



West Coast Baptist College

Training Laborers for His Harvest

2023-2024 Student Handbook



Dear Student,

This unique time in history calls for unique people that God can use to bring solutions to a world filled with confusion and uncertainty. From your very first day here, God is going to mature you and mold you into one of His choicest servants, and we are here to guide you and encourage you on that journey.

This handbook is designed to answer important questions as well as outline the policies and procedures of West Coast. No college is perfect, but it is our desire to provide an environment where you can thrive and grow for God's glory. If you have any questions, my door is always open to you, and you can be sure you are in a place where countless others would also count it a privilege to help you.

Remember, we walk by faith and not by sight. Trust the Lord every step of the way. There is no better way to live! I am praying this will be the greatest year of your life so far and just the beginning of your adventure in the will of God.

Love in Christ,

Dr. John Goetsch
Executive Vice President

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**Material in this section should be read by all students –
online or on-campus**

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REFERENCE MATERIAL



Calendar Information

The dates listed below are to assist you in planning ahead. **Events listed are required** and a schedule will be made available beforehand. Do not make any plans for class absences, trips, vacations or time away from campus without first checking this calendar

AUGUST

26	Dorms Open
28-29	Registration/Orientation
30	Classes Begin

SEPTEMBER

23-24	Closed Weekend
24-27	Spiritual Leadership Conference

OCTOBER

21-22	Closed Weekend
22	Open House
25-27	West Coast Up Close

NOVEMBER

4-5	Closed Weekend
5-7	World Impact Conference
9-10	Interview Days*
18-26	Thanksgiving Break (ends at curfew on Sunday)

DECEMBER

9 -11	Closed Weekend
12	Semester Break begins – Noon

JANUARY

27	Dorms Open/Registration
28-31	Week of Awakening
29	Classes Begin

FEBRUARY

6-9	Tip Off Tournament
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MARCH

7-8	Fine Arts Tournament
30-31	Closed Weekend
31	Resurrection Sunday

APRIL

3-5	Youth Conference
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MAY

3-5	Closed Weekend
5	Baccalaureate
6	Graduation - 6PM
7	Semester Break begins

Two go-home weekends are allowed in the fall semester, and two go-home weekends are allowed in the spring semester. Weekend passes will not be issued for closed weekends or the day before and after Thanksgiving and semester breaks.

** This event is only required for seniors and 2 year graduates*

General Information

Name of Institution	West Coast Baptist College
Affiliation	A Ministry of Lancaster Baptist Church
Address	4010 East Lancaster Blvd.
City, State, Zip Code	Lancaster, CA 93535-7727
Email Address	info@wcbc.edu
Website	www.wcbc.edu

PHONE NUMBERS

Toll Free Number	888-694-WCBC (9222)
Local Phone Number	661-946-2274
Fax Number	661-946-4510
College Receptionist	661-946-2274 Ext. 3101
Dean of Students' Office	661-946-2274 Ext. 3117
Security Office	661-946-2274 Ext. 2170
College Shuttle	661-946-2274 Ext. 3334
Student Life Center Kitchen	661-946-2274 Ext. 5103
Calling in Sick	661-946-2274 Ext. 3117
If absent from ministry, report to	661-946-2274 Ext. 2152

Administrative Staff

Personnel	Position	Phone Ext.
Dr. Paul Chappell	Pastor/ President	2103
Dr. John Goetsch	Executive Vice President	3121
Dr. Mark Rasmussen	Vice President	3104
Brother Tobi England	Chief Academic Officer	3116
Brother Paul Choi	Administrative Liaison/Operations	3164
Dr. Nathan Birt	Administrative Liaison/Student Life	3165
Brother Nick Piervicenti	Online Director	3139
Mrs. Kristi Knight	Registrar	3148
Mrs. Choon Chapman	Accounting Supervisor	3115
Brother Shaun Blakley	Campus Security	2170
Brother Jeff Chessani	Director for Financial Aid	3326

Program Chairs

Personnel	Position	Phone Ext.
Brother Rick Houk	Bible Undergrad	3123
Dr. Deborah Demirjian	Education Undergrad.....	3143
Brother Tyler Johnson.....	Music Undergrad	3134
Brother Matt Green	Creative Arts Undergrad.....	3134

Where to Get Help

Academic Assistance/ Tutoring	Academic Office
Academic Counsel	Academic Office
Airport Transportation	Shuttle Services Office
Campus Problem (Daytime)	Campus Security Office, Dean of Students' Office
Campus Problem (After Hours)	Campus Security Personnel
Class Schedule Change	Academic Office
Emergencies	Dean of Students' Office, Campus Security Personnel
Employment Off Campus	Office of Financial Aid
Employment On Campus	Work Study Office
Extension Ministry	Extension Ministry Office
Excuse for Illness	Dean of Students' Office
Financial Counsel	Office of Financial Aid
Lost and Found	Custodial Department
Ministry Assignment Change	Christian Ministries Director's Office
Off-Campus/ Dating Passes	Dean of Students' Office
Premarital Counseling	Executive Vice President
New Student Scholarships	Admissions Office
Return Student Scholarships	Academic Office (Registrar)
Student Grievances	Student Government/LEAD
Spiritual Counsel and Advice	Executive Vice President, Vice President, Dean of Students' Office
Transcript Request	Academic Office (Registrar)
Withdrawal from School	Dean of Students' Office

Mission Statement—“Training Laborers for His Harvest”

West Coast Baptist College exists to develop leaders with a heart for God who are committed to the Word, compassionate toward the lost, and compelled to change communities for Christ in the twenty-first century.

The mission of West Coast Baptist College is to provide a balanced Christian education, which will fully equip born-again people with Bible doctrine that is distinctively Baptist, and also to provide practical hands-on training through the local church, which will prepare each individual to effectively reach and impact the world with the Gospel of Jesus Christ.

Doctrinal Statement

THE BIBLE

We believe the Bible to be the revealed Word of God, fully and verbally inspired of God. We believe the Scriptures to be the inerrant, infallible Word of God, as found within the 66 books from Genesis to Revelation. We believe that God not only inspired every word, but that He has preserved them through the ages. We believe that the King James Version is the preserved Word of God for the English-speaking people and is the acceptable translation to be used in this college. (Psalm 12:6–7; 2 Timothy 3:15–17; 1 Peter 1:23–25; 2 Peter 1:19–21)

GOD

We believe in one God; Who is eternal, self-existent, infinite, and immutable. We believe He has one nature, one essence, and one substance; yet manifests Himself to man in three Persons: the Father, the Son, and the Holy Spirit. (Deuteronomy 6:4; 1 Timothy 1:17; James 1:17; 1 John 4:4)

JESUS CHRIST

We believe Jesus Christ to be the one and only Saviour of mankind. We believe Jesus Christ to be eternally God and to possess all the attributes of Deity. We believe that the Lord Jesus Christ was virgin-born, that He was God incarnate, and that the purposes of the incarnation were to reveal God, to redeem men, and to rule over God’s kingdom. We believe Jesus Christ never relinquished any attributes of His Deity, but merely veiled them. We believe He lived a perfect, sinless life, at the end of which

He was offered for all mankind as a substitutionary sacrifice for man's sin. This sacrifice was a just payment to God for the forgiveness of sin. It was activated by His death through the shedding of His blood on the cross and was accepted by God upon His resurrection. We believe He ascended into Heaven after His resurrection to be seated at the right hand of the Father and is now waiting for the time of receiving His church at the rapture, which is followed by His return seven years later to earth to rule and reign as King for 1,000 years. (Psalm 2:7-9; Isaiah 7:14, 9:6, 43:11; Micah 5:2; Matthew 1:25; Luke 1:26-35; John 1:1, 1:3, 14, 18, 29; Romans 3:19-25; Romans 5:6-15; Philippians 2:5-11; 1 Thessalonians 4:13-18; 1 Timothy 2:5; 1 Timothy 3:16; Titus 2:10-15; Hebrews 7:26, 9:24-28; 1 Peter 1:19, 2:2; 1 John 1:3; Revelation 20:1-6)

THE HOLY SPIRIT

We believe the Holy Spirit of God is a person who has personality and all the attributes of Deity. We believe the Holy Spirit has always been involved in the affairs of mankind; however, we believe He has a special ministry that began at Pentecost and will continue until the rapture. This ministry includes reproofing the world of sin, righteousness, and judgment. The Holy Spirit was also sent to regenerate, sanctify, seal, and fill all who have placed their faith in Jesus Christ. (Genesis 1:2; John 3:5-6; John 14:16; Acts 1:5; Acts 11:15; 1 Corinthians 3:16; 1 Corinthians 6:19-20; 1 Corinthians 12:13)

SIN AND SALVATION

We believe all men were born with an inherited sin nature received from our common ancestor, Adam. We believe that because of his nature, man is a sinner by choice, and he is totally incapable of reforming himself or ceasing from his sin by his own power. We believe the only hope of deliverance for man is a total change of mind concerning his sinful condition and inability to change it, and a turning to Jesus Christ as the only Saviour. We believe that only through the substitutionary sacrifice of Christ on the cross can a man be delivered from his sin. We believe that all those who reject Jesus Christ as their Saviour are already condemned to an eternity in the lake of fire. (Genesis 5:1-5; Acts 4:19; Acts 16:31; Romans 3:10-23; Romans 5:6-12; Romans 6:23; Romans 10:9-10; Ephesians 2:8-9; Titus 3:5-6; Revelation 20:11-14)

THE NEW TESTAMENT CHURCH

We believe that the church began with the calling out of the twelve apostles by Jesus Christ and was empowered on the day of Pentecost. We believe the local church is composed of members who have been saved and baptized according to the command of Christ, and have voluntarily united together for the purposes of worship, fellowship, service, and observance of the ordinances of baptism and communion. We believe all true believers will be taken up at the rapture, just prior to the tribulation. (Matthew 16:16–18; Acts 1:15; Acts 2:41–43; Acts 11:15; Acts 20:28; 1 Corinthians 15: 51–58; Ephesians 1:12–14; Ephesians 5:25–30; 1 Thessalonians 4:13–18; 1 Timothy 3:4–15)

THE LAST DAYS

We believe in the literal interpretation of the Scriptures in their grammatical and historical context. We believe in the pre-tribulational rapture of the church saints, followed by the seven-year tribulation. We believe in the pre-millennial return of Christ to the earth and His literal rule of 1,000 years. Following this 1,000 year reign is the Great White Throne judgment and then the new heaven and new earth. (1 Corinthians 15:51–58; 1 Thessalonians 4:13–18; 1 Thessalonians 5:1–9; Revelation 19–22)

SEPARATION

We believe that all the saved should live in such a manner as not to bring reproach upon their Saviour and Lord. God commands His people to separate from all religious apostasy, all worldly and sinful pleasures, practices, and associations; and to refrain from all immodest and immoderate appearances. (Romans 12:1–2; 14:13; 2 Corinthians 6:14–7:1; 2 Timothy 3:1–5; 1 John 2:15–17; 2 John 9–11; Leviticus 19:28; 1 Corinthians 6:19–20)

CREATION

We believe that God created the universe in six literal, 24-hour periods. We reject evolution, the gap theory, the day-age theory, theistic evolution, and intelligent design not attributed to God as unscriptural theories of origin. (Genesis 1–2; Exodus 20:11)

CIVIL GOVERNMENT

We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced these responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective Biblically-assigned spheres of responsibility under God. (Romans 13:1-7; Ephesians 5:22-24; Hebrews 13:17; 1 Peter 2:13-14)

HUMAN SEXUALITY

1. We believe that God created humanity as distinctly and exclusively either male or female from the beginning, and that He blessed His created design as very good. We believe that every human's true gender identity is identical to the genetic, biological sex with which they were born. We believe that God blesses submission to and acceptance of His created design. We believe God disapproves of and forbids any and all attempts to alter one's gender through surgery, medicinal manipulation, appearance, or expression contrary to His created design. (Genesis 1:26-28, 31, 2:23-24; Matthew 19:4-6)
2. We believe that marriage is a sacred institution ordained by God, given to represent His love for the church, to continue the human race, and to bless humanity. We believe that the only legitimate marriage is the joining of one biological male and one biological female in a covenant commitment before God. (Genesis 2:24; Matthew 19:4-6; Romans 7:2; 1 Corinthians 7:2, 10; Ephesians 5:22-33)
3. We believe that God has commanded that there should be no intimate sexual activity outside of a marriage between a biological male and a biological female. We believe that any relationships or activities involving homosexuality, lesbianism, bisexuality, transgenderism, pedophilia, bestiality, incest, fornication, adultery, or pornography are sinful perversions of God's gift of sex. (Genesis 2:24, 19:5, 13; Leviticus 18:1-30; Romans 1:26-32; 1 Corinthians 5:1; 6:9-11; 1 Thessalonians 4:1-8; Hebrews 13:4)

4. In keeping with our beliefs regarding the purpose of the church and regarding human sexuality, as expressed in this statement of faith, our doctrine necessitates the following:
 - a. All people are welcome to attend our regular worship services, for we believe that all people need and deserve to hear the truth of the Gospel.
 - b. Those who attend may not display and promote behavior that demonstrates violations of the sinful behaviors listed in this section in church services, on the church grounds, or at church functions.
 - c. Church representatives shall enforce the doctrinal position of this church, but shall not display overt disrespect for those who condone or display the sinful behaviors listed in this section.
 - d. The pastor of the church will consistently preach against all forms of sinful sexual behavior, as well as other sinful behaviors.

FAMILY RELATIONSHIPS

1. We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and in the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Galatians 3:28; Colossians 3:18; 1 Timothy 2:8-15; 3:4-5, 12)
2. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are an heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including Scriptural corporal correction. (Geneses 1:26-28; Exodus 20:12; Deuteronomy 6:4-9; Psalm 127:3-5; Proverbs 19:18; 22:15; 23:13-14; Mark 10:6-12; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4, Colossians 3:18-21; Hebrews 13:4; 1 Peter 3:1-7)

DIVORCE AND REMARRIAGE

We believe that God disapproves of and forbids divorce and intends marriage to last until one of the spouses dies. Although divorced and remarried persons or divorced persons may hold positions of service in the church and be greatly used of God for Christian service, they may not be considered for the offices of pastor or deacon or those administrative positions within the church that would consist of pastoral duties. (Malachi 2:14-17; Matthew 19:3-12; Romans 7:1-3; 1 Timothy 3:2, 12; Titus 1:6)

ABORTION

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. (Job 3:16; Psalm 51:5; 139:14-16; Isaiah 44:24; 49:1, 5; Jeremiah 1:5; 20:15-18; Luke 1:44)

LOVE

We believe that we should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers and those who oppose us. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or the use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions. (Leviticus 19:18; Matthew 5:44-48; Luke 6:31; John 13:34-35; Romans 12:9-10; 17-21; 13:8-10; Philippians 2:2-4; 2 Timothy 2:24-26; Titus 3:2; 1 John 3:17-18)

LAWSUITS BETWEEN BELIEVERS

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Corinthians 6:1-8; Ephesians 4:31-32)

MISSIONS

We believe that God has given the church a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us. (Matthew 28:19–20; Mark 16:15; Luke 24:46–48; John 20:21; Acts 1:8; 2 Corinthians 5:20)

GIVING

We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully to the support of the church, the relief of those in need, and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct the use of the tithe or offering once the gift has been made. (Genesis 14:20; Proverbs 3:9–10; Acts 4:34–37; 1 Corinthians 16:2; 2 Corinthians 9:6–7; Galatians 6:6; Ephesians 4:28; 1 Timothy 5:17–18; 1 John 3:17)

Student Agreement Form

It is the individual student's personal responsibility to be familiar with and understand the guidelines of the college as outlined in this Student Handbook. Every student is required to sign the student agreement form acknowledging that he or she has read, understands, and agrees to abide by the guidelines of West Coast Baptist College each school year.

By doing so, the student acknowledges that failure to meet these minimum requirements will result in disciplinary action and possible expulsion from this institution. This form is considered part of the registration process and must be completed by the second week after school starts to finalize enrollment.

Non-Discriminatory Policy

West Coast Baptist College grants students of any race, color, national and ethnic origin all rights, privileges, programs, and activities generally accorded or made available to students at the college. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its policies, educational policies, scholarships, and other school-administered programs.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) provides rights to students with respect to their educational records. The following is an overview of those rights.

WHAT ARE FERPA RIGHTS?

Students have four primary rights under FERPA. They have the rights to inspect and review their education records, to maintain some control over the disclosure of information from those records, to seek to amend those records under certain circumstances, and to file a complaint with the U.S. Department of Education concerning alleged failures by West Coast Baptist College to comply with the requirements of FERPA.

TO WHAT DO FERPA RIGHTS APPLY?

FERPA rights apply to education records, which are defined as records that are directly related to an individual student and are maintained by the educational institution or a third party acting on their behalf. Education records may exist in any medium, including but not limited to handwritten notes, printed information, computer files, or video and audio files. Education records may include grades, class lists, student course schedules, disciplinary records, student financial records, etc. Education records do not include “sole possession” records created by individual faculty or staff for their own personal use which are not shared with others, university law enforcement records, or medical health records used only for the treatment of the student. Education records also do not include general information such as academic calendars, course syllabi, or general notices of specific events or extracurricular activities. These would not be considered to apply to a specific individual student and thus would not be covered under FERPA.

WHO HAS FERPA RIGHTS?

FERPA rights are held by the parents until the student turns 18 or enrolls in a postsecondary institution. At this point, all FERPA rights transfer completely to the student. The parent does not maintain any FERPA rights after this time. Thus, all students of West Coast Baptist College are in full possession of their own FERPA rights.

HOW MAY ONE EXERCISE THEIR FERPA RIGHTS?

Any student may seek to inspect their education records. Most of this information is readily available through the Student Portal (portal.wcbc.edu). Any other education records pertaining to the student will be made available within 30 days upon written request directed to the registrar, dean, chief academic officer, or other appropriate official.

Any student, while enrolled, may request that West Coast Baptist College not release any of his/her directory information. Directory information would include name, contact information, class level, major, date of attendance, enrollment status, verification of participation in recognized student activities, date of graduation, and degrees received. WCBC must comply with this request. Students who wish to restrict the release of their directory information must complete a “Request to Withhold Directory Information” form, available from the Registrar’s Office. The student must personally submit this form to the Registrar’s

Office accompanied with a photo ID. Students will be required to renew the request within the first ten days of the semester. This information would then only be able to be allowed with written consent from the student, including specification of the information to be released, the purpose of the disclosure, and identification of the parties to whom the disclosure may be made. Written consent must be signed and dated by the student. Written consent may be submitted through the student email system (@students.wcbc.edu), but not from a personal email account.

Withholding information may have negative consequences.

Students who restrict their directory information will not appear in commencement bulletins, yearbooks, or other college publications. Any and all requests of information directed to the college, including those by potential employers, will be denied and will be told, "We have no information available about this person's attendance at West Coast Baptist College."

Any student may request the amendment of education records which the student believes are inaccurate. The written request must be directed to the appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If West Coast Baptist College decides not to amend the record, it will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. If the request for amendment is then denied upon a further hearing, the student will be given the opportunity to attach a personal statement to the record in question.

Any student may file a complaint with the U.S. Department of Education concerning alleged failures by West Coast Baptist College to comply with the requirements of FERPA. It is always advisable to attempt to address issues by notifying WCBC itself before notifying the U.S. Department of Education. Complaints may be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

ARE THERE EXCEPTIONS TO THESE EXERCISES OF ONE'S FERPA RIGHTS?

There are exceptions to the exercise of one's right to withhold disclosure of information. Necessary education records and directory information may be released to school officials with legitimate educational interests. School officials include faculty and staff, persons or companies with whom the college has contracted, trustees, and students serving on official committees or assisting other school officials with performing their professional tasks. A school official has a legitimate educational interest if the official needs to view the information in order to fulfill his professional responsibility. Student education records may also be released to a court in compliance with a judicial order or lawfully issued subpoena, to appropriate parties in a health or safety emergency in order to protect the student or others, to parents in cases of drug or alcohol violation when the student is under the age of 21, to the provider or creator of a record to verify the validity of that record (e.g. in cases of suspected fraud), or to officials at an institution in which the student seeks to enroll or is currently enrolled.

General questions may be directed to the Registrar in the Academic Office.

Student Complaint Procedures and Policies

From time to time, a student may find a need for conflict resolution in a number of areas. Listed below are the steps to take in order to find a satisfactory resolution that deals with the conflict in a Christ-honoring way.

ACADEMIC GRIEVANCES

Should a student have a complaint in regards to an academic matter, here are the steps that should be taken:

The Instructor

Most grievances can be handled at this level with the instructor. Instructors at West Coast Baptist College maintain an open-door policy. Questions are encouraged as long as they are asked in a spirit that honors Christ. Questions for the sake of causing contention or strife are to be avoided based upon biblical principles (2 Timothy 2:23).

Students may approach an instructor before or after class or make an appointment in the office.

As students explain their reason for a grievance, it is important that the evidence be presented clearly:

- Did the instructor not follow a published grading policy?
- Did the instructor not follow a fair grading practice?
- Was the student accused of plagiarism?

The Academic Advisor

If the situation is unresolved, perhaps it is a matter of miscommunication. The student should schedule an appointment with his academic advisor and ask for help in presenting his case. Then, the advisor and the student can meet with the instructor once more to see if there was a miscommunication in the process.

The Program Chair

If the situation is still unresolved, the student should schedule an appointment with the program chair.

The Academic Dean

If after meeting with the instructor twice and the department chair has failed to produce a resolution, then the student should complete an Academic Grievance Form and submit it to the Academic Office.

Academic Grievance Form can be obtained from the Academic Office. This form is considered confidential and provides an opportunity for the student to place into writing what incident occurred and the anticipated resolution.

Resolutions are contingent upon information. Therefore, it is incumbent upon the student to present evidence as to why he disputes / is grieved by this academic matter.

The Chief Academic Officer will investigate the situation, and then schedule a meeting with the student, the advisor, the instructor, and the chair.

Most situations will be resolved without a need to go beyond this meeting. However, if there is still a feeling of an unresolved dispute, the student may take this to the next level.

The Academic Committee

The Academic Committee is comprised of the Registrar, Director of Admissions, Chief Academic Officer, the Executive Vice-President (or his designee), and the Department Chair from which the student is enrolled. The student will have an opportunity to once again present his evidence for his academic grievance. The Committee will hear all sides, weigh the evidence and then issue its resolution. The resolution issued by the Academic Committee shall be considered binding upon all parties.

ALL NON-ACADEMIC GRIEVANCES

It is possible that a student should have a grievance due to a policy or procedure. If that should happen, here are the steps to find a resolution:

Consult the Student Handbook

Students and parents receive this handbook at the beginning of each semester. If a student finds that the grievance is associated with a violation of a stated policy or procedure, then should he seek to navigate through the grievance procedure.

Is this policy related to dorm life?

The student should start with the room leader. If the grievance is not resolved, then the student should seek out the dorm supervisor. If the grievance is still unresolved, then the student may speak to the Dean of Students.

If a student has been unable to resolve the grievance through the process outlined above, the student may submit a Student Complaint Form. See the Student Handbook section entitled 'Formal Student Complaints' below.

LEGAL, GOVERNMENTAL, AND ACCREDITATION GRIEVANCES

Is this a criminal activity?

Report it to the authorities immediately.

Is this related to campus security?

To resolve a complaint that deals with security, here are the steps to follow:

1. Meet with the Director of Security.
2. If not resolved, meet with the Vice President.

3. If a student has been unable to resolve the grievance through the process outlined above, the student may submit a Student Complaint Form. See the Student Handbook section entitled 'Formal Student Complaints' below.

West Coast Baptist College has always been more concerned with producing successful graduates than with growing the size of the student body. We are grateful for every semester God allows us to invest in our students, but we look forward to the day they graduate and pursue God's calling for the rest of their lives. Our entire administrative structure is designed with the success of students at its heart. Our instructors live locally, attend Lancaster Baptist Church, keep office hours, attend college activities, and have an open-door policy with our students. Even so, college can be a challenging and demanding time. Our LEAD program is comprised of both staff and upper-level students who lend a listening ear to concerns, answer questions about academic or financial concerns, assist with dealing with homesickness or difficult roommates, and in general assist students with adaptation to the rigors of campus life. LEAD team members introduce themselves to every student during the first week of each semester and are always available to help.

MISCELLANEOUS GRIEVANCES

Students may bring any concern or grievance to the staff or faculty at any time. The Executive Vice-President will provide direction for the appropriate channels for resolving a conflict that may not fit nicely within this policy.

FORMAL STUDENT COMPLAINTS

The college encourages students to be familiar with the current policies and appeal processes of West Coast Baptist College. We understand that knowing all this information can seem overwhelming, which is why we recommend students first contact the Student Advocacy Office with any questions or concerns.

West Coast Baptist College has developed a formal student complaint process to ensure it receives, considers, and attempts to fully resolve all formal student concerns and complaints in a timely manner. When a student has exhausted all normal channels for expressing a concern informally, s/he can file an official complaint by submitting this form. Only content submitted on a Student Complaint Form will be considered an official complaint.

It is important to note that, as described above, academic grievances cannot be filed through an official complaint but must be submitted through the academic grievances process.

Official Policy for Formal Student Complaints

It is the policy of the college that all current and previous West Coast Baptist College students may submit a formal complaint for consideration at any time, that every complaint must be carefully reviewed by the relevant parties in a reasonable time frame, that the Administration will seek in good faith a full resolution of each complaint, and that all records relating to the complaint - including but not necessarily limited to the original complaint and all records documenting the investigation and attempts for resolution - will be passed to, archived, and maintained for at least five years by the Student Government Leader. Any complaint regarding an academic matter will be documented as received and filed, but the complaint will be handled according to the process outlined in the Academic Grievances section above.

General Complaint Information

The college will take all reasonable steps to ensure the confidentiality of all complaint proceedings and the records produced therefrom. However, should any matter develop during the course of the complaint process become public knowledge, the college reserves the right to issue appropriate statements.

Only complaints submitted in writing through a Student Complaint Form will be considered formal complaints. Complaints submitted through any other forum will not be considered to be formal complaints.

It is the expectation of the college that the below process should bring a satisfactory resolution to the vast majority of formal student complaints within an average of thirty or fewer days.

Procedure for Student Complaints

1. Students are encouraged to seek a resolution to their concern(s) through an informal process of communication with the relevant departments/staff/faculty before submitting a formal student complaint. Student Complaint Forms are available online at www.wcbc.edu/student-complaint and in the offices of the Student Success Advocate and Dean of Students.
2. Student expresses grievance in writing through the Student Complaint Form.

3. The Student Government Leader reviews complaint and any accompanying documentation, logs that it was received, and forwards it to the relevant department leader(s) for review and resolution.
4. Department leader(s) receiving the complaint study the matter and document any meetings, records, or interactions had in this process. All such records are then sent to the Student Government Leader to be filed with the original complaint. The department leader(s) then issue a written resolution/conclusion to the grievant through email and copy the Student Government Leader and the Student Success Advocate. The Student Government Leader will log the date of initial resolution and file the conclusion with the student complaint.
 1. If multiple departments are involved, the relevant leaders will draft a coordinated response/conclusion in writing and will send a co-signed email to the student and copy each other, the Student Government Leader, and the Student Success Advocate.
 2. Resolutions/conclusions for anonymous complaints will simply be sent to the Student Government Leader and the Student Success Advocate to be filed.
5. If the student is not satisfied with the outcome of the initial complaint, he may request the Student Success Advocate to appeal the matter to the Executive Vice President on his behalf. Such appeals will be made in writing.
6. As soon as is practicable, the Executive Vice President reviews the materials being careful to document any related meetings, conversations, consultations, etc. he may instigate to include in the file. The Executive Vice President then emails the grievant a final resolution in writing and copies the related department leader(s), the Student Government Leader, and the Student Success Advocate. This determination is binding on all parties.

Students or members of the public may file inquiries or concerns regarding this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or through their website (www.bppe.ca.gov). Concerns about compliance regarding accreditation standards may be expressed to the Transnational Association of Christian Colleges and Schools by calling 434.525-9539, emailing info@tracs.org, or writing 15935 Forest Road, Forest, VA, 24551.)

Accountability

It is the individual student's personal responsibility to be familiar with and understand the guidelines of the college as outlined in this Student Handbook. Every student is required to sign the form provided at registration acknowledging that he or she has read, understands, and agrees to abide by the guidelines of West Coast Baptist College. By doing so, the student acknowledges that failure to meet these minimum requirements will result in disciplinary action and possible expulsion from this institution.

Any student who feels that he or she has been treated unfairly, according to the policies and procedures outlined in this handbook, should settle such matters at the lowest administrative level possible. If a matter cannot be settled with the immediate authority, the student may go to the next higher authority until the grievance has been settled or a final decision has been made. For example, if a dorm room problem cannot be settled by the room leader, the student should go to the dorm supervisor, and if that fails, to the Dean of Students. It should only be in rare circumstances that a student goes beyond the most immediate authority.

Biblical Principles to Live By

The Bible does not deal with every single issue or question that comes up in life. However, the Bible does give us important principles upon which we can make the right decisions in every situation we face.

1. **The Principle of Doubt.** If you have doubts—don't do it.
Romans 14:23—*“And he that doubteth is damned if he eat, because he eateth not of faith: for whatsoever is not of faith is sin.”*
2. **The Principle of Enslavement.** Will you become controlled by what you are about to do?
1 Corinthians 6:12—*“All things are lawful unto me, but all things are not expedient: all things are lawful for me, but I will not be brought under the power of any.”*
3. **The Principle of Benefit.** Is it profitable to your life?
1 Corinthians 10:23—*“All things are lawful for me, but all things are not expedient: all things are lawful for me, but all things edify not.”*
4. **The Principle of Ownership.** Your entire being belongs to God.
1 Corinthians 6:19–20—*“What? Know ye not that your body is the*

temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's."

5. **The Principle of Offense.** Does what you are doing cause someone else to stumble?
 1 Corinthians 8:9,13—*"But take heed lest by any means this liberty of yours become a stumblingblock to them that are weak. Wherefore, if meat make my brother to offend, I will eat no meat while the world standeth, lest I make my brother to offend."*
6. **The Principle of Edification.** Does what you are doing build others spiritually?
 Romans 14:19—*"Let us therefore follow after the things which make for peace, and things wherewith one may edify another."*
7. **The Principle of Glorification.** Does how you are living glorify God?
 1 Corinthians 10:31—*"Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God."*
8. **The Principle of Sowing and Reaping.** Do you want to reap what you are sowing?
 Galatians 6:7–8—*"Be not deceived; God is not mocked: for whatsoever a man soweth, that shall he also reap. For he that soweth to his flesh shall of the flesh reap corruption; but he that soweth to the Spirit shall of the Spirit reap life everlasting."*
9. **The Principle of Identification.** Will your action identify you with wrongdoing?
 Ephesians 5:11—*"And have no fellowship with the unfruitful works of darkness, but rather reprove them."*
10. **The Principle of God's Name.** Can you do everything in the name of the Lord Jesus?
 Colossians 3:17—*"And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him."*
11. **The Principle of God's Presence.** Are you aware that God is watching you?
 Proverbs 15:3—*"The eyes of the Lord are in every place, beholding the evil and the good."*
12. **The Principle of Thanksgiving.** Can you be thankful to God for your actions?

1 Thessalonians 5:17–18—“Pray without ceasing. In everything give thanks: for this is the will of God in Christ Jesus concerning you.”

13. **The Principle of Hindrance.** Will your action in any way hinder you from service?
Hebrews 12:1—“Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us.”
14. **The Principle of Appearance.** Do your actions or words have an appearance of evil?
1 Thessalonians 5:22—“Abstain from all appearance of evil.”
15. **The Principle of Worldliness.** Are you in any way identifying with the world?
1 John 2:15–17—“Love not the world, neither the things that are in the world. If any man love the world, the love of the Father is not in him. For all that is in the world, the lust of the flesh, and the lust of the eyes, and the pride of life, is not of the Father, but is of the world. And the world passeth away, and the lust thereof: but he that doeth the will of God abideth for ever.”
16. **The Principle of Embarrassment.** Would you be embarrassed about your actions when Christ returns?
1 John 2:28—“And now, little children, abide in him; that, when he shall appear, we may have confidence, and not be ashamed before him at his coming.”

Character Traits to Avoid

Just as we are commanded to “put on” certain principles in order to be useful to God, we are also admonished to “put off” certain character traits. “That ye put off concerning the former conversation the old man, which is corrupt according to the deceitful lusts” (Ephesians 4:22).

1. **Put off a sour, disagreeable, and complaining attitude.**
Philippians 2:14—“Do all things without murmurings and disputings.”
2. **Put off getting offended when things don’t go your way.**
Psalm 119:165—“Great peace have they which love thy law: and nothing shall offend them.”

3. **Put off the appearance of superiority.**
1 Corinthians 4:7—*“For who maketh thee to differ from another? and what hast thou that thou didst not receive? now if thou didst receive it, why dost thou glory, as if thou hadst not received it?”*
4. **Put off the tendency to be negative.**
Deuteronomy 12:18b—*“And thou shalt rejoice before the Lord thy God in all that thou puttest thine hands unto.”*
5. **Put off a frivolous spirit.**
Titus 2:12—*“Teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world.”*
6. **Put off thinking you are indispensable.**
John 15:5—*“I am the vine, ye are the branches. He that abideth in me, and I in him, the same bringeth forth much fruit: for without me ye can do nothing.”*
7. **Put off instability of life and conduct.**
1 Corinthians 15:58—*“Therefore, my beloved brethren, be ye stedfast, unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord.”*
8. **Put off acting in haste.**
Proverbs 14:29b—*“He that is hasty of spirit exalteth folly.”*
9. **Put off selfishness.**
Philippians 2:4—*“Look not every man on his own things, but every man also on the things of others.”*
10. **Put off speaking evil of others.**
James 4:11—*“Speak not evil one of another, brethren. He that speaketh evil of his brother, and judgeth his brother, speaketh evil of the law, and judgeth the law; but if thou judge the law, thou art not a doer of the law, but a judge.”*

A To-Do List for Every Day

1. **Never get over your salvation.**
Psalm 40:2—*“He brought me up also out of an horrible pit, out of the miry clay, and set my feet upon a rock, and established my goings.”*
2. **Read, memorize, and meditate on God’s Word.**
Joshua 1:8—*“This book of the law shall not depart out of thy mouth; but thou shalt meditate therein day and night, that thou mayest observe to do all that is written therein: for then thou shalt make thy way prosperous, and then thou shalt have good success.”*
3. **Spend time in prayer.**
1 Chronicles 16:11—*“Seek the Lord and his strength, seek his face continually.”*
4. **Keep short accounts of sin with God and others.**
Acts 24:16—*“And herein do I exercise myself, to have always a conscience void of offence toward God and toward men.”*
5. **Die to sinful desires.**
Galatians 5:24—*“And they that are Christ’s have crucified the flesh with the affections and lusts.”*
6. **Never imitate people unless they are following Christ.**
1 Corinthians 11:1—*“Be ye followers of me, even as I also am of Christ.”*
7. **Endeavor to give the Gospel to every lost person you meet.**
Mark 16:15—*“Go ye into all the world, and preach the gospel to every creature.”*
8. **Seek to bear the burdens of others.**
Galatians 6:2—*“Bear ye one another’s burdens, and so fulfil the law of Christ.”*
9. **Find something for which to praise the Lord.**
Psalm 50:23—*“Whoso offereth praise glorifieth me: and to him that ordereth his conversation aright will I shew the salvation of God.”*
10. **Don’t quit.**
Joshua 23:8—*“But cleave unto the Lord your God, as ye have done unto this day.”*

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ACADEMIC POLICIES



Make-up Quizzes and Tests

Students who miss class due to illness or any other reason must make up any missed quizzes or tests that were given in the classroom unless otherwise instructed by the instructor. The following procedure must be followed for doing so:

1. Students have 48 hours from the missed class to make up any missed quiz or test.
2. Make-up quizzes and tests are given by the relevant instructors. Please refer to your class syllabi or instructor for make-up test policies.

Final Exams

It is the desire of the college that all final examinations be taken on time. No class cuts are allowed during these exams and sick days should be taken only in extreme cases.

1. Final examinations may not be taken unless a student has received approval from the finance office. Students who are not able to take their finals must remain on campus until the semester ends and attend chapel, regular college activities, and services. As soon as a student has been approved by the finance office to take finals, they may make up their final exams and receive full credit for the class. No student may re-enroll for the next semester who has not fulfilled his or her previous financial obligation and taken the final exams from the previous semester. Exams are available in the time leading up to and during WAE Week each semester for students to make up examinations from the previous semester.
2. The only acceptable reasons for missing a final examination is with a doctor's note or for financial reasons. Should a student miss a final examination for any other reason, he will not be allowed to make it up, and the exam will be recorded as a "0."

Drop/Add/Withdrawal

Each student should carefully consider the amount of credit hours to be taken during a semester. No two classes require the same amount of work outside the classroom, and a careful study of the catalog and syllabus of a class will give the student an idea of the workload involved. Students should also weigh carefully their involvement in other activities such as employment, sports, their families—if married, etc.

Students can usually finish the courses necessary for graduation in each concentration if they average sixteen credit hours per semester. The Chief Academic Officer, Registrar, and academic advisors are available during registration week to assist students in choosing a proper load of classes. Occasionally some adjustments will have to be made after the semester begins. The following guidelines are in place for these situations:

1. Students have a period of three days to drop or add a course once classes begin.
2. Courses dropped during the drop/add period will not be officially recorded on the student's transcript
3. Students who withdraw from a class after the posted deadline will receive a "W" (withdrawn) on their transcript. A "W" will negatively affect the term GPA on a student transcript.

If a student is dropped from a course because they were absent for over 15% of the class time, they might qualify for reinstatement if there were extenuating circumstances. The reinstatement appeal form may be found in the student resource page, and must be submitted within 72 hours of being dropped from the course.

Student Academic Load

West Coast Baptist College has always been more interested in graduates than students. We are not after the professional student—on the contrary, we are endeavoring to send equipped workers into the fields of the world. Our classes are designed so that a student who takes 16 credit hours each semester will graduate in four years. A full-time student is one who has at least 12 credit hours during a semester. No student is allowed to take more than 22 credit hours during a semester. Student academic loads are determined on the following basis:

Cumulative GPA.....	Semester Credit Limit
0.00-1.99.....	14 credits
2.00-2.49.....	16 credits
2.50-3.29.....	18 credits
3.30-4.00.....	22 credits

High school transcripts will be used to determine the academic load for new freshmen. A student with at least a 2.50 high school GPA will be allowed to register for a maximum of 18 credit hours for their first semester.

Grades

Grades are an indication of the student’s comprehension of the material taught. As Christians, it should be our desire to do our best at everything and give God the glory for the result. Often a grade is a reflection of the student’s character as much as it is of ability.

1. Grades are determined by the instructor after careful evaluation of the student’s class attendance, class participation, work, projects, and examinations.
2. Grades are viewable in the college’s LMS, Canvas, throughout the semester. Final grades will be viewable on the portal 1–2 weeks after the last day of the semester.
3. A student who questions a subject’s grade must petition the instructor for a “grade check.” If a mistake was made in calculating the grade, the instructor will submit the corrected grade to the Academic Office, and it will be changed on the student’s transcript. All grade petitions must be made within four weeks of the grade being issued. No change will be permitted after this period, and all grades will be considered correct.
4. Any student who has not taken his or her final exam due to financial reasons will have until the first week of the next semester to make up the exam. If, at that time, the financial balance has not reached zero and the test has not been taken, the student will receive a 0% in the gradebook for that examination, and the final course grade will be averaged accordingly.
5. All financial obligations must be satisfied before a degree will be awarded.

Grading System

A	Indicates distinctive and outstanding achievement
B	Indicates achievement well above average
C	Indicates average achievement and satisfactory meeting of requirements
D	Indicates a limited mastery of the subject matter and is generally unsatisfactory from the standpoint of course requirements
F	Indicates unsatisfactory mastery of the subject matter and course requirements (No course credit is earned.)
INC	Temporary grade given when a student is unable to take the final exam due to financial reasons
W	Indicates withdrawal from a course
AUD	Indicates that the student has audited the class (No credit is given for an audit.)

Grade	Points per hour	Scale
A	4.0	96–100%
A-	3.7	94–95%
B+	3.3	91–93%
B	3.0	88–90%
B-	2.7	86–87%
C+	2.3	84–85%
C	2.0	77–83%
C-	1.7	75–76%
D+	1.3	73–74%
D	1.0	68–72%
D-	0.7	66–67%
F	0.0	0–65%

The grade point average is computed by dividing the total grade points earned by the total hours attempted. A minimum grade point average of 2.0 is required for graduating with a Bachelor's degree from West Coast Baptist College. A minimum grade point average of 3.0 is required for graduating with a Master's degree from West Coast Baptist College.

Activities Eligibility

Students are primarily at West Coast to receive an education. Preparation for the ministry involves the rigorous work of developing and sustaining good study habits. Every course will require time outside of the classroom to complete assignments, outside reading, and projects. Time will need to be allotted for preparation for quizzes, tests, and examinations. Several courses also require oral presentations which will need to be prepared and practiced.

Students who fail to maintain a minimum of a 2.0 grade point average will be ineligible to participate in traveling ensembles, ministry teams, church extension ministries, or athletics the following semester. Eligibility is also based on the student passing a minimum of twelve credit hours in the previous semester.

Any appeals for exceptions to the eligibility policy because of extenuating circumstances must be submitted in writing to the Chief Academic Officer and will be reviewed by the Academic Committee.

Scholastic Honors

West Coast Baptist College has dedicated itself to providing academic excellence through qualified instructors and resource tools. Students are encouraged to strive for academic excellence throughout their college career.

Students graduating with an associate's or a bachelor's degree with a grade point average of 3.5 or above and who have completed a minimum of 60 credits of course work at WCBC will graduate with academic honors. Out of the bachelor's graduates, the student with the second-highest grade point average in the senior class will receive the salutatorian award, and the student with the highest grade point average will receive the valedictorian award. Students graduating with a master's degree with a grade point average of 3.75 or above will graduate with academic honors.

Classification of Students

Students are classified at the beginning of each semester by the following standard:

Freshman	0–31 credit hours completed
Sophomore	32–63 credit hours completed
Junior	64–95 credit hours completed
Senior	96+ credit hours completed

Academic Honesty

West Coast Baptist College stresses excellence of character along with excellence in achievement and therefore does not tolerate cheating in any form. Second Corinthians 8:21 clearly admonishes us to be honest: *“Providing for honest things, not only in the sight of the Lord, but also in the sight of men.”*

Because cheating is a violation of God’s Word, its occurrence may warrant expulsion from the college, automatic failure of the course, or other significant academic penalties imposed by the individual instructor. Academic dishonesty includes but is not limited to the following:

1. Cheating on a test or assignment. Cheating is defined as knowingly giving or receiving information relative to written assignments, tests, quizzes, or exams in an unauthorized fashion.
2. Handing in the same paper or substituting a similar paper in more than one class without the written permission of all instructors involved.
3. Sharing or receiving advance information regarding the content or answers for a quiz, test, or exam.
4. **Plagiarism.** Plagiarism is defined as: a) representing as the student’s own the words or unique thoughts of another; or b) failing to accurately differentiate the material that is original with the student from that obtained from other sources. Submitting the work of someone else as the student’s own work, whether intentionally or not, will be viewed and treated as plagiarism. Plagiarism is a form of cheating. There is no good reason for failing to properly document original sources. Pleading ignorance of what constitutes plagiarism, therefore, is not an acceptable defense for the act of plagiarism.
5. Submitting as the student’s own work (papers or projects) materials unethically or inappropriately enhanced by another student or typist without the specific written permission of the instructor. Typists or proofreaders must be careful to avoid making corrections or alterations which change the creative or intellectual content or quality of the work.

6. **Cyber-plagiarism.** Cyber-plagiarism is defined as downloading from the Internet or other electronic sources information or term papers that are submitted as the student's own work. Downloading papers for submission as one's own work or for the purpose of assisting another student is a breach of academic honesty, which may result in class failure or expulsion from the college.
7. **Cyber-collaboration.** Cyber-collaboration is defined as unauthorized transmittal by electronic means work produced by another student. Unless the instructor gives specific permission, students are not authorized to send copies of homework, quizzes, tests, exams, or projects to other students via email or any other means for any reason. This is defined as excessive and unacceptable help.
8. **Unapproved collaboration.** Unapproved collaboration is when students assist one another in the accomplishment of assignments, projects, or papers in ways that exceed what is known by the teacher or what is expected or allowed in such situations.
9. Students are not allowed to have cell phones out at all during a test. If they look at a phone or handle one during a test, they will receive a zero on the test.
10. Plagiarizing from any source will result in a zero on the paper or project submitted. In addition, demerits may be issued and expulsion is possible.

Entrance and Exit Exams

All incoming freshmen are encouraged to take an ACT, SAT, or CLT test prior to admission. Academic scholarships are available for high achievement on these tests.

All incoming students who have not completed a college English grammar course will be given an entrance test in English during registration. The results of this test will be used to place them in the proper level of freshman English Grammar.

All freshmen will be given a Bible entrance test. This test is used by the Bible department only and has no bearing on the student's academic placement.

All graduating senior men will be given an oral exam during their last year. This exam is a graduation requirement. The Bible Department faculty will examine each man much like an ordination council would. Failure to answer questions properly will result in further individualized study in that area until the exam can be satisfactorily completed.

Study Hours

Study hours are maintained and monitored during the afternoon and evening hours in the college library and computer lab. Students should take advantage of these areas for quiet study.

Group study may take place during these same hours in the dormitories, the Hangar, and coffee shop as well as outdoors if the weather permits.

Transcripts

Transcript requests may be made by students or alumni online at wcbc.edu/transcript-request. Our electronic transcript provider, Parchment Inc., will provide the transcript directly to the person or place designated at the time of the request. Please allow 5 business days for your request to be processed. If a transcript is required sooner than this, the person requesting may pay for express delivery through Parchment. To ensure quick processing of an express delivery request, please also notify registrar@wcbc.edu. There will be a \$9.50 fee for each electronic transcript request or a \$12.00 fee for each paper transcript request. Unofficial transcripts are available for download on the student portal for those who still have access to their student portal.

TRANSCRIPTS OF INCOMING STUDENTS

All first year student records need to be received here in our admissions department no later than October 1 in the fall semester and March 1 in the spring. Students who have not provided us with their records will not be permitted to attend classes after those dates.

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SOCIAL POLICIES



Purpose of Dating

Dating is a special, sacred opportunity for students to bring glory to God. In the college setting, students have tremendous social opportunities to build lasting friendships, participate in memorable group activities, share personal times in Christian fellowship, and enjoy biblical dating relationships.

It is often during these college years that God allows students to meet their future spouses. Therefore our guidelines for dating are designed to encourage godliness, develop maturity, and protect the purity of each student. All dating rules apply to both on-campus and off-campus students.

West Coast Baptist College students are not allowed to date unsaved people. Students may date a non-West Coast Baptist College student only with permission from the Dean of Students. College students may not date Lancaster Baptist High School students without permission from the president. Students who are dating staff members of the church, college, or school are subject to the guidelines set down for college students as well as the guidelines for staff established by the church or college.

Sexual Conduct

West Coast Baptist College desires to encourage godly relationships between men and women. Positive interaction is encouraged and promoted through college activities and events. All members of the college family are expected to exercise discretion in all displays of affection. Scripture clearly teaches (1 Thessalonians 4:3) that sexual purity is the standard of moral behavior for the Christian. Sexual relationships are designed by God for expression only in the context of a committed heterosexual marriage. Sexual activity and expression apart from the marriage relationship is a sin against the Christian's body and is in violation of biblical commands.

Any student involved in any sexually immoral behavior, including pre-marital sex, adultery, inappropriate familiarity with the opposite or same gender, and homosexual acts should expect immediate dismissal from the college.

Disciplinary action will be taken for perpetrating sexual harassment. Sexual harassment includes repeated physical, verbal contact that is unwanted and that violates West Coast Baptist College social policies. Any kind of sexual harassment should be reported immediately to the Dean of Men or Dean of Women.

Marriage

Marriage is designed by God and for most people is His will. West Coast Baptist College is a great place to find God's choice for your life. Students should remember, however, that their primary reason for enrolling is to get an education.

1. Students are discouraged from getting married prior to graduation. The desire of the college is to see students complete their education. Most students who marry prior to graduation encounter a greater degree of difficulty in completing the training that God has called them to receive.
2. Students may not become engaged or married during their college training without permission from their parents, home pastor, and the administration.
3. It is not recommended that students marry during the school year without prior counsel from the administration.
4. Students who become engaged are encouraged to receive some kind of premarital counseling from their home pastors or the administration prior to marriage.

Dress and Appearance

The Bible declares in Romans 12:1: *“And be not conformed to this world....”* West Coast Baptist College is dedicated to honoring God and training students for ministry. Appearance is a very recognizable part of our testimony, and we are admonished in 1 Timothy 4:12 to be examples in every area of our lives.

The dress code at West Coast is based on the Bible principles of modesty, distinctiveness, appropriateness, and deference. Our policies are intended to maintain standards that are above reproach and that are easy to understand and enforce.

1. **The Principle of Modesty:**
Modesty means decency—not being showy or drawing attention to one's self. It means propriety in dress, behavior, and speech—not wanting to offend or lead others astray. Attire should not draw attention to physical features, but to one's countenance and Christ's purity and holiness. Each student by his or her example in grooming, dress, and actions should exhibit a lifestyle of godliness in thinking and living.

2. **The Principle of Distinctiveness:**

God created two distinct genders. Genesis 1:27 states: “*Male and female created he them.*” By doing so, He purposely planned basic differences between them. These distinctions should not be altered. Distinctively feminine apparel enhances a woman’s appearance and communicates a sweet spirit. Distinctively masculine apparel communicates the manly roles of leader, protector, and provider.

3. **The Principle of Appropriateness:**

Appropriate means suitable, fitting, or compatible. Appropriate attire is modest, suitable, and fitting for the occasion. Certain types of clothing are appropriate for certain activities while other types are appropriate for something else. For example, blue jeans would be appropriate apparel for work, but not for church, and a tuxedo would be appropriate for a banquet, but not for recreation.

4. **The Principle of Deference:**

When we show deference, we show consideration and respect for others. Attire is one of many areas in our lives where we can show deference. Romans 14 tells us not to judge one another; but recognize that a weaker brother may judge us. We must be careful not to be a stumblingblock to others. There are times when we must choose to defer, submit, and yield our rights in love and concern for others. Ultimately, we must submit our rights to the will of God so that we might serve others.

West Coast Baptist College reserves the right to ask any student at any time to change something about his or her attire if it is deemed to be immodest, inappropriate, not distinctly feminine or masculine, or not representative of godliness. All faculty and staff of the college, all church staff personnel, and dorm supervisors have been encouraged to help the Deans’ Office with the supervision of our guidelines and policies. Therefore, if any of these people approaches a student about attire, the student should show proper respect and compliance. If there is a question about the matter, it should be taken up with the Deans’ Office after the change has been made.

These guidelines apply to all students while on campus and off campus.

Music Policies

West Coast Baptist College desires that all students would utilize good music through personal listening and participation. Many opportunities are afforded the students to be involved in the music programs of the church and college ministries. Because we desire to maintain a wholesome, spiritual, and peaceful environment on our campus, students are expected to refrain from singing, playing, or listening to any form of rock, country western, rap, and other similar kinds of secular music.

BIBLICAL GUIDELINES FOR MUSIC:

1. Christians are commanded to sing songs, hymns, and spiritual songs (Ephesians 5:18–19, Colossians 3:16).
2. When selecting music, Christians should be mindful that there are special blessings for those who submit to God-ordained authority (Romans 13:1–4, Hebrews 13:17).
3. Christians should consider spiritual well-being of their testimony to others, not just their personal pleasure, when selecting music (Romans 14:16, 1 Corinthians 8:12–13).
4. Christians should listen to music that has edifying words, and they should avoid music that is doctrinally unsound, profane, or offensive (Ephesians 5:11–12, Philippians 4:8, Matthew 12:36).
5. Christians should discern whether the music is designed to create a godly or a fleshly response. (Hebrews 5:14).
6. Christians should endeavor to please the Lord in their musical choices (Ephesians 5:8–10), being careful not to grieve the Holy Spirit (Ephesians 4:30).

WCBC POLICIES FOR MUSIC

In an effort to be pleasing to God and considerate of diversity represented in the student body, the following guidelines have been established for music listening as a student of West Coast Baptist College. Where there is room for interpretation, the student must defer to the music department chairman

1. Students will refrain from listening to or performing secular music that fits any of the genres listed in the introduction. Where a genre is unclear, the student should defer to the dorm supervisor/staff.

2. Students should refrain from listening to or performing music that speaks of sinful activity, rebellious actions, or otherwise questionable content.
3. Students should refrain from listening to or performing music with drum sets or excessive use of electric instruments (including, but not limited to electric guitars, synths, etc.). Percussion, as utilized in orchestral settings (timpani, snares, bass drums, etc.) and as it does not overwhelm the instrumentation is acceptable as approved by the music department chairman. Remember, we desire to maintain a peaceful environment on our campus.
4. Context does not justify listening to music that does not fit the requirements listed above (e.g. gym, work, off campus, etc.) and students should adhere to these guidelines while enrolled as a students at WCBC.
5. Art music, movie music, and theatre music is only acceptable as it meets the requirements listed above.

Entertainment Policies

(MOVIES, IMAX, VIDEOS, CELL PHONE, COMPUTER GAMES, DVDS, MAGAZINES, ETC.)

The Bible is straightforward in Psalm 101:3 when it says: *“I will set no wicked thing before mine eyes.”* We are to keep our heart with all diligence, for out of it are the issues of life (Proverbs 4:23). It is our duty to protect our hearts and minds from the wrong influences that will take away our love and focus from the Lord Jesus Christ.

The technology of the entertainment industry is constantly changing, yet God’s principles always apply. If you have questions about something that is not specifically addressed—please ask the Dean of Students—**don’t assume anything.**

1. No student (on-campus or off-campus) is permitted to attend the movie theater or IMAX at any time.
2. Movies with a rating of PG-13, R, or MA, whether on television, internet, streaming services, or video are not to be watched at any time by any student.

3. Movies, videos, or television series of any rating and from any media format (Ex. DVD, Blue Ray, Download, or streaming service) may not be watched in the dorm or on campus unless presented by the college as a college wide event.
4. All off campus television viewing, videos, and music must be within parameters of godly Christian character and conduct. When dorm students are off-campus, they may not view videos or television without prior approval from the Deans' Office (the exceptions are news and sports). Dorm students and off-campus students are expected to adhere to all student handbook guidelines in the area of entertainment.
5. The administration reserves the right to check students' cell phones, computers, or other devices at any time.
6. Computer games with fighting, martial arts, violence, etc. are not permitted.
7. Email material that is questionable or unacceptable should be immediately deleted. If the source is unknown, and continues, the student should make a copy of the material before deleting it and turn it in to the Deans' Office so that the material can be traced and stopped.
8. Cell phones should not contain any data such as music, pictures, or texts that would be contrary to the Word of God or the standards of WCBC.
9. Any material on personal computers, cell phones, and electronic and portable devices must meet the standards of WCBC and are subject to search by the administration. Cell phone ringers should not contain music or sounds that are unapproved by the college.
10. No subscription to magazines, periodicals, or catalogs may be sent to the college address unless published by like-minded ministries.
11. Students are encouraged to turn in to the Deans' Office any items they own that could bring about questioning or promote controversy. These items will be secured for students and should be picked up at the close of the semester and taken home.

12. Students must be very careful not to give the appearance of evil with respect to where they go and what they do. The administration reserves the right to designate certain places “off-limits” due to questionable activities that may take place there. While some places may not be sinful in and of themselves, they may raise questions and cause a weaker Christian to stumble (Romans 14:21). Therefore, gyms, tanning salons, public pools, massage therapy locations, and martial arts studios are prohibited.
13. Computer/video games must be rated T or PEGI 12 or below. 1st shooter games are not permitted.

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SPIRITUAL GUIDELINES



Church Involvement and Outreach

West Coast Baptist College is committed to developing the head, heart, and hands. Practical ministry, service, and outreach are an essential part of both your Christian walk and training. All students are expected to be fully involved in their local church. Students should be present at all services and actively serve in at least one ministry. Students are also responsible for participating in a weekly soulwinning or outreach time.

Personal Devotions

Nothing, even in a Bible college, can take the place of your own personal quiet time with God each day. Your most important appointment each day is with God. Jesus said: *“Ye do err, not knowing the scriptures, nor the power of God”* (Matthew 22:29b). God’s Word is a lamp and a light to our paths, and without it we are sure to stumble. To rely upon ourselves instead of God through prayer is a sure way to an inferior and unfulfilled life.

Every student, both on and off our campus, is encouraged to take time each morning with God. By starting out on a spiritual path in the morning, you will be less likely to stray from it during the day. *“Order my steps in thy word: and let not any iniquity have dominion over me”* (Psalm 119:133).

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SPIRITUAL GUIDELINES AND MINISTRY POLICIES



Lancaster Baptist Church Services

We believe that the most important classroom here at West Coast is the Lancaster Baptist Church auditorium, and the most important lectern is the pulpit. God has chosen to use preaching in our lives to mold us into vessels of honor and usefulness. Students of West Coast are required to attend all regularly scheduled services of the church as well as the special services. Permission to miss a service for employment must be obtained from the Deans' Office. Students may miss one service per week in order to serve in ministry as part of their Christian service.

Students will be assigned a Sunday school class at registration. Students must be granted permission to change classes before attending a different class.

Sunday Morning Services	8:15 & 10:45 AM (Students must attend one of the two services.)
Sunday Evening Service	5:00 PM
Sunday School Service	8:00 PM
Mid-week Service	7:00 PM

Students who have been granted permission to serve on the weekends in an extension ministry or in their home churches must attend all scheduled services while there and report their attendance on their Christian Service Reports.

West Coast Baptist College students are encouraged to join the Lancaster Baptist Church at the beginning of the semester unless they are counseled by their pastors to retain their membership in their home churches. Each student should contact his or her pastor immediately upon registration to determine his counsel concerning membership.

In order to avoid confusion in the student's life regarding local church authority, and in respect for the home pastor's advice, West Coast Baptist College students who are not members of Lancaster Baptist Church will refrain from observing the Lord's Table until returning to their home churches.

College Chapel

College chapel is held Monday through Friday and is an exciting and vital part of our daily schedule. Chapel and Monday Student Meetings are required for all students. Students may not arrive late, leave early, or miss chapel for any reason unless they have permission from the Deans' Office.

Students who are ill must call out sick using the form on student resources prior to their first scheduled class or chapel depending on which is first.

Monday	9:40 AM	Student Meetings
	10:10 AM	Men's and Ladies' Chapel
Tuesday–Friday	9:40 AM	Chapel

Occasionally the chapel schedule is adjusted to accommodate special speakers, conferences, or activities. These changes will be announced in advance and services held at alternate times may be missed only with permission from the Deans' Office.

Special Services

Throughout the school year, several special services are scheduled apart from the church program. Revival services at the beginning of the semester, College Days, and Youth Conference programs and services, Spiritual Leadership sessions/services, graduation services, etc. are all required for students at West Coast. Exceptions for employment reasons must be granted by the Deans' Office.

Prayer Meetings

Student-led prayer meetings are held on campus throughout the semester. These are optional for students, but are both a great benefit and a blessing.

Thursdays	8:30 PM	Missionary Prayer Band
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Soulwinning

Every student is required to go soulwinning at least once each week and report their attendance on their weekly Christian service reports. Soulwinning is a command of our Lord and here at West Coast it is the "main thing."

Students will be assigned a soulwinning group based on their Collegian and will meet for instruction, encouragement, and accountability. Students may go out soulwinning at any time during their free hours, but must always do so in groups of two or more people of the same gender. Students who are knocking on doors must always secure a map from their Collegian leader or the soulwinning department before going out. Students are required to attend at least one soulwinning rally a week.

Soulwinning rallies are helpful in equipping and encouraging us as we endeavor to fulfill the Great Commission. The Saturday college rally is required for all students who live in the dorms. When students are unable to attend the Saturday morning college rally due to ministry or work, they should plan to attend another soulwinning rally that week. Regularly scheduled times for soulwinning are as follows:

Thursdays	6:00 PM
Saturdays	9:30 AM

Christian Ministry

Each student will be given an opportunity at registration to become part of a ministry at Lancaster Baptist Church while here as a student. Students should attempt to work in a variety of ministries during their four years in order to get as much practical experience as possible. Students must report their Christian service weekly on their Christian service report.

As students training for future Christian service, it is vital that we maintain an unquestionable testimony. At no time should a student ever be alone with a child or break a ministry policy established by the church. This is for your protection as well as the protection of our guests and church family. Students who violate these guidelines may be expelled.

Students who are going home on a pass for the weekend or for some other reason and will miss their ministries must contact their team leaders in those ministries prior to their absence. Failure to do so will result in demerits. Students should always advise their ministry team leaders that they will be gone for regularly scheduled vacations as well.

Students may obtain permission to work in their home churches on weekends by providing a letter from the home pastor requesting they do so. This request must be approved by the Extension Ministry Director and is subject to denial at any time during the semester for students who fail to meet responsibilities academically, socially, or financially.

Several opportunities are available each semester to serve in local churches on the weekends. Upperclassmen who are interested in ministering in a local church on the weekends should contact the Extension Ministry Director for possibilities and approval. Students approved for extension will be asked to read and follow the guidelines outlined in the Extension Ministries Policies & Procedures.

Christian Service Reports

At registration, each student will be assigned to a Christian service ministry, soulwinning group, and Sunday school class.

1. Christian Service Focus Reports are due each Monday by 11:00 PM. These reports reflect ministry opportunities participated in from Monday to Sunday of the previous week.
2. Late reports will be accepted until 3:00 PM on Friday of the same week. Students have the responsibility of notifying the Deans' Office that a late report was submitted in order to have demerits reduced before the next focus report is due.
3. Demerits will be issued for reports submitted late or filled out incorrectly.
4. Students who fail to go soulwinning will receive demerits.
5. Students who miss ministry assignments will receive demerits.
6. Demerits for going soulwinning without a partner, not attending a soulwinning rally or missing church services can be issued.
7. Students who go home for the weekend are required to attend their local church services and fulfill their soulwinning responsibilities either at home or prior to their departure.
8. Illness or being called in to work unexpectedly are the only legitimate reasons for missing soulwinning or a ministry.
9. Students who are ill, leaving the area on a pass, or working unexpectedly during their regularly scheduled ministry must contact their team leaders as soon as they know that they will be absent.
10. Demerits issued for missing reports will be 5 for the first infraction, 10 for the second infraction, and 15 for the third infraction or more.

Dress for Ministry and Christian Service

Students should be mindful that they are representing the Lord Jesus Christ, their church, and this college at all times. It is very important that our dress does not distract from our message while we are involved in ministry. The following guidelines should serve as a minimum standard for dress in church services, chapel, and ministry. All attire must meet the standards of modesty and neatness as outlined elsewhere in this handbook.

CHURCH SERVICES

Men	Dress shirt, suit or sport coat/pants, tie, dress shoes
Ladies	Dresses, or dress skirts and tops, and dress shoes

CHAPEL

Men	Tuesday—dress shirt, dress pants, tie, and dress shoes Wednesday–Friday—dress shirt, tie, sport coat and dress pants or suit, and dress shoes
Ladies	Dresses, or dress skirts and tops, and dress shoes

MINISTRY

Church Services	Same as above for church services unless instructed otherwise by the Deans' Office. (Some ministries such as children's clubs may have a uniform.)
Soulwinning	Men: Dockers, Collared shirts or West Coast polo shirts, WCBC crew neck sweat shirts, Casual shoes (no athletic shoes) Ladies: Denim, WCBC polo shirts or WCBC crew neck sweat shirts, Casual shoes (no athletic shoes)

Exceptions may be made by the administration during special outreach programs.

Dating During Services and Ministry

Couples are allowed to sit together in church services and chapels but should remember that their primary purpose for being there is not to date. The administration reserves the right to prohibit any couple from dating during these times if doing so is a distraction to them or to those around them.

Couples may end up in the same soulwinning group or on the same ministry team. Again, they should remember why they are there and that the privilege of being together during such times can be revoked when deemed improper or unprofitable to them or to their assigned ministries.

Couples may not be involved in dating on the weekends in their home churches or extension ministries. The only exception would be for engaged couples who are planning to serve together in a church permanently upon graduation. The pastor of that church may request they come together to serve while still enrolled as students, and the request must be approved by the Extension Ministry Director.

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CLASSES



Class Attendance

Believing that an education at West Coast Baptist College will prepare students for the ministry, we place a high importance on being in the classroom consistently. The ministry does not need more workers who will answer the call “when they feel like it” or who will rise up early to pray “if it is convenient.” Consequently, slothful attitudes toward attending classes are not allowed. Regular class attendance is required for all students. Students who miss class for any reason must follow the guidelines below and are responsible for all material taught in the class during their absence.

1. A student cannot miss over 15% of a class. This includes students who miss class for personal reasons, illnesses, trips taken during class days, and college-related reasons such as athletic competitions, traveling ensembles, etc. When a student misses 15% of a class, (either by missing whole class periods or by missing minutes from coming in late or leaving early), that student will be automatically dropped from the roster and will receive a “W” for the course.
2. Attendance can be viewed on the student portal. If a student notices an attendance error, they should reach out to the instructor immediately. Students have two weeks from the class date in question to correct any attendance errors.
3. An absence from class is not considered a reason for not submitting coursework. Often, these can be submitted through the institution’s LMS, Canvas, without the student being physically present. At a very minimum, these can be emailed to an instructor during the student’s absence. A student who misses an assignment will receive a zero. The official policy of the institution is no late work is accepted.
4. If a student misses a test or quiz given in the classroom, that student will have 48 hours to make that up. If a test or quiz is not made up within 48 hours, it will be recorded as a zero.
5. Certain days during the semester are required. Students should check the calendar when planning absences.

Classroom Policies

The classroom time is valuable both to the student and the instructor. Decency and orderliness will be maintained in every classroom so that we might be good stewards of the time allotted for instruction.

1. Students are to stand when an instructor or guest enters the classroom.
2. Food and drink are not allowed in any classroom during teaching sessions or in the Main Auditorium at any time—including during chapel or Missionary Prayer Band or other organized and authorized college activities.
3. Guests who wish to attend class will need a visitor's badge from the Welcome Center. Unauthorized guests may not attend class.
4. Visiting prospective students, parents, and pastors are always welcome in the classroom. Students should make a point to introduce these guests to the instructor upon his or her arrival to class.
5. All students are to treat all college and church employees with respect. Faculty, staff, guest lecturers, and pastors should be addressed by their appropriate title and last name. When answering, the use of "Sir" or "Ma'am" is suggested.
6. Any discussion or disagreement permitted by the teacher in a classroom must be voiced by the student with a proper attitude and spirit. Attempts to cause confusion through divisive questions or argumentative attitudes concerning various opinions will not be tolerated.
7. Any undermining of the instruction given in a classroom or during the preaching in a chapel or church service will not be tolerated. Continuous attempts to argue the views of Scripture and the position of the church and college will result in expulsion.

Classrooms Use

1. Classrooms may be used by students during non-class hours for study or practice as long as they are not reserved by the ministry for some other purpose. If an individual or group has a classroom reserved on the ministry calendar, students must relinquish their rights to that individual or group.
2. Classrooms are not dating areas. No couples (whether dating or not) are ever to be in a classroom alone at any time.
3. Students using classrooms are expected to leave them in good order (clean, chairs straightened, dry erase boards clean, windows closed, lights turned off, etc.).

Students wishing to reserve a room for an activity (bridal shower, birthday party, etc.), may make that request through the Deans' Office. Requests should be submitted in writing at least one week in advance. Students must not announce a room reservation on an invitation or on a chapel announcement until permission is granted.

Rules for College Property

1. If you open it, close it.
2. If you turn it on, turn it off.
3. If you unlock it, lock it.
4. If you break it, report it.
5. If you borrow it, return it.
6. If you use it, don't abuse it.
7. If you mess it up, clean it up.
8. If you move it, put it back.
9. If you don't know how to operate it, leave it alone.
10. If it doesn't belong to you, get permission to use it.

3

SOCIAL POLICIES



Preparation for Dating

1. **A Right Relationship to Christ:**
Scriptural dating begins with holiness unto God. God commands us to be filled and controlled by the Holy Spirit (Ephesians 5:18–20). A relationship with the Holy Spirit is possible only for those who are saved. Therefore, a godly dating relationship begins with knowing Christ, and dating only those who likewise know Him (2 Corinthians 6:14).
2. **A Right Relationship to Authority:**
Ephesians 6:1–3 emphasizes honor and obedience to parents. Therefore, to build a godly dating relationship, young people should honor and obey their parents' or guardians' guidelines and rules. Scripture indicates that parents have a valuable role in encouraging lasting dating and marriage relationships (Genesis 24:1–67). Students should honor their parents by informing them of dating relationships and asking their approval for the continuation of such a relationship. If parents are not interested in giving a student counsel, the student's pastor or youth pastor back home should be consulted.

After three planned dates, the young man is encouraged to receive permission from the young lady's parents to continue dating.

All dates are subject to the approval of the Deans' Office and both students' parents and/or pastor.

Protection During Dating

1. **Commitment to Purity**
Each student has a biblical responsibility to maintain purity in his or her dating relationship. A student cannot begin an unholy relationship and expect it to end as a holy one.

No physical contact is allowed at any time. Couples must maintain **observable space** between them when sitting, standing, or walking. Physical contact violates Scriptural principles, and temptations intensify as the relationship continues and can lead to disastrous results.

Students are biblically responsible to fulfill God's will by possessing themselves in sanctification and honor, not acting in lust by defrauding one another (1 Thessalonians 4:4-7). Purity in a dating relationship is the result of purposing in one's heart to avoid defilement (Daniel 1:8).

This purpose to avoid defilement means that students must never place themselves in a setting that tempts them or gives the appearance of evil. Students who refuse to walk through the field of temptation will never fall into the pit of sin.

Avoiding temptation is clearly taught in Romans 14:16, 1 Thessalonians 5:22-23, and Proverbs 5:3, 8-13.

2. **Commitment to Procedure**

Good dating practices call for proper procedures in dating. Last-minute dating hinders responsible relationships and gives expression to a lack of discipline, order, and maturity. Any student who has prayerfully considered the responsibility of a dating relationship will value procedural guidelines as outlined by his or her authority.

Places for Dating

1. Couples may never be alone at anytime in any place on campus. (This includes designated dating areas such as The Hanger, Walther Center, Student Life Center or Great Awakening Café.)
2. Outside lighted areas between the Administration Building and the Student Life Center are permissible places to date as long as others are present.
3. The Student Life Center and The Hangar are permissible areas to date as long as others are present.
4. No dating is permitted in the designated study room, West Wing and second/third floors of the Revels Building following classes, Piano Labs, Library, or Computer Labs.
5. Church and chapel auditoriums are permissible areas to date prior to and after services as long as others are present. Loitering in isolated lobby areas before and after services is not permitted.
6. The athletic fields are permissible areas to date as long as activities are taking place and others are present.

7. Couples are not permitted to stand and talk in or near their cars in any of the parking areas.
8. The south campus spanish ministry modulars are not permitted dating areas.
9. Couples when sitting together should maintain observable distance between each other and sit up right with their feet on the floor at all times.

Times for Dating

1. Dating is not permitted after dorm closure for any reason on any day.
2. Students may date at church and chapel services, meals, and activities as long as dating does not distract them from the main purpose of those occasions.
3. Students may sit together in class as long as they conduct themselves properly and are not distracting to others or themselves. (Instructors have final authority for allowing or disallowing a couple to sit together in their classes.)
4. The administration reserves the right to prohibit any couples from dating if their behavior is deemed inappropriate or a detriment to their spiritual growth.

Off-Campus Dating

1. Off-campus dating, whether in the Antelope Valley or elsewhere, requires an approved pass from the Deans' Office and an approved chaperone. If you have questions regarding approved chaperones, contact the Deans' Office.
2. Male and female students may request to visit each other's homes out of town only if parental permission has been given in writing or by a personal phone call to the Deans' Office. Parental supervision is required for the entire time that the couple is visiting in the home, and no couple may spend the night in the same home.
3. If a dorm student is dating a student who lives in the area, the dorm student may visit the home of the off-campus student a

maximum of three times each month for a maximum of three hours each time when one or both parents are present with them. A pass must be obtained through the Deans' Office.

4. Students who are dating or begin dating during the semester will not be permitted to do extension ministries at the same location (1 Thessalonians 5:22).
5. If a mixed group is going to a party, the mall, a restaurant, someone's home, etc., each student must have an approved pass from the Deans' Office and an approved chaperone must be present the entire time.
6. No couples or mixed groups may be in a car together at any time unless permission has been granted by the Deans' Office and both students' parents. Men and women, whether dating or not, are not to ride in cars together for soulwinning, college activities, athletic contests, or work.
7. Men and women, whether dating or not, may request permission to travel home in the same car for college break (winter/summer) only with permission from both parents and approval by the Deans' Office.
8. IT IS AN EXPELLABLE OFFENSE FOR A MALE AND FEMALE STUDENT TO BE IN A CAR, HOME, APARTMENT, OR ANY OTHER PLACE ALONE WITHOUT PERMISSION AND WITHOUT APPROVED SUPERVISION.
9. Engaged couples may be given permission by the administration to go off campus locally for wedding-related activities during daylight hours for three hours at a time once a month. This is for engaged couples that will be getting married in less than 9 months. These couples must request a pass a week in advance which will be reviewed by the administration.
10. Couples planning engagement pictures during the school year will be asked to meet with a Dean as part of the pass process prior to approval.

Men—Attire and Grooming Policies

Since the men of West Coast Baptist College are preparing for ministry, it is expected that they begin now to act like the men of God that they are called to be. Attire and grooming is symbolic and communicates values. The sloppy, grunge, punk, surfer look is generally associated with ungodly and rebellious attitudes and is not acceptable for our male students.

If something is not specifically mentioned as acceptable, please ask the Dean of Students—don't assume that it is.

1. All dress should be conservative and conventional in style and have a neat appearance at all times.
2. Dress slacks, dress shirts, and ties are to be worn to all classes, and to chapel on Tuesday. Dress shirts do not include flannel or denim. Any exceptions to this must have prior approval from the Dean's Office.
3. A dress shirt, dress slacks, tie, and sport coat or suit jacket are to be worn for all church services, special meetings, and chapel on Wednesday, Thursday, and Friday.
4. Belts or appropriate suspenders must be worn at all times.
5. Pants are not to be overly baggy or long and must be worn at the waist where they are intended to be worn. Pants with pockets on the sides (cargo pants) are not to be worn. Tight or "skinny" pants or jeans are not allowed. Form fitting or tight pants are defined as revealing, limiting, or restricting movement.
6. Attire which would identify one with worldly subcultures is not permitted.
7. Full dress is required outside of the dormitories. Pajama pants may not be worn outside the dorm.
8. Gym shorts and a T-shirt are minimum requirements in the dormitory when outside of your room.
9. Neat slacks, Dockers, khakis, sport shirts with a collar, and sport shoes may be worn after chapel and classes
10. Jeans, sweat pants, wind pants, fatigues, paint pants, etc. are considered athletic or work attire and may only be worn during approved times. Men may wear these items to and from their dormitories to their cars or athletic areas, but must change prior to any other activity.

11. During class hours and service times, only class dress or church dress is permitted on campus whether or not a student has a class or is required to be in that service during that time.
12. Hair must be cut in a traditional, conservative style. Hair must be above the collar, off the ears, and above the eyebrows. Grooves, shelf cuts, spikes, etc. are not permitted. Hair length must be blended without obvious or distinct lines in the cut. Men may not bleach, color, or highlight their hair. Hair must not be any any longer than two inches from the scalp creating a “stacked or piled” look.
13. Sideburns may not extend below the bottom of the ear opening or be shorter than the top of the ear.
14. New, permanent, or temporary tattooing is not permitted.
15. Men may wear one rubberized message bracelet. They may also wear one ring on each hand. Leather or woven bracelets are not allowed. Additional jewelry (necklaces, earrings, bracelets, etc.) are not permitted. (ID or medical bracelets are allowed.)
16. Dock, boat, athletic casual, or tennis shoes are not approved class or church attire.
17. Athletic socks are considered casual and should not be worn for class/chapel.
18. Attire and grooming policies should be followed when arriving and departing from campus at the start and conclusion of each semester.

HAIR CHECK

Hair check will be conducted throughout the semester by the faculty men. Students who fail hair check will receive demerits and be asked to fix their hair so it follows the guidelines listed above. Men who fail hair check must report to the Dean of Men by chapel the next day for reinspection. Not passing reinspection, not reporting for reinspection or failing a random hair check more than once in a semester may lead to additional demerits being given. Please see scale below.

First Infraction:	5 demerits
Second Infraction:	10 demerits
Third Infraction:	15 demerits
Fourth Infraction or more:	20 or more

FACIAL HAIR AND GROOMING

All policies regarding our personal appearance are designed to bring glory to God with a conservative style and professional appearance. We are training for the ministry.

1. Hair must always be clean, combed, and tapered; and must not exceed the ear on the side, the collar in the back, and it must be one inch above the eyebrows in the front.
2. Men may choose to be clean-shaven or maintain neatly trimmed facial hair.
3. Any facial hair must be grown during the winter or summer break. Facial hair may be removed during a semester, but no new facial hair may be grown during a semester. (Stubble is not permitted.)
4. Facial hair must be groomed to remain defined and uniform in length as it was approved at the beginning of a semester. Facial hair will be checked by the Dean's Office at registration and must remain the same throughout the semester. Anyone who fails to comply after a warning will be required to be clean shaven.
5. Mustaches, goatees, and beards must be within $\frac{1}{4}$ and $\frac{1}{2}$ inch in



length with clean lines and trimmed an inch above the Adam's apple. Mustaches may not extend below the lower upper lip or below the corners of the mouth. Beards must be symmetrical and connect to an appropriate mustache.

6. Extreme styles of hair and fads will not be tolerated such as lines or artwork shaven into the hair. Hair must be clean, combed, and may not exceed 2 inches in length. Braids, buns, ponytails, patches, stubble, unnatural hair colors, or undefined facial hair will not be allowed (scruffy, unkempt, patchy, or thin).

ATTIRE

Often questions are asked when certain activities are announced as to what is acceptable and appropriate attire. The administration will make announcements of activities and use specific terminology for the type of attire that is to be worn. The terminology listed below will help male students understand what is required:

Work Attire: (Employment when called for)

1. Jeans, sweat pants, wind pants, fatigues, paint pants, etc.
2. T-shirts, sweatshirts, etc. (No tank tops)
3. Athletic shoes, work/army/hiking boots

Athletic Attire: (Collegians; certain college activities as announced; pick-up games)

1. Jeans, sweat pants, wind pants, etc.
2. Shorts may be worn for athletic competition only and must come to the knee when standing. (As soon as the competition is over, long pants must be worn while watching other games.)
3. T-shirts, sweatshirts, etc. No sleeveless or tank tops may be worn.
4. Athletic shoes and socks
5. Team uniforms may be worn as approved by the Deans' Office.

Casual Attire: (Casual attire may be worn Monday–Friday after dinner, all day Saturday except on soulwinning, and when announced for activities.)

1. Appropriate denim/athletic pants, T-shirts, ball caps (not backwards or sideways), and athletic shoes.
2. Appropriate denim, WCBC t-shirts, and nice casual clothes may be worn at WCBC home sports games.

Nice Casual Attire: (Nice Casual is required on and off campus weekdays after classes, and all-day Sunday outside of services. Nice Casual should be worn for Outreach events, unless otherwise stated.)

1. Neat slacks, Dockers, or khakis
2. Sport shirts with a collar
3. Nice sweatshirts, sweaters, and shirts with WCBC logos are permitted.
4. Casual shoes and socks (no athletic shoes, sandals or slides) *Note: Casual shoes would be limited to (soft bodied, non-laced, non-hard, or non-black bottomed shoe).*

Class Attire: (Tuesday through Friday from breakfast until after classes; certain college activities and chapels)

1. Dress pants (No jeans, cargo pants, drawstring styles, athletic pants, or pants with multiple seams and pockets are allowed.)
2. Dress shirts and ties (Flannel, sweatshirts, and denim are not allowed. Shirts must be tucked in.)
3. Dress shoes with dress socks (Athletic socks/shoes, canvas, sandals, dock shoes, slides, hiking/work boots may not be worn for class/church.) *Note: Dress shoes would be limited to (hard bodied shoe laced or slip in style).*
4. Nice sweaters are allowed over a shirt and tie in colder weather but are not a substitute for sport coats or suit coats. (Sweatshirts or sweatshirt material jackets and hats are not to be worn in class or chapel.)

Church Attire: (All church services—regular and special; Wednesday, Thursday, Friday chapel; banquets; special occasions; funerals; weddings; outreach ministries)

1. Suits or sport coats with coordinating slacks (Shirts of any type left untucked are not substitutes for suit or sport coats.)
2. Dress shirts and ties (Denim and flannel are not permitted.)
3. Dress shoes and dress socks
4. Church attire should be dressier than class dress and reflect a desire to look one's best out of respect for the preaching of God's Word. (Athletic, canvas, sandals, dock shoes, slides, hiking/work boots may not be worn for class/church.)

Monday Attire: (Monday attire may be worn Monday classes/meals/chapels, Saturday soulwinning unless otherwise stated, and special events as announced.)

1. Dockers
2. Collared shirts or West Coast/Collegian polo shirts, WCBC/Collegian neck sweat shirts (no hoodies or t-shirts)
3. Shirts must be tucked in and buttoned
4. Casual shoes (non-athletic)
5. Socks must be worn
6. No denim or worn fabric

Ladies—Attire and Grooming Policies

Since the ladies of West Coast Baptist College are preparing for ministry, it is expected that they begin now to act like the godly young women that they are called to be. Attire and grooming is symbolic and communicates values. A woman's appearance should honor the Lord and call attention to her person, not to her body. Godly femininity is evident in dress, language, posture (both standing and sitting), poise, walk, and movements. Cleanliness and personal care are essential in being a good testimony for Jesus Christ.

If something is not specifically mentioned as acceptable, please ask the Dean of Women.

1. Clothing should be worn in the way that it was intended and be clean, pressed, and in good repair.
2. Proper underclothing must be worn at all times.
3. All dresses and skirts must touch the floor when in a kneeling position and cover the knee when sitting, standing, or walking.
4. All slits or other openings in the hem of the skirt or dress should be no higher than the bend of the leg in the back.
5. Necklines may be no lower than two inches below the hollow of the neck.
6. Tops must be long enough to cover skin at all times—no matter what the activity.
7. No clothing should be form-fitting.
8. Clothing of sheer or revealing material is never permitted.
9. Formals for banquets must be individually approved by the Dean of Women or a representative of her office.
10. Appropriate denim must not have a dirty, frayed, worn, or faded look.
11. Ladies' hair should be cut in a feminine style and should be a natural color. (No extreme or faddish cuts or colors are permitted.)
12. Body piercing and permanent or temporary tattooing are not permitted.
13. Ladies may wear two earrings in the lower ear lobe. No other ear jewelry may be worn.
14. Attire and grooming policies should be followed when arriving and departing from campus at the start and conclusion of each semester.

Often questions are asked when certain activities are announced as to what is acceptable and appropriate attire. The administration will make announcements of activities and use a specific terminology for the type of attire that is to be worn. The terminology listed below will help female students understand what is required:

Work Attire: (Employment when called for)

1. Modest and loose fitting skirts (No pants of any kind are allowed.)
2. Loose fitting tops, sweatshirts, or t-shirts
3. Casual or athletic shoes (plastic clogs (ex. crocs) or flip flops are not permitted.)
4. Uniforms that meet the above requirements may also be worn as supplied by the employer.

Athletic Attire: (Collegians; certain college activities as announced; pick-up games; Fitness Center)

1. Loose knee length basketball shorts may be worn for athletic competition only and must come to the knee when standing.
2. Leggings are permitted underneath basketball shorts.
3. T-shirts, sweatshirts, etc. No sleeveless or tank tops may be worn.
4. Athletic shoes and socks
5. Team uniforms may be worn as approved by the Deans' Office.

Casual Attire: (Casual attire may be worn Monday–Friday during breakfast and after dinner, all day Saturday and when watching athletic events.)

1. Casual skirts, denim skirts, t-shirts, ball caps (not backwards or sideways), and athletic shoes.
2. Proper underclothing must be worn at all times. Clothing may not have writing or pictures that are offensive, divisive, inappropriate, suggestive, or contrary to Biblical principles and college standards. Any clothing related to contemporary music, derogatory statements, drugs, tobacco, alcohol, gambling, dancing, etc., may not be worn.

Nice Casual: (Nice Casual attire may be worn Tuesday–Friday after classes and Sunday outside of services)

1. Casual dresses or skirts (no denim or athletic materials)
2. Nice blouses, tops, or sweaters (blue jean jackets and sweatshirts are not permitted for class and chapel. Chambray is permitted.)
3. Casual shoes (no athletic shoes)

Class Attire: (Class attire is required for all classes)

1. Casual dresses or skirts (no denim or athletic materials)
2. Nice blouses, tops, or sweaters (blue jean jackets and sweatshirts are not permitted for class and chapel. Chambray is permitted.)
3. Dress shoes (including sandals, heels, flats, and boots)
4. Capped sleeves are permitted and must cover the top of the shoulder. The underarm must be covered up where no undergarments are shown.
5. Leggings are permitted underneath dresses and skirts when appropriate.
6. Other than pocket-sized logos, clothing may not have pictures (i.e. graphic tee style) or writing.

Church Attire: (All church services—regular and special; banquets; special occasions; funerals; weddings)

1. Nice dresses or skirts
2. Dress blouses, tops, or sweaters. (Denim and sweatshirts are not permitted.)
3. Dress shoes
4. Capped sleeves are permitted; must cover top of the shoulder and the underarm must be covered up where no undergarments are shown.
5. Church attire should be dressier than class dress and reflect a desire to look one’s best out of respect for the preaching of God’s Word. (Athletic, canvas, dock shoes, slides, hiking/work boots may not be worn for class/church.)

Monday Attire: (Monday attire may be worn Monday classes/ meals/chapels, Saturday soulwinning unless otherwise stated, and special events as announced.)

1. Denim (must be clean, non-frayed or ripped, and unfaded)
2. Collegian polo shirts (no sweatshirts or t-shirts)
3. Casual shoes (no athletic shoes)

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DISCIPLINARY SYSTEM INFORMATION



Philosophy

Students at West Coast Baptist College are encouraged to develop strong Christian character. For this reason a firm and yet reasonable system of discipline has been instituted and maintained. The goal of rules is not to restrict, but to protect. The goal of punishment is not to destroy, but to restore. The goal is that the student will mature in his love for and walk with Christ.

No set of rules can cover everything, but it should be the desire of each student that in everything their testimonies are above reproach. Second Corinthians 6:3–4a states: *“Giving no offense in any thing, that the ministry be not blamed: But in all things approving ourselves as the ministers of God.”*

At West Coast we recognize that there is a difference between major and minor infractions and desire that “the punishment fit the crime.” Generally speaking, those infractions that relate to college-established policies and procedures are considered minor infractions while those that relate to morality, ethics, and one’s personal testimony are considered major infractions. The college will deal with these infractions in the following ways:

MINOR INFRACTIONS:

1. Demerits and/or loss of privileges.
2. Accumulated demerits result in loss of privileges.
3. Accumulated demerits would not normally result in expulsion, but could result in campus restrictions, disciplinary probation, or suspension.

MAJOR INFRACTIONS:

1. Demerits and/or loss of privileges.
2. Accumulated demerits result in loss of privileges.
3. Accumulated demerits could result in campus restrictions, disciplinary probation, suspension, or expulsion.
4. One major infraction may be the sole cause for expulsion.

Demerits

Most infractions result in a certain number of demerits. The faculty, staff, and dorm supervisors are authorized to determine a violation of a rule and complete a demerit form. A copy of this form stating the violation will be given to the student involved. The Deans' Office tabulates these demerits on the student's record.

Students have the right to appeal through the Dean of Students' Office the demerits given them. They have two days to dispute demerits, and seven days to dispute Focus Report demerits from the time they were given. The final decision always rests with the Deans' Office.

Students are notified when their demerit totals reach certain levels. Campus privileges are lost as demerits accumulate. At the beginning of Finals Week all demerits issued will be double demerits.

Listed below are the more common infractions and the normal penalties. In some cases the penalties may be more or less severe depending on the attitude of the student, whether or not the infraction was intentional, whether or not the student lied, etc.

1. Absence from church services or chapel	5-15
2. Missing Christian Service Report	5-15
3. Late Christian Service Report	2
4. Unapproved absence from ministry	5
5. Curfew violation	5-10
6. Dress code violation	5-15
7. Employment violation	10-20
8. Entertainment violation	15
9. Lights out violation	5
10. Failure to do dorm room duties	3+
11. Misbehavior in class	5-10
12. Failure to respond to a call slip, email, scheduled meeting	5-10
13. Failed hair check	5-25
14. Horseplay	5-15
15. Tardiness to class or chapel	2
16. Absent on a required day or closed weekend	10-20

17. Failure to sign in or out of dormitory	5
18. Not going soulwinning	5
19. Dating/Mixed Group Infractions (Loss of dating privileges)	10-25
20. Traffic violation or misuse of automobile (Loss of driving privileges)	10
21. Insubordination to authority	10-20
22. Guns, weapons, fireworks, etc. in the dorm (Confiscation)	25
23. Removing college property (library books, supplies, etc.)	10-20
24. Stealing (Loss of credit/demerits or expulsion)	15-50
25. Music infractions	10-20
26. Off-limits areas (Any area not normally frequented by college students including roofs, storage areas, kitchen, faculty offices, etc. Also includes non- dating areas.)	10-25
27. Failure to turn in a proper pass	5-25
28. Tampering with fire alarms, extinguishers, and smoke detectors (Plus payment for damages to equipment)	10-25
29. Unauthorized use or search of someone else's property	5-25
30. Use of campus equipment without permission	5-25
31. Cheating (Loss of credit/demerits or expulsion)	10-25
32. Personal life and testimony issues (These would include but are not limited to drinking, attending the movie theater or IMAX, watching/possessing movies in the dorm, smoking, drugs, profanity, sexual immorality, pornography, dancing, or any illegal activity. Expulsion is possible for any one infraction.)	25-100

Accumulation of Demerits

The Deans' Office keeps a record of the total number of demerits a student has at any given time for both minor and major infractions combined. Students may request to know the total number of demerits at any time.

The following is a chart of what happens when demerits reach a certain accumulation.

Accumulated Demerits	Disciplinary Action
25	Student is notified by the Deans' Office of accumulation
50	<p>LEVEL ONE CAMPUSING</p> <p>Student is notified by the Deans' Office of accumulation and level one camping</p> <p>Campused for 6 days</p> <p>No off-campus passes granted</p> <p>Restricted vehicle privileges</p> <p>May or may not be allowed to participate in extra-curricular activities</p>
75	<p>LEVEL TWO CAMPUSING</p> <p>Student is notified by the Deans' Office of accumulation and level two camping</p> <p>Campused for 10 days</p> <p>Suspension from athletic competition or observation</p> <p>Suspension from collegian competition or observation</p> <p>Suspension of all dating privileges</p> <p>No off-campus passes granted</p> <p>Restricted vehicle privileges</p> <p>May not represent the college on ministry teams</p>

100

LEVEL THREE CAMPUSING

Student is notified by the Deans' Office of accumulation and level three camping

Camped for 14 days

Suspension from athletic competition or observation

Suspension from collegian competition or observation

Suspension of all dating privileges

No off-campus passes granted

Restricted vehicle privileges

May not represent the college on ministry teams

Possible loss of automobile privileges

No use of recreational facilities at any time

125

Student is notified by the Deans' Office of accumulation

Subject to indefinite suspension or expulsion

If allowed to stay—campused indefinitely

No athletic or collegian privileges

No automobile privileges

No recreational privileges

No dating privileges

Students may be allowed to finish the current semester but may be suspended for the following semester

Students under a level one, two, or three camping are required to attend church services, chapel, and all classes. They may go to work and may go soulwinning or bus calling.

Students violating any camping restrictions will automatically move up to the next level of camping and/or be subject to expulsion.

Any student staying on campus during the winter break or summer break who violates any WCBC policies and rules will have demerits placed on his or her current or next semester's record.

Excessive demerits accumulated at the end of any semester are subject to being added to the following semester and may result in the student being campused at the beginning of the following semester.

Expulsion

It is not the desire of West Coast Baptist College that any student would have to be expelled. God has commanded us to pray for labourers and train those who answer His call to service. However, the biblical command to "cast out the scorner" (Proverbs 22:10) will also be followed.

A student may be expelled from West Coast Baptist College for any of the following reasons:

1. The accumulation of 125 demerits
2. A manifestation of a destructive or divisive spirit of controversy that endangers the purpose and principles of the college
3. Commission of an immoral, unethical, or illegal act of any kind
4. If a student is arrested for any reason
5. Failing to complete the registration process

A student who has been expelled must make immediate arrangements for departure and the removal of all belongings from the college.

The student may be asked to move to a different location until travel arrangements can be made.

Expelled students suffer the loss of the semester credits, and there are no financial refunds except for unused room and board.

Expelled students must sit out a minimum of one semester and may be admitted back to the college only with their home pastor's approval and approval from the administration.

The administrative committee reserves the right to make all final decisions concerning expulsion and readmission.

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GENERAL INFORMATION



Athletics

West Coast Baptist College believes that athletic competition provides a wonderful opportunity for men and women to be trained for Christian ministry and provides a great school spirit atmosphere on campus. Ladies' volleyball and mens' basketball are currently offered with a full schedule of games.

Athletes are subject to certain rules of the college as well as the conferences and national organizations of which we are a member. All students are eligible to try out for these sports as long as they meet the regulations. The administration and athletic department reserve the right to prohibit students from participating if it is deemed detrimental to their spiritual, academic, or social growth.

The student activity fee covers admission to all home games for college students. Students are allowed to attend some away games. Chapel announcements will be made regarding whether or not a game may be attended. No student, on or off campus, may attend an away game without a pass and/or permission from the Deans' Office. Failure to comply with this policy will result in demerits and/or loss of privileges.

Transportation to and from away games must be approved by the Deans' Office and is subject to all normal rules for student passes.

Automobile Policies

Any student at West Coast Baptist College may have an automobile so long as he or she has a valid driver's license. Students should realize, however, that this is a privilege and responsibility. Failure to comply with school policies will result in driving privileges being suspended or revoked. Any time the administration determines that having a vehicle is detrimental to the student's spiritual, academic, or social progress, disciplinary action will be taken.

1. Students on levels one, two, or three camping are allowed to use their vehicles for employment only.
2. All vehicles must be properly licensed and registered with the Department of Motor Vehicles in the student's home state. Registration and proof of insurance should be carried in the vehicle at all times.
3. All vehicles must be registered with the college office during registration week. Any new cars bought or brought to campus during the semester must be registered immediately with the

college office. An identification sticker will be issued upon registration and must be placed on the vehicle in the designated area. Any vehicle not having a proper sticker is subject to being towed at the owner's expense.

*All bicycles must also be registered with the college office. Any bicycle not having proper stickers is subject to confiscation by the college.

4. Proof of liability insurance must be shown at registration. Students not having insurance will not be allowed to operate their vehicles.
5. Vehicles must always be parked in the designated areas. (Each dormitory has a designated parking area.)
6. Vehicles of off-campus students should not be parked up against any building as these spaces are reserved for guests and staff. Vehicles should be parked in the general parking areas on the west side of campus.
7. Students are not allowed to drive another student's vehicle unless permission has been granted by the student and vehicle owner.
8. Handicapped parking areas are to be used only by those who are physically disabled and have a license indicating such. The local police department will issue fines to any car illegally parked in a handicapped zone and demerits may be issued.
9. Vehicles that are not in operating condition may not be left on campus for extended periods of time. The administration will determine the length of time a car may be left on the parking lot in a non-working condition. Students are responsible for the vehicle towing if deemed necessary by the administration.
10. Students are not allowed to work on their cars in the general parking areas. Any repairs, oil changes, etc. should be done on the gravel lots. (Any questions should be handled by the Facilities Department.) Cars may not be washed on the campus.
11. The speed limit on campus is 10 miles per hour. Students exceeding this limit or driving recklessly will be fined by the security department and will be subject to demerits and/or loss of driving privileges.

12. Students driving in non-authorized areas, such as on the grass, through unpaved areas, or on the ball fields, will be fined, disciplined, and subject to the loss of driving privileges.
13. Sitting on the hood or trunk of a moving vehicle is strictly prohibited. The pulling of a person on roller-blades, bicycles, etc. is never permitted. No one should attempt to enter or exit a vehicle while it is in motion. Violation of these policies will result in fines, demerits, loss of automobile privileges, and/or expulsion.
14. Students should be particularly careful whenever Lancaster Baptist School children are present, before and after services, and whenever an activity is taking place on campus. Pedestrians should be in crosswalk areas but always have the right of way regardless.
15. Off-road vehicles or dirt bikes may not be ridden anywhere on campus property. Students may keep such vehicles in designated areas but are allowed to ride them only on an approved off-campus site. All bicycles are to be stored at the bike rack located behind Heritage 2. Bikes not stored in the designated area are subject to removal and disposal.
16. Students are encouraged not to leave their vehicle on college property during the break. In circumstances where this is necessary, students must register their vehicle with the Dean's Office for the break. Students will be asked to turn in a spare key that they will receive back upon their return. Any unauthorized vehicles left on campus over the summer break are subject to removal from the property.

Bookstore

The college bookstore is open daily Monday through Friday and also before and after services on Sunday evening. (Hours are posted.) Students may purchase their textbooks and other class-related materials through the bookstore. (These items are not included on their financial balance statements.)

The bookstore also carries a variety of KJV Bibles, reading material, music, gifts, clothing and necessary items.

Bulletin Board

The college maintains several bulletin boards on campus and in the dorms for the purpose of displaying information. Students are expected to refrain from altering, removing, or defacing items on the bulletin boards. No item may be placed on any bulletin board by a student without permission from the Dean's Office. Students may not distribute newspapers, brochures, CDs, tapes, or books on campus.

Call Slips, Emails, Voice Mails

Communication on a campus our size and of our population can be difficult. These three reliable avenues of communication, however, should shrink our world and make it easy to stay in touch.

A "call slip" is a term used to describe communication, such as notes, emails, texts, voicemails, chapel announcements, or phone calls sent from a staff/faculty member to a student that request a response. Call slips must be responded to within twenty-four hours. If the person who left the call slip is not available during that first twenty-four hours, a message should be left by the student with the college receptionist that an attempt was made to answer the call slip. Failure to respond to a call slip will result in demerits.

Each student has an email address and should check his or her email regularly. Though most communication via this avenue will come from outside sources, certain general announcements or messages are left on students' emails for the purpose of communication.

Students should check their cell phones for texts, emails, or voicemails from staff regularly.

On-campus mailboxes have been provided for every student. Each student should get in the habit of checking that mail box daily.

Campus Security

Campus security works on behalf of the administration and should be viewed by students with respect. Security is provided to bring about a safe campus environment and also to enforce the policies of the college.

All requests and directions given by any member of campus security should be complied to immediately. Any complaints or grievances about citations or directions should be directed to the Director of Security. If the student is unable to find a solution, they should address their concern to the Vice President.

Students returning to campus after curfew for any reason must report to the Security Center for entrance into the dormitory. No student may leave the campus for any reason between curfew and 5:00 AM without checking out with the Security Center personnel at the entrance on 40th Street.

Church and College Property

God has given us a beautiful campus, and it is each student's responsibility to be a good steward of the place they call "home" for his or her college training. Many unsaved people visit our campus daily, as well as on the weekends, and we want our buildings and grounds to always be a good testimony for Jesus Christ.

1. Loud talking, horseplay, or jesting is not permitted in any of the hallways of the Main Auditorium, Kid City Building, Administration Building, Walther Center, or Revels Building.
2. There is to be no littering on the campus. Every student is expected to have a ready spirit to pick up any trash and dispose of it properly. (See the need, and take the lead!)
3. Skateboarding, skating/roller blading, or riding scooters on campus is not permitted.
4. Loitering in the Main Auditorium or Walther Center is not permitted.
5. Written permission from the music department is required for the playing of any musical instruments in the auditoriums and classrooms. (Music majors will be given priority for the use of these instruments for practice.)
6. West Coast Baptist College is not responsible for any damages to any personal belongings of students in case of a catastrophe.
7. Food or drink is **never permitted** in the Main Auditorium, Library, Computer Lab, or Piano Lab.

Church and College Logos

The Lancaster Baptist Church and West Coast Baptist College logos are private property and protected by copyright laws; therefore, student use of them is prohibited by law.

Cell Phones

Students may have a cell phone as long as they follow guidelines with respect to its use.

1. Cell phones may not be used from 11:00 each night until 5:00 in the morning. Violations of this policy will result in demerits, and/or loss of phone privileges. This includes, but is not limited to: texting, talking, picture messaging, and internet use, streaming media, etc.
2. Cell phones must be turned off during all classes, chapels, church services, banquets, and certain college functions. If a student chooses to have his cell phone on his personage during services, chapel, or classes, the cell phone should be on silence. Any student whose cell phone rings during a class or service is subject to demerits. Students should limit calls between classes to those of an emergency nature.
3. Students should refrain from using their cell phones (including text messaging) in the lobbies of church auditoriums before and after services, during soulwinning, and ministry opportunities.
4. Cell phones with picture capability, game capability, etc. are subject to the same rules listed under entertainment policies.
5. Administration, dorm supervisors, and assistant dorm supervisors reserve the right to confiscate any student's cell phone or media device for any reason.
6. Students are not allowed to have a cell phone out at all during a test. If they look at a phone or handle it during a test, they will receive a zero on the test.

Computers

Students may have personal computers with 27" monitor and/or laptops in their dormitories, space permitting.

1. Any photograph or video that is taken of students that shows them violating a rule of the college will be treated in the same manner as if the activity had taken place on campus. This includes anything posted on a personal or social website, phone, or other communicative device. This includes any photo taken at any time during the year including winter/summer break. This includes engagement pictures (Philippians 2:12).

2. Students are not permitted to have any games, music, video games, or other information on their computers that depict violence, sensuality, or utilize Satanic or occult symbolism. Violations of this policy are subject to demerits, confiscation of equipment, and possible expulsion.
3. No student should be involved in internet activity that would hinder the testimony of that student or West Coast Baptist College. This would include participation in chat rooms, the designing or owning of a personal webpage, or the posting of personal information on a website of any kind.
4. Using or attempting to access a computer belonging to another student is prohibited. Deletion, examination, copying, or modification of any file and/or data on someone else's computer is not permitted. West Coast reserves the right to examine a student's computer files at any time.
5. Computers may not be used for streaming/viewing music videos, movies, or movie trailers at any time. Violations will result in demerits, confiscation of equipment, and possible expulsion.
6. Laptops may be used in classrooms to take notes provided the instructor of the course approves. Laptop computers or media devices must be turned off during chapel or church services.
7. Administration, dorm supervisors, and assistant dorm supervisors reserve the right to confiscate any student's computer or media device for any reason.
8. No device is permitted that records audio or video without manual control such as Amazon Alex, Google Smart Home, and Security Cameras. Any manual audio and video recordings through the use of phones, laptops, tablets, digital cameras etc. are subject to CA Penal Code 632 https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN§ionNum=632 All recordings are also subject to all applicable copyright laws and other WCBC and LBC recording policies.

Computer Labs

1. No computer or monitor should be removed at any time.
2. A student who damages computer equipment as a result of misuse will have the cost of the equipment added to their school bill.
3. No food or drink is allowed in the computer labs.
4. Members of the opposite gender may not be alone in the computer labs.
5. Misusing equipment or disregarding direction given by computer lab work study personnel will result in the loss of computer lab privileges.
6. All students are subject to follow the direction of the computer lab work study regarding general computer lab guidelines.
7. Hours of the computer labs will be posted, but subject to change due to special activities and events of the college and church.
8. All computer activity must follow the guidelines outlined under the sections titled *Computers* and *Computer Labs* of this handbook.
9. Any objectionable material that is emailed to a student should be copied and taken immediately to the Deans' Office and then deleted. Such material may not be saved or forwarded. Violations will result in the loss of email privileges, demerits, and possible expulsion. Students should be aware that all email material is logged and monitored.
10. Students are not permitted to enter the computer lab unless a computer lab work study, faculty, or staff member is present.

Collegian Program

The Collegian Program is designed to be an outlet for the college students of West Coast Baptist College to develop lifetime friendships while exercising their skills and gifts in a unifying venue of service, activities, and competition which will produce a teamwork culture and servant leaders for the cause of Christ (*Heb. 10:24, 1 Pet. 4:10, Ecc. 4:7, Pro. 27:17*).

In an endeavor to operate the Collegians program, there will be Collegian officers from the college student body that will be elected

for the purpose of leadership and generating a wholesome spirit of involvement.

Each Collegian will have a: President, Vice President, Chaplain, and Secretary/Treasurer. Each of the twelve collegians will have distinctive colors, a mascot, and apparel.

Students at the beginning of the semester will be placed into one of the Collegians during the opening week of college in the fall and will remain in that Collegian for the duration of the student's enrollment at the college.

Demeanor and Deportment

Showing respect and honor is a biblical principle and reflects a student's spiritual maturity and character.

1. Staff members of the Lancaster Baptist Church, West Coast Baptist College, Lancaster Baptist School, and visiting pastors, evangelists, and missionaries should be treated with utmost respect. They should be addressed by their proper titles and their last name. Using "Sir" and "Ma'am" is suggested.
2. Any kind of racism, ethnic joking, unkind remarks, or gossip will not be permitted in the student body at any time or for any reasons. Doing so violates the clear teaching of Galatians 3:26–28: *"For ye are all the children of God by faith in Christ Jesus. For as many of you as have been baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither bond nor free, there is neither male nor female: for ye are all one in Christ Jesus."* "Do unto others as you would have them do unto you" is a good rule to follow in this area.

Eagle IDs

GENERAL CARD INFORMATION

Active on and off campus students are responsible for keeping their Eagle ID each semester.

1. Eagle IDs will be used to gain entrance into student dorms.
2. Eagle IDs will be used to take attendance for chapel and other classes in the Main Auditorium.
3. Eagle IDs will grant access to that student's dorm only.

4. Eagle IDs will be checked at meal times in the Dining Hall.
5. Eagle IDs may not be shared or borrowed at any time.
6. No student should swipe in another student at any time.

ISSUES THAT MAY ARISE

1. All lost or found cards should be reported to the Deans' Office as soon as possible. A new card can be ordered in the college business office.
2. A \$15 fee will be charged if a card is lost or damaged by the student.
3. If at any time a card does not work for the appropriate dorm (between 5:00 AM and evening curfew), please notify the Deans Office.

PROPER CARE FOR EAGLE IDs

Do Not Do the Following:

1. Use for any purpose other than for access control or identification.
2. Leave in direct sunlight (i.e. on the dash of a car).
3. Expose to extreme heat or open flame—for example, clothes dryers or clothes irons.
4. Expose to organic solvents, thinners, mineral spirits, etc.
5. Machine wash.
6. Use as an ice scraper or scraping tool.
7. Crimp, bend, or twist card.
8. Re-laminate.
9. Immerse in alcohol, isopropyl, ethanol, methyl, etc.
10. Bite.
11. Pound with a pen or tool.
12. Punch a slot or hole in an undesignated area.

Okay To Do The Following

1. Place in a wallet or purse
2. Clean with a soft, non-scratching cloth and water

Employment

Most students at West Coast find it necessary to work a job while attending college. A limited number of jobs are available on campus through the Work Study Program. The student must apply prior to enrollment.

The college works throughout the year with a number of local employers endeavoring to line up jobs prior to each school year and making students aware of openings for employment during the semester.

Most college jobs are not the type of work in which students would desire to make a career, but should be viewed as a gift from God to meet their needs while preparing for ministry. Each student has a great responsibility in the community to uphold the testimony of Lancaster Baptist Church, West Coast Baptist College, and most importantly the name of the Lord Jesus Christ.

Students seeking employment should check with the Office of Financial Aid immediately upon arrival and check that office daily for openings and applications. During the application process, a shuttle is available at no extra charge to take the students to their job interviews. Once a student has obtained a job, there is a nominal fee for shuttle transportation.

1. Students will not be permitted to house-sit or baby-sit children in the home of any members of Lancaster Baptist Church without administrative permission and an approved pass. Jobs of this nature involving non-church members must also be approved by the administration.
2. No student may work a regular job on Sunday that requires him or her to miss the Sunday morning service. Any exceptions must be approved by the Dean's Office. Furthermore, students may only miss one evening service per week due to work.
3. Dorm students must have transportation to their jobs approved by the Deans' Office if special transportation needs exist. One man and one lady, whether dating or not, may not ride together to work.

4. Students must sign out when they leave campus for employment purposes.
5. Students should never miss work except for illness. (A student who calls in sick to class is not allowed to go to work that day.)
6. Ladies may not arrive back to campus from employment later than curfew without special permission from the Deans' Office.
7. Dress for employment must comply with college dress standards.
8. Dating is not allowed while at work (on or off campus).
9. Students may not miss chapel for employment reasons. Excused absences for chapel may be granted for interview or job training purposes only. Emergencies will be considered individually by the Deans' Office upon request. Any student who has a conflict between chapel and a work schedule should make a choice prior to enrollment. Any conflict that occurs after the semester begins must be brought before the Academic Committee for review. Students should be reminded that work schedules that change during the semester could result in loss of credits for classes dropped due to attendance and demerits for missed chapels.
10. If at any time a student's behavior at work compromises his or her personal testimony or the standards of the college, he or she may be required to terminate his or her employment.
11. All students should work hard at their places of employment as a good testimony. Any complaints by an employer to the college will be reviewed and disciplinary action may be taken. Any student who is terminated from his or her place of employment will be reviewed by the administration.
12. Any problems at a place of employment should be reported to the Dean of Students for assistance.
13. Students should serve their employers "*as unto the Lord*" (Ephesians 6:5–8). Neatness, cleanliness, a joyful serving spirit, and good attitude will leave a good testimony for the Lord.
14. Students should remember that they are at West Coast Baptist College primarily to receive an education. Care should be taken so that a student's academic progress is not stifled by a lack of time due to excessive hours at the job.

Exercise

As Christians, our bodies are the temple of the Holy Spirit (1 Corinthians 6:19–20) and should be treated as such. Good health and fitness are vital to successfully serving the Lord.

Individual exercise and other athletic activities are encouraged. Athletic dress is acceptable for these activities. The outdoor basketball courts and athletic fields are available each evening. Students may use these facilities as long as they abide by all regulations and no other group has reserved them for some other purpose.

The Fitness Center is available for male and female students during designated hours Monday- Saturday. The room is equipped with strength equipment and cardiovascular machines. Eagle IDs are used to electronically “sign in.” No student may be alone in a fitness center at any time and a signed release must be completed prior to use. Students are encouraged to play collegian sports regardless of their athletic abilities. Mixed volleyball, men’s and women’s basketball, men’s soccer, and men’s football are available.

No student may join, work at, or visit a health club, tanning salon, weight room, or fitness center off campus.

Fire Safety

1. When a fire alarm sounds in any building, that building is to be evacuated immediately until an all clear announcement has been made. Never assume that it is a false alarm until an official announcement has been made.
2. Safety equipment such as fire alarms, fire extinguishers, smoke alarms, etc. are for emergency use only and should never be tampered with. Tampering with this equipment is a serious offense and will be dealt with accordingly.

Games

Table games are allowed as long as there is not any objectionable content. Fantasy games involving the occult are not permitted. Group games involving facecards are not permitted.

Violations will result in confiscation of the game, demerits, loss of privileges, and possible expulsion.

Graduation Week

Graduation week is one of the most exciting and important times on the college calendar. No student will be issued a pass to leave campus after final examinations begin. The weekend prior to graduation is a closed weekend and all activities require attendance. Any exceptions must be made well in advance and must have special permission from the Deans' Office.

The student preaching contest, services, guest chapels, and graduation are all required events. Exceptions will be made by the Deans' Office for permanent employment only.

Illness

1. Students who are ill on a class day or during the weekend must report the illness by call out sick using the form at resources.wcbc.edu prior to their first class, ministry, or church service.
2. Students who call out ill may not leave their dorm room or their home on the day they call in sick unless going to the hospital. They may not work, participate in college activities, attend services or functions, or be anywhere on the campus other than their own dorm room.
3. Students who are ill on Saturday or Sunday should call out sick using the form at resources.wcbc.edu along with notifying their ministry that that they will not be there. Failure to do so will result in demerits and/or loss of privileges.
4. Students are strongly encouraged to have some kind of health insurance so that any major illness will not force them to withdraw from school due to financial debt incurred from illness.
5. Severe illness should be reported to the Deans' Office and medical attention should be sought immediately. Students with a temperature of 100.4 temperature will be classified as sick and need to check in with the Deans upon return to campus or their home.
6. Students who need emergency care after curfew may have one other student drive them to the hospital with a dorm supervisor's approval. Both students must sign out and report their departure at the Security Center before leaving campus.

7. Doctor, dentist, and chiropractic appointments should be made during the student's free time so as not to interfere with classes, chapel, services, employment, or ministry.
8. No student may visit another student at the hospital without an approved pass from the Deans' Office. Permission to visit members of the opposite gender will be granted only if the student is an immediate relative.

Library

The West Coast Baptist College library should be viewed by students as a source for additional information and tools to complement and complete their education. Most courses require some type of outside reading, research, projects, and papers. Students are encouraged to take advantage of the library God has given us for these purposes. The library catalog, schedule, and online resources can be accessed anytime on the library website (<https://wcbc.edu/library>). Please refer to the handbook on the library website for additional information.

CHECK-OUT PROCEDURES

Patrons may check out a book for two weeks and are limited to two renewals. If a hold is placed on a book, that book is ineligible for renewal and must be returned. Late fees will be placed if the book is not returned in time for a hold.

Note: Patrons are not permitted to loan out library books checked out under their name to another student patron. If the other student loses the books, the original patron will be fined the replacement costs. No books are permitted to be taken from the library without following proper check-out procedures.

RETURNING PROCEDURES

Patrons may utilize the book return box outside the library front door near the display case. Patrons may also drop off books at the library's front desk if an attendant is present.

RENEWAL

Patrons may check out a book for two weeks and are limited to two renewals. If a hold is placed on a book, that book is ineligible for renewal and must be returned.

LOST/DAMAGED MATERIALS

Patrons will be charged the replacement cost of a book if a book is lost or damaged beyond reasonable repair. A late fee may be implemented if the book is late in addition to being damaged. Fee costs will vary depending on the current market value of the book. All books are checked for current market price before students' names and fee amounts are sent to the finance office.

FINES

Late fees will be placed if the book is not returned in time for a hold. Overdue books not returned before finals will also be fined.

NO FOOD OR DRINKS

Patrons may not bring food into the library lobby or inside the library. Beverages may only be brought in if contained in a closed-lid container, such as a water bottle or thermos.

UNATTENDED PERSONAL ITEMS

The WCBC Library is not responsible and assumes no liability for any lost, stolen or damaged personal items left unattended in the library. Any personal items remaining in the library after closing hours will be taken to lost and found area in the Blue Crew closet downstairs. Valuable items will be locked in the librarian's office.

TECHNOLOGY CONDUCT

Patrons are expected to keep their phones and computers on silent mode and to conduct phone conversations outside the library. Patrons are expected to be respectful of their fellow students and to not be a distraction when studying.

DATING

No couples are allowed in the library without supervision. Couples may study for school projects together, but if studying becomes dating and therefore becomes a distraction to others, the couple will be asked to relocate downstairs in the Hangar.

LIBRARY ETIQUETTE

Patrons are expected to handle books with care. No defacing of library books or property will be tolerated. No one is to be in the library outside of posted hours unless an exception has been made by the librarian. A quiet atmosphere should be maintained for an optimal study environment.

Lost and Found

Students who misplace items should check the Lost and Found in the Main Auditorium. All articles left in classrooms, dining areas, and auditoriums, etc. will be placed in the Lost and Found at the end of each day.

Motorist Assistance

Campus Security offers jump starts and lock-out service at no charge to students who have vehicle trouble while here on campus.

Office Areas

Faculty and administrative offices are intended for the personal use of those to whom they are assigned. Students should not enter an office unless the person to whom that office belongs is present or has given special permission for the student to do so. On rare occasions, private instruction may take place in a faculty office under faculty guidelines.

Students who are employed in the Work Study Program and work in college or church offices should not socialize with other students in those office areas. Equipment and supplies in these offices are not for public or student use at any time for any reason. Student employees are not to use offices as places of study.

Off Campus Student Information

1. Only married students, students twenty-five or older, or single students living with their parents or immediate family members are permitted to live off campus. This includes students staying for summer and winter break. This applies to both full and part-time students.
2. Attendance requirements for church services, classes and special events are the same for off-campus students. If a student does not have classes on a particular day, he or she is not required to attend chapel. This does not include college days when there are special chapels and no classes (ex. Thanksgiving Break, Love Works Outreach, Neighborhood Outreach). Off-campus students should plan to attend these events or request an excuse ahead of time from the Deans' Office.

3. Off-campus students should be very careful to uphold all rules when entertaining on-campus students in their homes. Encouraging on-campus students to break any of these rules while off campus will be dealt with severely.
4. Married students and their family should maintain a proper testimony.
5. Spouses of married students are encouraged to attend chapel and college activities. Children may be allowed to attend certain college activities. Please check with the activities director or the administration regarding specific cases.
6. Off-campus students are not permitted to be in the dormitories of resident students at any time for any reason unless permission is given by the Deans' Office.
7. Off-campus students have access to the library, study room, computer and piano labs, Student Life Center, Fitness Center, and cafés during regularly scheduled hours during the school year.
8. Off-campus and married students are eligible to participate in athletic competition, collegians, dramas, singing groups, choirs, etc. and are encouraged to do so as long as all other requirements are met.
9. Commuting students are expected to be faithful to their local church services and ministry responsibilities including a weekly soulwinning time.
10. Off-campus and married students living in the Antelope Valley must be members of the Lancaster Baptist Church and be involved in soulwinning and a weekly ministry.
11. Off-campus students are expected to maintain their own personal testimonies as well as the testimony of Lancaster Baptist Church and West Coast Baptist College.
12. Off-campus students are not allowed to eat in the dining hall unless they purchase a meal ticket or it is a college event that is covered by the activity fee.

Piano Labs and Individual Practice Rooms

God has given us wonderful resources in our state-of-the-art piano lab and private practice rooms. To be wise stewards of these facilities, we have set forth the following rules and guidelines.

1. No piano should be moved at any time. This includes the digital as well as the acoustic pianos.
2. The headphones in the piano lab should be treated with care. Students who damage or break the headphones will have the cost of the headphones added to their school bill.
3. No food or drink is allowed in the piano lab or individual practice rooms.
4. Members of the opposite gender may not be alone in the piano lab or individual practice rooms.
5. Members of the opposite gender may not sit together on the same piano bench in the piano lab or individual practice rooms.
6. Music students who are currently enrolled in private piano or vocal lessons and need to fulfill their practice requirements have first priority in the practice rooms. They are permitted to ask others who may be in the rooms to vacate.
7. All students are required to follow the direction of the piano lab work study regarding general piano lab guidelines.
8. Any misuse of equipment or disregard for direction given by the piano lab work study will result in the loss of piano lab privileges.

Post Office

Each student is assigned a post office box during registration which they will keep for the duration of their enrollment. Keys are distributed at that time and students are responsible to keep their keys in a safe place. Students may pick up mail only for themselves.

Any student destroying mail belonging to someone else will be dealt with appropriately. Students may not enter the mail distribution side of the building unless scheduled to work in the Post Office or Package Annex.

On-campus and off-campus students should check their post office boxes daily for important communication as well as personal mail. Packages may be picked up from the Package Annex during hours of operation. The addressee may pick up the package and sign for the package at the Annex. Packages will not be released from the College Receptionist or the post office. Do not ask someone to pick up a package for you; the workers may release it only to the addressee. Post Office and Package Annex hours are listed in the post office. If you have a question regarding mail, the on-campus Post Office, or the Package Annex, call 661-946-2274 ext. 3137.

During all breaks from school, mail may be picked up in the post office by those students who remain on campus. When leaving WCBC for summer break or otherwise, students are responsible for contacting employers and other contacts with their forwarding address. West Coast will forward mail for up to three weeks from the time of the student's departure. At the end of the three weeks, individual mail will be returned to sender. Students staying on campus for the summer or representing the college may still receive their mail on campus.

Lost mail box keys are subject to replacement fees.

Mailboxes left open and/or unlocked will not have mail posted in them. Students will be charged a replacement fee of \$3 for removing the mailbox number card from their box.

Restricted Areas

1. Restricted areas include any area not commonly frequented such as roofs of buildings, storage areas, crawl spaces, etc.
2. The Lancaster Baptist School area is off limits to college students unless they are required to be there for work, student teaching, education, or athletic purposes.
3. Dormitories are off limits to the opposite gender at all times.
4. Faculty and staff offices are off limits to students, unless permission is granted by the assigned occupant of these offices.
5. Couples may not be anywhere on campus alone. Couples must always be in the presence of another person even when in approved areas.
6. After the dinner meal, no student should be anywhere on campus north of the traffic circle or alone on the ball field.

7. Couples may not be in or standing near cars in the parking lot at any time for any reason.

Student Meetings

Students wishing to meet regularly as a group must submit their request to the administration for approval. A request form can be requested from the Deans' Office. The form asks for the following: student leaders name, purpose of group, desired time/location, and staff/faculty sponsor. If approved by administration the student leader will be notified by the Dean's office.

Student Government

Student Government officers are elected by their peers from each Collegian during the fall semester. These representatives of the student body meet weekly with the Executive Vice President to inform the administration of needs, suggest changes in policies or procedures, and collaborate creatively with the college leadership to make West Coast Baptist College an enjoyable and productive college experience.

Student Representatives

Representatives of the college include:

1. President and Vice President of Student Government
2. Members of ensembles or ministry teams
3. Athletic team members
4. Dorm supervisors
5. Room leaders
6. Soulwinning and bus captains
7. Missionary Prayer Band officers
8. Class representatives

Leadership requirements for these students are higher than those for other students.

1. Student representatives must maintain a cumulative grade point average of 2.0 or higher.

2. Student representatives must wholly endorse the policies and philosophies of the college. They must display a proper attitude at all times and be loyal to the Lancaster Baptist Church and West Coast Baptist College.
3. Any level of camping may suspend or terminate the privilege of student representation.
4. The choice of student representation is at the sole discretion of the administration.

Transportation

Transportation to and from airports is provided by the college at the beginning and end of each semester.

Travel time to and from airports is difficult to estimate due to traffic. Under normal conditions, students should allow a minimum of an hour and fifteen minutes to Burbank Airport (BUR), and two hours to Los Angeles International Airport (LAX). One must also take into account check-in time requirements.

The Shuttle Services Office will create airport shuttle schedules to these airports based on student flight information. Some students may have to wait for a period of time at the airport in order to accommodate all students.

When arriving for a semester, students should contact the college office no later than fourteen days in advance. Announcements will be made in chapel regarding transportation needs at the end of semesters. All shuttle information is also found on the college website. Any changes in flight schedules should be relayed to the college office immediately. If a student possesses a cell phone, it is wise to leave that number with the college for communication purposes.

A nominal fee is charged for transportation shuttles to and from the airport.

Students may arrange their own transportation to and from airports, bus terminals, etc. with other students, as long as all college policies and procedures are followed. Any questions on these policies should be directed to the Deans' Office.

Vacations

Official breaks are designated at end of each semester. A few other holidays are observed on campus, but students will either attend class on those days or a college activity will take place.

1. Class absences may not be attached to a holiday period. (An example would be the Tuesday before Thanksgiving break.)
2. The calendar should be consulted before any travel plans are made for vacations. Times are indicated as to the earliest a student may leave campus and the latest time a student can arrive back on campus.
3. Students must be careful to calculate adequate time to get to the airport between the earliest departure time allowed and the time of a departing flight, including check-in time.
4. No student will be excused early for a vacation except in emergency situations.
5. Students who arrive back to campus late from vacation are subject to severe academic penalties, demerits, and/or loss of privileges.
6. Any request for exceptions to the vacation policy must be made at least thirty days in advance of the vacation period with the Deans' Office.
7. Students who remain on campus during vacation periods are subject to all rules, policies, and procedures as outlined in this handbook. Any variations will be announced and enforced accordingly.
8. Any immoral, unethical, illegal activities, or actions detrimental to a student's testimony committed during a vacation period will be dealt with severely upon the student's return. Demerits, loss of privileges, and/or expulsion are possible.
9. Students leaving campus for vacation must be dressed according to West Coast Baptist College dress standards. (Casual attire—minimum)

Visitors

The ministry is “people work” and, since West Coast Baptist College students are training for the ministry, it is expected that they always be respectful and friendly toward visitors on our campus.

Students should go out of their way to treat visitors kindly, helpfully, and respectfully. Visitors should be directed to the Welcome Center when they arrive on campus.

The Admissions Office and the Dean’s Office must be notified when students have family members or friends visiting the campus. Anyone desiring to stay in the campus dormitories must have permission from Director of Admissions to do so. The Admissions team will coordinate this approval with the Dean’s Office. Students may not leave campus with visitors without a pass from the Deans’ Office.

Only prospective students are allowed to stay on campus.* During a conference, students may stay in the dorms if they meet the requirement for dorm hosting during that particular conference/event. Any question about an event’s hosting dorm requirement should be address to the Office of Admissions. During non-conference times, prospective students will be provided with three nights of free accommodations, which includes meals. Anything beyond three nights will cost \$10 per night.

Visiting chapel speakers, pastors, missionaries, evangelists, and other full-time workers visiting West Coast Baptist College should be treated with honor as men and women of God. Students are encouraged to introduce themselves and make themselves available to serve them in any way they can.

*Any student staying on our campus is required to attend regular classes, chapels, and church services.

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DORMITORY POLICIES



General Information

Dorm life can be a great experience and provide valuable memories and lasting friendships. Students should view dorm life as an opportunity for spiritual growth and maturity. Students under the age of twenty-five are required to live in the dormitory or at home with their parents, this includes during summer and winter break.

Each dormitory has at least one dorm supervisor who is accountable to the Deans' Office and responsible for the leadership in that residence both spiritually and practically. Each room has a designated room leader who assists the dorm supervisor in maintaining a spiritual environment, orderliness, and control. Students should treat dorm supervisors and room leaders with respect and assist them in maintaining a Christ-like atmosphere at all times.

Any problems in the dormitories should be reported to the room leader or dorm supervisor immediately. All students are expected to help West Coast Baptist College be a good steward of its resources by turning off lights, heating, and air conditioning when not needed. Doors to the outside must remain closed when not in use for security purposes.

Dormitory Schedule

5:00 AM	Earliest time for lights to be turned on (consideration should be given to all in the room).
8:30 AM	Rooms ready for inspection READY—All day
10:15 PM	Dorms Close
11:00 PM	Lights Out

*Lights out is from 11:00 PM to 5:00 AM. All main lights will go out at 11 PM and students need to be in their assigned rooms. Students who need to study individually after lights out may do so in their own room with a small light. This is for study purposes only.

Dormitory Devotions

Time is set aside in the dormitories for devotions. The times and types of devotions are listed below. Attendance is required.

Sunday	Dormitories	Room Leader Meetings	10:30 PM
Tuesday	Rooms	Room Leader Devotions	10:30 PM
Thursday	Rooms	Room Leader Devotions	10:30 PM
Friday	Dormitories	Dorm Devotions	10:30 PM

Dormitory Damages

1. Dormitory students are responsible for any damage done to the dorm facilities.
2. All damages must be reported to the dorm supervisor immediately. Failure to do so will result in campusing.
3. The cost of damages will be added to the responsible student's account.
4. Students should not attempt to repair damages themselves.

Room Maintenance

Each resident student will be required to do his or her part in keeping his or her dorm room neat, organized, and properly maintained. Room leaders will assign duties to each member of the room to be fulfilled daily. These duties will be posted publicly for inspection purposes. These duties include:

1. Beds made neatly, and desk and dresser tops organized neatly
2. Items are not to be hung on bed posts, shower doors, closet doors, chairs, doors, or on bathroom stalls.
3. All furniture neatly arranged and dusted
4. Windows and mirrors cleaned
5. Carpet vacuumed
6. Clothing put away properly
7. Trash containers emptied (Wash the wastebasket as needed.)
8. Lights and all equipment turned off

9. Proper bedding is to be used at all times. (No sleeping bags)
10. Workout equipment is not allowed in the dorms.
11. No loose items on floor or under beds
12. Room duties completed daily

Each room is furnished with bunk beds, mattresses, and dressers. Furniture may not be moved from one room to another. Students should be careful not to scratch furniture, damage carpet, or cause any other damage to the furniture. The slats should not be removed from the bottom of the beds. Bars should not be removed from the closets. For safety and appearance, students must not disassemble any of the dorm furniture and may not stack dressers or desks on top of one another. Students may not bring extra furniture into the dorms, except for small storage containers and small computer stands or bookshelves.

Rooms must be kept neat and orderly throughout the day. White Glove inspections will be announced and conducted routinely throughout the semester. Students may not leave for a vacation or semester break until their rooms have passed final inspection by the Deans' Office personnel.

Room Decorum

It is the desire of West Coast Baptist College that students feel at home in their dorm rooms. The busyness of college life provides little down time, but students should feel that their rooms are one place where they can rest and relax as necessary. The following guidelines will help to provide this kind of atmosphere:

1. Anything displayed in the room must be conservative and not contrary to Christian character. Posters, calendars, or pictures of secular sports figures or celebrities or secular subcultures are not permitted.
2. No pictures are allowed that show the breaking of college rules or denote an attitude contrary to that of West Coast Baptist College.
3. Any decorations must be in accordance with West Coast Baptist College standards.
4. Refrigerators and microwaves are provided in the kitchen areas of the dormitory and are not permitted in the rooms except by permission from the Deans' Office for health reasons.

5. Dirty laundry is to be kept in a closed container, laundry bag, or basket. No loose items of laundry are to be on the room floor. Laundry facilities are provided in each dorm for students' needs. All laundry baskets must be kept out of sight. Laundry cannot be stored under the beds.
6. Clothes are not to be hung from bunks, in the windows, or from fire sprinklers.
7. Ironing must be done on appropriate equipment or in the laundry area.
8. Due to excessive damage to carpets and countertops in past years, female students are allowed to dye hair only in the laundry room area within their dorm.
9. Any damage done in the dormitories by a student (e.g. including but not limited to broken furniture or windows, iron burns on the carpet, hair dye stains on walls, carpet or flooring) must be paid for by the student who caused the damage.
10. Bicycles, tools, animals and pets (including birds, fish, turtles, hamsters, frogs, mice, cats, dogs, etc.) are not allowed in the dormitory rooms.
11. Televisions and gaming consoles are not permitted.
12. Headphones/earbuds are permitted for video lectures, studying, ministry/work training videos, and music/choir practices in designated areas: library, dorm, and Revels study rooms. Students are also permitted to use headphones/earbuds on designated college road trips (Jewish, Summer Ministry Team, choir, sports, etc.)
13. The administration reserves the right to search dormitory rooms at any time for any reason.
14. Curtains are not permitted to be hung on the windows. Nothing should be covering the windows. Window blinds are provided in every dorm room.
15. No hooks, nails, tacks, or other items can be hung using double-sided sticky tape.
16. Dorm door latches may not be taped.
17. Blankets, sheets, towels or any other items may not be used to make a "bed tent."

18. Pictures and wall hangings may not exceed 1 foot in length.
19. Christmas or strand lights may not be hung in the dorm. An exception while be given for the holidays with specific guidelines by the Deans' Office.
20. Small appliances including coffee makers may be used in designated areas on hard tiled surfaces at the discretion of the Deans' Office.

Curfew

1. Students must be **inside** their own dormitories at curfew unless there is a college meeting or activity.
2. Students must observe lights out between 11:00 PM and 5:00 AM. There should be no talking or use of iPods, cell phones, or other media devices between 11:00 PM and 5:00 AM. Computers, laptops, and tablets may be used for study purposes only. Students who rise before 7:00 AM should respect the sleep needs of others. Computers may be used between 5:00 AM and 7:00 AM providing any sound is turned off.
3. Ladies who work off campus must return to campus by curfew. Special permission for a later arrival may be granted by the Deans' Office in rare circumstances.
4. Men may work past the curfew hours and prior to 5:00 AM but should respect the quiet hours in the dormitories when entering or leaving. One male student will be allowed to provide transportation for male employed student(s) from work back to campus after curfew. That driver will need to sign in and out at the dorms and with Security upon leaving and returning to campus. They will also have up to one hour to drive directly to and from the student's place of employment for pick up. Students whose return is delayed should contact the Dean of Men.
5. All students coming back to campus after the dormitories close must report to the Security Center for entry into the dorms.

Signing In and Out

For emergency purposes, it is important that we know where students are at all times during their work and free hours.

ALL STUDENTS MUST SIGN OUT OF THE DORMITORY WHEN LEAVING CAMPUS FOR ANY REASON. Failure to do so will result in demerits and possible camping. Upon returning to campus, students must sign back in to the dormitory.

Students do not need to sign out of the dorm when attending a class, services, activities, meals, or a function on campus. If students are working on campus, attending a practice, or participating in collegians after curfew, they should sign out in their dorm room.

Passes

Permission forms, commonly known as passes, are needed for the following:

1. Dating
2. Any overnight stay
3. Traveling out of the Antelope Valley
4. When going home for the weekend
5. When going off campus alone (ladies)
6. When returning to campus after curfew
7. When traveling in a mixed group
8. Spending time at a residence in the Antelope Valley

There are no “group passes.” Others in the group must be listed on each pass, but every student must have their own pass approved.

PROPER PROCEDURES FOR FILLING OUT PASSES:

1. Submit a digital pass through resources.wcbc.edu.
2. Fill out the pass completely and accurately, listing times, days, dates, chaperones, and names of others going with you.
3. Turn the pass in to the Deans’ Office for approval at least forty-eight hours before it is needed.
4. An approved pass from the Deans’ Office or someone approved by that office is a student’s only permission to leave campus when a pass is required.

5. Students should not assume that their passes will be approved and make plans that cannot be easily revised until that pass has been approved.
6. If permission is needed from parents for the pass to be signed, students should allow enough time for that permission to be secured when turning in a pass.
7. Students who miss class, chapel, special services or activities, etc. on required days will be issued 10 demerits for each 24-hour period or portion thereof missed.

General Guidelines When Leaving Campus

It is absolutely necessary that we maintain a blameless testimony off campus. It ought to be the desire of every student that people see Christ in them. Students should avoid any behavior that would be a stumblingblock to someone coming to know Christ.

1. Men and women, whether dating or not, will be given permission to travel **HOME** in the same car for semester breaks only with permission from both parents and approval by the Deans' Office.
2. People of the opposite gender may not go out soulwinning together.
3. Students leaving campus for an overnight stay out of the area must make a formal request to the Deans' Office at least forty-eight hours prior to their planned time of departure. This includes students going home for the weekend, as well as those wishing to visit friends. Those students not going to their own homes must have the hosts call or email the Deans' Office to confirm the invitation.
4. Male students requesting to go off campus to a church member's home must verify to the administration that there will be no teenage girls or young girls in the home without the father being present before a pass will be approved.
5. You may request a pass to stay overnight in the area only when it is with an immediate family member. Permission to stay off campus overnight locally with non-family members will be granted only with special permission from the administration.

6. Students of the opposite gender may not stay at the same location off campus. This includes weekends, Thanksgiving, and semester breaks.
7. Prior to overnight group and church activities, the sponsor of the activity must submit a list of participating dorm students and details of the planned activity.
8. Dorm students wishing to leave the Antelope Valley must obtain permission from the Deans' Office forty-eight hours before departure and have a approved pass. Any student wishing to go to the ocean or beach must have a approved pass and parental permission.
9. When requested, engaged couples may receive permission to work in an extension ministry off campus, provided there is a proper chaperone and a letter from the host pastor asking them to do so.
10. Ladies must never leave campus alone unless they have an approved pass. They must always be with at least one other female student or staff and must always sign out. An approved work pass is needed to drive alone to and from work.
11. Closed weekends have been established throughout the semester. No passes will be granted during those weekends. Students should carefully check the calendar before requesting a pass or making plans to leave campus.
12. During the fall semester, students may obtain passes to leave for two weekends of their choice (other than closed weekends). In the spring semester, students may leave for two weekends of their choice (other than closed weekends). Students must always be sure to let their ministry leader know that they will be gone during a scheduled ministry time.
13. Any time a student receives permission from the Deans' Office to go home or be gone for any reason from campus on a Saturday or Sunday, regardless of the length of time, it is considered a "go-away weekend." **Partial is total.**
14. Male and female students may visit each other's homes out of town **only** if parents of both students provide to the Deans' Office either written or verbal permission via letter, email or phone. Parental supervision is required for the entire time that

the couple is visiting in the home, and no couple may spend the night in the same home. Parents of couples assume full responsibility for the time that the couple is visiting their home.

15. An off campus pass is required to spend time at a residence in the Antelope Valley. This includes individuals or groups going to someone's home.

Telephones

West Coast Baptist College desires that students be able to communicate with their families and friends. Students are advised, however, to be good stewards of their time and finances in this area. Each student has access to email, which provides a good source of communication in a busy environment. The following guidelines are to be followed for telephone usage, and students should advise their families and friends accordingly:

1. All dormitory students should plan to receive their calls from their personal cell phones. College and church office phones are reserved for business and emergency use. Permission will be granted to use office phones for emergencies or ministry-related purposes.
2. Dorm supervisors may ask a student to get off of the phone (including cell phones) at any time.
3. Misuse of phones will result in demerits and suspension of telephone privileges. The student's cell phone may be taken away temporarily by college administration if the student is texting or using the phone during class, chapel, or church.
4. Cell phones may not be used between 11:00 PM and 5:00 AM without special permission from the dorm supervisor. This includes but is not limited to: texting, talking, internet searching, etc.
5. FaceTime or other video call types is not permitted to be used in dorm rooms, but is permitted to be used in dorm lobbies.

Dining Hall Regulations

We are grateful for the wonderful facility that God has given us. Because of the volume of meals served daily and the use of this building for a multitude of other purposes, it is necessary that each student abide by these important regulations:

1. All students residing in one of the college dormitories must pay for their meals on a semester basis. Students must present their scan cards before entering the dining hall for each meal.
2. There is no discount to the room and board fees if meals are not taken in the dining hall.
3. Off-campus students or guests may purchase individual meals at the Student Life Center or the Finance Office.
4. Students may only take a to-go box if they are going directly to work. If unable to attend a meal due to work, students may also pick up a sack meal prior to the meal they will be missing. Students may also pick up a to-go box for a roommate when that roommate has called out sick and is physically unable to attend a meal.
5. Students are expected to display proper etiquette at all times. This includes proper conversation, proper use of table manners, and treatment of others in the dining area.
6. Each student is responsible for carrying his or her own plates, glasses, cups, and utensils to the designated area after they have finished eating.
7. No horseplay, abuse of furniture, or throwing of food is ever tolerated.
8. Any mess created by a spill of beverage or food should be immediately attended to by the student or students involved. If proper cleaning tools are needed, the student should see the food service director.
9. Students may not be in the dining area except during meal times. No students are allowed in the kitchen at any time except for work.
10. All paid personnel, Work Study personnel, and volunteers in the dining area are to be treated with respect and gratefulness.

11. Cutting in line is not permitted without permission from the food service director.
12. Students must return all utensils and dishes within fifteen minutes of the meal line closing.
13. Students may not take food or beverages out of the dining area without permission from the food service director. (Box lunches are an exception.)
14. Each student is allowed one hot meal per meal time. Seconds may be extended at the discretion of the food service director, but not until after everyone has gone through the line once.
15. No equipment or dishes are to be taken from the dining area or kitchen without permission from the food service director.
16. Staff and students working in the kitchen are the only people who should be in the SLC kitchen.
17. Students may not enter the kitchen and remove food/supplies without permission from the food service director.
18. Dining Hall is closed on Sunday afternoons and is open during designated lunch hours for sack lunch pick up only.

Safety and Security

West Coast Baptist College desires to provide each student with a safe and secure campus. The college will do its best to maintain secure facilities, but is not responsible for loss or damage of personal items in the dorms. Students can help our security staff by adhering to the following guidelines:

1. Each student is responsible for his or her own valuable items. Students should be careful not to leave money or valuables lying around. Anything missing should be reported to the dorm supervisor immediately.
2. No student should enter the room of another student or disturb anyone else's personal belongings for any reason. Any student in someone else's room without permission will be a prime suspect if something is missing. Stealing is not tolerated and will be dealt with severely.

3. No student may lie down or sit on a bed that is not his or her own at any time for any reason. No student may open a dresser drawer or closet that is not his or her own at any time for any reason.
4. Blinds must be closed at dusk if the lights are on in the room. When the weather is warm, the blinds may be open and the window open as long as everyone in the room is fully clothed.
5. Screens are not to be removed from the windows.
6. Exterior doors are not to be propped open.
7. Fire escape doors are not to be used except in an emergency.
8. Windows located on the first floor of any dorm should not be opened more than the five inches allowed by window locks. Window locks are not to be removed from dorm windows except in the case of an emergency.
9. All first floor dorm windows are to be closed each night from curfew to 5:00 AM.
10. No visitors are allowed in the dormitory without permission from the Deans' Office. Students who wish to have a prospective student visit or stay in their dormitory must first receive permission from the Deans' Office.
11. No student is to be in the dormitory during regular and special church services, soulwinning rallies, or chapel unless they are ill and have permission from the Deans' Office to remain in the dormitory for the entire day.
12. Students who arrive back on campus after curfew must report to the Security Center and obtain entrance to the dorm through security personnel.
13. Students who arrive back on campus during a church service from employment are not allowed to enter the dormitory, but are required to come into the service in progress and sit in the back.
14. Wrestling, water gun or paintball fights, practical jokes, and general horseplay are not permitted in the dormitories. These activities result in bodily injury, damage to the dorms, and misunderstandings.

15. Fireworks, firearms, BB and pellet guns, hunting arrows, airsoft guns, paintball guns, fighting sticks, fake/practice weapons, and knives longer than 3” are not permitted in the dorm. These items should be turned in to the Deans’ Office at registration.
16. In the event of a fire, the closest fire alarm is to be set off, the dormitory evacuated immediately, and the fire department notified by calling 9-1-1 from a safe place.
17. When a fire alarm is sounded, all students must exit the building and head to the designated evacuation site until they receive permission to reenter from college staff.
18. Any tampering with fire alarms, smoke detectors, fire extinguishers, etc., will be considered a severe offense and dealt with appropriately. Any problems with this equipment should be reported to the dorm supervisor immediately.
19. No belongings should be left in the hallways of the dormitory at any time since this is unsafe and a violation of the fire code.
20. Lead-acid batteries, fuel containers, motor oil, and fuel-burning engines are not to be brought into the dormitory at any time for any reason.
21. Open flames are not allowed in the dormitories.
22. Electric space heaters, halogen lamps, candle warmers, and other portable heat sources are prohibited.
23. No deliveries are to be made to the dormitories.
24. In case of a health emergency, students should use discernment and seek immediate help from staff and emergency personnel.
25. Students entering or exiting a dorm by any means other than scanning into the main doors will be issued 25 demerits and may face possible expulsion.
26. Student may not sell products from their dorm rooms, vehicles, or any other location on campus.
27. Students may not collect money for special offerings in the dorms. Money for special offerings should be given during the designated times of a college chapel or church service.
28. All signs posted in the dorms must be approved by the Deans Office before they are posted.

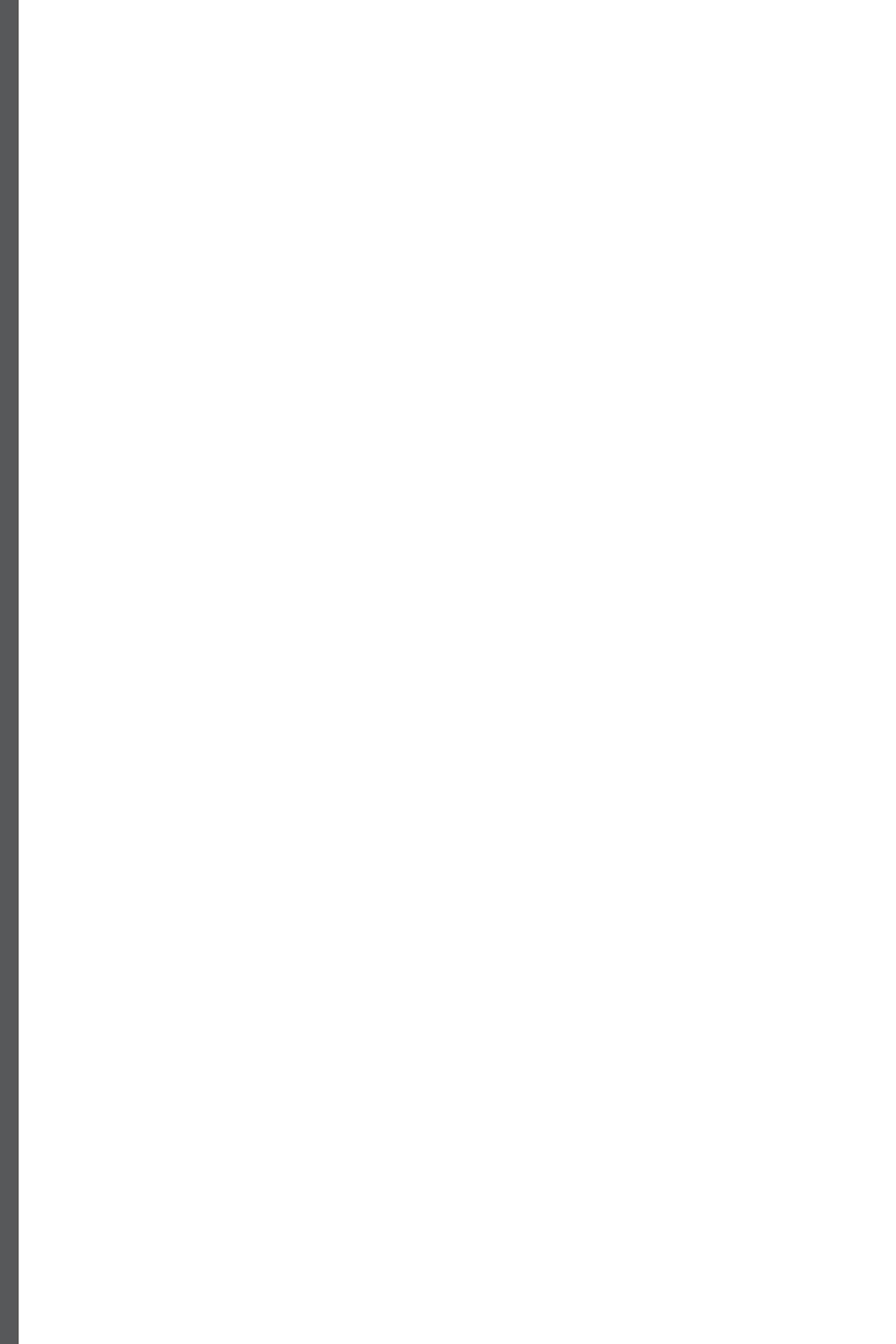
Summer Storage

Any student desiring to store items during the summer break must follow the following procedures:

1. All items must be packaged in boxes or plastic containers and be taped securely with a clear mailing address and phone number visible on the outside, both on the top and side of the container.
2. Only shippable items boxed in proper packaging (see above) will be considered for summer storage. No furniture or perishable food items will be considered for storage.
3. The college does not take responsibility for items left in storage but will do its best to secure them properly. West Coast Baptist College cannot be held responsible for misplaced, stolen, or damaged items.
4. All students desiring to use the college's summer storage will pay a one-time handling fee of \$20 for all items stored. This fee will cover the delivery of stored items to the student's assigned dorm room at the beginning of the fall semester. Also, students will pay a mailing deposit fee at the time they drop off their items for storage. This deposit fee will vary depending on the size, weight, and distance the storage items would need to be mailed through FedEx in the event the student does not return to college in the fall. Those students who do return to college will have the deposit fee credited back toward their fall semester school bill.
5. Students are not to ask Lancaster Baptist Church members to store their items for them unless they are direct relatives of the student.
6. All personal items must be cleared from the dorms. Anything left in the dorms will become the property of the college and will be thrown away or donated to charity.
7. Students who do not return to the college between the fall and spring semesters will have 30 days from the time they are notified by the Deans' Office to pay the shipping costs of their personal items. After the 30-day timeframe expires, the items will become the property of the college.

CAMPUS MAP







Tony Brown Memorial
Baseball Field

Hole-y-Land Golf Course

- College Offices
- Administration Offices
- College Offices

Gazebo

Post Office

A

B

C

D

E

F

G

H

J

G

Pavilion

Lancaster Blvd.

Admin. Building

Main Auditorium

History & Vision Center
Revels Building

Promenade

Gibbs

Malone

Lori Thomason

Kid City Building

West Wing

40th St. East

Hutson

