

STUDENT HANDBOOK 2019-2020

CONTENTS

DEPARTMENTAL PHONE LIST.....	3	Mail Services	27
ADMINISTRATION	4	Copy Services.....	28
2019-2020 CALENDAR.....	5	Food Service.....	28
2019-2020 CALENDAR.....	6	Kitchenettes and Vending Machines	32
BOARDING CALENDAR.....	7	Brewed Awakening Coffee Bar	32
CAMPUS HOUSING OPEN/ CLOSURE DATES AND TIMES.....	7	Information Technology Help Desk.....	32
STUDENT AFFAIRS	9	Library Services.....	33
Campus Life.....	9	Operations	33
Residence Life	10	Student ID/ Key Cards.....	34
Student Events and Activities...	11	PARKING.....	34
Communications and Social Media	12	CAMPUS SAFETY.....	35
CAMPUS MINISTRIES.....	13	INDIVIDUAL SAFETY AND RESPONSE	35
First Serve	13	TIMELY WARNING POLICY	35
Life Groups	14	NON-DISCRIMINATION AND HARASSMENT POLICY.....	36
Chapel.....	15	Non-Retaliation Policy	39
CLUBS AND STUDENT TEAMS	17	Title IX.....	40
CAREER SERVICES	19	Sexual Misconduct.....	41
Student Employment	19	INVESTIGATIONS.....	44
INTERNATIONAL	19	Sexual Misconduct Offenses....	44
STUDENT PROGRAMS (ISP)	19	Other Gender-Based Misconduct Offenses.....	47
Study Abroad Opportunities	19	Confidentiality, Privacy, and Reporting	48
ATHLETICS.....	20	Missing Persons	55
MINISTRY HONORS PROGRAM.....	21	EMERGENCY EVACUATION PROCEDURES AND POLICIES.....	57
REQUIREMENTS.....	21	CHRIST-CENTERED COMMUNITY.....	64
RESIDENCY.....	22	COMMUNITY STANDARDS & POLICIES.....	68
HEALTH SERVICES/INSURANCE ..	23	STUDENT CODE OF CONDUCT.....	70
Health Insurance.....	23	RESIDENCE LIFE CODE OF CONDUCT	76
Immunizations	24	Residence Life Responsibilities	80
FITNESS ROOMS AND RECREATIONAL EQUIPMENT	24	Residence Life Amenities	84
STUDENT SUPPORT SERVICES	25	CODE OF CONDUCT VIOLATIONS ..	86
Student Help Desk- Academic		Procedure.....	86
Support Services	25	Disciplinary Action	87
Counseling Services	25	Right of Appeal	90
Registrar	26		
Directory Information	26		
Student Financial Services (Financial Aid and Student Accounts).....	26		

Re-Admission of a Dismissed Student	90
Special Administrative Evaluation	91
ADDITIONAL POLICIES	91
Withdrawal Process.....	91
Learning Accommodations.....	92
Family Educational Rights and Privacy Act (FERPA)	94
Academic Integrity.....	95
Academic Dismissal Policy	96
Access to Records.....	96
Complaint Notices.....	97
Student E-mail System Terms of Use	102

INTERNATIONAL STUDENT NEEDS	106
Maintaining F-1 Status	106
Obtaining Employment	109
Obtaining a Social Security Card	110
Income Tax Obligations.....	111
Travel Information	111
Medical Insurance & Immunizations.....	113
Banking	114

DEPARTMENTAL PHONE LIST

To access direct department lines dial: 402-935-___ (extension)

Admissions.....	9400
Athletics.....	9451
Campus Ministries.....	9423 or 9422
Campus Safety.....	9423 or 9414
Church Ministry.....	9411
Church Relations.....	9400
Copy Center.....	9440
Counseling Services.....	9423
Dean of Students.....	9423
Food Service.....	9425 or 9414
Housing.....	9423
Information Systems/ Technology Help Desk.....	(714) 879-3901 ext. 2607
Library.....	9440
Mail.....	9400
Music.....	9430
Operations.....	9414
President's Office.....	(714)-879-3901 ext. 2237
Registrar.....	9434
Student Accounts and Financial Aid.....	9416
Student Activities.....	9423
Student Life.....	9423
Undergraduate Academic Dean's Office.....	9420
Campus Web Page.....	www.nechristian.edu
Athletics Web Page.....	www.nccsentinels.com

Fax Numbers

NCC.....	402-935-9500
----------	--------------

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

ADMINISTRATION

PAUL ALEXANDER PRESIDENT	
Mark Comeaux Vice President for Student Affairs	Leslie Stevens Dean of Students
TBD Vice President for Academic Affairs	Mark Krause Academic Dean
Tom McGlinchey Vice President for Business and Finance	Tony Clark Associate Vice President of Business and Finance
Michael Mulryan Vice President for Institutional Advancement	Jane Jech Director of Development and Church Relations
Teresa Smith Vice President for Enrollment Management	Megan Means Interim Director of Admissions

RELIGIOUS ORGANIZATION EXEMPTION DISCLOSURE

Hope International University is an educational institution that serves a religious organization, the Churches of Christ and Christian Churches that takes seriously anti-discrimination provisions under federal and state law and is committed to providing a learning and living environment that promotes student safety, transparency, personal integrity, civility and mutual respect.

The exemption may apply to, but is not limited to, requirements as expressed in University policies including: The Student Code of Conduct, housing policies, mission statement, and University Catalog. We retain all rights afforded to us under the federal law and the laws of the State of California.

Hope International University has not applied for the regulatory exemption under Title IX, 34 C.F.R. section 106.12 but the Title IX statutory exemption provided by Congress, see 20 U.S.C. section 1681(a)(3), is self-executing. As an educational institution that serves a religious organization, is entitled to that statutory exemption to the extent the application of Title IX is not consistent with the institution's religious tenets.

2019-2020 CALENDAR

Fall Semester 2019

Faculty/ Staff Orientation	August 7
Resident Assistant Training and Orientation	August 8-15
Soccer Pre-Season Training and Orientation	August 9-15
New and Transfer Student Move In/ Check In	August 16
New Student Orientation	August 16-20
Returning Student Move In	August 19
First Day of Traditional Classes	August 21
Opening Convocation Chapel.....	August 27
Credit Enrollment Ends	August 30
Labor Day Holiday (<i>University offices closed</i>).....	September 2
Challenge Week.....	September 9-13
Community Service Day (no morning classes)	September 11
Constitution Day	September 17
Good Standing Class Withdrawal Period Ends	September 20
Dunning Lectures	September 26-27
Midterm Examinations.....	October 3-4
Fall Intensive Class Week.....	October 14-18
Spring Semester Registration.....	November 18-December 6
Thanksgiving Holiday Break.....	November 23-December 1
Dorms closed	November 23
University offices closed	November 27-29
Dorms open.....	December 1
Colors of Christmas Event.....	December 6-7
Final Examinations	December 16-18
Semester Ends	December 18
Dorms Close.....	December 19
Grades Due.....	December 20
Christmas Holiday (<i>University offices closed</i>).....	December 21-January 1

Winter Break 2019

Basketball Dorms Open	
Men's Basketball.....	TBD
Women's Basketball.....	January 1

2019-2020 CALENDAR

Spring Semester 2020

Offices Open.....	January 2
Faculty/Staff Orientation.....	January 3
Dorms Open for Students.....	January 3
First Day of Traditional Classes.....	January 6
Credit Enrollment Ends.....	January 20
Martin Luther King Day (<i>University offices closed</i>) (<i>evening classes held</i>)....	January 20
Good Standing Class Withdrawal Period Ends.....	February 7
Incomplete Work due for Fall Semester.....	February 7
President's Day (<i>University offices closed</i>) (<i>evening classes held</i>).....	February 17
One Body Week.....	February 17-February 21
Spring Semester Intensive Week.....	March 2-6
Midterm Examinations.....	March 12-13
Spring Break (<i>University offices closed</i>).....	March 14-22
Dorms Close.....	March 14
University Offices Closed.....	March 16-20
Dorms Open.....	March 22
Good Friday (<i>University offices closed, no classes</i>).....	April 10
Campus Life Day.....	April 2
Spring Formal.....	April 17
Registration for Fall Semester 2018.....	April 20-May 1
Final Examinations.....	May 5-8
Spring Semester Ends.....	May 8
Commencement Banquet.....	May 8
Commencement/ Graduation.....	May 9
End of Year Dorms Close.....	May 9
Grades Due.....	May 15
All-Staff Year End Review.....	May 21

Summer Term 2020

Memorial Day Holiday (<i>University offices closed</i>).....	May 25
Independence Day (<i>University offices closed</i>).....	July 4

BOARDING CALENDAR

Campus Housing Open/ Closure Dates and Times

Fall Semester 2019

August 8: Resident Assistant Training and Orientation

Dorms Open for RA's 1pm

August 9: Soccer Pre-Season Training and Orientation

Dorms Open for Soccer Pre-Season..... 1pm

August 17: New and Transfer Student Move In/ Check In

Early Administrative Check-In (Finalizing Records and Forms) 9am

New and Transfer Students: Move In/ Off Campus Student Check In..... 1pm

August 19: Returning Student Move In/ Check In

Early Administrative Check-In (Finalizing Records and Forms) 9am

Move In/ Off Campus Student Check In..... 1pm

September 2: Labor Day Holiday *University offices closed*

November 23-December 1: Thanksgiving Holiday Break

Dorms Close November 23 @ 8am

University Offices Closed..... November 27-29

Dorms Open December 1 @ 2pm

December 18: Christmas Winter Break

Dorms Close December 19 @ 8am

Christmas Holiday (University offices closed)..... December 21-January 1

Dorms Open January 3 @ 2pm

Winter Break Basketball

Men's Basketball Dorms Open TBD

Women's Basketball Dorms Open January 1

Spring Semester 2020

January 3: Move In/ Check In for Spring Semester (All Students)

Dorms Open/ Move In/ Off Campus Student Check In January 3

January 20: Martin Luther King Day *University offices closed-Evening classes held*

February 17: President's Day..... *University offices closed- Evening classes held*

March 14-22: Spring Break

Dorms Close March 14 @ 8am

University offices closed..... March 16-20

Dorms Open March 22 @ 2pm

April 10: Good Friday *University offices closed*

May 9: End of the Year

Dorms Close May 9 @4pm

STUDENT AFFAIRS

Mrs. Leslie Stevens, Dean of Students

Email: leslie.stevens@nechristian.edu

Nebraska Christian College wants each student to grow in his or her spiritual walk with Christ to become like Him in all aspects of life. In addition to providing essential services, the Department of Student Affairs implements programs with the intent of enhancing personal growth and Christian maturity.

Hope International University-NCC Mission Statement:

Hope International University's mission is to empower students through Christian higher education to serve the Church and impact the world for Christ.

Student Affairs Mission Statement:

Student Affairs provides holistic support for students to grow intellectually, socially, and spiritually to impact the world for Christ.

Student Affairs Core Values:

Student Affairs is devoted to the following values:

- Leadership Development
- Diversity Commitment
- Spiritual Development
- Community Engagement

Student Affairs Offices:

Student Affairs implements its mission and core values through the following Programs:

- Student Life, Campus Life and Residence Life
- Student Involvement & Community Outreach
- Campus Ministries
- Career Services
- International Student Programs
- Athletics

Campus Life

NCC is proud to offer excellence in Christ-centered education to a diverse student body. Campus Life is committed to providing services that will empower and shape our diverse student body into male and female servant leaders for the Kingdom of God.

Campus Life strives to create a Christ-centered community that promotes faith, encourages service, and deepens learning. By fulfilling this mission, students - both residents and commuters - will be more successful during their college experience and better prepared to be leaders throughout the world.

Campus Life implements its mission through these programs: Residence Life Programming and the Student Activities Team.

See the section of this handbook entitled *Christ Centered Community* for more details.

Residence Life

NCC is committed to providing a residential experience that complements and supports the mission of NCC and the Department of Student Affairs through creating a living-learning environment for the lives of all residents.

See the section of this handbook entitled *Christ Centered Community* for more details.

The Residence Life Coordinators (*RLC*) are live-in campus administrators responsible for the quality of the Residence Life Program as well as on call staff members for urgent issues that need administrator responses or intervention.

The Resident Assistants (*RAs*) are student leaders that have been selected to serve the residents living on campus in the Restoration Hall Dormitory and Campus Apartments. They work directly with residents in their assigned living areas as well as assisting the RLCs with overall management and implementation of the Residence Life program. The RLC and RAs perform evening and weekend on-call responsibilities. **In emergency situations, do not hesitate to contact emergency services (911).**

During non-business hours, an RLC and RA are on call in the Residence Halls. Contact the RLC or RA On Duty number in case of an emergency or urgent matter.

During normal business hours, contact the Student Affairs Office: 402-935-9400 ext. 9423

For more information about Campus Safety and responses to safety issues, please refer to the section of this handbook *Campus Safety and Individual Safety and Response*.

Student Events and Activities

Student Activities Team- Campus Events and Activities

The Student Activities Team provides services and programs that enhance campus life which include clubs/organizations, campus-wide events, extra-curricular activities, educational events and multicultural programs. The Student Activities Team (*SAT*) exists to serve the students of NCC. Their primary role is to create Christ-centered community on campus. Student leaders in this group meet on a regular basis and create, plan, and run campus life events on campus.

New Student Orientation

New Student Orientation (*NSO*) exists to support students and their families in the transition to the NCC community. NSO activities and events are offered to help new students develop quality relationships, expose them to educational opportunities, access campus resources and adjust to their new surroundings.

Challenge Week

Life Group Presidents host a Challenge Week in September every year. This week highlights Spiritual Wellness. Life Group Presidents are in charge of planning activities, recruiting students into Life Groups and emphasizing campus as a place that every student belongs, can grow and can serve.

Finals Week Activities

As the culmination of a semester's worth of work, Finals Weeks are often times stressful for students. The Student Activities Team works to put in place events that help encourage students to refresh and finish the semester well. Examples of events include midnight breakfast, restaurant after-hours parties, animal therapy, hot cocoa bars.

Campus Life Day

Each year the Academic Department gifts a day to the students. We call it Campus Life Day (aka Skip Day). On this day students do not attend their normal classes, instead; the Student Activities Team work together to host a day full of fun and relational building activities free for all students to attend.

Performance Night

Worship Arts students host a Performance Night event each semester for the campus community. Worship Arts students provide the entertainment for the night highlighting their gifts and talents as musicians and performers.

One Body Week

One Body is a student organization that promotes the ideals of Diversity,

Unity and Ministry. Students of all backgrounds meet regularly and plan campus events that celebrate the diversity of God's people, bringing students together in unity in Christ and mobilize us for ministry to the many different cultures of our community and the world. One Body Week each Spring includes a cluster of fun and informative campus events and guest speakers to help the whole student body catch the One Body vision.

Spring Formal

The Spring Formal takes place a few weeks before graduation. The Student Activities Team plans and carries out a themed night of entertainment for the NCC community. Events vary every year but often include live entertainment, door prizes, a catered meal, dancing and photo booths.

Community Outreach

NCC strives to serve God by serving others. We are committed to be a positive affiliate of the community and a caring neighbor. Over the years, NCC has created great relationships with schools and organizations in the Papillion and Omaha-Metro area. Regularly, students serve the community in local churches, community organizations and through university sponsored events.

Communications and Social Media

Nebraska Christian College provides communication about campus through various forms of media: email, bulletin boards, announcements and social media. Keep up to date on all things going on by following these various outlets. A complete list is available from the Office of Student Affairs.

CAMPUS MINISTRIES

Campus Ministries exist to provide extra-curricular programs and opportunities for students to develop holistically in their Christian faith and influence. Campus Ministries provide numerous opportunities and resources to serve others through outreach events, community-based ministries and local churches.

First Serve

First Serve exists at Nebraska Christian College to help develop a student's lens for how they can impact the communities they live and work in. We desire that students engage in the community and in an area church. First Serve is our service requirement for all students. We value the contribution we all can have on our communities and churches.

Each student is responsible for setting up and completing their First Serve experience. Some students coordinate efforts with athletic teams or ministry teams at local churches. Students will have periodic assignments to complete through Canvas; verifying their participation in First Serve. The base number for all students is 15 hours per semester. Students pursuing a Ministry Degree have additional criteria they complete each semester.

First Serve Descriptions and Contacts

STUDENT CATEGORY	DESCRIPTION OF FIRST SERVE REQUIREMENTS	STUDENT REPORTS TO
Traditional Students (Non-Ministry Degree, Non-Athlete, Full Time Residential Students)	15 Hours/semester	Ministry Honors Program Director
Non-Traditional Students (Full or Part Time Students- Off Campus Housing)	15 Hours/semester	Ministry Honors Program Director
Student Athletes*	15 Hours/semester	Head Coach
Student Athletes and Ministry Majors*	15 Hours/ semester (Athletic Team)	Head Coach
	15 Hours/ semester- 1 Hour minimum per week). Serve in an area of interest in a church setting.	Ministry Honors Program Director

Ministry Degree Majors	2 Hour minimum per week (30 semester hours) Serve in an area of interest in a church setting.	Ministry Honors Program Director
Students Enrolled in Preparing For Residency Class (MIN 2703)	Class Requirement fulfills First Serve Requirement	Ministry Honors Program Director

*Student athletes that are also ministry majors have a blended requirement. These students are required to complete a minimum of 15 hours with their team and complete 15 hours (1 hour a week minimum in an area of interest in a church setting). These students report to their Head Coach and to the Ministry Honors Program Director.

Failure to complete necessary First Serve hours may result in a reduction of institutional financial assistance including institutional scholarships.

Life Groups- *Belong, Grow, Serve*

Purpose

Nebraska Christian's Life Groups exist to help every student have a place on campus to **belong**, to **grow** and to **serve**. A student's Life Group serves as a healthy community where students find peer support, encouragement and discipleship.

All students who do not have an approved accommodation from chapel are required to attend Life Groups. During Challenge Week in early September/ January students are recruited and join a Life Group for the semester. Students meet in their Life Group on select Tuesday chapel dates from 11:00am-12:00pm (detailed schedule provided to students the first week of class). Students meet as a large group in the MEC Auditorium, participate in cooperate worship and then are dismissed to their Life Group.

Life Groups may participate in challenge weeks throughout the year. Life Group leaders plan one campus wide event per semester and one group event per semester. Life Groups can also partner together for various events throughout the year.

Chapel attendance policies apply to Life Groups. Missing more than the allotted number of chapel attendance meetings may result in a reduction of institutional financial assistance including institutional scholarships.

Life Group Leaders

Life Groups are led by a student leader. Prior to the school year starting, group members nominate current students to be group leaders. The Life Group Leader helps the Life Group succeed by:

- Leading and encouraging group leaders within the group.
- Building relationships with all group members.
- Helping grow group members spiritually and socially.
- Meeting with the Student Affairs to help give feedback, provide student care and problem solve any issues that come up during the school year.

Additional Life Group Positions

Each Life Group Leader can recruit other student leaders within their groups. At the beginning of the school term the Life Group Leader will look for **Discipleship Leads** and **Service Leads** to assist with serving the group.

- The Discipleship Lead assists by helping coordinate curriculum or study materials.
- The Service Leads assists by helping coordinating service and outreach projects for the group.

Chapel

Chapel is held two times a week featuring student-led worship, Christ-centered preaching and other programs designed to challenge and encourage NCC students. Some chapel sessions may be devoted to things other than large group events including worship and a speaker. Students may miss up to six unexcused chapels per semester.

Chapel Attendance

Traditional undergraduate students **taking 6 or more credits per semester** are required to attend Chapel on Tuesday and Friday mornings at 11:10.

Online undergraduate students **NOT living on campus** are not required to attend chapel.

Online undergraduate students **living on campus** **ARE** required to attend chapel.

Local Residency Students **living within 25 miles of campus** according to the most direct route stated by googlemaps.com are required to attend chapel Tuesday's and Friday's.

Long-distance Residency Students **living MORE THAN 25 miles from campus** according to the most direct route stated by googlemaps.com will have a chapel requirement accommodation made via select YouTube videos.

Chapel Etiquette: In support of the mission and purpose of chapel, in respect for God and others, certain behaviors are prohibited in Chapel; including: the unnecessary use of personal electronic devices (*cell phones, lap tops, etc.*), unnecessary talking, sleeping, leaving early, doing homework or outside reading, inappropriate displays of affection, and putting feet on the back of chairs. Any of these actions will result in an unexcused absence.

Campus Ministries Accommodation Request Process

CHAPEL - *there will be no exemptions for chapel attendance only accommodations.*

Students seeking an accommodation for Chapel, First Serve, or Life Groups must write a letter requesting an accommodation; addressed to the Campus Ministry Committee. The Dean of Students must approve any student accommodations for Life Groups. The appeal letter should include the following information:

1. Date the letter was written.
2. Student's Name and Student ID Number
3. Student's Status (Freshman, Sophomore, Junior, Senior)
4. Student's Current Location
5. Student's Current Class Schedule
6. A Paragraph describing the reason for the accommodation request.

Accommodation requests may be submitted via Canvas. Reasons for an accommodation will vary by student. The Campus Ministries Committee will review all student accommodation requests and communicate with the student within 10 operating days of receiving the letter of accommodation. A meeting with the Campus Ministries Committee may be scheduled to gain more information about the student's situation.

Local Residency Student Accommodation – In addition to the accommodation letter:

- Students must hand in a verification form provided by the campus ministry committee with the resident supervisor's signature before an accommodation will be considered.
- The student will NOT be granted an accommodation for more than ONE chapel per week.

- Students WILL be asked to attend chapel even on days they do not have class.
- If an accommodation is granted students will be required to engage at least 12 or more video lessons, sermons, or talks provided by the chapel committee. Lessons, sermons, and talks will be made available on Canvas. Students should note they will only have access to two videos at a time. Each lesson, sermon, or talk must be accompanied by a written brief to be turned in on Canvas.
- Missing more than the allotted number of chapels or accommodating lessons, sermons, or talks (6) may result in a reduction of institutional financial assistance including institutional scholarships.

Long-distance Residency Student Accommodation – In addition to the accommodation letter:

- Students must hand in a verification form provided by the campus ministry committee with the resident supervisor's signature before an accommodation will be considered.
- Students in a long-distance residency will seek a full accommodation for chapel attendance.
- If an accommodation is granted students will be required to engage at least 24 video lessons, sermons, or talks provided by the chapel committee. Lessons, sermons, and talks will be made available on Canvas. Students should note they will only have access to two videos at a time. Each lesson, sermon, or talk must be accompanied by a written brief to be turned in on Canvas.
- Missing more than the allotted number of chapels or accommodating lessons, sermons, or talks (6) may result in a reduction of institutional financial assistance including institutional scholarships.

CLUBS AND STUDENT TEAMS

Mrs. Leslie Stevens, Dean of Students

Email: leslie.stevens@nechristian.edu

Leading a club on campus is a perfect way to take ownership of your community, develop your leadership skills within campus environment and further the mission of Nebraska Christian College of Hope International University. If are you passionate about a specific item, service or idea; starting a club may be a great experience for you.

Club Benefits:

- Official recognition by the university
- Use of the university name in identification (any use of NCC logo would need approval)
- Access to university facilities (classrooms, meeting rooms, etc.) and services (audio equipment, computers, etc.)
- Ability to program activities, meetings and events on campus.
- Allowed to advertise on university property (following posting guidelines)
- Eligible for access to funding from the university for official club events.

Club Requirements:

- Club President and Vice President; both must be full time traditional undergraduate students attending NCC/HIU.
- Current faculty or staff advisor; see “Advisor Agreements” for more detail.
- Name and mission statement that accurately represents the club’s purpose.
- Complements the mission of NCC-HIU: Clubs are designed to enhance the NCC community. If a club application is in conflict with the Student Handbook or Catalog, it will not be approved. A club will be immediately suspended if a club or club representative violates NCC/HIU policies.

Advisor Agreement:

Clubs are required to have a faculty or staff advisor. The primary function of the advisor is to guide the club, help the club with resources and ensure the club is adding to the education environment.

By being an Advisor, the faculty or staff member agrees to:

- Have an ongoing relationship with the club. This includes attending meetings regularly, directly guiding the club’s President and Vice President, and being very familiar with the club’s activities.
- Serve as a resource person for the club to create ideas, solve problems, etc.
- Advise the group away from any activity that may be in violation of university policy, include contacting the Dean of Students if a violation may have occurred.
- Encourage the learning process by allowing students to take on the leadership and responsibility of the club.

Club Registration Process:

- Complete the “NCC Club Registration” Form (available upon request from the Dean of Students)
- For new clubs, an interview with the Dean of Students may be required.
- Await an email from Dean of Students regarding approval, confirmation or denial.

CAREER SERVICES

Mrs. Leslie Stevens, Dean of Students

Email: leslie.stevens@nechristian.edu

Student Employment

Throughout the academic year, Nebraska Christian College publicizes on campus employment opportunities (*federal work study and non-work study*). Students may request information from the area of campus they wish to work or inquire with the Dean of Students.

INTERNATIONAL STUDENT PROGRAMS (ISP)

Mrs. Leslie Stevens, Dean of Students

Email: leslie.stevens@nechristian.edu

The purpose of International Student Programs (*ISP*) is to assist international students in achieving the greatest possible benefit from their educational experience. This purpose is achieved through providing holistic support to international students in a variety of areas, including F-1 visa regulations, student affairs, and community resources. Assistance is given to address community integration issues unique to international students in the United States. ISP also serves the Nebraska Christian College campus in providing diversity advising and training to facilitate communication across cultures.

See the section of this handbook entitled *International Student Needs* for more details.

Study Abroad Opportunities

It is the University’s desire to reflect a diverse and international perspective and world view. Education abroad experiences can play a role in preparing students to impact the world for Christ. Students can get more information

covering study abroad, internship and volunteer opportunities, both short and long term, that will allow students to gain valuable cross-cultural experiences. For more information, please contact:

- Dr. Andrew Wood, awood@nechristian.edu
- Mrs. Leslie Stevens, lesile.stevens@nechristian.edu

Hope International University is a member institution of the Council for Christian Colleges and Universities, (CCCU). CCCU provides numerous study abroad programs around the world. Students can learn more about these programs at www.bestsemester.com.

ATHLETICS

Mrs. Leslie Stevens, Dean of Students

Email: leslie.stevens@nechristian.edu

Mr. Willie Williams, Athletic Director and Head Men's Basketball Coach

Email: willie.williams@nechristian.edu

Intercollegiate Athletics

Athletic activities at NCC are an extracurricular program that aims to holistically develop student athletes. The athletic programs add a dimension to education by providing physical involvement on a broad basis with enjoyable competitive experiences, which support academic, social and spiritual development.

Nebraska Christian College of Hope International University is a member of the National Christian College Athletic Association (NCCAA Division I).

Women's Sports

Basketball

Soccer

Men's Sports

Basketball

Soccer

Scholarships are available in all sports, and all students are encouraged to contact the respective coach if they are interested in participation.

Intercollegiate Athletic Webpage

www.nccsentinels.com

An interactive webpage is available to the NCC community to keep updated on any athletic event offered at NCC. You'll be able to find live streaming of games, stat updates, social media posts and any news relating to our athletic department.

MINISTRY HONORS PROGRAM

The Ministry Honors Program (MHP) is an honors program for ministry majors that is centered on service and leadership. To be eligible for the Ministry Honors Program, students must:

Requirements

1. Be accepted to Nebraska Christian College and a full-time student.
2. Declare a church leadership degree program.
3. Graduate from High School with a GPA of 3.0 or higher.
4. Interview and be accepted to the Ministry Honors Program.
5. Live on campus, in accordance with the Student Handbook.
6. Attend continuous semesters of full-time enrollment and complete course work on schedule.
7. Maintain a 3.0 semester GPA (one semester probation period allowed, two consecutive semesters below a 3.0 will result in termination of this agreement).
8. Remain in good standing with Student Affairs.
9. Serve the college 50 hours per semester through an assigned team.
10. Attend all Leader meetings and Institute for Church Leadership events.
11. Assist in planning and executing the annual Student Leadership Summit event on campus.
12. Fulfill required hours of service with churches (First Serve, Preparing for Residency, Residency).

Benefits

Everyone in the ministry honors program will receive the following:

1. \$8,350 Annual Tuition Rate (via the Ministry Honors Scholarship) (up to four years).
2. Networking opportunities with church leaders both locally and nationally.
3. Training in soft skills for employment and life.

Institute Events

Several times a semester guest speakers talk to our students about what it means to lead in the church today. While these events are aimed at Ministry Honors Program students, any student can benefit from the content. Events are open to all students, as well as local church leaders and alumni.

RESIDENCY

As a part of ministry degree programs, ministry majors are required to complete 12 credits of residency at an approved residency site. This select group of students usually works for a church or a professional office (counseling majors) relating to their major during their junior and senior year at NCC.

Students must have earned enough credits to be considered junior status and have completed MIN 2703 Preparing for Residency to be eligible for residency.

Residency students are required to live on campus throughout their tenure at NCC. Residency students may apply for a Housing Exemption once they've reached Senior level status (90 credits). A Residency Housing Exemption must be based on the physical location of the residency.

All students are expected to uphold NCC Student Conduct Code while earning residency credits. Students in residency, on or off campus, are subject to disciplinary action through the Office of Student Affairs.

The return of off campus residents to campus is welcomed and greatly anticipated. Overnight Visitor Policies apply to residents returning to campus for class or to visit friends.

We encourage all off-campus residents to eat the meals served at our cafeteria. Meals must be purchased by any person not on a meal plan from our NCC Receptionist and Cashier.

HEALTH SERVICES/INSURANCE

Mrs. Leslie Stevens, Dean of Students

Email: leslie.stevens@nechristian.edu

The Department of Student Affairs serves as the location for health and medical service information. The Residence Life Staff can assist resident students with minor first aid needs, but all students requiring additional care will be referred to off-campus medical care providers.

Health Insurance

All university international students and all traditional undergraduate students enrolled in six or more credits, who are actively taking courses on campus or living in the residence halls, are required to provide proof of health insurance in order to attend class and/or live in campus housing.

Student health insurance plans are available through independent insurance agencies, providing availability to sickness and accident coverage for them and their dependents. Students must be actively enrolled and attending classes to be eligible for coverage for college students.

No student health insurance program pays 100% of the claim submitted. Anticipate some personal cost following your visit to a medical facility. Students are encouraged to utilize insurance coverage with parents when available, and to investigate the options before requiring service as many private HMO plans have geographic limitations. Students should confirm that their provider will cover claims incurred at local health service facilities near the campus.

International Students:

All International students that are attending NCC/ HIU must have health insurance that will cover them during their time at college. This insurance should be purchased in the United States and meet the coverage requirements prescribed by law. There are a number of companies that can help. Below are some of the many options:

<https://www.compassstudenthealthinsurance.com/>

<https://www.internationalstudentinsurance.com/>

<https://www.psiservice.com/psiweb/index.do>

Regardless of potential changes to the ACA, Nebraska Christian College of Hope International University will continue to require that all traditional undergraduate students and dorm residents provide proof of health insurance in the fall in each academic year (*or upon enrollment*) and

maintain that insurance throughout their time at NCC-HIU.

Immunizations

The following immunizations must be current for all Nebraska Christian College of Hope International University students and are required for living on campus.

- 1) Tetanus Diphtheria (*current in the past 10 years*),
- 2) Measles, Mumps, Rubella (*2 dates needed*),
- 3) Polio (*primary series*),
- 4) Hepatitis B (*3 dates needed*),
- 5) Screening/ Risk Assessment: Tuberculosis (TB),
- 6) Menomune (*Meningococcal vaccine*) (*1 date*).

For information on immunization exemptions, please contact the Dean of Students, *Phone: 402-935-9400*.

FITNESS ROOMS AND RECREATIONAL EQUIPMENT

The NCC Fitness Room is in the lower level of the dormitory. It houses several weight machines, a treadmill and an elliptical. NCC also has a sand volleyball court, a disc golf course, a ping pong table and a pool table. Facilities are open for use to any student or faculty and staff member.

The following policies apply to the Fitness Center for safety and liability purposes:

1. Only current students, staff, faculty and alumni who have been approved are permitted.
2. Clean each piece of equipment you use after each use. Additional cloth and spray are available at the RA Desk.
3. Put away all weights after each use, keep weights and equipment clear of the designated walkways.
4. When using free weights and platforms you must have a spotter.
5. Report all injuries to the Athletic Trainer, Athletic Director, RA on duty, RLC or Dean of Students.
6. Practice safety when using all equipment.
7. No music in weight the room. Personal music players are permitted with earphones.
8. Shirts are required.
9. Proper footwear is required-no sandals, flip-flops, etc.
10. Stop exercise at any sign of discomfort.

The following policies apply to Recreational Equipment for safety and

liability purposes:

1. Only current students, staff, faculty and alumni who have been approved are permitted.
2. Recreational equipment including board games, cards and outdoor sporting games, will be available at the Resident Assistant Desk and can be checked out from an RA by leaving an ID card.

RA On Duty Information Desk

A1 Lobby in Restoration Hall • Contact via RA Cell Number posted on the RA On Duty Sign.

STUDENT SUPPORT SERVICES

Student Help Desk- Academic Support Services

Staff TBD

The Student Help Desk exists to provide academic assistance to students who attend Nebraska Christian College or take HIU Online Courses. The Student Help Desk is located in the Swedburg Library and is set up for study and tutoring use. Student Help Desk workers are available through email, while on duty, or through appointment to help students with their academic studies.

Counseling Services

Nebraska Christian College is committed to the physical, intellectual, emotional, social, spiritual development, and well-being of all students. Due to the nature of our studies at NCC the faculty and staff often provide guidance on spiritual and personal levels. Appropriate examples of this type of guidance include prayer, listening, encouragement and career advising. However, often for a student guidance is warranted via a professional counselor.

It is important to note that while we support the needs of our students, we do not provide professional counseling services to students as faculty and staff. If such a need arises that would benefit from professional services, the need should be addressed with the Dean of Students. The Dean of Students serves as a resource on campus to refer students to counselors who handle a variety of psychological concerns. Such items include but are not limited to depression, self-esteem, emotional problems, conflict, stress, anxiety, adjustment to life events, relationship issues and grief.

Counseling options are available to NCC students via local counseling offices in the Omaha-Metro area. Referrals are made to Christ Community

Church City Light Counseling Center and The Core located at Kings of Kings Church. Other counseling resources are also available through the Dean of Student's Office.

Students are also encouraged to work with mentors, families, and insurance providers to see other independent counselors in the community should they find as the best fit for their needs.

Additionally, in reference to acute situations, the college reserves the right to mandate counseling for a student or to require a wellness assessment. Further information on mandated counseling may be reviewed in the Student Handbook discipline section.

Registrar

Mrs. Laura Wood, Registrar

Email: lwood@nechristian.edu

The Office of the Registrar facilitates the registration of classes, academic advising assignments and the processing of all academic records. All petitions for changes or exceptions to an academic schedule, record or transcript are distributed and collected by this office. Refer to the school catalog for more details.

Directory Information

Mrs. Laura Wood, Registrar

Email: lwood@nechristian.edu

NCC considers the following to be an example of "directory information" and may disclose such information to third parties without consent of the student unless the student has directed the University (*in writing*) not to release such information about themselves: name, gender, enrollment status, permanent address, dates of enrollment, classification, degree program(s), major(s), date of graduation (*anticipated or actual*).

Student Financial Services (Financial Aid and Student Accounts)

Mrs. Kelli Sprouse, Assistant Director of Financial Services

Email: kelli.sprouse@nechristian.edu

Education is an investment and we at Nebraska Christian College do everything possible to keep the cost of education attainable for students and their families. We realize how difficult it may be for students to attend Nebraska Christian College without financial assistance. It is our

commitment to help you fill the gap between what you are capable of paying and your actual educational costs.

Nebraska Christian College participates in and offers many forms of Federal, State and Institutional aid. For descriptions and eligibility criteria for any of the available scholarships, grants or discounts, visit:

- www.nechristian.edu/scholarships-and-grants
- or contact the Financial Aid Office.

The Free Application for Federal Student Aid (FAFSA) can be completed as early as **October 1st**, online at www.fafsa.ed.gov. The priority date for completing a FAFSA is **March 2nd**, which provides students with the best opportunity to receive the highest possible award. Annual priority and due dates are available from the Student Accounts/Financial Aid Office.

A student's file must be complete with Financial Aid/Student Accounts prior to the beginning of the academic period and/or before moving into the residence halls. Files not complete by the due date are subject to late fees and/or delayed access to student housing. A Fee Schedule is the document utilized to explain the student's anticipated account information for the academic year. A completed Fee Schedule, along with any/all other financial required documents must be turned in to the Financial Aid/Student Accounts Office.

Students are expected to maintain financial responsibility and ensure their account is in good standing by monitoring their student portal and communications sent out via NCC student email accounts. A student's meal plan may be voided when an account balance is unresolved or past due. Transcripts and diplomas will not be released nor, will students be allowed to register for subsequent terms when there is an unresolved balance due. Graduating seniors must have their bill paid in full or have financial arrangements in place prior to May 1st of their graduating year in order to be cleared to participate in the graduation ceremony. A student having financial difficulty is encouraged to visit the Student Accounts Office.

Mail Services

Mail Postage Services-Receptionist Desk

Receptionist, Welcome Center

Mail Delivered: Monday - Friday (except holidays or when the University is closed)

The Mailroom processes incoming and outgoing mail for residential

students, faculty and staff, in addition to intercampus mail, and incoming packages from express and ground couriers including FedEx and UPS. Students are responsible for checking their mailboxes regularly and collecting their packages in a timely manner. In order to receive your mail, please ensure that your name is on your mail and packages to the following address:

Your Name

12550 South 114th Street

Papillion, NE 68046

Mailbox Key Replacement

There is a \$11 mailbox key fine for replacing lost or stolen mailbox keys.

Forwarding Address

If, for any reason, you leave school for an extended amount of time (leave of absence, withdrawal, graduate or summer break) please fill out a forwarding address form. Return the form to the Dean of Students.

Only First-Class mail can be forwarded; non-profit mail, credit card offers and catalogs are considered junk mail and cannot be forwarded. Your First-Class mail will be forwarded for a period of one-year. Forwarded mail may be delayed by up to four weeks, so students are advised to have all banking, bills, and/or other important connections be contacted directly with your change of address.

Copy Services

The Copy Center for students can be found in the library; located on the lower level of the dormitory. Services include black and white printing and electronic scanning to a removable storage device (i.e. flash drive).

Food Service

Cafeteria

The Cafeteria is the main dining facility on campus and provides a variety of cuisines in an “all-you-care-to-enjoy” dine-in format. Our culinary-focused team artfully prepares made-from-scratch foods available at multiple stations. Our staff are proud to offer a wide range of cuisine from comfort favorites to global flavors.

Daily offerings include a variety of hot bar options, fresh fruits, salad bar, make-your-own waffles, sandwich bar, delicious homemade baked goods and desserts, plus an assortment of beverages.

The Cafeteria is open to serve meals seven (7) days a week; weekdays for breakfast, lunch and supper, Saturdays for brunch and supper, and Sunday

supper. All food and beverage must be consumed in Cafeteria.

No one will be admitted into the cafeteria without a being on a meal plan or paying for a meal. Non-students, visitors and guests may purchase a meal at the door price from the NCC Receptionist.

Meal Plan Guidelines

All NCC Students living in the Residence Halls are required to be on a Meal Plan. Exceptions to being on a Meal Plan are considered on a case-by-case basis and need to meet the criteria of extraneous circumstances, which will be verified by the Office of Student Affairs.

Meal Plan Scanning Cards

In order to obtain a meal, Meal Plan participants must present a valid NCC ID Card. The ID card will show a Student ID barcode that is scanned prior to entering the cafeteria. The person whose name and photo appear on the card must be present in order for the card to be used (exceptions for Sick Meals). Members of the campus community may not loan and/or borrow NCC ID Cards. Failure to present a valid NCC ID Card may result in denial of service.

Missing ID Card (*Meal Pass*)

In the event that a student loses or misplace his/her ID Card, he/she must inform the Student Affairs Office, Suite 162, to deactivate the ID Card and receive their Student ID Number to use in lieu of an ID Card.

Meal Plan Participants may scan once per meal period, up to three (3) scans a day, not to exceed the total swipes allowed on their purchased Meal Plan. Meals begin on Monday at Breakfast, and end after dinner on Sunday. The number of meals available are determined based on participation level, and do not accrue when unused.

Meal Periods

Weekdays

Breakfast	7:30 AM	9:15 AM
Lunch	NOON	1:30 PM
Supper	5:00 PM	6:30 PM

Weekends

Saturday Brunch	11:00AM	12:30PM
Saturday Supper	5:00PM	6:30PM

Sunday Supper	5:00PM	6:30PM
---------------	--------	--------

General Dining Information

The entrance to the cafeteria is located on the main floor of the B-Building. Meals served at campus dining facilities are intended for students, approved guests, faculty and staff consumption only. Cafeteria meals may be purchased at the Receptionist's Desk in the Welcome Lobby by using cash, personal checks, American Express, Visa, MasterCard or Discover Card. Evening meals should be purchased by 5:00pm.

Students who remove service items, food and/or conduct themselves in a disrespectful manner are subject to disciplinary action through Student Affairs.

Students are encouraged to be good stewards of Gods' provisions by not overloading plates with more food than can reasonably be eaten at one meal. We encourage returning to stations multiple times during a meal period to avoid waste.

All food and beverage must be consumed in the cafeteria and are not offered to go. Removal of food items and/or service items (*plates, cups, bowls, silverware, etc.*) from the Cafeteria is not permitted.

Students are expected to take all their dishes to the dish return station and wipe up all spills at their tables.

Health Department regulations prohibit shoeless and/or shirtless patrons from entering the Cafeteria and any catered/dining event.

Students are expected to self-monitor noise. Students are expected to conduct themselves in an appropriate manner while dining and comply with requests made by food service staff.

Meal Plan participants may obtain meals when their classes begin. Meal Plan start dates vary by student depending upon their semester course schedule. Students either start classes when the Intensive Class Schedule begins or when Traditional Classes begin.

Intensive Week Meals

Meal Plan participants are allowed to eat as normal during the Fall or Spring Intensive Week. Students who have returned to campus for an Intensive Week course and do not have a meal plan are required to purchase meal tickets through the NCC Receptionist at the Welcome Center.

Special Dietary Requests

The Food Services Team is committed to offering nutritious, safe dining options as an integral part of daily menus. Most special dietary needs and food intolerances can be met upon request in our campus eateries. Nutritional and ingredient information for items served is available upon request.

Students with food allergies or medical dietary requirements should contact Student Affairs to request a Meal Plan review and, if necessary, a modification or exemption. NCC will contact Food Services to review the information submitted and, if necessary, schedule a special diet consult and/or meet with the student.

While every effort is made to safely prepare and serve foods, there is always a risk of cross contamination of allergens or gluten since foods are prepared in large production at campus dining locations.

The Food Services Team welcomes questions regarding any aspect of food preparation and/or use of dining facilities. Please contact the Manager or Chef on duty to assist you with any questions you have.

Boxed Meals for University Sponsored Events

Boxed Meals may be requested by a student or department for special University-sponsored events (*i.e. athletic team travels, class field trips, etc.*). Boxed Meal Requests and a Student Rosters should be submitted to the Food Service Manager at minimum of 2 days in advance of the date the meals are needed. Please submit the Boxed Meal Requests and Student Roster to: ashley.bond@nechristian.edu and tclark@nechristian.edu.

Special Requests: Sick Meals

In order to prevent the spread of illness, students who experience enteric symptoms (*vomiting, diarrhea, fever, nausea, etc.*) or flu-like symptoms (*coughing, sneezing, runny nose*) should not visit any campus dining location.

In the event a Meal Plan participant experiences an illness, they should report it to their RA or RLC. Sick Meals are available to students who are too ill to come to eat in the Cafeteria. An RA or RLC will need to fill out a request and the person picking up the meal must have the student's ID number.

Times and Dates

The Cafeteria is open throughout the Fall and Spring semesters.

The Cafeteria is closed during official University holidays and breaks including Thanksgiving, Winter, Spring, Easter, and Summer (please

reference the Boarding Calendar).

The Cafeteria may be open for extended hours due to special events. At times during the school year, food service may be relocated to another location on campus. Students will be informed in advance of these changes should they occur. Meal Plans will apply.

Please see information posted outside the Cafeteria for the most up-to-date hours and dates of operation.

Cafeteria Closures

The cafeteria will be closed, and meal service is not offered when school is not in session. This includes holidays and other days when the college is officially closed. Refunds for missed meals are not available.

Kitchenettes and Vending Machines

Kitchenettes and vending machines are available for student food preparation daily during the school year. A sink, refrigerator, cabinets, microwave, and other food preparation appliances will be provided. It is the student's responsibility to clean up when using this area.

Brewed Awakening Coffee Bar

A coffee bar is located on campus in the Ministry Equipping Center (MEC) café area. The coffee bar is cash and card friendly and open for business during traditional class weeks. The coffee bar serves freshly brewed coffee, espresso-based drinks such as: mochas, lattes, and cappuccinos. It also serves non-coffee beverages like juice, tea, hot chocolate, and bottled water. Hours of operation are posted at the beginning of the school year.

Information Technology Help Desk

IT Help Desk, NCC

Email: ithelpdesk@nechristian.edu

Information Systems (IS) builds and maintains information technology (IT) solutions for NCC. This department procures and implements all hardware and software to support the IT needs of our students, faculty and staff.

Information Systems provides support for the wired and wireless network as well as technical assistance for the NCC Email System and for the NCC Student Portal. Questions related to Hope Online should be directed to the IT Department.

See the section entitled *Christ Centered Community* for details regarding student internet system terms of use, Residence Hall wireless policy, and network acceptable use policy.

See section “Student E-mail Terms of Use” in the Additional Policies section for a complete list of terms and conditions for nechristian.edu email.

Library Services

Mrs. Becky Wymer, Librarian

Email: bwym@nechristian.edu

NCC Library Restoration Hall Lower Level, ext. 9440

In 1996, the NCC library was officially named the Loren T. and Melva M. Swedburg library in honor of the long-time and beloved Academic Dean and faculty member of Nebraska Christian College. Joining the faculty in 1953, Dean Swedburg began a work which spanned three decades. He was later joined on the faculty by his wife, Melva, who became a recognized leader in the field of Christian Education. The library is lovingly dedicated in honor of their example of a Christian walk, commitment and love of learning.

The Nebraska Christian College Library provides an inviting space located on the lower level of Restoration Hall for students to study and to do research. In the Swedburg Library you will find books, periodicals, CDs, DVDs and more. Well trained library staff are also available to assist you at all times when the Library is open. You can find a Librarian during posted office hours for reference, technical questions and research help.

The Swedburg Library is also the location for the campus Copy Center for students. Students can print black and white copies or scan documents free of charge. The copier is also equipped with removable storage device technology.

Students at NCC also have access to the Hope International Online library which houses thousands of resources available through the internet. You will find resources such as research databases, eBooks, eJournals, video tutorials, research guides, online reference help, contact information, library policies and more. Check out the online library at <http://library.HIU.edu> or <https://nechristian.edu/library>.

Operations

Mr. Tony Clark, Associate Vice President of Business and Operations

Email: tclark@nechristian.edu

Facilities & Grounds

All work orders for custodial services, maintenance and repairs on campus are addressed by the Operations Staff. Residential students should fill out a work request for residential rooms online. All facility and grounds concerns and risk management issues should be reported to the Director of

Operations and the Associate Vice President of Business and Operations.

Student ID/ Key Cards

Mrs. Leslie Stevens, Dean of Students

Email: leslie.stevens@nechristian.edu

A Student ID card is issued by the Office of Student Affairs to every student attending NCC residing in the residence halls. ID cards can be printed for students living off campus by requesting one from the Dean of Students. ID cards are used for access to the residence halls, access to campus buildings, for use in the Cafeteria, library services and to register chapel attendance.

ID Cards are issued during orientation at no cost. Should a student lose or damage their ID card, they will need to purchase a replacement.

Replacement Fee

Students needing a new ID card must pay a \$21 fee at the Cashier's/ Receptionist's Desk. The Receptionist or Student Accounts will notify the Student Affairs office and they will print a replacement and encode it. The student will be notified via NCC email when the keycard is ready for pick up.

PARKING

A current NCC parking sticker is required on all vehicles in order to park in University lots. Vehicles in University parking lots that are not registered are subject to towing at the owner's expense. An annual permit is issued to staff and students at the beginning of the school year. Replacement permits are available at the Office of Student Affairs.

Student parking is available in the Lower Lot east of Restoration Hall and in the Upper Lot south of the Administrative Offices (excluding Faculty/ Staff parking). Faculty and Staff parking is reserved for only University employed faculty and staff members only. *A parking diagram is available upon request from the Dean of Students.*

All motor vehicles without authorization or parked outside of their assigned parking area will be ticketed and may be towed at the owner's expense - *accumulation of three (3) violations is an automatic tow.*

No student parking is permitted in the designated Visitor Parking and parking by the Maintenance Building or behind Restoration Hall (Fire Lane). Violation of university parking policies may result in fines, disciplinary action, revocation of parking permit or towing at the owner's expense.

Visitors may park in designated visitor parking or for up to two days in the

Lower and Upper parking lots. Guest parking passes are available from the Dean of Students, RLC or an RA on Duty.

CAMPUS SAFETY

Mrs. Leslie Stevens, Dean of Students

Email: leslie.stevens@nechristian.edu

The safety and well-being of all members of our community and their guests is our top priority. Keeping our campus safe and secure is the responsibility of everyone. Please do your part in keeping our environment safe by practicing common sense safety techniques and contacting the Dean of Students or a Campus Administrator if you encounter anything dangerous or suspicious. Additional information regarding specific campus safety procedures is located in the campus Housing Guide and Campus Crisis Management Plan. These are available in the Dean of Student's Office.

Campus Safety Partnerships

Nebraska Christian College keeps a working relationship with the Sarpy County Sherriff's Department. Regular safety patrols occur on campus and help is readily available on campus through the Student Affairs Office, or other Campus Administrators. For emergencies, help is available through the Sarpy County Sheriff's Department or other first responder agencies.

Sarpy County Sheriff's Department

Emergency: Dial 9-1-1

Non-Emergency: 402.593.2288

Nebraska Christian College teaches campus safety at throughout the year to students. NCC also works with local law enforcement to train and inspect campus; improving safety measures.

Misuse

Obstructing the work of a campus safety personnel is against university policy and will result in disciplinary action. Obstructing Campus Safety includes but is not limited to: making a false claim, distracting an officer/administrator, impeding an officer's/ administrator's movement, tampering with an officer's/ administrator's work.

INDIVIDUAL SAFETY AND RESPONSE

Timely Warning Policy

The Dean of Students or designee will issue a campus-wide "timely warning" in the occurrence of a crime that is serious in nature or poses a continuing

threat to the campus community. The university email system will be the primary mode of communication for timely warnings. The Student Affairs Department may also use its social networking websites, text messaging and/or flyers to further disseminate information depending upon the circumstances. Anyone with information warranting a timely warning should report the circumstances to: Student Affairs at 402-935-9423, Operations at 402-935-9414, another Campus Administrator at 402-935-9400 or issue a report in person.

Information for Timely Warnings/ Alerts may also come from other law enforcement agencies or other officers. Timely Warnings/ Alerts will be issued to the campus community as soon as pertinent information about the crime is available.

Information included in Campus Crime Warnings/ Alerts will include, at minimum:

- A succinct description of the incident and type of crime, including location, date and time of occurrence
- A physical description of the suspect, including gender and race
- Composite drawing of the suspect, if available
- Apparent connection to previous incidents, if applicable
- Race of the victim, but only if there was an apparent bias motive
- Sex of the victim, if relevant
- Injury sustained by the victim
- Date and time the campus alert was released
- A notice to the campus community to exercise caution

Non-Discrimination and Harassment Policy

NCC is committed to providing an environment free of unlawful discrimination and harassment. University policy prohibits harassment and discrimination based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other status protected by federal, state, local law, ordinance or regulation. NCC's non-discrimination and harassment policies are intended to protect students in school programs and activities.

All such discrimination or harassment is unlawful and will not be tolerated. The University's anti-discrimination and harassment policy applies to all persons involved in the operation of the University and prohibits unlawful harassment or discrimination by all student employee supervisors and managers, vendors, customers or any other persons. Discrimination and harassment based on the perception that a person possesses the characteristics of, or belongs to, a legally protected status or class of persons

is unlawful. Similarly, harassment based on a person's association with a person who has, or is perceived as having, the characteristics of, or who belongs to a legally protected status or class of persons, is unlawful.

NCC operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs, activities and employment decisions. Such laws and regulations include:

Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color and national origin in the programs and activities of the University. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the University's tax-exempt status.

Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on sex, race, religion, color or national origin.

The Age Discrimination in Employment Act of 1967, which prohibits age-based discrimination against persons aged 40 and over regarding employment decisions.

Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of its programs and activities.

The Age Discrimination Act of 1975, which prohibits age-based discrimination against persons of all ages in programs and activities of the University.

Title IX of the Education Amendments of 1972, which prohibits all forms of discrimination on the basis of gender (*including sexual harassment*) in programs and activities of the University, except where the University has been granted exemptions based on its religious tenets.

The Americans with Disabilities Act of 1990 (Public Law 101-336), the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications and transportation.

As a religious institution, the University is exempt from certain provisions in the above stated laws and regulations relating to discrimination on the basis of religion.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f) (“Clery Act”)) which required colleges and universities to disclose information about crime on and around their campuses. This includes recent amendments to the Clery Act under the Campus SaVE Act and Violence Against Women Act, which deals with incidents of sexual assault, domestic and dating violence, and stalking.

As a religious institution, the University is exempt from certain provisions in the above stated laws and regulations relating to discrimination on the basis of religion.

Crime Report

This report is part of an on-going effort to promote safety and security at Hope International University and to comply with the Jeanne Clery Disclosure of Campus Security Policy, Fire Safety Report and Campus Crime Statistics Act, also known as The Clery Act (<http://clerycenter.org/summary-jeanne-clery-act>). Under this Act, all colleges and Universities across the country are required to publish this report by October 1 of each year. These reports must contain applicable policies and procedures regarding security and fire safety and the statistical data from the previous calendar year and the 2 preceding calendar years.

The information below provides context for the crime statistics reported in compliance with the Clery Act.

The statistics in this report are published in accordance with the standards and guidelines used by The Handbook for Campus Crime Reporting issued by the U.S. Department of Education Office of Secondary Education. The Dean of Students submits the annual crime statistics published in the report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. The University’s daily crime log is available in the Dean of Students Office. The annual disclosure of crime statistics includes reporting statistics to the University community obtained from the following sources: the Sarpy County Sheriff’s Department, additional law enforcement agencies and the Dean of Students. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Designated campus security authority includes but is not limited to the University administrators, deans, directors and resident life staff (or their designees). These designated campus security authorities report crime or discipline issues to the Dean of Students when issues arise. The incidents that rise to the level of reporting in the Clery Act report are included in the annual report.

The Clery Act requires all colleges and universities to:

1. Compile and submit crime statistics to the United States Department of Education. Each year, the University submits crime statistics for Clery Act crimes by type, location, and year to the U.S. Department of Education.
2. Maintain a daily crime log of alleged criminal incidents that is open to public inspection.
3. Issue campus alerts. NCC issues a timely warning to the University community when there is information that a Clery crime has occurred that represents a serious or ongoing threat to campus safety.
4. Issue emergency notifications. NCC issues an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The University tests the emergency notification procedure at least twice annually.
5. Publish and maintain an Annual Security Report containing safety and security-related policy statements and statistics of Clery Act crimes occurring on the University property, adjacent property, and non-university property owned or controlled by the University.
6. Maintain and enforce a missing student policy and notification procedure.
7. Compile and submit fire statistics to the United States Department of Education. Each year, the University submits fire statistics by type, location, and year to the U.S. Department of Education. The University's Annual Fire Safety Report of Student Housing, including fire safety policy statements and statistics, is included in this report.

Non-Retaliation Policy

Federal civil rights laws make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. It is unlawful for the University to retaliate against an individual for bringing a concern about a possible civil rights problem to the University's attention. It is also unlawful to retaliate against an individual because he or she made a complaint, testified or participated in any manner in an Office of Civil Rights investigation or proceeding. Thus, once a student, parent, teacher, coach or other individual complains formally or informally to the University about a potential civil rights violation or participates in an Office of Civil Rights investigation or proceeding, the recipient is prohibited from retaliation (including intimidating, threatening, coercing or in any way discriminating against the individual) because of the individual's complaint or participation.

Prohibited unlawful discrimination or harassment includes, but is not limited to, the following behavior:

- Treating a person differently, on any of the bases listed in the paragraph above, with respect to using, accessing or benefitting from the University's educational program. Example: the University may not subject students or employees to different standards of conduct in connection with a disciplinary matter on any of the bases listed above;
- Verbal conduct such as epithets, derogatory jokes or comments, slurs on any of the bases listed above, unwanted sexual advances, graphic verbal commentaries about an individual's body, sexually or otherwise degrading words used to describe an individual on any of the bases listed above, suggestive or obscene letters, notes, invitations or comments;
- Visual displays such as derogatory posters, photography, cartoons, drawings or gestures on any of the bases listed above;
- In the case of sexual harassment claims, physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of gender, race or any other protected basis;
- In the case of sexual harassment claims, threats and demands to submit to sexual requests as a condition of appointment, admission, academic evaluation or administrative consideration in return for sexual favors; submission to or rejection of such conduct is used as a basis for a personnel decision, an academic evaluation, or an administrative consideration affecting an individual, and retaliation for reporting or threatening to report harassment.

Title IX

Title IX of the Education Amendments of 1972 (*Title IX*) prohibits discrimination based on gender in educational programs that received federal financial assistance. Programs and activities that may be included are admissions, recruitment, financial aid, academic programs, athletics, housing, and employment. Title IX also protects male and female students from unlawful sexual harassment in school programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment; unwelcomed sexual advances; or sexual violence, such as rape, sexual assault, sexual battery and sexual coercion.

Title IX Coordinator

Mrs. Leslie Stevens, Dean of Students, NCC Administrative Offices, Suite 162, ext. 9423, leslie.stevens@nechristian.edu

Title IX Compliance Coordinator

Dr. R. Mark Comeaux, Vice President for Student Affairs

Lawson-Fulton Student Center, Suite 209, ext. 1211, mcomeaux@hiu.edu

Duties and Responsibilities:

- Monitoring and oversight of overall implementation of Title IX Compliance and the prevention of harassment and discrimination at the University, including coordination of training, education, communications and administration of grievance procedures for faculty, staff, students and other members of the University community.
- Tracking and monitoring incidents, including sex discrimination and sexual misconduct.
- Ensuring that the University responds effectively to each complaint.
- Conducting investigations of particular situations as necessary and appropriate.

If you have questions or concerns related to Title IX, please contact Nebraska Christian College's Title IX Coordinator.

Sexual Misconduct

Introduction

The purpose of Nebraska Christian College's anti-harassment policy is to comply with all applicable legal requirements prohibiting harassment against any member of the NCC community. Moreover, as a Christian community, NCC has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore, it is the purpose of this policy to maintain a work, academic and campus environment free of unlawful harassment, which includes sexual assault, violence and misconduct.

Members of the university community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. NCC has a zero-tolerance policy for sexual misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have

been violated.

Policy Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (*who, what, when, where, why or how*) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (*such as teacher and student, supervisor and employee*). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change and conduct that was previously welcomed may become unwelcomed. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. For the personal protection of members of this community, relationships in which power differentials are inherent (*faculty-student, staff-student, administrator-student*) are generally discouraged. Relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

Educational programs include:

- Bystander training to reduce power-based personal violence on campus by teaching students to recognize warning signs of abuse and provide them with safe and effective options for intervening.
- Task Force – A student task force was established to assist the Title IX Coordinator in planning programs and theme weeks to promote a safe campus and refer students to various resources available in the community.
- New Title IX Brochure – “Title IX Addressing Sexual Harassment/Sexual Violence” outlines our policy and procedures.
- New Violence Against Women Act Brochure – “Sexual Assault, Dating Violence Domestic Violence and Stalking on Campus” describes the four main categories covered under VAWA and offers suggestions on protective measures and recommends resources available to students.
- Advocacy training/resources – Resident Assistants, Resident Life Coordinators, Campus Safety, Student Task Force, Confidential Report Sources, and Deputy Title IX Coordinators (TBD) are trained to assist individuals in the process of recovery and the resources available to help deal with traumatic situations.
- Students registered for MIN 2703 Preparing for Residency receive specialized training for students preparing for residency and workplace environments.
- Student Orientation – During fall and spring orientation Student Affairs personnel address the issues of sexual assault and violence. A brochure has been developed that outlines definitions and procedures for reporting.
- Faculty Training – Before fall and spring semester the faculty are reminded about their Title IX responsibilities. After a review of NCC’s policy on sexual assault and violence each faculty member complete online training.

Sexual Violence – Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.

- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Investigations

The University never assumes a student is in violation of university policy. Campus investigations are conducted to take into account the totality of all evidence available, from all relevant sources.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, modification of internship or residency placement, interim suspension from campus pending an investigation and reporting the matter to the local police.

The university reserves the right to impose different sanctions and campus restrictions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant (*petitioner, reporting party*) and the person accused of sexual misconduct (*respondent*).

Sexual Misconduct Offenses

Sexual Misconduct Offenses includes, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (*or attempts to commit same*)
3. Non-Consensual Sexual Intercourse (*or attempts to commit same*)
4. Sexual Exploitation

1. Sexual Harassment

- unwelcome, verbal or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is
- based on power differentials (*quid pro quo*), the creation of a

hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; bullying.

2. Non-Consensual Sexual Contact

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Contact include an intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. Non-Consensual Sexual Intercourse

- any sexual intercourse
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (*mouth to genital contact or genital to mouth contact*), no matter how slight the penetration or contact.

4. Sexual Exploitation

- Invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (*such as letting your friends hide in the closet to watch you having consensual sex*);
- non-consensual sharing of explicit pictures of a former girl/boyfriend;
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- exposing one's genitals in non-consensual circumstances;

- inducing another to expose their genitals;
- sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

Additional Applicable Definitions

Gender-based violence: Gender-based violence is violence that is directed against a person on the basis of gender. It constitutes a breach of the fundamental right to life, liberty, security, dignity and equality between women and men.

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (*and the conditions of*) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (*implied threats*) and coercion that overcome resistance or produce consent (*"Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want."*).

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be — or based

on the circumstances should reasonably have known to be — mentally or physically incapacitated (*by alcohol or other drug use, unconsciousness or blackout*), constitutes a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (*e.g., to understand the “who, what, when, where, why or how” of their sexual interaction*).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

Use of alcohol or other drugs will never function as a defense to sexual misconduct.

Hostile Environment: A hostile environment is when such conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile or offensive working and/or learning environment; or of interfering with one’s ability to participate in or benefit from an educational program or activity.

NCC considers a variety of related factors to determine if a hostile environment has been created; and also considers the conduct in question from both a subjective and an objective perspective. Specifically, Office of Civil Rights standards require that the conduct be evaluated from the perspective of a reasonable person in the alleged victim’s position, considering all the circumstances. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of sexual violence may create a hostile environment.

Other Gender-Based Misconduct Offenses

The following fall under Title IX regulations

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an

unreasonable fear of harm in another;

- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (*as defined further in the NCC Hazing Policy*);
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (*that is not speech or conduct otherwise protected by the 1st Amendment*).
- Violence between those in an intimate relationship to each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community (*this includes cyber stalking*).

Confidentiality, Privacy, and Reporting

Institutions must clearly articulate who are “responsible employees” under Title IX for purposes of initiating notice and/or investigation, and those who have more discretion on how they act in response to notice of gender-based discrimination. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the university and upon university policy. When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations, and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the university nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these university officials without starting a formal process that is beyond the victim’s control or violates her/his privacy.

Confidential Reporting

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the university has not specifically designated for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about

who can help you best. If your personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

If one desires that details of the incident be kept confidential, they should speak with people below who are designated as officials for confidential reporting. A campus counselor is available for confidential reporting. You may also speak with additional counselors off-campus, members of the clergy, and chaplains, who will also keep reports made to them confidential.

**NCC Confidential Reporting Options:
On Campus Confidential Reporters**

Dr. Andrew Wood awood@nechristian.edu 402-935-9404
Mrs. Dawn Gentry dawn.gentry@nechristian.edu 402-935-9400

Off Campus Confidential Reporters- Community Pastors and Counselors

City Light Professional Counseling For Appointments Contact: 402-938-1513
City Light Pastoral Counseling For Appointments Contact: 402-938-1570
The Core, Tami Boesiger, Counselor 402-513-0148 tamib@kingofkingsomaha.org

Non-Confidential Reporting

You are encouraged to speak to officials of the institution to make formal reports of incidents (*deans, vice presidents, or other administrators with supervisory responsibilities, RAs, faculty members, advisors to student organizations, staff, admissions officers, student activities personnel, and others*). The university considers these people to be “**responsible employees**.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken

seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

In Case of Emergency

Dial 911

On Campus Contact Information

During Office Hours: 402-935-9400

After Office Hours: Residence Life Coordinator/ Resident Assistants

Off Campus Medical Treatment

CHI Health Midlands Hospital

11111 South 84th Street, Papillion, NE 68046, Phone: 402-593-3000

Reporting Procedure

Any individual who believes they have been subjected to sexual assault or violence, or who has witnessed or has knowledge of such sexual assault or violence, may report to any University employee including administrators, faculty, staff or notify one of the following offices as soon as possible after the incident.

- Dean of Students, Leslie Stevens, NCC Administrative Offices, Suite 162, 402-935-9423, Email: leslie.stevens@nechristian.edu. Coordinator Title IX, Discrimination and Harassment (*Students*), and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (*Section 504*) investigations.
- Vice President for Student Affairs, Dr. R. Mark Comeaux, Lawson Fulton Student Center, Office 209, Phone 714-879-3901 ext. 1211, mcomeaux@hiu.edu. Coordinator for Title IX, Discrimination and Harassment (*Students*), and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (*Section 504*) investigations.
- Human Resources Director, Ms. Ellen Nialis, Business Office, Suite 100, Phone 714-879-3901 ext. 2281, egnialis@hiu.edu. Coordinator for Discrimination and Harassment (*Employees*), and Age Discrimination investigation.
- President of the University, Dr. Paul Alexander, President's Office, Phone 714-879-3901 ext. 2237, palexander@hiu.edu.
- Sarpy County Sheriff's Department, Call 9-1-1 or 402-593-4111, 8335 Plattview Road, Papillion, NE 68046

Reporting Locations:

Nebraska Christian College
12550 South 114th Street
Papillion, NE 68046
Main Office Phone Number: 402-935-9400

Sarpy County Sheriff's Department
8335 Plattview Road
Papillion, NE 68046
Call 9-1-1 or 402-593-4111

For all crimes listed above:

The Institution will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report of the results of any disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of such crimes or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

1. Assistance for Victims:

Rights and options regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In Nebraska, some victims of domestic violence, dating violence, sexual assault or stalking has rights to be compensated for medical and counseling costs as well as the right to be notified of the status of criminal proceedings.

Further, the University complies with Nebraska law in recognizing orders of protection, which are called restraining orders, and requests that any person who obtains an order of protection from Nebraska or any U.S. State should provide a copy to the Dean of Students and the Office of the Title IX Coordinator.

a. Protective Orders

Nebraska has three types of protective orders:

- 1. Domestic Abuse Protection Order:** for people who have been in close relationships. It is granted because someone attempted, threatened, caused bodily injury, or intimidated the other person by credible threat, or engaged in sexual contact or sexual penetration without consent.
- 2. Harassment Protection Order:** not relationship

dependent. Requires a number of telephone or personal contacts that seriously terrify, threaten, or intimidate the victim and serve no legitimate purpose.

3. Sexual Assault Protection Order: Not relationship depended. It is granted because someone subjected or attempted to subject the other person to sexual contact or sexual penetration without consent.

2. Institutional No Contact Order:

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, university offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 40002(a)(2) of the Violence Against Women Act of 1194 (*42 U.S.C. 13925(a)(20)*). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

3. Publication of Names:

The University does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. Students may visit their online student portal and change their classification, which would subsequently restrict what information is able to be released. Students can do this with whatever frequency they choose. Employees who need to restrict directory access to personally identifiable information should contact Human Resources. The University can provide written notification to students and employees about existing resources available within University.

Adjudication of Violations

Although the University asks that you submit a written complaint, any suspected incident of sexual assault or violence will be investigated and addressed promptly, whether reported in writing or otherwise. Any University employee including administrators, faculty, and staff who observes any incident of sexual assault or violence involving a student or receives a complaint or other notice of such harassment, shall promptly report this information to the Office of Student Affairs whether or not the targeted student files a complaint.

Complaints must be filed within 180 days of the date of the alleged discriminatory events. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The staff member in charge of the investigation will document all reports of incidents of sexual assault or violence. The University will immediately undertake an effective, thorough and objective investigation of the sexual assault or violence allegations.

The complainant will be provided the opportunity to present relevant evidence including witness testimony.

The University will interview individuals who have knowledge relevant to the complaint, including, but not limited to, the complainant (*petitioner*), the person who was the subject of the discrimination if different, the person accused of discrimination, anyone who witnessed the reported discrimination, and anyone identified as having relevant information. The University will review any records, notes, memoranda, correspondence or statements related to the discrimination. The University may take other appropriate investigative steps, such as visiting the location where the discrimination is alleged to have taken place.

The University shall determine whether interim measures are necessary during, (*and pending,*) the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher. Any such actions, whether interim or permanent, shall avoid or minimize to the extent possible any burden on the student who complained. The University will investigate reports of sexual assault or violence promptly and will complete its process and notice of outcome within 60 days of receiving notice.

Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to:

- providing an escort to ensure that the complainant can move safely

- between classes and activities;
- ensuring that the complainant and alleged perpetrator do not attend the same classes;
- moving the complainant or alleged perpetrator to a different residence hall;
- providing counseling services;
- providing medical services;
- providing academic support services, such as tutoring

Procedure used by the University in addressing Stalking, Dating Violence, Domestic Violence

- assess immediate safety need of the complainant
- assist complainant with contacting local police if complainant request
- provide written instructions on how to apply for Protective Orders
- provide written information to complainant on how to preserve evidence
- assess need to implement inter or long-term protective measures to protect the complainant, if appropriate
- provide a “No Entry” directive to accused part if deemed appropriate
- In the case of student involvement adjudication will use the preponderance of the evidence standard.

Be an Active Bystander

If you think someone is at risk for sexual assault, consider it an emergency and get involved. Don't wait for someone else to act.

Tips for Intervening:

- Approach everyone as a friend.
- Be honest and direct.
- Don't be aggressive or use violence.
- Keep yourself safe.
- Get help from other bystanders, if necessary.
- Call the police if a situation becomes too serious.

Retaliation

The University will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by employees or students. The University prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any such individual who believes that he/she has been subjected to retaliation may file a separate complaint under this procedure.

Sanction Statement

At the conclusion of the investigation, the University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. The accused will also receive a verbal and written report of the investigation.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (*where no intercourse has occurred*) will likely receive a sanction ranging from suspension to expulsion, depending on the severity of the incident, and taking into account any previous student conduct code violations.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of expulsion.

Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident and taking into account any previous campus conduct code violations.

Sex Offender Registry

The Federal Campus Sex Crimes Prevent Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information is provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required by state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteer services or is a student.

In Nebraska, registered sex offenders are required to register with their state through their local sheriff's department. Information about registered sex offenders may be found at <https://sor.nebraska.gov/>.

Missing Persons

NCC takes student safety very seriously. To this end, the following policy and procedure is to assist in locating NCC student(s) living in campus housing, who, based on the facts and circumstances known to the University, are determined to be missing.

This policy complies with Section 488 of the Higher Education Act of 2008. (*For students reported missing who live off campus, see Item 6 below.*)

Most missing person reports in the university environment result from students changing their routines without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report his or her concern to Campus Safety, the Residence Life staff or the Student Affairs staff.

An immediate investigation will follow every report made to the University once a student has been missing. Parents of a missing student under the age of 19 or not emancipated will be notified. In the event that parental notification is necessary, the Dean of Students or designee will place the call.

At the beginning of each academic semester, residential students will be required to complete/update the “Emergency Contact” portion of our student portal. The information provided will be used in the event that a student is reported missing while enrolled and living on campus at Nebraska Christian College. Hard copies of this emergency information will be in each Residence Life Coordinators’ Office and in the Dean of Student’s office. The University will initiate the “Emergency Contact” procedure in accordance with the student’s designation if the student has been missing for 24 hours and has not returned to campus.

General Procedure

1. The NCC official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (*e.g., visiting friends who live off-campus, working a job away from campus*) including any recent changes in behavior or demeanor.
 - d. The missing student’s cell phone number (*if known by the reporter*).
2. The NCC official receiving the report will contact the Residence Life Coordinator (*for a resident student*) and the Dean of Students/ or designee. The Dean of Students or designee with the assistance of Residence Life (*if a resident student*) will launch an investigation into finding the missing student.
3. Upon notification from any entity that a student may be missing, the Resident Life Coordinator or their designee may use any or all of the following resources to assist in locating the student:
 - a. Go to the student’s campus residence.
 - b. Talk to the student’s RA, roommate, and floor mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time, and location the student was last seen.

- c. Secure a current student photo ID or other photo of the student from a friend.
 - d. Call and text the student's cell phone and call any other numbers on record.
 - e. Send the student an email.
 - f. Check all possible locations mentioned by the parties above including, but not limited to: Library, Residence Hall lounges, Ministry Equipping Center, Fitness Center, etc.
 - g. Contact the student's current faculty.
 - h. Contact or call any other on-campus or off-campus family, friends or contacts that are made known within 24 hours. This could include checking a student's social networking sites such as Facebook, Twitter, Snap Chat and Instagram.
 - i. Ascertain the student's car make, model and license plate number. A member of Campus Safety will also check all university parking lots for the presence of the student's vehicle.
4. Hope International University Informational Technology Services may be asked to obtain email logs in order to determine the last log in and/or access of the university computer network.
 5. Once all information is collected and documented and Campus Safety (*or designee*) is consulted, University Administration or Campus Safety may contact the local Law Enforcement agencies to disseminate the information no later than 24 hours of the missing student report. (*Note: If in the course of gathering information as described above foul play is evident or strongly indicated, the off campus legal jurisdiction should be contacted immediately.*) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the university.
 6. If the missing student resides off campus and the matter is first reported to the University, Campus Safety will assist in contacting the local jurisdiction legally responsible for investigating the report. Campus Safety will also assist the local jurisdiction with the investigation upon request by providing pertinent information on the student and by using any of the procedures and the resources listed above to assist in the investigation that are legally permissible.

EMERGENCY EVACUATION PROCEDURES AND POLICIES

Nebraska Christian's Crisis Management Plan addresses the University's

response to emergencies. Members of the University community should familiarize themselves the information in this plan. General safety information is placed in main areas of campus.

The plan has provisions for division of responsibility for administrators, staff and faculty to perform during a crisis on campus. Bi-annual drills are conducted and with a review of each building evacuation and lockdown procedure and location. NCC utilizes local law enforcement to review and improve safety plans.

Emergency Notification System

NCC will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

The University contracts with an outside agency for an emergency notification system (*ENS*). This is a web-based system that can be activated either from a computer or a smart phone. It has the capability of accessing select groups or the entire community of faculty, staff, and students. The ENS is used in situations where immediate notification is required due to a threat to the health and safety of the campus community, or any other emergency situation in which information needs to be disseminated quickly.

If the Nebraska Christian College or Hope International University Crisis Management Coordinator confirms (*with the assistance of key campus administrators, local first responders or the National Weather Service*) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Nebraska Christian College community, the Crisis Management Coordinator or designee will determine the content of the initial message. The Crisis Management Coordinator and key administrators on the Crisis Management Team have the ability to send messages using some or all of the systems described below to communicate the threat to the Nebraska Christian College community, or to the appropriate segment of the population.

Nebraska Christian College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency messages will be distributed using the following primary distribution methods: Email, voice mail, and instant text messaging.

Messages will generally have this format:

“OFFICAL FROM NCC. [SITUATION] in progress at/in [LOCATION]. -Or- [SITUATION] occurred at [TIME]. [PERSON/AGENCY/DEPT] on scene. Situation is [STABLE/UNDER CONTROL/SERIOUS]. Access to campus is [RESTRICTED/CLOSED/NORMAL]. [DATE/TIME]”

The Emergency Notification System is tested at least twice each year.

Other forms of emergency notification may include the Nebraska Christian College home web page and social media outlets.

Emergency Response Procedures

a. Campus Drills and Exercises

The Nebraska Christian College Crisis Management Plan includes information regarding safety guidelines and procedures. At least two campus-wide evacuations take place annually. Testing of the Emergency Notification System is conducted at least twice each year.

These tests and exercises are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced. General information about the emergency response and evacuation procedures is publicized each year as part of the University’s Clery Act compliance efforts.

b. Evacuation Procedures

1. All faculty, staff and students should note the following at the beginning of each semester.
 - a) Look at the evacuation diagrams for the building and rooms you will be in.
 - b) Know the location of at least TWO exits,
 - c) At the sound of an alarm...
 - 1) Stop whatever you are doing.
 - 2) Turn off, or close a container of anything potentially hazardous, if you can.
 - 3) Grab your personal possessions quickly.
 - 4) Do not take time to gather more things than you can quickly find.
 - 5) DO NOT WAIT! Walk to the nearest exit.
 - 6) If your nearest exit is blocked, move immediately to another exit.
 - 7) If you need assistance, notify others, such as a first responder, another faculty member or building coordinator so they can summon an appropriate response for you.

2. Special Note to Faculty

a) Students will look to you for guidance in emergency situations and practice drills, so make sure you know all of the emergency exits in every building you teach, or have an office.

b) Before an Evacuation

1) On the first day of class include the following:

- Review emergency exits for the room and building.
- Review the location of nearest phone.
- Identify building evacuation gathering point(s).
- Notify students that if the evacuation gathering point is compromised or a student is separated from their group, the campus wide rally point is the NCC sign at the main entrance.
- Develop a “buddy” system or other method for attendance accounting.
- Review the actions to be taken in the event of a lockdown.
- Notify students that backpacks and other personal belongings are to be kept with them at all times. Do not disturb a suspicious object. Backpacks left unattended pose a risk and may be confiscated or destroyed.

2) In the event of a command to evacuate:

- Instruct students to gather personal belongings.
- Do not allow anyone, including yourself, to remain in the room, or building.
- Offer assistance if someone needs it.
- Proceed with class to the established gathering point.
- Report to the emergency staff assigned to supervise the gathering point.
- Wait with class at the gathering point until given further instructions by the appropriate emergency personnel.
- FOR EVENING OR WEEKEND CLASSES, Building Coordinators may not be available, so be ready to take the lead and guide your students out of the building to a safe location.

c. Crisis Management Plan

The Nebraska Christian College's Crisis Management Plan is designed to provide a resource for University personnel, administrators, students and to include crisis coordinators in assisting with information and guidelines in planning and responding in a crisis. While the Plan does not cover every conceivable contingency situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

This Crisis Management Plan describes and directs the University's response to emergency situations and disasters. It becomes effective for Nebraska Christian College when a hazardous condition reaches or has the potential of reaching proportions beyond the capacity of normal campus operations to handle.

The purpose of this multi-hazard emergency operations plan is to provide the framework for coordination and full mobilization of university and external resources. It establishes an emergency management system for the campus. Additionally, it clarifies strategies to 1) prepare for, 2) respond to, and 3) recover from an emergency or disaster incident that could impact the campus or region.

The goal of the plan is to provide a system to manage personnel and resources to respond effectively to critical situations. The following objectives support this goal: Establish and staff an effective emergency response and communications system;

1. Request and coordinate mutual aid according to established procedures;
2. Identify potential hazards that could affect the campus;
3. Manage the movement, reception, and care of the campus community during an emergency or catastrophic event;
4. Assemble a team of trained personnel to operate an Emergency Operations Center in times of crisis;
5. Restore essential services.

Consistently integrated into every facet of this system is the response priority to preserve life, provide stability to the situation and to protect the environment, in that order. All campus administrators, especially those whose responsibilities and authority include the operational areas specified in the Crisis Management Plan, must adhere to these guidelines. Only those University administrators responsible for directing and/or coordinating emergency operations may approve exception(s) to these crisis management procedures as required to fulfill the emergency response.

Annual Fire Safety Report

Nebraska Christian College publishes a fire and safety report as part of its annual Clery Act Compliance. This report contains a description of the fire safety practices and standards for NCC, including statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire and the value of the property damage caused by the fire. This report is available for review 24 hours a day on our HIU website. A physical copy may be obtained by making a request to the Department of Student Affairs at 402-935-9400.

Fire Safety

A daily fire log is available for review by visiting the Department of Student Affairs Offices located in the NCC Administrative Offices, # 162. The fire log includes information about fires that occur in the residential facilities, including the nature, date, time and general location. If a fire occurs in an NCC building, community members should immediately notify the Dean of Students or other campus administrator, or on call residential staff (RA or RLC). When calling, provide as much information as possible about the location and cause of the fire.

The University takes fire safety seriously and has established fire safety programs for the student living in on-campus residence halls. Fire evacuation plans are posted in each resident's room. Drills for evacuation and lockdown are practiced each year.

Means for Reporting a Fire

Pull the nearest fire alarm pull station if available. Pull station are usually located near building exits. Contact 9-1-1 and call campus safety personnel.

Evacuation Procedures

- Call 9-1-1. Make sure you have the correct address available (12550 South 114th Street, Papillion, NE 68046).
- Check your door with the back of your hand before opening it to make sure it is not hot and the fire is not on the other side.
- Sound the alarm. Your building is equipped with a fire alarm pull station. To activate the alarm, pull the handle in the fire alarm box closest to the location of the fire. Alert others in your living space by shouting "FIRE."
- Immediately evacuate, get out and stay out. DO NOT FIGHT THE FIRE. Contact Campus Safety: (402-935-9400) during operating hours/ RA or RLC after hours.

- If you encounter smoke when leaving the building stay low to the floor as possible.
- If you become trapped in your building or room, hang something outside the window such as a sheet or curtain to warn firefighters that you are still in the building. Place wet towels around the top, sides, and bottom of the door to your room. Close any remaining doors to reduce the fire's spread.
- Your building hallway is equipped with fire separation doors; make sure they are never blocked to ensure their closure.
- Remain outside of the building and at a safe distance away from the building. Have a central meeting place so everyone in your group can be accounted for. **DO NOT RE-ENTER THE BUILDING.** Immediately notify fire fighter personnel on scene that everyone in your group is safely out of the building.

CHRIST-CENTERED COMMUNITY

The Student Affairs Staff at Nebraska Christian College is committed to fulfilling the mission of NCC by creating a Christ-centered community that promotes faith, encourages service and deepens learning. Our philosophy of co-curricular higher education is founded on two basic principles:

Biblical Perspective: Our goal is to understand, interpret and respond to every aspect of the NCC community from a Biblical point of view.

Responsible Freedom: NCC recognizes that while the Scriptures do not provide specific teaching regarding all social and moral practices, they do advocate self-restraint in situations that may be harmful or offensive to others. NCC is committed to upholding standards that will support this philosophy and help our students learn to live by its guidance.

Student status at NCC carries with it a distinct set of privileges and responsibilities. NCC students live in a community with their peers and are entrusted with the responsibility to care for one another in a Biblically cooperative and communicative fashion. This environment provides students with enriching experiences which may be an impetus for healthy interpersonal relationships, diversity of thought and culture, and stimulating academic growth. Student Life strives to address the needs of the NCC community through activities and programs that meet the spiritual, social, emotional, and physical needs of all our students. The staff of Student Life is responsible for coordinating and implementing activities that encourage students to: define their values and beliefs, explore their interests, express their gifts and personal leadership abilities, formulate questions and pursue answers, and learn to fellowship with others within a Christian community.

Human Sexuality: Nebraska Christian College of Hope International University believes sexuality is a gift from God and is basic to human identity as well as a matter of behavioral expression. The appropriate expression of sexuality takes place within the context of a marriage covenant between a man and a woman and those individuals remain celibate outside of the bond of marriage. Therefore, NCC-HIU seeks to cultivate a community in which sexuality is embraced as God-given and good and where biblical standards of sexual behavior are upheld.

Sexual relations of any kind outside the confines of marriage between one man and one woman are inconsistent with the teaching of Scripture, as understood by Christian churches throughout history. As such, the NCC-HIU community expects all students to respect these values regarding issues of human sexuality.

Student Affairs Staff

Mrs. Leslie Stevens, Dean of Students

Mr. Willie Williams, Athletic Director and Men's Head Basketball Coach
Athletic Coaches

Resident Life Coordinator

Resident Assistants

Student Activities Team

Student Activities Team

Participates in the planning, preparation and execution of campus-community events.

Resident Life Coordinator

A live-in administrator that oversees the Residence Life Program and Resident Assistants (RAs).

Residence Life

NCC is committed to providing a residential experience that compliments and supports the Mission of the NCC and the Department of Student Affairs through creating a living-learning environment for the lives of all residents. In this endeavor we provide a professional and trained staff to meet your needs and help you foster a dynamic and healthy education.

Living-Learning Environment

Our desire for creating a fruitful living-learning environment stems from a commitment to show Christ's love to all students. This love not only means understanding and supporting one another, but also requires a willingness to confront others whose behavior is harmful to themselves and to the community. Love, in both regards, provides the environment of positive influence conducive to learning and to the energizing presence of the Spirit of the Lord.

While NCC reaches out with love and understanding, it would not be faithful to its responsibility to the student, other members of the community, nor to those who support it and look to it for graduates, if it did not appropriately respond to those whose behavior is unacceptable. NCC believes that redemptive discipline should be to stop the behavior, prevent the situation from happening again, and remedy the situation.

This often resembles:

- A meaningful learning experience that encourages responsible behavior.
- Based on the Scriptural concepts of love and justice.
- Consistent with the best interests of both the individual and the

University community.

Student Residence Requirement

Living within the campus community is an important aspect of a student's personal development and education. Research continues to demonstrate that students who live on campus benefit in a number of ways. In fact, students who live on campus beyond their freshman year:

- Have higher academic performance and GPA¹
- Have improved study habits²
- Have increased access to resources for study³
- Have access to faculty and staff personnel⁴
- Have higher social-interpersonal engagement⁵
- Have better access to non-academic support resources⁶
- Receive more opportunities for social support and resources for integration into the campus community.⁷
- Increased feelings of belonging.⁸
- Increased exposure to diversity.⁹

For these reasons, all students taking 6 or more credit hours and are under the age of 22 are required to live on campus.

Students must reach the age of 22 prior to the beginning of the academic year to reside off campus.

All NCC students living in campus housing are required to be on a meal plan (unless they meet exemption criteria). Please refer to the Housing Information available in the Office of Student Affairs or in Student Accounts for more information regarding the housing and meal plan information. Exceptions to being on a meal plan are considered on a case-by-case basis and need to meet the criteria of extraneous circumstances, which will be

¹ Pedro de Araujo and James Murray, "Estimating the Effects of Dormitory Living on Student Performance." *Economics Bulletin*, v30 (2010): 866-878.

² Pedro de Araujo and James Murray, "Channels for Improved Performance from Living on Campus." *American Journal of Business Education*, v3 no12 (2010): 57.

³ *Ibid*, 58

⁴ *Ibid*, 58

⁵ *Ibid*, 58

⁶ *Ibid*, 58

⁷ Lauren T. Schudde, "The Causal Effect of Campus Residency on College Student Retention." *The Review of Higher Education*, v34 no4 (2011): 582.

⁸ *Ibid*, 582

⁹ *Ibid*, 582

verified by the Dean of Students.

Living Off-Campus

All students desiring to live off-campus must fill out a Housing Exemption Form. To live off-campus, students must meet one of the following criteria:

- Student is a ministry major and enrolled in an approved long-distance residency.
- Student will be living with their parents or legal guardian.
- Student will be at least 22 years of age prior to the start of the academic year.
- Student is married.
- Student is the parent/legal guardian caring for a dependent child.

For other circumstances that do not meet the previous criteria (*i.e. medical reasons, military service*), students must fill out a Housing Exemption Form and schedule a meeting with the Dean of Students to discuss the circumstances.

Violations of these standards are a serious breach of integrity and will result in loss of scholarship and/or other corrective actions.

Meal Plan

NCC desires to provide residents an environment that promotes physical wellness and healthy eating habits. Therefore, we do require all of our residents to have a meal plan. A resident may petition to reduce his or her meal plan for special circumstances (*i.e. medical condition*). Residents must submit a letter with an explanation and other appropriate information/documentation to the Dean of Students. The Dean of Students may need to schedule a meeting with the resident for more information.

Meals are available for commuter students by purchasing a meal ticket with our receptionist.

Note: Completing a Housing Exemption Form or requesting a meal plan reduction does not guarantee any exemptions or reductions.

COMMUNITY STANDARDS & POLICIES

Higher Standards of Student Conduct

NCC-HIU has chosen to set itself apart for the purpose of training and equipping Christian servant leaders. It is crucial therefore, that student attitudes and behaviors reflect the character of Jesus Christ at all times. Students, by their voluntary membership in this Christian community, assume responsibility to abide by all the regulations of the University, as well as to use personal discretion involving any activities which may be morally or spiritually destructive or reflect poorly on the campus community. In particular, NCC expects students to refrain from being under the influence of intoxicants, using or possessing illegal drugs, and inappropriate sexual behavior, including any conduct of sexual harassment. All students represent Christ and NCC-HIU wherever they are, and are expected to exhibit a distinctive Christian lifestyle in all their activities, both on and off campus.

Community standards and codes of conduct are in place for the purpose of moving students toward Christian maturity, service and creating an environment that is conducive to academic learning, personal growth and development.

Human Sexuality

NCC-HIU is an educational community that regards the Bible as the authoritative Word of God and embraces its teachings as our rule of faith and practice. The Christian Church's historical understanding of Scripture considers sexuality as a gift from God that is basic to human identity and a matter of behavioral expression within the context of a marriage covenant between a man and a woman. Therefore, all members of the campus community including trustees, administrators, faculty, staff, and students are expected to uphold this biblical standard. Any other expression of sexual behavior is considered unacceptable and contrary to biblical teaching.

Sexual misconduct, as are all disciplinary matters, will be handled in a manner consistent with University guidelines designed to be redemptive and developmental with accountability for one's actions.

Integrity and Accountability

Students are expected to maintain lives of integrity regarding Biblical principles and standards of conduct adopted by the campus community. NCC firmly believes that true discipleship requires that maturing Christians submit themselves to accountability within the Body of Christ, and that they take personal responsibility for their actions.

If the Mission of NCC is to be realized, both the institution and its members have an obligation to confront known sin and breaches of integrity in the ranks of its membership. It is expected that confrontation of this nature be expressed in Christian love, with the purpose of redeeming and restoring the individual. The formal judicial process always attempts to confront misconduct in an educative posture that the student might learn from the experience, respond to the correction and be reconciled to the community whenever possible.

Affirmations of Cultural Diversity

NCC recognizes the influence that culture and ethnicity have in shaping the unique contributions of community members. NCC is committed to affirming these contributions and creating opportunities for synergistic reasoning and insights. This commitment is based on a belief that community members should be able to maintain their unique cultural distinctiveness, while sharing mutual respect for the cultural experiences of others.

Sanctity of Life Statement

NCC embraces a Biblical position which honors the sanctity of human life. Consequently, NCC cannot support actions which encourage or result in the termination of human life through suicide, euthanasia or abortion-on-demand.

NCC's belief in the sanctity of life influences its response to those students who are involved in a crisis pregnancy. The campus community is prepared to stand with both the father and mother of the unborn child as they consider the results of their actions and experience the forgiveness that comes from hearts of repentance. Abortion is not advised or entertained as an alternative solution. NCC is committed to assisting both the father and mother. Continuity of on-campus residency and/or enrollment as a student of the University will be considered in the light of what is best for all those involved. As always, persons in such a crisis will find NCC supportive and redemptive during this crucial period.

STUDENT CODE OF CONDUCT

For all Nebraska Christian College Students and HIU Online students living on campus, residents and their guests.

The following do not constitute an all-inclusive list of conduct expectations. The conduct of university community members is always subject to evaluation based on Biblical principles and university core values.

All Student Conduct Codes are applicable to all residents and students for the duration of the academic year, including breaks (such as, but not limited to, Thanksgiving, Winter, Spring, and Easter breaks), even if not residing on campus during these breaks.

Alcohol and Drug Student Code of Conduct Standards

Nebraska Christian College has a responsibility to develop alcohol and drug student conduct standards in accordance with federal and state laws.

Biennial Review

Nebraska Christian College of Hope International University will conduct biennial reviews of alcohol violations, controlled substances violations, and related fatalities as required by section 485(f)(6) of the Higher Education Opportunity Act. This will be conducted by the Dean of Students or Vice President for Student Affairs. The Dean of Students or the Vice President of Student Affairs and will include the number of violations and related fatalities reported to campus officials that occurred on NCC property or at NCC activities as well as the number and type of sanctions imposed by the University.

The following is a list of educational services and programs available to students and employees:

- Intervention, assessment and referrals to student health services and/or general counseling;
- Referral to counseling services;
- Seminars and lectures presented by community organizations;
- Informational brochures on drug and alcohol abuse published by community organizations.

Administrative

The following are prohibited:

- 1.1 Non-Compliance:** Failure to comply with the request of a campus official or representative.
- 1.2 Abuse of Judicial Process:** Behaviors, active or passive, intended to impede the judicial process, including failure to respond to a faculty, staff or administrator's request for a meeting, the misrepresentation of information, attempts to influence the testimony of another, failure to comply with a sanction, etc.
- 1.3 Misrepresentation:** Misrepresentation of oneself, or an organization, to be an agent of NCC.
- 1.4 Forgery:** Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to campus officials.
- 1.5 Knowing Presence Contribution:** Behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members. Students may be held accountable for an incident at which they indirectly participated in the violation.
- 1.6 Lying:** The misrepresentation of information to a university official, members of the community or the community as a whole, for the benefit of yourself or an associate(s).
- 1.7 Illegal Internet Use:** Engaging in any illegal activity online, including sharing or downloading copyrighted material without the consent of the copyright holder.
- 1.8 Unlawful Activity:** Participating in any activity, knowingly or unknowingly, that violates federal, state or local laws or authorities while enrolled or residing at NCC.
- 1.9 Not Checking NCC Email (firstname.lastname@nechristian.edu):** NCC provides all students a "nechristian.edu" email address. All students are responsible for checking this email frequently. This email address is the primary way NCC disseminates important information in a timely manner. Not checking your NCC email may be considered non-compliance.
- 1.10 Failure to complete Campus Ministries Requirement (Chapel, House Life, First Serve):** NCC students are required to complete

Campus Ministry Requirements as outlined in this Handbook. Campus Ministry includes participation and attendance at Chapel, Life Groups and First Serve.

Property, Facilities and Grounds

The following are prohibited:

- 2.1 Theft:** Theft or possession of property owned or managed by NCC or a member of the community. This includes theft associated with pranks.
- 2.2 Unauthorized Use:** Unauthorized entry into, use of, or misuse of property in the possession of, or owned by, NCC or a member of the campus community.
- 2.3 Vandalism and Damage:** Unauthorized alteration or damage of any public or private property from its original condition, placement and/or presentation, including graffiti, paint, alteration to landscaping, water damage due to water balloons, etc.
- 2.4 Skating:** Skateboarding, roller-skating, rollerblading, etc. in any building or on any pedestrian walkway. Caution and consideration must always be given to the safety of others and the maintenance of university properties.
- 2.5 Unauthorized Motorized Vehicles:** No motorized, recreational vehicles are permitted anywhere on campus grounds. Such vehicles include, but are not limited to, the following types: Go-carts, go-peds, mini-bikes, self-balancing scooters ("*hoverboards*") or any motorized vehicle or bike not licensed for use on public streets.
- 2.6 Improper Bicycle Storage:** Parking or locking bicycles in non-designated areas. This includes railings, stairways, light poles, etc.
- 2.7 Postings and Solicitation:** Posting flyers, posters, advertisements, etc. without NCC departmental sponsorship or Student Affairs approval. Non-departmental postings must be approved and stamped by Student Affairs. Solicitation of goods or service on campus property must have written permission from the Student Affairs Office.
- 2.8 Animals:** Pets or other animals that do not provide a service to an individual with disability. Service dogs must be harnessed and under control at all times as specified by the Americans with Disabilities Act.

Safety and Security

The following are prohibited:

- 3.1 Failure to Evacuate:** Failure to evacuate a campus building immediately upon the sound of an alarm or to follow specific prescribed procedures or the on-site directives of a campus representative.
- 3.2 Breaching Security Systems:** Interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc.
- 3.3 Misuse or Tampering with Emergency Equipment:** Illegitimately engaging alarm pull stations, discharging fire extinguishers or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to NCC sanctions and criminal charges.
- 3.4 Flammable Agents:** Unauthorized use or storage of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane or other combustible fuel for operation.
- 3.5 Burning Objects:** Unauthorized burning of any object, including candles, incense, charcoal, gas barbecues, etc. in or near campus buildings.
- 3.6 Possessing Weapons:** Possession or use of an explosive, dangerous chemical or harmful weapon on campus property or at a NCC function. The term “harmful weapon” includes, but is not limited to, any instrument or weapon of the kind commonly known to injure an individual. This includes any blades over five inches, switchblades, guns, bows, arrows, martial art weapons, etc.
- *Recreational devices including air guns, pellet, BB, paintball, nerf guns, dangerous sporting equipment, water balloon launchers, firecrackers, fireworks, etc. are not allowed.*
- *Items that portray weapons including model guns, display swords, etc. are not allowed.*
- *Self-defense items such as non-lethal taser and pepper sprays are allowed on campus in that the item is only displayed in a self-defense scenario. Displaying these items in a non-threatening scenario is prohibited.*
- 3.7 Throwing Objects from Structures:** Unauthorized throwing, propelling, dropping or otherwise causing objects or substances (including but not limited to: water balloons, furniture, trash, food and plants) to fall from windows or rooftops.
- 3.8 Failure to Properly Dispose of Trash or Unwanted Items:** throwing away items in an unauthorized receptacle; throwing room

trash in a lobby community trash can, throwing away unauthorized items in NCC trash receptacles (such as a refrigerator or electronic devices). *Also, includes abandoning items.*

Social, Moral, Biblical

The following are prohibited:

- 4.1 Cheating:** Cheating and plagiarism, in which the work of another is passed as one's own or unapproved methods are employed to complete an assignment. Refer to the "Academic Integrity" section the University Catalog for more information.
- 4.2 Smoking:** Use of lighted or powered smoking products where NCC is represented as a community of persons, including but not limited to cigarettes, cigars, chew, snuff, hookah, pipes, vape and electronic cigarettes.
- 4.3 On Campus Alcohol Use:** Possession or consumption of alcoholic beverages or non-alcoholic beer on campus or at NCC sponsored event including athletic events, study abroad trips and mission trips where NCC is represented.

*Due to the potential appearance of alcohol use, students are prohibited from collecting or storing empty alcohol containers on campus for recycling or other purposes.
- 4.4 Underage Drinking:** Possession or consumption by persons under the age of 21 years at any time.
- 4.5 Underage Alcohol Distribution:** Providing or purchasing alcohol for the consumption of persons under the age of 21 years.
- 4.6 Hosting Disruptive Gatherings:** Hosting a party or event where underage drinking, illegal drugs, disturbing the peace or other illegal activity occurs.
- 4.7 Participating in Disruptive Gatherings:** Attending a party or event where underage drinking, illegal drugs, disturbing the peace or other illegal activity occurs.
- 4.8 Intoxication/Drunkenness:** Any behaviors that indicate intoxication or drunkenness on or off campus.
- 4.9 Drugs:** Possession, distribution or use of restricted drugs or narcotics on or off campus. This includes, but is not limited to, medical marijuana, the misuse of prescription drugs, drug paraphernalia and other intoxicants.
- 4.10 Sexual Misconduct, Assault and Harassment:** Any acts of sexual misconduct as described in the "Sexual Misconduct" section of the Student Handbook.

- 4.11 Inappropriate Dating or Living:** Single students dating married persons, married students dating anyone other than their spouse, homosexual activity, inappropriately amorous same-sex relationships, cohabitation with members of the opposite sex, or any relationships that are in opposition to Biblical principles.
- 4.12 Inappropriate Displays of Affection:** Casually sleeping or lying with members of the opposite sex, lying or sleeping intimately with members of the same sex or public affection that might be deemed inappropriate.
- 4.13 Pornography:** Possession, display, distribution or use of pornographic materials, images, sounds and video.
- 4.14 Inappropriate Entertainment:** Entertainment (e.g. music, videos, television, etc.) played in public and/or common areas of the campus that contain levels of violence, profanity and sex that would be found offensive and/or in conflict with community standards.
- 4.15 Profanity and Obscenity:** Possession, distributions or use of language or images that is considered vulgar, coarse, crude or indecent.
- 4.16 Fighting, Violence or Self-Inflicted Harm:** Any conduct or behavior which threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening, intimidating, or abusive actions and/or language whether acted upon or not.
- 4.17 Hazing:** Any act of hazing, whether voluntary or involuntary, whereby an activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is embarrassed or ridiculed, an illegal act is intended or enacted, etc.
- 4.18 Harassment:** Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, internet message, etc. Continued harassment might be considered "stalking" and may be subject to criminal charges.
- 4.19 Gambling:** Activities or games of chance that involve the exchange of money or representation of money.
- 4.20 Inappropriate Dress:** Failure to observe basic principles of modesty and appropriateness in the choice of clothing selected to be worn in various locations and circumstances. Clothing that promotes alcohol/drug use or is sexually suggestive in nature is prohibited. Faculty and staff are authorized to make judgments regarding what constitutes "inappropriate dress" on a case by case basis and address as needed.

- 4.21 Offensive Internet Postings:** Any internet posting that violates an NCC policy may result in disciplinary action. Also, any posting that displays policy violations may result in disciplinary action of all persons involved or observed.

RESIDENCE LIFE CODE OF CONDUCT

All residents, whether NCC students or HIU Online Students associated with the Nebraska Christian College campus are responsible for adherence to the community standards, codes of conduct, and rules and regulations discussed, explicitly or implicitly, in the Student Handbook and NCC Housing Guide. Housing privileges may be revoked for dorm only residents who demonstrate an inability to comply with the NCC Student Handbook.

The following policies are written for the residents of NCC's residence halls and any of their guests. All items listed in the Student Code of Conduct apply to NCC residents.

Administrative

The following are prohibited:

- 5.1 Unauthorized Early Check In:** Moving into the residence hall prior to your designated move in time per the move in time assigned to you.
- 5.2 Unauthorized Late Check Out:** Failure to check out of the residence hall without following check out procedures.
- 5.3 Insufficient Academic Requirements:** Students living on campus must be enrolled in a minimum of four (4) academics units toward matriculation at NCC or another full accredited, non-profit institution of higher learning (e.g. HIU Online Degrees).
- 5.4 Unauthorized Room Changes:** Changing rooms or roommates without the consent of the RLC or the Dean of Students.

Property, Facilities, and Grounds

The following are prohibited:

- 6.1 Room Alterations:** Substantial or significant changes to the room, including rewiring, tinting windows, painting, wallpapering, drilling or nailing into the wall, etc. Residents should limit the quantity of approved 3M Strips to 15 per room.
- 6.2 Unkempt Rooms:** Residents are responsible for cleaning their own rooms and bathrooms. Weekly room inspections occur throughout the semester to ensure maintenance and safety. Rooms that are deemed excessively dirty will be required to clean up the mess or

accrue Student Life sanctions and/or fines.

- 6.3 Misuse of Common Areas:** Lobbies, kitchenettes, hallways recreational spaces are the mutual responsibility of the community. Abuse of these areas could result in loss of privileges, sanctions and/or fines.
- 6.4 Damaging the Rooms:** Any damages the resident or his/her guest may cause beyond reasonable wear and tear will be charged to the resident.
- 6.5 Cooking:** Cooking of any kind is not permitted in Residence Hall rooms. All food preparation requiring appliances must be used in the kitchenettes. Prohibited appliances include (not an exhaustive list): Heated Coil Space Heaters, microwave and toaster type ovens, hot plates, electric woks, "non-auto shut off" coffee pots; popcorn poppers, cooking grills (*e.g., George Foreman model*), etc.
- *Small refrigerators (about 4 cubic feet) are permitted with a maximum of two per room.*
- 6.6 Pets:** Residents are not allowed to keep pets on campus. This includes feeding or temporarily watching animals on campus. Exceptions for service animals to stay in the residence halls must be approved by the Dean of Students.
- 6.7 Improper Use of Facilities:** Facilities must be clean and clear of trash. Do not hang clothes, towels or other items off facility structures to dry. Items may not be stored in hallways or space outside of the student's room. Nothing may be thrown from the buildings. Climbing out of windows to sit on rooftops is prohibited.
- 6.8 Improper Use of Furniture:** No University furnishings shall be moved out of a room at any time without the approval of the Residence Life Coordinator. If furniture or arrangement of furniture in the room is deemed unsafe by the RLC, the resident will be required to move or remove the unsafe furniture. Also, no NCC common lobby area furniture may be moved into a room without the approval of the Director of Operations/Associate Vice President of Business and Operations.

Safety and Security

The following are prohibited:

- 7.1 Unauthorized Use of Keys or Locks:** Possession of a key not assigned to you. Knowingly transferring or aiding in the transfer keys. Obstructing a lock to allow access without a key. Failure to report lost or stolen key.

**Please report all lost or stolen keys to the Residence Life team so that*

we can change your keys as soon as possible. The resident will be charged before receiving a replacement key.

7.2 Unauthorized Use of ID Card: Possession of an ID card not assigned to you. Knowingly transferring or aiding the in the transfer of ID cards. Failure to report a lost or broken ID card.

**Please report a lost or stolen ID card to an RA, RLC or the Dean of Students so that we can deactivate your ID card as soon as possible. The resident will be charged before receiving a replacement ID card.*

7.3 Unauthorized Entry: Not locking your door whenever the room is left unoccupied. Propping the entry door of the residence hall open to allow others to enter without scanning an ID card.

7.4 Childcare/Babysitting: Students may not provide childcare, babysit, or host a youth group activity in the residence hall. This policy is meant for the safety of minors, the protection of our learning community and the minimization of liability.

7.5 Violation of Overnight Visitor Guidelines: students are asked to observe the following guidelines when hosting an Overnight Visitor:

- Students may reserve a guest suite for overnight guests (subject to suite availability). Overnight visits in student rooms are prohibited. *Subject to registration/ cleaning fees.*
- Upon arrival to campus, students should check in their guests as an Overnight Visitor by filling out the Overnight Visitor Form, completing the visitor log and getting a visitor badge from the RA desk. Visitor badges are required for guests on campus. An RA can assist a student with Overnight Visitor Check In.
- Student visitation hours in a guest suite are from 11:00am-11:00pm. Students/Guests are expected to keep all suite doors completely open while they are in the suite/room together.
- No individual is allowed to be a guest on campus for more than three nights per semester without special approval by the Dean of Students.
- A resident that is found to be hosting guests outside these guidelines will be subject to disciplinary action. Residents are responsible for the behavior of their guests. Guests may be asked to leave campus.
- Guests should be hosted at all times and not left on campus without supervision.
- Keys and ID cards are not to be loaned to a guest at any time.
- Any resident hosting an individual that is restricted or prohibited from the campus is subject to disciplinary action.
- A student may make a special request to the Dean of Students

for guest accommodations.

- If there is reason to believe that a violation of the law or that a violation of an NCC policy has occurred or is taking place, NCC reserves the right to enter any room immediately. NCC reserves the option to request law enforcement resources when deemed appropriate (e.g. K9 Unit or personnel support).
- If there is probable cause to believe that there is an imminent danger to life, safety, health or property, NCC reserves the right to enter immediately.
- The Residence Life team does routine safety and wellness checks of the room to inspect resident safety and living conditions. Also, Operations and Information Systems may need access to a room for repairs and general maintenance. Occupants will be notified prior to entry.
- If an NCC staff member or student comes across a violation of NCC policies, illegal or criminal activity, appropriate action will occur.

Social, Moral, Biblical

The following are prohibited:

- 8.1 Excessive Noise:** In order to promote an environment conducive to learning, residents are expected to keep noise to a reasonable level at all times. “Quiet Hours” are from 11pm to 8am. Students are expected to use the 24-hour A1 Lobby and Cafeteria Lobby during quiet hours. Other lobbies are to remain closed (A2 and B2). Access to lobbies may change as necessary by the Dean of Students or their designee.
- 8.2 Musical Instruments:** Instruments should not be played in the Residence Halls when they can be heard outside a closed room. Practice rooms are available and can be reserved in the Ministry Equipping Center (MEC).
- 8.3 Offensive Decorations:** Any décor that violates the Student Code of Conduct. Additionally, student may not affix paper, foil, signs and such to any part of the windows.
- 8.4 Violation of Visitation Guidelines:** resident guests and family members of students are asked to observe the following visitation guidelines put into place to create a positive learning environment in the residence hall:
 - General Visitation Hours for campus guests are from 11:00am-11:00pm.
 - Guests who are family members of students are allowed to

visit student rooms from 11:00am-5:00pm with the permission on an RA, RLC or Dean of Students. Students are required to notify their RA that they will have family guests on the floor. Students should also notify the floor of any opposite sexed persons on the floor. Announce to the floor, "Man on Floor/ Woman on Floor", when stepping onto the floor.

- Guests who are not family members may not visit student rooms without the permission of an RA, RLC, or Dean of Students. Students may host guests in public areas of campus.
- Upon arrival to campus, students should check in their guests as a visitor by contacting an RA/ RLC, filling out the visitor log and getting a visitor badge from the RA desk. Visitor badges are required for guests on campus.
- Students are expected to keep their door completely open while there are guests in the room.
- Guest loitering in the hallway or lobby is not permitted.
- Guests should be hosted at all times and not left on campus without supervision.
- Guests on campus past visitation hours must be registered as an Overnight Visitor with the RA on duty. No individual is allowed to be a guest for more than three nights per semester without special approval from the RLC or Dean of Students.
- A resident that is found to be hosting guests outside these guidelines will be subject to disciplinary action. Residents are responsible for the behavior of their guests. Guests may be asked to leave campus.
- Any resident hosting an individual that is restricted or prohibited from the campus is subject to disciplinary action.

8.5 Inappropriate Dress: Hallways and common areas within the residence halls are considered public spaces at all times and students should dress accordingly - nakedness, underwear and immodest sleepwear are prohibited in public spaces. On campus immodest dress is prohibited.

8.6 Misuse of Internet: Wireless internet is provided throughout the campus. Students may not set up their own wireless routers or internet system. Students may not run any item that interferes with the effectiveness of the internet.

Residence Life Responsibilities

Housing Forms

All NCC residents are responsible for reading and understanding the NCC Housing Forms. The terms for the housing forms are for the entire academic school year or the remaining portion.

Starting/Ending Campus Housing

Dates are established each year as to when campus is open for student move in and move out. A complete list of dates is available through the Student Handbook and Housing Guide. Students may not move in earlier or stay later without an extenuating circumstance and permission from the Dean of Students.

Residents of the Fall Semester; not continuing in the Spring, must vacate (pack and move out) by the end of the Fall semester. Residents are not required to vacate their room during winter break if they are continuing housing in the spring semester.

Room Checks

Students living in on campus housing with a meal plan will have weekly room checks. RA's and the RLC conduct room checks; checking for cleanliness and any room damages once a week. A cleaning expectation/checklist is posted on the back of the dorm/ apartment doors. Spaces that are left uncleaned or damaged will result in fines and damage charges.

Dorm Closures

The dormitory closes throughout the year for major breaks. Students are required to find other living situations over these closures. A list of dorm closures is available at the start of the school year (reference Boarding Calendar). Residents are required to properly Check Out at dorm closures. Schedule a Check Out appointment with an RA (RLC or Dean of Students). Additional information for Check Out is available in dorm meetings and from the Dean of Students or designee.

Summer Housing in Campus Apartments

Summer housing is available on a limited basis from the Operations Department. A new contract will need to be filled out prior to the start of the summer session. All student conduct policies, rules and regulations are the same during the summer session.

Cancellation

The housing contract, when signed, is binding and in effect for the entire indicated academic year, unless terminated or cancelled under the terms of the housing contract. To request a release from the contract, the resident must completely fill out the Housing Exemption Form and turn in any additionally requested documents to the Dean of Students. Completion of

the Housing Exemption Form does not constitute approval.

Upon approval of the Housing Exemption Form, the resident's financial account shall be credited in accordance with the refund schedule listed.

- 100% petitions for cancellation submitted before the beginning of the semester
- 90% petitions for cancellation submitted during week 1 of the semester
- 60% petitions for cancellation submitted during week 2 or 3 of the semester
- 30% petitions for cancellation submitted during week 4 or 5 of the semester
- 0% petitions for cancellation submitted after week 5 of the semester

If a resident moves out of the residence hall without properly cancelling her/his housing contract, s/he is still obligated to the contract, in that NCC does not terminate the resident's right to a room.

Moving Out- End of Semester (also includes University Withdrawal)

When moving out of the room, students will need to schedule a time with an RA, RLC or the Dean of Students. They will check your room at the scheduled time for damages and cleanliness and note any unresolved items. Operations will conduct a thorough damages check after the student has vacated the space. Mail and any hard keys should be turned in to the Dean of Students/ Designee. Failure to schedule a Move Out appointment, missing or postponing a scheduled check out time, room damages, excessive use of 3M Strips (exceeding 15/room), rooms left messy and failure to turn in keys will result in fines and other charges.

Fees and Fines

Residents are responsible for the required fees listed in the Housing Guide and any possible fines.

Liability

The resident agrees to hold NCC harmless from any and all liability arising out of or resulting from use of the facilities, including the resident's use of the building facilities or parking facilities.

NCC assumes no liability for loss of personal property resulting from theft, loss, or damage due to fire or natural disaster, etc. Residents are strongly encouraged to have personal property insurance through a renter's or homeowner's insurance policy, as NCC does not provide insurance for personal property belonging to the resident.

Room Privacy

If there is reason to believe that a violation of the law or that a violation of

an NCC policy has occurred or is taking place, NCC reserves the right to enter any room immediately. NCC reserves the option to request law enforcement resources when deemed appropriate (e.g. K9 Unit or personnel support).

If there is probable cause to believe that there is an imminent danger to life, safety, health or property, NCC reserves the right to enter immediately.

The Residence Life team does routine safety and wellness checks of the room to inspect resident safety and living conditions. Also, Operations and Information Systems may need access to a room for repairs and general maintenance. Residents will be notified prior to entry.

If an NCC staff member or student comes across a violation of NCC policies, appropriate action will occur.

Residence Life Amenities

Though the amenities listed below are available to residents, these amenities should be considered a community privilege. Thus, access and use may be restricted at any time for the safety of the community, misuse by individuals, scheduled maintenance, etc.

Laundry Rooms

Laundry rooms are located on each residence floor. Laundry machines are leased and not owned by NCC. NCC is not liable for any damage or loss to clothing or other items while using the machines. Residents are encouraged to record their contact information on white markerboards in each of the laundry rooms if they are using the washer and dryer. It is recommended to notify the RA on duty if there is laundry sitting in a washer or dryer. Please do not wash or dry another resident's clothing.

Wireless Internet

The campus is equipped with wireless internet available to all residents. Residents will be given access once they move into the room. Please refer to the internet usage policies.

Kitchenettes

Kitchenettes are located on the 2nd floor of each residence hall. Residents should be mindful of the area when in use. Residents are responsible for keeping the kitchenettes clean.

Cable Television

The lobbies of residence halls are equipped with cable television. Any television program that is deemed against NCC policy will be shut off. Rooms are not equipped with satellite and cable television, and residents are prohibited from setting up their own satellite or cable subscriptions. Students may bring their own televisions and indoor antennas. Internet streaming devices are permitted.

Lounges and Lobbies

NCC lounges and lobbies are intended for use of all students. The A2 and B2 Lobbies close during quiet hours (11:00pm-8:00am) and are expected to remain empty throughout the night. The A1 Lobby and Cafeteria Lobby (not extending past the mailboxes) are open 24 hours.

In order to promote an environment conducive to learning, residents are expected to keep noise to a reasonable level at all times. "Quiet Hours" are from 11pm to 8am. Students are expected to use the 24-hour A1 Lobby and Cafeteria Lobby during quiet hours; keeping noise at a reasonable level. Access to lobbies may change as necessary by the Dean of Students or their designee.

Recreational Spaces

Recreational Spaces on campus exist to promote healthy community to members of campus. Any student, resident or guest is responsible for adhering to the Student Code of Conduct and Residence Code of Conduct listed in this handbook.

CODE OF CONDUCT VIOLATIONS

The Dean of Students/ Vice President of Student Affairs serves as the Chief Student Conduct Officer at NCC and may appoint a designee(s) (e.g. Residence Life Coordinator, Committee's, Athletic Director, etc.) to assist in the enforcement and resolution of violations to the Codes of Conduct.

Each incident is reviewed on a case by case basis, with consideration to

1. the severity of the violation,
2. the context of the incident,
3. a history of prior misconduct,
4. the responsiveness of the accused to confrontation and
5. the degree to which the individual displays genuine repentance.

Procedure

In order to be very clear in what a student may expect when/if he/she has violated the Student Conduct Code or NCC policy, we have outlined the normal procedures for the investigation:

1. The violation(s) occur(s).
2. Information is reported to a university official which is passed to the Student Affairs designee.
3. The information is assessed in order to make sure a certain threshold of evidence (*credibility of the information*) deems an investigation.
4. Any and all students believed to be directly or indirectly involved in the violation may be called in by the designee to give any information regarding the incident.
5. Any information given to the designee during this process is used to bring more clarity to the events surrounding the violation(s).
6. Once the designee believes it has the best possible picture of the events of the violation(s), the designee will determine the best course of action for the benefit of the student(s) involved and possible sanctions.
7. Sanctions, if any, determined by the designee will be communicated to the applicable students. Student sanctions are not announced to other students or outside entities, unless the situation deems it necessary, at which the sanctioned student will be informed.
8. A student may choose to appeal the original decision. Please see section entitled "Right of Appeal" for appeals process.

Our goal is to follow procedures defined by federal, state, and local laws and policies. When laws and policies change during the school year, we are obligated to adjust our procedure.

Please note that these procedures listed are for violations of policies

outlined in the NCC Student Handbook. Violations of academic policies may be included in these procedures. However, a separate interview and disciplinary process may be conducted by the Dean or his/her designee.

Disciplinary Action

NCC aims to teach students both inside and outside the classroom. We have an obligation to discipline our students so they may become good citizens in society, great neighbors in their community and servants of Christ.

Our goal is to create a community at NCC where students can develop intellectually, socially and spiritually. The policies we have put into place create a useful framework to build on. The enforcement of our policies ensures the development of our community.

The following is a list of possible sanctions and definitions. When a student is assigned a sanction, the designee will provide more details. Students receiving a sanction do not have the right to choose their sanction; however, they may choose to appeal.

Level 1: For minor issues, students will be put on **Student Life Warning** for a specific amount of time. A warning is simply a warning and a chance for the student/resident to reconcile with the community immediately. Additional sanctions or service requirements may be included. Violations include, but are not limited to, the following examples:

- “Quiet Hours” violation
- “Visitation Hours” violation (ex. failure to check in guests)
- Minor property damage
- Smoking or tobacco use
- Burning objects
- Failure to comply with university officials
- Profanity and obscenity

Level 2: For serious issues or persistent issues, students will be put on **Student Life Probation** for a specific time. Probation typically requires extra responsibilities, restrictions and/or limited suspension which will be listed clearly to the student. One does not have to be put on warning before being issued probation. Violations include, but are not limited to, the following examples:

- Sexual misconduct
- Student/Guest “Visitation Hours” violation: (ex. presence in unapproved rooms outside of visitor guidelines, etc).
- Cohabitation
- Pornography
- Alcohol policy violation

- Intoxication or drunkenness
- Intentional misuse of safety equipment or personnel
- Intentional furnishing of false information
- Petty theft
- Repeated Level 1 violations
- Forgery or unauthorized alteration of official documents
- Knowing presence violation at this level

Students with Level 2 violations can expect his/her parents (*if financially dependent*) to be notified and a possible loss of some or all institutional scholarships.

Level 3: For major violations or persistent serious issues, students will be **Suspended** for a specific time or **expelled** indefinitely from NCC and its campuses. One does not have to be put on warning or probation before being issued suspension/expulsion. Violations include, but are not limited to, the following examples:

- Selling or distributing any controlled substance or illegal drug
- Possession or use of a controlled substance or illegal drug
- Intentionally causing physical harm to another person
- Rape, sexual assault, or other non-consensual sexual activity (*For more information, refer to the Title IX section of this handbook*)
- Arson
- Grand theft
- Intentionally giving a false report regarding a campus emergency
- Possession of a weapon or firearm on campus or sponsored event
- Repeated Level 1/ Level 2 violations.
- Multiple Level 1/ Level 2 violations.
- Knowing presence violation at this level

Students with Level 3 violations can expect to be suspended for at least one semester and have his/her parents (*if financially dependent*) to be notified.

Please refer to “Readmission of Dismissed Students” for information about returning to NCC after a suspension.

Definitions

Campus Suspension

Students suspended from NCC may also be suspended from NCC’s campuses or campus associated venues or events. Student will be informed of campus visit limitations upon suspension. Violation of suspension may result in contacting the local police department.

University Expulsion

Students expelled from NCC are removed indefinitely from all NCC campuses and events. Violations of this dismissal may result in contacting local police department.

Fines

Monetary fines may be assessed as an additional sanction in certain circumstances. The amount of the fine will be listed clearly to the student. The student will have to contact the campus Cashier to pay the fine.

Restoration

NCC is a unique place because of its amazing community. We always strive to be an inclusive community where all feel welcome and we desire a plan of reconciliation to the community for anyone who has violated a NCC policy. For restoration to be effective, the student/resident must be willing to change and be active in restoring themselves.

Restoration plans are formulated differently for each individual in each individual case. There are some cases that a student/resident will be removed temporarily or permanently for the health of the community.

Community Service

In some cases, students will be assigned community service as a sanction. The student will work with the designee to set up the service project. To qualify as a service project, the student cannot be compensated for their service or receive any academic credit.

Rights and Responsibilities in the Interview and Disciplinary Process

1. Students are expected to comply with staff requests during disciplinary process, including requests to meet, requests for confidentiality and requests to provide information pertinent to the process.
2. Students are expected to be honest and forthcoming, and to not withhold any information regarding their behavior or the behavior of another student.
3. Students are expected to refrain from influencing the testimony of another or impede the process in any way.
4. Students and staff are expected to address one another respectfully during the process.
5. Students may request the presence of another person during an interview. This person may be there for support, but will be requested to refrain from speaking during the meeting. This person will also be expected to maintain confidentiality regarding the meeting(s) they attend.

6. Parents may be contacted in the course of the process in accordance with the Family Educational Rights and Privacy Act of 1974. Prior notice will be given to students when parents are to be contacted.

Right of Appeal

The student has the right to appeal any disciplinary action based on the following:

1. There is evidence that the disciplinary procedures were not followed.
2. New evidence has been discovered.
3. There is substantial evidence that a member or members of the interview and disciplinary process were biased against the student.

A decision made by the designee may be to appeal to the Dean of Students. within 2 working days from the original decision. In some circumstances the Vice President of Student Affairs will review student appeals. The appeal must be made in writing and consist of a statement detailing the reasons for appeal. The Dean of Students may request a meeting with the student, the designee, or any individual involved in the interview and disciplinary process.

Upon receiving an appeal, the Dean of Students/ Vice President of Student Affairs may:

1. Deny the appeal
2. Accept the appeal, but uphold the disciplinary decisions
3. Accept the appeal, and send back suggestions to the designee for changes

The appeal process is not to rehear the case and render a second judgment, but to determine if the interview and disciplinary process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the outcome.

Re-Admission of a Dismissed Student

A student who was dismissed from NCC and desires to return to NCC after a determined period of absence must file a completed Petition for Re-Admission with the department that issued the dismissal.

- Student Life Dismissal: Submit petition to the Dean of Students.
- Academic Dismissal: Submit petition to the Dean of the Academic College in which you are enrolled.

The department that receives the petition will make a ruling on the

petitioned request to re-enroll. If approved, the student will be expected to go through the full enrollment process as a Returning Student through the Admissions Department.

Special Administrative Evaluation

NCC reserves the right to deny continued enrollment or re-admittance to any student whose personal history indicates that his or her presence at the University would endanger the health, safety or welfare of themselves or members of the NCC community. A student may be subject to special requirements or sanctions, including suspension or dismissal for actions not otherwise covered in the "Community Standards and Policies" if it is determined from the student's behavior that he or she:

- Lacks the capacity to understand the nature of the charges against him/her or to respond and participate in the disciplinary process;
- Poses a danger to self or others;
- Refuses to receive evaluative testing or counseling when asked to do so;
- Lacks the ability to care for him/herself;
- Through their behavior has become a disruption to the orderly function of the University community.

In such instances the case will be referred to the Dean of Students or her designee, who will schedule an evaluation of the student by appropriate medical or mental health professionals on or off campus. All costs associated with any evaluation will be the responsibility of the student.

ADDITIONAL POLICIES

Withdrawal Process

For students who will no longer be attending NCC, an Exit Interview must be completed with the Dean of Students. The Exit Interview provides important feedback to the University and helps the Dean of Students identify the student's unique and specific needs as they are considering withdrawal. During the Exit Interview the student is also introduced to the Withdrawal Checklist which provides a step-by-step support and explanation of the withdrawal process.

Please be aware that withdrawing from classes should be a last resort; speak to, and work with, our offices in order that we may serve you in the best way we can. We do not wish to lose you as a student, and we may be able to help. Please also understand that withdrawing from school once classes have begun will have financial implications.

Learning Accommodations

NCC Traditional and HIU Online Students

Hope International University requires a student with a disability to register with the Dean of Students at (402) 935-9400. This office provides support services for students with disabilities, in order to receive accommodations. It is the student's responsibility to request services in a timely manner. The Dean of Student's office confirms the student's disability and eligibility for services and accommodations. A course instructor typically receives notification from the Student Affairs Office detailing recommended accommodations for a student. The student with a disability is responsible for meeting all course requirements using only approved accommodations.

The goal is to give the student with a disability equal access to the learning environment. Individualized accommodations are not designed to give the student an advantage over other students, to alter a fundamental aspect of the course nor to weaken academic rigor.

A specific learning disability is unique to the individual and can be manifested in a variety of ways. Therefore, accommodations for a specific student must be tailored to the individual. The following are examples of classroom, assignment and examination accommodations that may be recommended for a student with a learning disability. When in doubt about how to assist a student, work with the student privately or contact the Dean of Student's office which provides support services for students with disabilities.

Registering Accommodations

In order to register accommodations, students must complete the Disability Verification Form and submit it to the Dean of Students via email, fax or postal mail.

Students must also submit documentation from a qualified professional to support a request for accommodations. Further, submitted information must meet Nebraska Christian College's disability documentation guidelines. The documentation should be submitted to the Dean of Students via email, fax, or postal mail.

Determination of Accommodations

Students' needs vary; therefore, accommodations are determined on a case-by-case basis. After documentation is evaluated by the Dean of Students, students will be notified as to whether or not it has met the established guidelines and verifies that there is a functional limitation. A

meeting with the student may also need to take place to discuss individual needs and reasonable accommodations. On occasion an extension of time to complete a course or a course substitution is needed in the online format.

These accommodations are made on a case- by-case-basis and may impede academic progress as online courses have a shorter break between class starts. Please note that the Dean of Students may seek input from others, such as the professional providing the documentation and online instructors, before making a decision regarding reasonable accommodations.

The Dean of Students will email the student a copy of the approved accommodations. The student must then acknowledge acceptance of the accommodations in an email response.

Notification of Instructors

The Dean of Students will email a memo that lists the approved accommodations to the student's Academic Coach and Instructors. It is the student's responsibility to contact each online instructor to discuss the accommodations.

Accommodation memos are only valid for the term in which they are issued. Therefore, each term, students must contact the Dean of Students to review ongoing accommodations and to request that online instructors be notified of reasonable accommodations.

Examples of Accommodations

Classroom and Assignment Accommodations

- provide effective peer note-takers from the class.
- allow the student to tape record lectures.
- allow the student additional time to complete in-class assignments, particularly writing assignments.
- allow for course modification such as extended length of time to complete a program.
- provide feedback and assist the student in planning the workflow of assignments. This is especially important with large writing assignments.
- provide assistance with proofreading written work.
- allow for course substitution with dean approval.

Examination Accommodations

- extended exam time, typically time and one half to double time.

- to take exams in a room with reduced distractions.
- the assistance of a reader, scribe or word processor for exams.
- the option of an oral exam.
- to use spelling and grammar assistive devices for essay exams.
- to use calculator for exams.
- to use scratch paper during exams.

Virtual Classroom and Assignment Accommodations

- allow the student additional time to complete in-class assignments, particularly writing assignments.
- allow for course modification such as extended length of time to complete a program.
- provide feedback and assist the student in planning the workflow of assignments. This is especially important with large writing assignments.
- allow for course substitution with dean approval.

Virtual Classroom Examination Accommodations

- extended exam time, typically time and one half to double time.
- the option of an oral exam.
- to use spelling and grammar assistive devices for essay exams.
- to use a calculator for exams.
- to use scratch paper during exams.

Appeals

Students should discuss any concerns or problems related to the provision of reasonable accommodations with the Dean of Students. If a student disagrees with the accommodations or has a complaint related to services provided, he or she may utilize the appeals process.

Appeals Contact Information:

Mrs. Leslie Stevens, Dean of Students

Nebraska Christian College of Hope International University

Papillion, NE 68046

402-935-9400, ext 9423

Email: Leslie.stevens@nechristian.edu

Family Educational Rights and Privacy Act (FERPA)

NCC permits enrolled students visual access to previous educational records such as high school transcripts, college transcripts (*if a transfer student*), SAT score reports, and transcript of work completed at NCC. * This policy complies with the Family Educational Rights and Privacy Act of 1974 (*FERPA*). To obtain transcript copies of work completed at NCC, all financial obligations to NCC must be paid in full.

*To accommodate you, an appointment with Registrar's Office staff may be required.

NCC considers the following to be "Directory Information" and may disclose such information to third parties without consent of the student unless the student has directed the University (*in writing*) not to release such information about him/herself: name, gender, enrollment status, permanent address, dates of enrollment, classification, degree program(s), major(s), date of graduation (*anticipated or actual*) from NCC.

No other information contained in the student's permanent educational record is released to others, including parents or spouse, without the written consent of the student, unless the student is claimed as a dependent. The only exceptions are staff members, administrative officers and faculty members who have a legitimate professional right to the information.

Nebraska Christian College of Hope International University reserves the right to contact a student's parent(s) or guardian(s) when a situation, (*i.e. discipline, health, etc.*) is deemed extreme, endangering the student or the NCC community.

A student's academic record and placement file will be kept confidential by responsible campus personnel.

Exceptions:

1. In cases authorized by the student.
2. In cases of legal compulsion.
3. In a situation where the safety of a person or property is involved.

Academic Integrity

Nebraska Christian College (including HIU online courses) seeks to develop mature Christian leaders and scholars, the university is committed to the principle of academic integrity. Consequently, all forms of dishonesty, including plagiarism or cheating in any form, are wrong, non-productive and contrary to the university's educational objectives and the student's best interests. The principal rule of academic integrity is that each member of the university community will do one's own work, executed to the best of one's own ability, exclusively for the assignment for which it is presented.

Plagiarism is "stealing" the unique ideas or the wording of another (*including information retrieved from the Internet*) and then presenting those products as one's own. Examples of plagiarism include cheating on examinations; copying others' work; cutting and pasting from internet

sources without proper citations and purchasing, renting, borrowing or otherwise appropriating the research, projects or assignments of others, and presenting them as one's own work.

It is also an egregious violation of academic integrity for students to offer for sale (or without cost) directly to other students or through a "middleman" papers, examinations, quizzes or other academic products. Such violations are grounds for academic dismissal.

Breaches of academic integrity carry one or more of the following penalties, depending on the severity of the infraction and repeated violations:

1. Repeat of assignment with penalty on resubmitted work.
2. Zero (0) credit for the violated assignment. This is the standard penalty for a first violation.
3. Zero (0) credit ("F") for the course involved. This is the standard penalty for a second violation.
4. Academic dismissal from the university. This is the standard penalty for a third violation.

Academic Dismissal Policy

A student may be dismissed from Nebraska Christian College for violation of the University academic integrity statement or under the academic probation policy statement. Academic dismissal may occur when the cumulative G.P.A. is not raised above 2.0 after two semesters for undergraduate students. When academic dismissal occurs, a student must wait at least one semester before petitioning to re-enter the University. That petition is submitted to the Academic Dean for consideration.

Access to Records

All requests for access to records shall be presented in writing to the manager of the office which maintains the records. That office shall specify the time and manner in which records may be inspected. The administrator shall provide any necessary explanation or interpretation of the records. Copies of any records, except academic records and test scores, may be obtained at the current copying rate. The release of academic records will require a written/signed request in advance, and will be subject to copying fees. As a matter of professional courtesy and standard operational procedure, it is the University's policy not to release copies of academic records from other institutions, either to the student or to a third party. The student has the right to challenge records that he/she thinks are inaccurate or misleading. Such appeal must be submitted in writing to the appropriate Academic Dean.

Student records are kept in the following locations:

TYPE	LOCATION	PERSON RESPONSIBLE
Academic	Registrar's Office	Mrs. Laura Wood
Financial	Student Accounts	Mrs. Kelli Sprouse
Health	Student Affairs	Mrs. Leslie Stevens
Housing	Student Affairs	Mrs. Leslie Stevens
Student Conduct	Student Affairs	Mrs. Leslie Stevens

Complaint Notices

NCC takes complaints and concerns regarding the institution very seriously. If you have a complaint, or if you have questions regarding the proper process for addressing your complaint, you may contact:

- Department of Student Affairs at 402-935-9400 ext. 9423 or
- Department of Academic Affairs at 402-935-9400 ext. 9420

These contacts will provide guidance on the campus process for addressing your particular issue.

If you believe your complaint warrants further attention after you have exhausted all the steps and appeals, you may present your complaint to the WASC Senior College and University Commission (*WSCUC*) at www.wascsenior.org/comments or (510) 748-9001 ext. 300 if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. WSCUC is the agency that accredits Nebraska Christian College of Hope International University's academic programs.

If you believe that your complaint continues to warrant further consideration after exhausting the review of either WSCUC or administrators at Hope International University, you may submit a complaint form with the Public Inquiry Unit of the California State Department of Justice or the Consumer Complaint Unit of the Nebraska State Department of Justice:

Consumer Complaint Unit

Public Inquiry Unit of the California State Department of Justice

Voice: 916-322-3360, or (toll free in California) 800-952-5225

Fax: 916-323-5341

Online Forms: http://ag.ca.gov/contact/complaint_form.php?cmplt=PL

The Attorney General's Office will review the process through which the campus attempted to resolve your complaint. If the process complies with

the written outline, the Attorney General's Office will, for the purposes of state oversight, consider the matter closed. If the Attorney General determines that the process through which the campus attempted to resolve your complaint did not comply with its published process, the Attorney General may request reconsideration by Hope International University. The Attorney General's Office also has oversight of Hope International University as authorized through the "Supervision of Trustees and Fundraisers for Charitable Purposes Act" [Cal. Gov't Code §12598], which provides public means to submit complaints regarding non-profit colleges and universities that abuse their status under the Internal Revenue Code of 1986 (23 U.S.C. §501(c)(3)). The California Attorney General is given broad powers to undertake law enforcement investigations and legal actions to protect the public interest under Cal. Gov't Code §12598.

Most complaints made to media outlets or public figures, including members of the California legislature, Congress, the Governor or individual Regents of Hope International University are referred to the University President's Office.

Nothing in this disclosure should be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaints. Hope International University has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated CFR 34, sections 600.9 (b) (3) and 668.43(b). If anything in this disclosure is out of date, please notify the Office of Student Affairs at Hope International University, 2500 E. Nutwood Ave., Fullerton, CA 92831.

On October 29, 2010 the United State Department of Education issued a Final Regulations on Program Integrity Issues [75 FR 66831] that includes regulations at 34 CFR §600.9 requiring that educational institutions not created by the state be "established by name as an educational institution by a State through a charter, statute, constitutional provision or other action ..." and be "authorized to operate educational programs beyond secondary level, including programs leading to a degree or certificate." California's independent, non-profit, WSCUC accredited colleges and universities are authorized within the meaning of 34 CFS §600.9 et seq for the following reason:

1. The California Master Plan for Higher Education specifically recognizes that California's independent institutions of higher education "share goals designed to provide education opportunity and success to the broadest possible range of [California's] citizens" with the state's public segments (*California Education Code §66010.2*).
2. The Legislature "recognizes the role of independent, regionally accredited postsecondary education in California postsecondary

education,” and that “statewide planning, policy coordination, and review of postsecondary education shall include attention to the contributions of the independent institutions in meeting the state’s goals of access, quality, educational equity, economic development, and student aid” (*California Education Code §66014.5(a)*).

3. The Legislature in adopting the Private Postsecondary Education Act chose to exempt institutions that are “accredited by the Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges, or the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges” from the Act (*California Education Code, Title 3, Division 10, Part 59, Chapter 8*).
4. All of the institutions covered by the WSCUC exemption to the California Private Postsecondary Education Act of 2009 have had to meet strict standards regarding classroom instruction quality, adequate facilities, and financial stability. These institutions are eligible to participate in California’s student aid program known as the Cal Grant Program, and subject to audit by the California Student Aid Commission.
5. California’s longstanding “Supervision of Trustees and Fundraisers for Charitable Purposes Act” [Cal. Gov’t Code §12598] provides public means to submit complaints regarding non-profit colleges and universities that abuse their status under the Internal Revenue Code of 1986 (*23 U.S.C. §501(c)(3)*), and grants to the California Attorney General broad powers to undertake law enforcement investigations and legal actions to protect the public interest.

Under existing law, the Attorney General maintains oversight of nonprofit colleges and universities to assure compliance with their stated public purpose. Accordingly, final authority rests with the Attorney General, who can review any complaint to assure that a student’s complaint was subjected to a fair process consistent with procedures established by the nonprofit college or university.

Nebraska State Capitol

1445 K Street

Lincoln, NE 68508

Voice: 402-471-2682/ Toll Free: 800-727-6432

FAX: 402-471-3297

Online forms: https://ago.nebraska.gov/forms/consumer_complaint

The Attorney General’s Office will review the process through which the campus attempted to resolve your complaint. If the process complies with

the written outline, the Attorney General's Office will, for the purposes of state oversight, consider the matter closed. If the Attorney General determines that the process through which the campus attempted to resolve your complaint did not comply with its published process, the Attorney General may request reconsideration by Nebraska Christian College of Hope International University. The Attorney General's Office also has oversight of Nebraska Christian College of Hope International University as authorized through the "Nebraska Uniform Prudent Management of Institutional Funds Act" (*LB 136 § 1*) and Nebraska State Statute "Standard of Conduct in Managing and Investing Institutional Fund" [NE Revised Statute 58-612], which provides public means to submit complaints regarding non-profit colleges and universities that abuse their status under the Internal Revenue Code of 1986 (*23 U.S.C. §501(c)(3)*). The Nebraska Attorney General is given broad powers to undertake law enforcement investigations and legal actions to protect the public interest under Nebraska State Statute (*84-205*).

Most complaints made to media outlets or public figures, including members of the Nebraska legislature, Congress, the Governor or individual Regents of Hope International University are referred to the University President's Office.

Nothing in this disclosure should be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaints. Hope International University has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated CFR 34, sections 600.9 (b) (3) and 668.43(b). If anything in this disclosure is out of date, please notify the Office of Student Affairs at Nebraska Christian College of Hope International University, 12550 South 114th Street, Papillion, NE 68046.

Under existing law, the Attorney General maintains oversight of nonprofit colleges and universities to assure compliance with their stated public purpose. Accordingly, final authority rests with the Attorney General, who can review any complaint to assure that a student's complaint was subjected to a fair process consistent with procedures established by the nonprofit college or university.

Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act of 1990

In accordance with the requirements of Section 504 of the Rehabilitation Act of 1973 (*Section 504*) and Title II of the Americans with Disabilities Act of 1990, as amended (*ADA*), Hope International University does not discriminate on the basis of disability in admission to, participation in or

receipt of services and benefits under any NCC program or activity. NCC does not retaliate or discriminate against, or coerce, intimidate or threaten any individual who (1) opposes any act or practice made unlawful by Section 504 or the ADA or (2) files a grievance and/or complaint, testifies, assists or participates in any investigation, proceeding or hearing under Section 504 or the ADA.

Nebraska Christian College of Hope International University has adopted an internal grievance procedure providing for the prompt and equitable resolution of grievances alleging any action prohibited by Section 504, the ADA, or the Federal regulations implementing these laws. Please refer to the Grievance Procedure under the Non-Discrimination and Harassment Policy. The applicable Federal laws and regulations may be examined by contacting the following individual who is NCC's ADA/Section 504 Coordinator and who has been designated to coordinate the efforts of NCC to comply with Section 504 and the ADA:

Any person who believes she or he has been subjected to discrimination on the basis of disability or who believes she or he has been subjected to retaliation under Section 504 or the ADA may file a grievance under this procedure. It is against the law for NCC to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Filing a grievance with NCC's ADA/Section 504 Coordinator (*or his/her designee*) does not prevent the person filing the grievance from filing a complaint with the:

Office for Civil Rights, Region IX

U.S. Department of Education, 50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
Telephone: (415) 486-5555, Facsimile: (415) 486-5570
Email: ocr.sanfrancisco@ed.gov

Office for Civil Rights, Nebraska

U.S. Department of Education
One Petticoat Lane, 1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550 Facsimile: (816) 268-0559
Email: OCR.KansasCity@ed.gov

Student E-mail System Terms of Use

Introduction: The following terms and conditions govern your use of the student e-mail system (the "Service"). You must read and agree to these terms and conditions before accessing your account. Note that these policies are subject to change.

Our Commitment to You: We know all too well the frustration of being inundated with unwanted and unsolicited e-mail. Our desire as a university is to avoid adding to the problem. Therefore, we have adopted a policy that the University will not disseminate information or material to you via e-mail that is not related to your interests or the interests of the NCC community. To regulate the quantity and content of e-mails that are distributed en masse, we limit who can send e-mail to mass distribution lists, and work to consolidate various announcements into regularly scheduled newsletter-type e-mails.

We also provide a commercial SPAM filter on your account. While no SPAM filter is 100% effective — and you should follow best practices to avoid ending up on SPAM lists — the filter will help reduce the amount of SPAM you receive from the Internet. Please see your account documentation for a complete description of the SPAM filter.

Official Use: Your NCC e-mail account is considered an official means of communication between the University and you. You are required to use this account for all e-mail communications between yourself and the University.

Personal Use: Your NCC e-mail account is provided for your private, personal use only. You agree to be responsible for maintaining the confidentiality of your login credentials. You agree not to allow anyone else to access your account as you are responsible for all activity that occurs under your login credentials. You must immediately notify Hope International University's Information Systems Department if you suspect any breach of your login credentials.

Proper Use: You agree that you are responsible for your own communications. You also acknowledge, you are using NCC's e-mail system and Internet domain name (*nechristian.edu*) to send e-mail; therefore, the University has an interest in how communications sent through our systems reflect upon our institution and our values.

Prohibited Actions: You may not use your Nebraska Christian College e-mail account for any of the following purposes:

- Use your NCC e-mail account in conjunction with any commercial

enterprise.

- Generate or facilitate bulk unsolicited e-mail (“spam”). Such activity includes, but is not limited to:
- Sending unsolicited e-mails to significant numbers of e-mail addresses belonging to individuals and/or entities with which you have no preexisting relationship
- Sending e-mails to users who have requested to be removed from your mailing list(s)
- Send, upload, distribute, disseminate or offer to do the same with respect to any unlawful, defamatory, harassing, abusive, fraudulent, infringing, obscene or otherwise objectionable content
- Intentionally distribute viruses, worms, defects, Trojan horses, corrupted files, hoaxes or any other items of a destructive or deceptive nature
- Impersonate another person (*via the use of an e-mail address or otherwise*) or otherwise misrepresent yourself or the source of any e-mail
- Illegally transmit another’s intellectual property or other proprietary information without such owner’s or licensor’s permission
- Sell, trade or otherwise transfer your NCC e-mail account
- Use your NCC e-mail account in connection with illegal peer-to-peer file sharing
- Abuse system resources or interfere with another user’s access to or enjoyment of the e-mail system or other NCC technological resources.

Violations may result in account termination restriction, and/or disciplinary actions in accordance with University policy and governing law.

Privacy: The University respects your privacy. Under normal circumstances, no person will monitor or read the contents of your e-mail except as required for troubleshooting and other technical operations. You do, however, agree that the University may monitor, edit or disclose your personal information, including the content of your e-mails, if required to do so in order to comply with any valid legal process or governmental request (*such as a search warrant, subpoena, statute or court order*).

Service Availability; Reliability: The University provides this free, e-mail service on an AS IS and AS AVAILABLE basis. While we strive to provide a robust, highly available service, we make no guarantees as to the availability of the system and the storage of your data. Specifically, Nebraska Christian College of Hope International University disclaims all responsibility and

liability for the availability, timeliness, security or reliability of the e-mail service. The University also reserves the right to modify, suspend or discontinue the service with or without notice at any time and without any liability to you.

Data Storage, Backup and Recovery: Your e-mail account has a fixed amount of storage. Currently, this amount is 250MB, although it may change in the future. It is your responsibility to delete old messages and file attachments to prevent your account from filling up.

The University maintains backups of the e-mail system for the purposes of recovering from system failures only. While we make best efforts to safeguard your data, the University does not guarantee the recovery of your e-mail in the event of a system failure. The University does not provide individual mailbox or e-mail restoration services in the event that you or someone using your credentials deletes data from your mailbox. You are responsible for archiving all important data in your mailbox to an external storage system, or printing out hardcopies to store in your personal files.

Cancellation; Termination: The University is pleased to offer continued use of the account to students who graduate or otherwise leave the University under favorable conditions, and we encourage you to continue using your account for years to come. At any time, an alumnus may request the closure of his or her account. Also, the University may close or restrict any account which is determined to be inactive or abandoned. As described above, violations of these Terms of Service may result in the termination of your NCC e-mail account.

Residence Halls Network Acceptable Use Policy: NCC provides a computer network connection in every dorm room. This network connection allows you to connect your computer to our network and communicate with other students in the dorms as well as access the Internet. Please read the following carefully.

1. As a student of NCC, your use of the network and Internet should reflect the values of the University. As in any other area of your relationship with Hope International University, your use of the network and Internet access provided by NCC is subject to University policy.
2. We respect your privacy. Except for cases of clear violation of the University Policy, we do not specifically monitor what you are doing on the network.

Be aware that we do maintain logs of all Internet usage and we may analyze actual network activity in order to maintain accountability for how our resources are being used, to troubleshoot and improve network performance, and to assist in resolving clear violations of

University policy. Violations will be reported to Student Affairs.

3. **File Sharing:** Many people are unaware of the risk they take by engaging in file sharing. The fact is, most commercial music, movies and software are copyrighted, meaning that they may not be copied without the express permission of the owner of the copyright.

Be aware that unauthorized transfer, including downloading, of copyrighted material is illegal. Copyright holders ARE ACTIVELY TARGETING AND SUING COLLEGE STUDENTS engaged in illegal file-sharing. Also, law enforcement is actively prosecuting people engaged in any illegal activity on Internet. Be aware that you are NOT ANONYMOUS on the Internet and these agencies can trace your activities back to you.

NCC has a zero-tolerance policy on illegal file sharing and all other illegal activity. If you engage in any illegal activity online, including sharing or downloading copyrighted material without the consent of the copyright holder, your access to the Internet will be terminated immediately and you will be accountable for any and all violations of applicable student conduct codes as per University Policy as well as potential civil and criminal liability resulting from your actions.

If your Internet service is terminated, approval from the Dean of Students will be required to reinstate your service. If you ever have any questions about the legality of something on the Internet, please inquire through the office of Student Affairs. Also, please contact Student Affairs if you have any questions regarding student conduct codes.

4. Use of loopholes in computer security systems or knowledge of a special password to damage computer systems, obtain extra network or computing resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given constitutes a violation of University policy and is expressly prohibited.

INTERNATIONAL STUDENT NEEDS

Mrs. Leslie Stevens, Dean of Students

Email: leslie.stevens@nechristian.edu

Mrs. Laura Wood, Registrar

Email: lwood@nechristian.edu

The International Student Program (ISP) strives to help new international students adjust to NCC and the United States through personal and social interactions, enhance international students' satisfaction with their university experience through practical help and advice about living and learning in the United States and increase appreciation and awareness toward diversity among domestic students, staff and faculty.

These goals are met through a variety of social events and programs such as the American Home Visits, cultural events and diversity training in addition to advising on matters such as F-1 visa regulations and campus employment. ISP also hopes to help international students make the most of their time in Nebraska by planning a variety of trips and events to local tourist destinations. For more information about any of these programs and a calendar of events, please contact the Dean of Students Office, ext. 9423.

Maintaining F-1 Status

F-1 students are non-immigrants pursuing a full course study towards specific educational or professional objectives at academic institutions in the U.S. An F-1 student is admitted to the U.S. for a period known as "duration of status" (D/S). Upon entry to the U.S. as an F-1 student, the individual accepts responsibility to abide by the conditions of the non-immigrant status. Failure to maintain F-1 non-immigrant status is grounds for removal from the U.S. under the Immigration & Naturalization Act. The information provided here should serve as a guide to keeping legal F-1 student status throughout one's stay in the U.S.

1. Full-Time Enrollment

- Enroll full-time each term.
 - Undergraduate Full-time = minimum 12 credit hours per term
 - Graduate Full-time = minimum 8 or 9 credit hours per term depending on the program
- Exceptions to full-time enrollment requirement (*must be submitted & approved by the Dean of Students in advance*)
 - Initial difficulties with the English language (*first semester only*)

- Initial difficulties with American teaching methods (*first semester only*)
- Improper course level placement
- Illness or medical condition (*must submit documentation from a medical doctor*)
- Final term of program
- Official university breaks
- Concurrent enrollment, approved in advance

2. Making Satisfactory Academic Progress

- Stay in good academic standing and make a normal progress each term.
- Apply for program extension with valid reason for extension at least 30 days prior to the I-20 “Program Completion” date (*No. 4 on page 1 of your Form I-20*)

3. Valid I-20

- Your F-1 status is dependent on the duration of your program study.
- Ensure that the “Program End Date” date found on your Form I-20, page 1, item #5 reflects the date you will complete your final degree requirements.
 - Report to the Dean of Students any changes to the original academic program; including major, education level, program completion date, etc.
- Report to the Dean of Students a change of address within 10 days of moving.

4. Employment

- On-Campus Employment
 - Limited to 20 hours per week while school is in session
 - Full-time ONLY during official university breaks
- Off-Campus Employment: No employment without authorization
 - Optional Practical Training (*OPT*): Prior authorization by USCIS
 - Curricular Practical Training (*CPT*): Prior authorization by Academic adviser and Dean of Students
 - Severe unforeseen economic hardship: Prior authorization by USCIS

5. Travel

- Necessary Documents
 - Valid passport (*valid at least 6 months into the future*)

- Valid F-1 visa (*unexpired, multiple entry*)
- I-20 signed for travel by Dean of Students (*travel signature is valid for 6 months to 1 year depending on your status*)

6. Valid Passport

- Must maintain a valid passport for student and student's dependents. Passport extensions and renewals may be arranged with the home country embassy or consulates in the U.S.

7. Dependents (F-2): Spouse and Dependents

- Maintain separate I-20; Status is dependent on the "primary" F-1 visa holder
- May travel abroad and re-enter without the "primary"; must obtain travel signature by the Dean of Students.
- F-2 children may study full-time at the K-12 level.
- Adult F-2 dependents may enroll in part-time courses at the postsecondary level.
- Adult F-2 dependents may not enroll in a full course of study.
- Study that is avocational or recreational in nature is allowed up to a full-course of study.
- May NOT be employed within the U.S.

8. Grace Periods

- 60-day grace period after program completion. During the 60-day grace period, the individual may:
 - Remain in the U.S. to prepare for departure
 - Transfer to another school or degree program
 - Apply for a change of status
 - Caution: no travel abroad and U.S. re-entry on the same I-20
 - Caution: no employment is permitted during the 60-day grace period
- 15-day grace period after withdrawals authorized and approved by the ISP Director
 - Remain in the U.S. to prepare for departure
 - No employment is permitted during the 15-day grace period
- Unapproved withdrawals or terminations
 - No grace period if failed to maintain status, withdrew from school, or otherwise interrupted studies

9. Transfer

- "Transfer" is defined by the USCIS to describe the process by which an international student leaves one U.S. institution (*before or after completion of studies*) and begins attendance at another U.S.

institution. School transfer, in this situation, does not refer to the transfer of academic credits or records between institutions.

10. Reinstatement

- A student who has failed to maintain status may apply to be reinstated to lawful F-1 status at the discretion of USCIS. Students must consult the Dean of Students if reinstatement is needed.

Obtaining Employment

There are four types of employment available for F-1 students who are maintaining their status:

- On-campus employment
- Employment authorized due to severe economic hardship
- Curricular Practical Training (*CPT*)
- Optional Practical Training (*OPT*)

1. On-Campus Employment

F-1 students are authorized to work no more than 20 hours per week while school is in session. Students may work full-time (*40 hours per week*) during summer and other vacations, if they are eligible and intend to register for the subsequent academic term. Students may not engage in on-campus employment during the 60-day grace period after their program completion date unless on Optional Practical Training or changing their program levels at NCC or HIU.

2. Employment Authorized Due to Severe Economic Hardship

Students may be authorized to work off-campus in case of severe unforeseen economic necessity. This type of employment must first be recommended in SEVIS by the Designated School Official (*DSO*), and then be adjudicated and approved by U.S. Citizenship and Immigration Services (*USCIS*), which issues an Employment Authorization Document (*EAD*). To qualify, a student must have been F-1 status for at least one full academic year. The student must also provide documentation to prove to USCIS that employment is necessary due to severe economic hardship caused by circumstances beyond his or her control.

F-1 students enrolled in a degree-seeking program (*i.e., Bachelor's, Master's, etc.*) can seek authorization for practical training to gain practical work experience directly related to their field of study. Practical training is not available for students in English language training programs. There are two types of practical training:

- Curricular Practical Training
- Optional Practical Training

3. Curricular Practical Training (CPT)

CPT is employment which is an integral part of an established curriculum or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. In practical terms, 'integral part of an established curriculum' means employment must be required by the curriculum or, if not required, the student must receive academic credit for the training. CPT is available only prior to the completion of your degree program, and you must have a job offer at the time of application. F-1 students who engage in an aggregate of 12 months or more of full-time curricular practical training become ineligible for optional practical training.

4. Optional Practical Training (OPT)

OPT is employment granted by the USCIS upon application from the student and recommendation from the DSO. OPT is an opportunity for a degree-seeking student to work part-time or full-time in the U.S. for 12 months in an area directly related to their field of study. The student may engage in pre-completion or post-completion OPT. If doing pre-completion OPT, the student must maintain a full course of study during the period of employment (*unless done during school breaks*).

**For more information about employment, visit contact the Dean of Students at leslie.stevens@nechristian.edu.*

Obtaining a Social Security Card

In order to work in the United States, every eligible F-1 student needs to have a Social Security number (SSN). If you do not know if you are eligible to work, contact the Dean of Students at leslie.stevens@nechristian.edu.

Steps for Obtaining a Social Security Number:

1. Contact your Dean of Students, leslie.stevens@nechristian.edu, for important information regarding the regulations and requirements for F-1 students working in the U.S.
2. Your SEVIS record must be in Active status for at least two days before applying for a SSN. If you have a record in any other status, you will not be eligible to apply for a SSN.
3. Wait 10 days after arriving in the United States before applying for a SSN to allow time for your arrival information to update in all government systems.
4. Prepare the following documents:
 - Completed Form SS-5, Application for a Social Security Card;
 - Your passport;

- Your U.S. Visa;
- Your Form I-94;
- Your Form I-20 and
- Documentation of F-1 employment authorization (see below).

Documentation for F-1 Employment Authorization

Social Security Administration (SSA) will issue a SSN only to F-1 students who are authorized to be employed in the United States. The nature of the documentation of F-1 employment submitted to SSA depends on the type of employment the F-1 student is seeking.

- For on-campus employment: 1) a letter from the DSO and 2) documentation from the on-campus employer (*i.e., a recent pay stub or an official letter from the employer*)
- For employment due to severe economic hardship: EAD card
- For Curricular Practical Training: Form I-20 endorsed by the DSO
- For Optional Practical Training: EAD card

Employment Start Date

SSA will not process an SS-5 application for an F-1 student if the start date of on-campus work authorization or CPT is more than 30 days in the future. For EAD-based SSN applications, SSA will not process the application if the EAD “valid from” date is any time in the future (*i.e., the EAD start date must have arrived already*).

Income Tax Obligations

Anyone in F-1 visa status is required to file Form 8843 with the IRS whether or not they had income from a U.S. source. The purpose of Form 8843 is to demonstrate to the U.S. government that you are eligible for nonresident alien status for tax purposes and therefore exempt from being taxed on income you may have from outside the U.S. If you have dependent family members in F-2 status, a Form 8843 must be completed for each person, even minor children.

If you worked or had taxable income from scholarships or other sources, you are responsible for filing two income tax forms: (1) Federal Income Tax Form and (2) State Income Tax Form. Forms and instructions are available in the ISP Office, at most banks and United States Post Offices. Along with tax forms, the student’s employer must issue a W-2 form. If a student does not receive a W-2 form by the end of January during the new year, they should notify their employer.

Travel Information

Outside the United States

Before traveling outside the United States, it is crucial to investigate the

requirements of the country one wishes to visit by contacting their Consulate in the U.S. Plan ahead and early in order to avoid complications. Requirements may change periodically, so it is important that an individual not rely on outdated information. Be sure to get your travel signature on your Form I-20 before you depart the U.S. Keep in mind that a travel signature is valid 6 months to 1 year depending on your status.

The most frequently visited countries while in the U.S. are Mexico and Canada. In general, both Mexico and Canada require that traveling students enter with a valid passport and Visa, an I-94, and a student copy of their I-20 identification. If traveling into Mexico by automobile, the driver should obtain the appropriate car insurance before crossing the border.

If a student's own government does not have diplomatic relations with the country they wish to visit, they can anticipate long delays in obtaining a Visa. They may even be denied the opportunity of entering the country altogether.

Obtaining a Driver's License

You may decide to own and drive your own car in Nebraska. Keep in mind that owning a car can be very expensive. You will have to pay for insurance, registration fees, and there are costs for keeping your car in good condition. International students must obtain a Nebraska Driver's License if they plan to drive in the United States. A Nebraska Driver's License is required when purchasing a car and obtaining car insurance.

International Driving Permit

The State of Nebraska **does not** recognize an International Driving Permit (*IDP*) as a valid license. The IDP is also referred to as an International Driver's License or International License.

Overview

The Nebraska Department of Motor Vehicles (*DMV*) website outlines the process of obtaining a Nebraska Driver's License. The application process includes a written test and driving skills test administered by the DMV. The Nebraska Driver's handbook is an indispensable resource when preparing for these tests. Samples of written tests are also available online for reference.

Application Process

1. New students must wait **10 business days** after their entry into the U.S. before applying so that border information can be uploaded to the DMV.
2. The DMV requires that you present the **ORIGINALS** of all immigration

documents: passport, I-94 and I-20. Your passport or I-20 CANNOT expire less than 60 days from the date of application. If these documents expire in less than 60 days, you cannot apply. Also, take your home country license to present to the officer as it may exempt you from the driving test.

3. There is a fee for application for the Driver's License or NE State ID. You also need to fill-out an application form at the DMV.
4. If you do not have a Social Security Number (SSN) and are not in the process of applying for one, mark on the DMV application that you are **not** eligible for a SSN. You are only eligible for a SSN if you have a job offer for authorized paid on-campus or off-campus employment.
5. After applying, you must wait at least 30 days before calling the DMV office to inquire about your application. However, most cards are issued within two weeks if there are no issues with your application. They cannot assist you before the 30-day window ends.

For those who do not desire to obtain a Driver's License but want to have a Nebraska picture ID card that can be useful in cashing checks, and serve as an identification card among other things, they may do so at the DMV as well. Visit <http://www.dmv.nebraska.gov/> for more information.

Airport Service

The major airport in the Omaha area is Omaha Eppley Airfield. It is located approximately 30 minutes from campus. Students will need to arrange transportation to campus.

Medical Insurance & Immunizations

Medical Insurance

All international students that are attending NCC - HIU must have health insurance that will cover them during their time at NCC- HIU. This insurance can be purchased after they are accepted to the University and obtain their Visa. It must be purchased in the United States and meet the coverage requirements prescribed by Federal and State by law, before they are able to register for classes. There are a number of companies that can help and below are some options:

- <https://www.compassstudenthealthinsurance.com/>
- <https://www.internationalstudentinsurance.com/>
- <https://www.psiservice.com/psiweb/index.do>

Any insurance plan that students purchase must meet the following *minimum essential standards of coverage*:

- Ambulatory patient services
- Emergency services

- Hospitalization
- Maternity and newborn care
- Mental health and substance use disorder services, including behavioral health treatment
- Prescription drugs
- Rehabilitative and habilitative services and devices
- Laboratory services
- Preventive and wellness services and chronic disease management
- Pediatric services, including oral and vision care

At the very least, preventive coverage is now a requirement for any student plan. *Nebraska Christian College requires proof of insurance coverage.*

Private insurance carriers also offer dedicated student health plans. Typically, they fall under two policy categories “major medical insurance” and “short-term medical insurance.” A major medical plan often meets the minimum essential guidelines and provides competitive coverage to students within the plan’s network. Some carriers offer short-term plans, but these are limited in scope and do not meet federal guidelines. Most student plans, regardless of their origin, only provide coverage during the academic year.

Immunizations

All university international students **are required to provide proof of current immunizations in order to attend class and/or live in the residence halls.**

The following immunizations must be current: 1) Measles, Mumps, and Rubella (MMR), 2) Varicella (Chickenpox), 3) Tetanus, Diphtheria, and Pertussis (Tdap), 4) Meningococcal conjugate (Serogroups A, C, Y, & W-135), 5) Hepatitis B (Hep B), and 6) Screening/ Risk Assessment: Tuberculosis (TB).

If you are not in compliance with the Immunizations requirements, Nebraska Christian College has the right to put a hold on your student account.

Banking

It is a good idea for students to maintain a checking account in the United States. A debit card, which is connected to a checking account, can be used conveniently to make daily purchases and carry out other financial

transactions. Many banks close to campus offer products and services such as savings accounts, credit cards, online banking, mobile banking, international wire transfers and currency exchanges. In order to open any type of account, visit a banking institution in person. Bring with you your passport and Form I-20 as forms of identification.

To receive international wire transfers to your account in the United States, the sender will need your account information. When you open an account, make sure to keep all of the documents that contain your account information in a safe place. Contact your bank for additional information required for receiving wire transfers and for any fees involved.

Automated Teller Machines (*ATMs*) can be found at various locations in the surrounding areas. Keep in mind that you will be charged a fee if you use an ATM that is not owned by your bank. Avoid making ATM withdrawals when you are alone at night or in an unfamiliar location.