Director are available for students and to listen to their concerns when needed. In the event that the student is in need of or desires further assistance with personal issues, the student is encouraged to speak with the Dean of Students or a member of the Faculty. When necessary, students may be referred to a professional Christian counselor. Contact the Dean of Students for help with a referral. Students must keep in mind that the college staff is responsible for upholding college regulations. These two “hats”—friend and faculty member can produce real tensions when counseling reveals breaches of conduct on the part of the student.

The staff and faculty have a responsibility to be sure from the outset that the student counselee knows that while they will not generally share confidential matters with anyone else, they cannot promise to maintain a “lawyer-client” or “minister-church member” relationship. The student counselee needs to know that breaches of Christian morality and/or College regulations will probably be reported to the proper College authority, and that certain violations of the law will be reported to local authorities as required by federal, state, or local laws.

**DRESS CODE**

All BBC students are expected to dress in a modest and appropriate manner. The basic concern is that clothing be neat, appropriate for the occasion and modest. Shoes must be worn in all College facilities except the dormitories. All students are expected to maintain acceptable standards of dress, appearance, and hygiene. Students not living on campus are expected to follow these guidelines when on campus. Low cut tops exposing too much or very short skirts or shorts, pants or jeans hanging below the waist exposing underclothing, and excessively tight clothing is considered unacceptable. Members of the College community make an effort to dress appropriately for each occasion. When questions about what to wear arise,
check with the Student Life Department.

General guidelines are as follows: Unkempt attire (including pajamas, sweat pants or baggy fitting jeans) is not acceptable in the classroom, chapel, library, or administration building. Casual dress is acceptable during classes and chapel. Business casual attire (khaki or dress pants with a polo or collared button up shirt with or without tie and nice shoes for men – skirts, dresses, or dress pants/suits with nice top and nice shoes for women) or formal business attire (suit, tie) may be appropriate for special College functions or when participating in certain leadership capacities.

COLLEGE FACILITIES
With proper permission, classrooms may be used for other than academic purposes. Student groups desiring to use facilities should make reservations by going to the BBC website and filling out the college Facilities Use Request form. Groups using the facilities are responsible for putting the room back into order for regular College use.

Furniture and equipment may not be removed from its location by anyone other than college staff without prior approval from the Student Life Office. No food is allowed in classrooms. Covered beverage containers are allowed in classrooms.

Because many plastic soles and heels produce black marks on the floor which are difficult to remove, tennis or similar shoes must be used when engaged in sports activities in the gym.

Pianos, organs and other musical instruments are reserved for the use of BBC music students. Other students may use the pianos (except the grand piano) when music students do not need them. Close and cover them when you finish using them.

Library
Books, audiovisual equipment, and supplies may be checked out for specific purposes from the Library as provided in the User's Guide to the Library. The Library maintains a copier for the students to copy material from reference items at a charge. Change is available from the Librarian.

Gymnasium
Sports activities in the Gymnasium include basketball, volleyball, dodge ball, badminton and soccer, and fitness classes. Care should be exercised to avoid damaging or marking the walls with the ball or shoes.

The kitchen is equipped for cooking small meals and has a place to wash dishes.
Users are expected to clean up after themselves.

The TV room is open from early morning until curfew each night so all students can meet together to hang out, watch television, play games, etc.

The workout room is equipped with functional machines and equipment for exercise and physical training. For the benefit of all students, please use the equipment for its intended purpose only and do not act in a way that will damage the equipment or cause physical harm. Use of the workout room for other games or activities is prohibited.

**Student Lounge**
The Student Lounge is located in the Classroom Building. The lounge is open during the same hours as the Library. This is a place for students to meet together, play games, study, or meet for special events. Food and drinks are allowed in the lounge, and students are expected to clean up after themselves. Students are expected to maintain self-control in the lounge, avoiding excessive public displays of affection and other behavior which might be embarrassing to other students, staff, or visitors.

**Student Union Building**
The Student Union is open from early morning until curfew each day so all students can meet together to hang out, watch television, play games, study, etc. The Union building also hosts a full service coffee shop called the Lion’s Den. Hours of service for the coffee shop will vary but can be found listed at the shop and on the BBC website.

**CAFETERIA**
Boise Bible College is pledged to provide the best food service possible at the lowest cost possible. BBC has a responsibility to provide full meal service since food preparation in the dormitory is not possible. Therefore, all those residing in the dormitories must contract for 16 meals per week.

**Meals Provided**
Three meals are served Monday through Friday, and one meal is served on Saturday. This does not include vacations and holidays when the dining room is closed. Please see posted menus, prices, and serving times (all are subject to change). Ordinarily, breakfast is served from 7:00am until 8am; lunch is noon-1:00pm; and dinner is 5:30pm-6:30pm. The Saturday meal time may vary.

All contract students are required to show their Identification Card at each meal (if necessary) or they will be required to pay cash for the meal.
Service Restricted
The Cafeteria operates as a semi-public food function and is not open to the general public. Students who do not live in the dormitories may participate in the cafeteria food program in the following ways: (1) purchase a ten-meal ticket from the Business Office at any time during the semester, (2) purchase a meal plan consisting of 60 meals during the registration process. Students not on the meal plan who bring their own lunches may use the cafeteria, and may purchase drinks, salads, and desserts at posted prices.

Guests
Students, faculty, and staff are permitted to have guests join them for meals in the dining room. Guests are expected to pay the cash price posted. No charges are permitted.

Missed Meals
There is no additional reimbursement to the student for meals missed by choice.

Special Meal Circumstances
A BBC dormitory resident may request a “to go” meal when he/she is forced by their employment to miss either the lunch or dinner meals. “To go” boxes are available by asking the chef.

Banquets and Other Special Meals
The cafeteria may be closed during special events on campus when meals are served. During these times students may go through the line for the meal without staying for the event if they prefer.

Special Diets
Special diets cannot ordinarily be provided. Dormitory students who require special diets prescribed by medical doctors should provide that information in writing to the Dean of Students and Business Manager.

Refusal to Serve
The Dining Room Manager will refuse to serve anyone who is not properly attired, whose person or clothing is not reasonably clean, or whose behavior is not appropriate.

Keeping the Dining Room Equipped
To function properly, all tableware must be kept clean and available. Taking plates, glasses, or silverware from the dining room is strictly prohibited.
Kitchen and Food Storage Area
Government regulations require that only Dining Room personnel are permitted in the kitchen and food storage areas.

SPECIAL EVENTS

All-School Retreat
The school year gets off to a great start with an all school retreat together. This is a great time to set priorities both academically and spiritually, and it’s also a tremendous time of fellowship. Freshman are required to attend while the rest of the student body is strongly encouraged to attend.

Spiritual/Missions Emphasis Weeks
Spiritual and Missions Emphasis weeks are scheduled in the fall and spring semesters. These events offer many opportunities for students to serve with setting up, taking down, leading worship, etc.

Fall Banquet
The Sophomore class sponsors an annual event during the fall semester. This event includes food of some kind and is typically an informal party type of atmosphere.

Winter Banquet
The Freshman class sponsors an annual dinner on an evening in early February. The Winter Banquet is typically a formal occasion and the entire student body as well as all faculty and staff are encouraged to attend.

Preview
Preview provides a special time during the College year to entertain and inspire young people. Consequently, many decide to attend Boise Bible College. This is a special opportunity for you to help the College in recruiting students. Our guests attend classes with us, and we tell and show them what it is like to be a Boise Bible College student. Students are invited take part in planning and leading parts of the program and helping both the visitors and the College.

Campus residents may be asked to house out-of-town guests during this weekend. Your cooperation may help influence students to attend BBC. We appreciate your willingness to help in this way.

Senior Skip Day
Each spring the Senior Class officers choose a date that the entire College family "skips" classes for a day of recreation, food and fellowship. The date is not published and is announced as a surprise.
Spring Banquet
Two weeks before graduation, the College junior class and non-graduating seniors sponsor the Spring Banquet in honor of the graduating class. A number of the College family are recognized for outstanding achievements and most graduating seniors give a "last will and testament". This is typically a formal occasion.

SPORTS
All sports activities at Boise Bible College serve a triple purpose. The first is to provide you with an enjoyable means of physical exercise for the building of a strong, healthy body and to encourage the development of a habit of exercise which will continue through your adult life.

Second, sports are to be a group experience in which patience, self-control, cooperation, and the pursuit of excellence can be learned by example and practice.

Third, participation on Boise Bible College teams is to be viewed as an opportunity for you to witness to others both by example and by testimony the Christian life and ethics.

Eligibility
In order to represent BBC by participating on organized teams, students must meet the following requirements: (1) be enrolled as a current student at Boise Bible College and (2) be free from administrative probation.

Supervision
The Dean of Students exercises direction over all sports activities. Depending on the year teams may include: co-ed flag football; co-ed basketball; women’s volleyball; co-ed volleyball; and co-ed indoor soccer.

Cheering Section
Students can support our teams by attending the games and encouraging our players. Since this is an opportunity to be a witness to others, it is very important to show good sportsmanship and manners toward the other team and the officials.

Sports Field
BBC occasionally allows outside groups to use the sports field; however, BBC students always have priority during the school year. Reservations can be made by going to the BBC website and filling out the college Facilities Use Request form.

STUDENT ORGANIZATIONS
Student organizations are an important part of college life. All student organizations are required to have a purpose that compliments the mission and purpose of Boise
Bible College. Budgets, sponsors, bylaws and/or constitutions for each organization are approved by the Dean of Students.

Student organizations and committees include the following: Student Council, Christian Service Committee, Missions Committee, Preview Committee, Spiritual Life Committee, Sports Committee, Media Committee, and the Chapel Committee. Committee meetings are held on the second Thursday of each month following Chapel.

Membership to student organizations is limited to students registered for classes at BBC and College personnel. Spouses may also participate but do not have formal decision making privileges.

**PRESCRIBED CONDUCT**

*Misconduct Definitions*

It is expected that students, as part of the College community, will conduct themselves in such a way as to respect the rights of others and observe the legal norms of the society at large. In all situations, students are expected to guide their behavior by both common sense and the highest Christian principles. Any actions or activities that would violate these rights and norms are prohibited.

Examples of misconduct include but are not limited to: the use of alcohol, tobacco, illegal drugs, gambling, the use of pornography in any form, theft, sexual immorality, public displays of too much affection, unauthorized entry of dorm rooms or any locked room on campus, tampering with safety equipment, “borrowing” someone else’s belongings without asking them first, plagiarism or cheating in any form.

*Administrative Discipline*

Students who violate Boise Bible College regulations will be subject to administrative discipline by the appropriate authority. For example, a violation of policies for dormitory residents may lead to administrative discipline from the Dean of Students. Such disciplinary measures may include but are not limited to: loss of privileges such as late night passes; community service hours; fines; dismissal from a student group or team; or administrative probation.

As an academic community, Boise Bible College is seriously concerned about those things that might interfere with the spiritual and educational development of its students, interrupt their academic programs, threaten their health, or prevent their entering useful and successful careers. Therefore, the following policies apply. For more information on prescribed conduct and the policies of Boise Bible College, please contact the Student Life Office.
Copyright Infringement
BBC prohibits the use of its equipment, premises and services for any activity that violates copyright laws, either by making unauthorized copies for personal use or by distributing copies through means like peer-to-peer file sharing systems. Students as well as staff who violate copyright laws are subject to campus disciplinary action and/or dismissal. In addition, they could face criminal charges and incarceration as well as civil lawsuits brought by the copyright owners.

Internet Use
Internet access is provided for students and must be used appropriately and with integrity. Internet usage is monitored at the discretion of the administration for inappropriate use. Use of peer-to-peer file sharing software (Bittorrent, LimeWire, Gnutella, eMule, Morpheus, Kazaa, and others) for legal or illegal use is strictly prohibited and may be subject to discipline. This includes both on and off campus students.

Solicitations
Neither students, faculty, staff or others are permitted to solicit Boise Bible College student’s on-campus for the purchase or sale of any item or service, nor may solicitations be made on campus for contributions to any organization or cause not previously approved by the administration.

Drug and Alcohol Policy

Rationale
The use and abuse of alcohol and illegal drugs by any member of the Boise Bible College family is incompatible with the goals of this institution and ministry within the Christian Community.

Purpose
Boise Bible College is dedicated to providing an educational environment that encourages students to:
- Develop a lifestyle that's free from the use and abuse of alcohol and illegal drugs;
- Respect the laws and rules prohibiting the use of alcohol and the use of illicit drugs (on and off campus);
- Understand the effects of using drugs and alcohol on personal health and safety;
- Value personal, spiritual, mental, and physical well-being.
**Policies**
Possession, use, or sale of alcoholic beverages or illegal substances is strictly forbidden by the College. The following activities are clearly prohibited by any member of the college family on or off campus:

<table>
<thead>
<tr>
<th>ALCOHOL</th>
<th>DRUGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>possessing alcoholic beverages*</td>
<td>possessing illegal drugs</td>
</tr>
<tr>
<td>using alcoholic beverages*</td>
<td>drug paraphernalia</td>
</tr>
<tr>
<td>manufacturing alcohol</td>
<td>using illegal drugs</td>
</tr>
<tr>
<td>selling distributing alcohol</td>
<td>illegal drugs</td>
</tr>
<tr>
<td>selling alcoholic beverages.</td>
<td>distributing illegal drugs.</td>
</tr>
</tbody>
</table>

*unless prescribed by a physician

Students are instructed to report to the Dean of Students any incident of use or any criminal violation of laws related to any type of alcohol abuse or illicit drug use. Employees are required by contract to notify the institution of any criminal conviction for a violation related to alcohol abuse or illicit drug use immediately after such conviction.

**Violation**
The Dean of Students/or the Disciplinary Committee are authorized to impose disciplinary sanctions on students (President on employees) consistent with local, state, and federal law, up to and including expulsion, termination of employment for employees, and referral for prosecution, for violations of standards of conduct required by this policy. A disciplinary sanction may include the completion of an appropriate rehabilitation program (at personal expense).

**Resources**
Students, faculty, and staff are encouraged to seek referral for chemical abuse concerns through the office of the Dean of Students or from the President’s office (for employees).

**Straight Facts about Drugs and Alcohol**

**Alcohol**
Alcohol abuse is a pattern of problem drinking that results in health consequences, social, problems, or both. However, alcohol dependence, or alcoholism, refers to a disease that is characterized by abnormal alcohol-seeking behavior that leads to impaired control over drinking. If you have a drinking problem, or if you suspect you have a drinking problem, there are many others out there like you, and there is help available. Talk to school counselor, a friend, a parent, or a minister.

Short-term effects of alcohol use include:
- distorted vision, hearing, and coordination
- altered perceptions and emotions
- impaired judgment
- bad breath
- hangover

Long-term effects of heavy alcohol use include:
- loss of appetite
- vitamin deficiencies
- stomach ailments
- skin problems
- sexual impotence
- liver damage
- heart and central nervous system damage
- memory loss

**Cigarette Smoking**

Although many people smoke because they believe cigarettes calm their nerves, smoking releases epinephrine, a hormone that creates physiological stress in the smoker, rather than relaxation. The use of tobacco is addictive. Most users develop tolerance for nicotine and need greater amounts to produce a desired effect. Smokers become physically and psychologically dependent and will suffer withdrawal symptoms including: changes in body temperature, heart rate, digestion, muscle tone, and appetite. Psychological symptoms include: irritability, anxiety, sleep disturbances, nervousness, headaches, fatigue, nausea, and cravings for tobacco that can last days, weeks, months, years, or an entire lifetime.

Cigarette smoking is perhaps the most devastating preventable cause of disease and premature death. Smoking is particularly dangerous for teens because their bodies are still developing and changing and the 4,000 chemicals (including 200 known poisons) in cigarette smoke can adversely affect this process. Cigarettes are highly addictive. One-third of young people who are just "experimenting" end up being addicted by the time they are 20.

Risks associated with smoking cigarettes:

- diminished or extinguished sense of smell and taste
- frequent colds
- smoker's cough
- gastric ulcers
- chronic bronchitis
increase in heart rate and blood pressure
premature and more abundant face wrinkles
emphysema
heart disease
stroke
cancer of the mouth, larynx, pharynx, esophagus, lungs, pancreas, cervix, uterus, bladder

Cocaine and Crack
Cocaine is a white powder that comes from the leaves of the South American coca plant. Cocaine is either "snorted" through the nasal passages or injected intravenously. Cocaine belongs to a class of drugs known as stimulants, which tend to give a temporary illusion of limitless power and energy that leave the user feeling depressed, edgy, and craving more. Crack is a smokable form of cocaine that has been chemically altered. Drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS.

Cocaine and crack are highly addictive. This addiction can erode physical and mental health and can become so strong that these drugs dominate all aspects of an addict's life. Some users spend hundreds or thousands of dollars on cocaine and crack each week and will do anything to support their habit. Many turn to drug selling, prostitution, or other crimes. Cocaine and crack use has been a contributing factor in a number of drownings, car crashes, falls, burns, and suicides. Cocaine and crack addicts often become unable to function sexually. Even first time users may experience seizures or heart attacks, which can be fatal.

Physical risks associated with using any amount of cocaine and crack:
• increases in blood pressure, heart rate, breathing rate, and body temperature
• heart attacks, strokes, and respiratory failure
• hepatitis or AIDS through shared needles
• brain seizures
• reduction of the body's ability to resist and combat infection

Psychological risks:
• violent, erratic, or paranoid behavior
• hallucinations and "coke bugs"--a sensation of imaginary insects crawling over the skin
• confusion, anxiety, and depression
• loss of interest in food or sex
"cocaine psychosis"--losing touch with reality, loss of interest in friends, family, sports, hobbies, and other activities

**Inhalants**

Inhalants refer to substances that are sniffed or huffed to give the user an immediate head rush or high. They include a diverse group of chemicals that are found in consumer products such as aerosols and cleaning solvents. Inhalant use can cause a number of physical and emotional problems, and even one-time use can result in death.

Using inhalants even one time can put you at risk for:
- sudden death
- suffocation
- visual hallucinations
- severe mood swings
- numbness and tingling of the hands and feet

Short-term effects of inhalants include:
- heart palpitations
- breathing difficulty
- dizziness
- headaches

Prolonged use can result in:
- headache, muscle weakness, abdominal pain
- decrease or loss of sense of smell
- nausea
- nosebleeds
- hepatitis
- violent behaviors
- irregular heartbeat
- liver, lung, and kidney impairment
- irreversible brain damage
- nervous system damage
- dangerous chemical imbalances in the body
- involuntary passing of urine and feces

**Marijuana**

Marijuana is the most widely used illicit drug in the United States and tends to be the first illegal drug teens use. The physical effects of marijuana use, particularly on developing adolescents, can be acute. Marijuana blocks the messages going to
your brain and alters your perceptions and emotions, vision, hearing, and coordination. A recent study of 1,023 trauma patients admitted to a shock trauma unit found that one-third had marijuana in their blood.

Short-term effects of using marijuana:
- sleepiness
- difficulty keeping track of time, impaired or reduced short-term memory
- reduced ability to perform tasks requiring concentration and coordination, such as driving a car
- increased heart rate
- potential cardiac dangers for those with preexisting heart disease
- bloodshot eyes
- dry mouth and throat
- decreased social inhibitions
- paranoia, hallucinations

Long-term effects of using marijuana:
- enhanced cancer risk
- decrease in testosterone levels for men; also lower sperm counts and difficulty having children
- increase in testosterone levels for women; also increased risk of infertility
- diminished or extinguished sexual pleasure
- psychological dependence requiring more of the drug to get the same effect

**Methamphetamine**
Methamphetamine is a stimulant drug chemically related to amphetamine but with stronger effects on the central nervous system. Street names for the drug include "speed," "meth," and "crank." Methamphetamine is used in pill form, or in powdered form by snorting or injecting. Crystallized methamphetamine known as "ice," "crystal," or "glass," is a smokable and more powerful form of the drug. Methamphetamine is an increasingly popular drug at raves (all night dancing parties), and as part of a number of drugs used by College-aged students. Marijuana and alcohol are commonly listed as additional drugs of abuse among methamphetamine treatment admissions.

The effects of methamphetamine use include:
- increased heart rate and blood pressure
- increased wakefulness; insomnia
- increased physical activity
- decreased appetite
• respiratory problems
• extreme anorexia
• hypothermia, convulsions, and cardiovascular problems, which can lead to death
• euphoria
• irritability, confusion, tremors
• anxiety, paranoia, or violent behavior
• can cause irreversible damage to blood vessels in the brain, producing strokes
• Drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS

For more information on the effects of alcohol and drugs go to The National Clearinghouse for Alcohol and Drug Information: http://www.health.org/govpubs/rpo884/

**Sexual Assault Policy**
The College desires to maintain an environment in which the dignity and worth of all members of the institution are respected. Therefore, it is the policy of Boise Bible College that sexual misconduct of students is unacceptable and will not be tolerated. Examples of behaviors that are prohibited by the College include, but are not limited to, sexual assault, sexual harassment, and public indecency.

*Sexual Assault.* Rape, acquaintance rape (date, friend, or someone the victim knows casually), defined as coerced sexual intercourse against the victim's will.

*Sexual Harassment.* Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature that prevents or impairs that person's full employment of educational benefits, climate, or opportunities.

*Public Indecency.* Exposing one's body in such a manner that another party reasonably could be offended or sexual conduct where another party reasonably could be offended.

**Disciplinary Actions**
Should its investigative process sustain any allegation of sexual misconduct, the College will pursue appropriate disciplinary actions. Penalties for sexual offenses follow general guidelines established for all student behavioral offenses as outlined in the disciplinary policy. Victims may request a change in housing assignment or class schedule following an alleged sexual assault incident, subject to the judgment of appropriate administrators concerning reasonable availability.
Procedures to be followed by victims of sexual assault:

a. Maintain any possible evidence.

b. Seek immediate medical attention, which will also help to gather information.

c. Write down the details of the incident.

d. Talk to someone. Report the incident to a college employee or another student immediately. A report should be made to the Dean of Students as soon as possible. He and other college authorities will assist in notifying law enforcement personnel should the victim deem that as necessary.

**Housing Policy Violations**

For curfew violations see page 8.

For men being in women’s rooms (and vice-versa), the consequences may include but are not limited to: warning from the Residence Director; administrative probation; up to 40 hours of community service over the course of the semester. The final course of action is dismissal. The room occupant and the visitor are both equally responsible for seeing that this rule is observed.

The Dean of Students reserves the right to interpret what is defined as “proper Christian behavior” as stated in the Conduct Agreement. A copy of any disciplinary memo(s) sent to the student will be included in his or her permanent file. A copy of each student’s signed Conduct Agreement will also be kept in his or her permanent file. Copies of the Conduct Agreement are available online or from the Student Life Office.

**Administrative and Academic Probations**

Students who are placed on more than one probation, will be suspended from school for the remainder of that semester and may be admitted back for the following semester under certain conditions. Example- if a student is placed on administrative probation for misconduct and is currently on academic probation for dropping below the minimum GPA requirement, the result will be suspension for the remainder of that semester. The student in this case must then seek the approval of both the Dean of Students and the registrar before they will be allowed to enroll for the next semester.

**Confidentiality**

Students are encouraged to approach faculty or staff members with whom they are comfortable to be counseled concerning personal issues. However, the counselee needs to know that breaches of Christian morality and/or the policies outlined in the Student Handbook will most likely be reported to the proper College authority. In addition, certain violations of the law will be reported to local authorities as required by federal, state, or local laws.
### Grievance and Appeals

Students who have any form of grievance (including mistreatment and sexual harassment) against another student or an employee should follow the process contained in the chart below. The same process is also used for appeals concerning decisions made for disciplinary action, the outcome of a grievance case, etc.

<table>
<thead>
<tr>
<th>GRIEVANCE &amp; APPEALS Process</th>
<th>Students*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciliation</td>
<td>Meet with the person with whom you have a grievance</td>
</tr>
<tr>
<td>If matters remain unresolved, request individual mediation by a supervisor. In the case of issues that are not resolved to the satisfaction of the complainant, this process is to be repeated with the next level of supervisor until the complainant reaches the top level administrator.</td>
<td>Ask for mediation by the immediate supervisor. In the case of dorm matters, RA’s, Head Resident, then the Dean of Students. In most other situations the Dean of Students is the immediate supervisor. If the matter involves a student employee while on the job, the student is treated as staff.</td>
</tr>
<tr>
<td>The next step is to request a hearing of a board of inquiry.</td>
<td>The board of inquiry is made up of the student body president, the dean of students, the student’s advisor, one faculty chosen by the student, and one faculty chosen by the dean of students.</td>
</tr>
<tr>
<td>The decision to act on the board of inquiry’s decision rests with . . .</td>
<td>The President</td>
</tr>
<tr>
<td>The final board of appeals whose decision is final</td>
<td>The Academic Council</td>
</tr>
<tr>
<td>Staff*</td>
<td>Faculty*</td>
</tr>
<tr>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>Meet with the person with whom you have a grievance</td>
<td>Meet with the person with whom you have a grievance</td>
</tr>
<tr>
<td>Ask for mediation by the immediate supervisor.</td>
<td>Ask for mediation by the Academic Dean</td>
</tr>
<tr>
<td>The board of inquiry is made up of the Key Administrators (Department Heads).</td>
<td>The Academic Council acts as board of inquiry.</td>
</tr>
<tr>
<td>The President</td>
<td>The President</td>
</tr>
<tr>
<td>The Executive Committee of the Board</td>
<td>The Executive Committee of the Board</td>
</tr>
</tbody>
</table>

*Choose the column based on who happens to be the object of the discipline or accusation.
Grievances and appeals must be filled in writing to the appropriate supervisor within 30 days of the date of the incident. If you have a problem getting information or assistance from a department, ask to speak to the person in charge of that department. If you have a general complaint about Boise Bible College, determine who has oversight of that area, and then make an appointment to see him or her. For further information about filing a grievance or appeal, please contact the Student Life Office.

GENERAL INFORMATION

Bulletin Boards
No material shall be posted without prior approval from the Student Life Office. Any material posted without approval will be removed.

Special Speakers or Music Groups
Students arranging for outside speakers or special music for any school function must gain prior approval from the Student Life Office.

How to Address Staff and Faculty
As a form of professional courtesy, it is appropriate for students to address staff, faculty, and administrative personnel either as Mr., Mrs., Miss, or by the appropriate title of Professor, Dean, President, Dr., etc.

Student Mail
All students will receive a mailbox number and key at registration. The cost of mail service is included in the Student Life fee charged to each student at registration. Mailboxes are located in the multi-purpose building. There is no delivery on Saturday or Sunday. If a mailbox key is lost or broken, the owner of that key is responsible for a $10 replacement fee. According to the U.S. Postal Regulations, incoming mail can only be distributed by a person designated by the College administration. Taking mail from the exterior mail box is prohibited and is a federal offense.

Out-going mail may be placed directly in the exterior mail box near the Administration building for pickup.

Student mailboxes must be cleaned out of all mail at the end of each semester and in compliance with check out procedures before returning the mailbox key when moving out.

Closing Hours
All school buildings will be closed and locked at curfew (12:00 a.m. on weekdays and 1:00 a.m. on the weekends). Classrooms will be closed and locked after the last class of the day. See the User’s Guide to the Library for specific hours of operation.
Off-campus students and/or friends are required to leave the campus quietly at curfew. Students who contemplate employment which will keep them out past regular closing hours must obtain prior approval from the Student Life Office before accepting such employment.

On-Campus Employment
Employment openings may be available on campus for Boise Bible College students in the areas of maintenance, the library, the cafeteria, and the coffee shop. These are usually handled through the college work-study program. To apply for an opening please see the supervisor in an area listed above.

Advisors
Each student who enrolls at Boise Bible College is assigned an advisor who will help the student with registration and vocational planning as well as other issues. These advisors are eager to be of assistance and have scheduled themselves to be in their respective offices so as to be available at specified times. They will help you any time they can, but it would be more expedient and considerate if you would make a prior appointment rather than just walk in unexpectedly.
If for some reason you believe that your advisor is not meeting your needs, you should feel free to discuss the matter with the Academic Dean and request a transfer to another advisor.

The accrediting association for Boise Bible College is the Association for Biblical Higher Education.
As a student, you have the right to contact them with questions and complaints. The ABHE address is:
5575 S. Semoran Blvd., Suite 26, Orlando, FL, 32822-1781
Phone: (407) 207-0808

Boise Bible College reserves the right to change or revoke any part of this Student Handbook at any time without notice.