

# Information Handbook 2011–2012



**WEST COAST BAPTIST COLLEGE**

*Training Laborers for His Harvest*

# From the Executive Vice President

Dear Student,

Welcome to West Coast Baptist College! It is no accident that God has brought you to this place for your training. Over the years, countless people have invested time, resources, and prayer to make this college what it is today. And now, you are part of this miracle as well.

This Information Handbook is our way of answering many of the basic questions students and their parents have about college life here. I hope you will read through its pages carefully and let it serve as a spiritual, academic, social, and practical guide. A college of this size requires that we have numerous policies and procedures so all can be done decently and in order. I do believe you will find our expectations are biblically based and proper for a Christian desiring to serve the Lord.

My door is always open to you, and I hope you will take advantage of that whenever you need help or have a question. We are here to serve you so you can prepare to serve others. Welcome once again—I'm so glad that the Lord has brought you here!

Love in Christ,

Dr. John Goetsch  
Executive Vice President

## From the Deans of Students

Dear Student,

What an absolute joy it is to welcome you here! It is a privilege to serve the Lord and to serve you. We hope you will take some time once you get settled to thank the Lord for leading you here, because you are in an amazing place!

With every privilege in life comes responsibility and accountability. These are realities that many people today seek to escape or ignore. We believe that as students and faculty, we are responsible to live in a way that pleases God—that is, to be *“a vessel unto honor, sanctified, and meet for the master’s use, and prepared unto every good work”* (2 Timothy 2:21).

No one here at West Coast is perfect, but, as Dr. Goetsch often reminds us, “God is not looking for perfection, but He is looking for progress.” Please take the time to carefully read these pages so that you can be right on track with God’s will and purpose for your life. If there is something you do not understand, please ask us. We will be thrilled to show you the biblical principles that form the foundation of our requirements.

You may not realize it now, but you can mark it down that we are here for you every step of the way. We will pray for you and encourage you in every way possible. God needs you in His work, and we have dedicated our lives to help you accomplish His will for your life.

Sincerely,

Dr. and Mrs. Toby Weaver  
Dean of Students and Dean of Women

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SECTION ONE



# Reference Material

## Calendar Information

The dates listed below are to assist you in planning ahead. Do not make any plans for class cuts, weekends at home, or vacations without first checking this calendar.

### AUGUST

29	Dormitories Open—10:00 AM
30–31	Registration, Orientation, and Revival Week

### SEPTEMBER

1–2	Registration, Orientation, and Revival Week
2–4	Closed Weekend*
5	Classes Begin
5	Evening Classes Begin
6	Activity
12	End of Drop/Add period by 5:00 PM
16–18	Closed Weekend*
30	Educator's Appreciation Day

### OCTOBER

3–8	Open House Calling (No Class Cuts)
7–9	Closed Weekend*
9	Open House Sunday
11–14	Mid-Term Exams (No Class Cuts)
21–23	Closed Weekend*
23–26	Mission's Conference (No Class Cuts)

### NOVEMBER

3–5	College Days (No Class Cuts)
10–12	Ladies Retreat
17–18	Student Interview Days
18–20	Closed Weekend*
21–23	No Class Cuts
23	Thanksgiving Break Begins—after chapel
28	Classes Resume (No Class Cuts)

### DECEMBER

7	Christmas Festival of Music
9	Christmas Banquet
8–13	Final Exams (No Class Cuts)
9–11	Closed Weekend*
12–13	No Class Cuts
13	Christmas Break Begins—noon

### JANUARY

16–20	Winter Interims
21	Dormitories Open—10:00 AM

22–25	Winter Revival (No Class Cuts)
23–25	Registration and Orientation Week
26	Classes Begin
<b>FEBRUARY</b>	
2	Drop/Add Period Ends
16–18	Music Seminar
17–19	Closed Weekend*
23	Spring Banquet
<b>MARCH</b>	
1–2	Fine Arts Tournament (No Class Cuts)
6–9	Mid-Term Exams
9–11	Closed Weekend*
12	Mid-Term Break Begins—noon
19	Mid-Term Break Ends—7:00 PM
20	Classes Resume (No Class Cuts)
20–22	WCBC Church Planting Conference
23–25	Closed Weekend*
25	Celebration Sunday
<b>APRIL</b>	
6–8	Closed Weekend*
11–13	West Coast Baptist Youth Conference (No Class Cuts)
20–22	Closed Weekend*
26	WCBC Speech Recital
<b>MAY</b>	
1–4	Final Exams (No Class Cuts)
4–6	Closed Weekend*
6–9	Graduation Week
7	WCBC Spring Concert
8	Baccalaureate
9	Graduation—9:00 AM
10–16	Summer Interims

\*On closed weekends and holidays, the day before and after will be considered a double cut day which automatically results in an academic penalty.

There are two go-home weekends in addition to Thanksgiving allowed in the fall semester, and two go-home weekends in addition to mid-term break allowed in the spring semester.

## 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@westcoastbaptist.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** . . . . . Ext. 114  
**Dean of Students' Offices** . . . . . Ext. 101  
**Security Office** . . . . . Ext. 170  
**College Shuttle** . . . . . 661-492-9289  
**Student Life Center Kitchen** . . . . . Ext.153  
**West Coast Café** . . . . . Ext.129  
**Calling in Sick** . . . . . Ext. 165  
**If absent from ministry report to** . . . . . Ext. 294

**Note:** When dialing an extension from the dorm, with the exception of 101/165, you **must dial 4** and then the extension. Example **4-294**.

## Directions to the Campus

### From Highway 14 (North or South)

Exit at Avenue K and proceed east to 40<sup>th</sup> Street East. Turn left on 40<sup>th</sup> Street East and proceed one and one half miles to the campus.

### From Interstate 15 (North or South)

Exit at Highway 138 and proceed west to 165<sup>th</sup> Street East. Turn right on 165<sup>th</sup> Street and proceed through the town of Lake Los Angeles to Avenue J. Turn left on Avenue J and proceed west to 40<sup>th</sup> Street East. Turn right on 40<sup>th</sup> Street East and proceed one half mile to the campus.

## **Antelope Valley Information**

### **Area Medical Services**

Antelope Valley Hospital/Medical Center . . . . . 661-949-5000  
Lancaster Community Hospital. . . . . 661-948-4781

### **Emergency Numbers**

City Police . . . . . 661-948-8466  
California Highway Patrol . . . . . 661-948-8541  
Los Angeles County Fire Department. . . . . 661-948-2631

### **Area Banking Services**

Union Bank of California 843 W. Lancaster Blvd. . . . . 661-945-7171  
US Bank. . . . . 1000 E. Avenue J . . . . . 661-723-3822  
Chase . . . . . 44325 Challenger Way . . . . . 661-723-1920  
Wells Fargo . . . . . 43543 20<sup>th</sup> Street West . . . . . 661-723-0159  
Bank of America . . . . . 730 W. Lancaster Blvd. . . . . 661-947-7575

### **Travel Agencies**

First World Travel . . . . . 747 W. Lancaster Blvd. . . . . 661-945-7923  
Jack Fry Travel . . . . . 44461 N. 10<sup>th</sup> Street West. . . . . 661-945-6911

### **Area Motels**

Best Western. . . . . 600 W. Palmdale Blvd. (Pmd) 661-575-9322  
Hampton Inn . . . . . 2300 Double Play Way . . . . . 661-940-9194  
Hampton Suites. . . . . 39428 Trade Center Dr. (Pmd) 661-265-7400  
Holiday Inn. . . . . 38630 5<sup>th</sup> St. West (Pmd). . . . . 661-947-8055  
\*Holiday Inn Express . . . . . 43719 17th St. West. . . . . 661-951-8848  
Marriott Courtyard . . . . . 530 W. Avenue P (Pmd) . . . . . 661-947-4100  
\*Marriott Spring Hill Suites 1811 West Avenue J-12 . . . . . 661-729-2390  
Motel 6. . . . . 43540 17th St. W. . . . . 661-948-0435  
\*Oxford Inn & Suites . . . . . 1651 W. Ave. K . . . . . 661-949-3423  
Residence Inn . . . . . 514 W. Ave. P (Pmd) . . . . . 661-947-4204

*\*These hotels offer discounts if you mention WCBC at the time of making your reservation.*

## Administrative Staff

<i>Personnel</i>	<i>Position</i>	<i>Phone Ext.</i>
Dr. Paul Chappell	Pastor/ President	140
Dr. John Goetsch	Executive Vice President	181
Dr. Mark Rasmussen	Vice President	122
Dr. Jerry Goddard	Dean of Administrative Affairs	723
Dr. Toby Weaver	Dean of Students	101
Mrs. Rita Weaver	Dean of Women	101
Brother Mike Lester	Academic Dean/ Soulwinning Director	717
Brother Tim Christoson	Christian Ministries Director	103
Brother Ben Hobbs	Financial Administrator/ Facilities Director	162
Mrs. Tammy Schellenberg	Registrar	125
Brother Shaun Blakley	Campus Security	170
Brother Peter Mordh	Advancement Office	200
Brother Curt Beeson	Athletic Director	152
Brother Chris Reed	Job Placement	123

## Department Heads

<i>Personnel</i>	<i>Position</i>	<i>Phone Ext.</i>
Dr. Paul Chappell	Pastoral	140
Dr. John Goetsch	Evangelism	181
Dr. Mark Rasmussen	Education	122
Dr. Jerry Goddard	Graduate Studies	723
Dr. Don Sisk	Missions	246
Brother Rick Houk	Bible/ Pastoral	751
Dr. Mike Zachary	Music	734
Brother Mike Lester	Church Ministries	717
Brother Cary Schmidt	Youth Ministries	135
Brother Larry Cox	Student Teaching	174
Mrs. Suza Rasmussen	Secretarial	119

**Note:** When dialing an extension from the dorm, with the exception of 101 or 165, you **must dial 4** and then the extension. Example **4-294**.

## Where to Get Help

<b>Spiritual Counsel and Advice</b>	Executive Vice President, Vice President, Dean of Men, Dean of Women
<b>Academic Counsel</b>	Academic Deans' Office
<b>Financial Counsel</b>	Financial Office, Executive Vice President, Vice President, Dean of Students
<b>Campus Problem (Daytime)</b>	Dean of Students' Office
<b>Campus Problem (After Hours)</b>	Security Center
<b>Class Schedule Change</b>	Academic Dean's Office
<b>Ministry Assignment Change</b>	Christian Ministries Director's Office
<b>Employment Off Campus</b>	Job Placement
<b>Employment On Campus</b>	Work Study Office
<b>Excuse for Illness</b>	Dean of Students Office
<b>Off-Campus/ Dating Passes</b>	Dean of Students Office
<b>Class Cut Forms</b>	Dean of Students Office
<b>Transcript Request</b>	Academic Dean's Office
<b>Scholarship Information</b>	Registrar's Office
<b>Airport Transportation</b>	Job Placement
<b>Lost and Found</b>	Custodial Department
<b>Premarital Counseling</b>	Executive Vice President, Bible/Pastoral Department
<b>Withdrawal from School</b>	Executive Vice President, Vice President, Dean of Students, Dean of Women

<b>Academic Assistance/ Tutoring</b>	Academic Dean's Office
<b>Emergencies</b>	Dean of Students Office, Security Center

## **Statement of Purpose**

West Coast Baptist College was founded out of a deep realization of the need for an institution on the West Coast to prepare men and women for the ministry. We believe that the local church is the institution ordained of God to meet this need.

This institution of training was not formed to compete with any other college, university, or Bible institute; nor did the Lord raise up this institution to be a test of fellowship or a standard of organizational loyalty.

By God's grace and strength, our mission is to fully prepare born again people through academic instruction and practical application in a local church ministry. We seek to send forth God's called servants to impact this generation with the Gospel of Jesus Christ through a thoroughly equipped and culturally sensitive ministry program based on fundamental Bible doctrine. Our desire is to instill within each student an appreciation for our rich, Baptist heritage, a fervent desire to reach the lost, and a pioneering spirit in planting independent, fundamental, Baptist churches throughout the world.

As a Bible college established for the sole purpose of training God's chosen servants for ministry, our goal is to foster within our students a desire to walk closely with their Lord. We expect our students to rise to a higher standard of living because of their desire to be in a leadership position. Therefore, we expect all of our students to live above reproach and in such a manner as would honor and glorify our God. We believe that as future leaders, the students of West Coast Baptist College should demonstrate their dedication and commitment to the Lord by living

consecrated Christian lives. There is no life more fulfilling than that of one who is fully committed and obedient to His Lord.

## **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.

## **Accountability**

It is the individual student's personal responsibility to be familiar with and understand the guidelines of the college as outlined in this Information Handbook. Every student is required to sign the form provided at registration with this handbook 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. For example, a problem in a dorm room should be taken to the room leader. 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. No disrespect for any authority by students will be tolerated.

## **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 I am 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 I am 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 I want to reap what I am 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 my action identify me with wrong doing?

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 I do everything in the name of God?

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.** Am I aware that God is watching me?  
Proverbs 15:3—*“The eyes of the Lord are in every place, beholding the evil and the good.”*
- 12. The Principle of Thanksgiving.** Can I be thankful to God for my 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 this action in any way hinder me 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 my actions or words have an appearance of evil?  
1 Thessalonians 5:22—*“Abstain from all appearance of evil.”*
- 15. The Principle of Worldliness.** Am I 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 I be embarrassed 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 steadfast, 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.”*

## **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, move 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.**

## **A “To-Do List” for Every Day**

**1. Never get over your salvation.**

Psalms 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.”*



## SECTION TWO



# **Spiritual Guidelines and Ministry Policies**

## 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).

## Dormitory Devotions

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

Sunday	Rooms	Individual Devotions	10:15 PM
	Dormitories	Room Leader Meetings	10:15 PM
Monday	Ladies—MA	Group Devotions	9:45 PM
	Men—NA	Group Devotions	10:00 PM
Tuesday	Rooms	Room Leader Devotions	10:30 PM
Wednesday	Rooms	Prayer Partner Devotions	10:30 PM
Thursday	Rooms	Room Leader Devotions	10:30 PM
Friday	Dormitories	Dorm Sup. Devotions	10:30 PM
Saturday	Rooms	Individual Devotions	10:15 PM

## 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 another 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. Approval to change classes will be granted by the church office, ext. 103, on very limited bases.

<b>Sunday School Service</b>	8:00 AM
<b>Morning Services</b>	9:00 & 10:30 AM (Students must attend either service.)
<b>Evening Service</b>	5:30 PM
<b>Wednesday Evening Service</b>	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 during the first two weeks of the semester unless they are counseled by their pastor 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 is required for all students. Students may not arrive late, leave early, or miss chapel for any reason unless they have permission from the Dean's Office.

Students who are ill must call the college and report their sickness (946-2274, ext. 165) prior to their first scheduled class. Dorm students may dial 165 directly from their room phones to call in sick.

Monday	10:30 AM	Soulwinning Group Meetings
	11:00 AM	Chapel
Tuesday–Friday	10:30 AM	Chapel

Occasionally the chapel schedule is adjusted to accommodate special speakers, conferences, or activities. These changes will be announced in advance and may only be missed with permission from the Dean's 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, musical concerts, graduation services, etc. are all required for students at West Coast. Exceptions for employment reasons must be granted by the Dean's Office.

## Prayer Meetings

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

Tuesdays	8:30 PM	Missionary Prayer Band
Fridays	8:00 PM	Revival Prayer Meeting

Men have the opportunity to take part in the men's prayer meetings which are held on Saturdays. This will allow men to have a special opportunity to see the heart of our pastor and then join with hundreds of men in praying for God's power for the Lord's Day.

Saturday	9:00 AM	Men's Prayer
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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 at registration to a soulwinning group which will meet each Monday at 10:30 AM 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 and always with the same gender. Students who are knocking on doors must always secure a map from their soulwinning captains 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 rally is required for all students who live in the dorms. When a student is 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:

Tuesdays	6:30 PM
Thursdays	2:15 PM (College)
Saturdays	8:45 AM (College)
	9:30 AM (Church)

## 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 along with that 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 and call ext. 294 (or 4-294 when using the dorm phone) 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 provided they have a letter from their home pastors requesting they do so. This request must be approved by the Dean of Students' office and is subject to denial at any time during the semester if the student fails to meet his or her 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 Office for possibilities and approval.

## **Christian Service Reports**

At registration, each student will be assigned his or her Christian service ministry, soulwinning group, and Sunday school class. Each student must be involved in a minimum of three hours of ministry each week, of which a part must include soulwinning.

1. Christian Service Reports are due each Monday by 5:00 PM. If you forget and turn the report in late, it is the student's responsibility to notify the Dean's Office so demerits can be reduced. You have until the next Sunday to turn in a late report. If you have called out sick on Monday or have class cuts, you are still required to turn in the report on the day you return by 5:00 PM or it will be counted late.
2. Demerits will be issued for reports not filled out on time or incorrectly.

3. Students who fail to go soulwinning will receive five demerits.
4. Students who are not at their ministry assignments will receive ten demerits.
5. Demerits for going no soulwinning partner, not attending a soulwinning rally or missing church services can be issued.
6. 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.
7. Illness or unexpected employment are the only legitimate reasons for missing soulwinning or a ministry.
8. Students who are ill, leaving for the weekend on a pass, or working unexpectedly during their regularly scheduled ministry must contact their team leaders and call ext. 294 as soon as they know that they will be absent.

## **Dress for Ministry and Christian Service**

Each student should be reminded that they are representing the Lord Jesus Christ, their church, and 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, pants, shoes, tie, sport coat or suit
Ladies	Dresses or dress skirts and tops, proper hosiery, and dress shoes with at least a ridge or a strap in the back

## Chapel

Men	Monday and 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 with at least a ridge or a strap in the back on all days.

## Ministry

Church Services	Same as above for church services unless instructed otherwise by the Dean of Women. (Some ministries such as Children’s clubs may have a uniform.)
Soulwinning	Men: Dress shirt, dress pants, tie, casual shoes (No athletic shoes) Ladies: Dresses or nice casual skirts and tops, 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 to this would be if their pastors request they come together, and doing so is approved by the Dean’s Office. This privilege is reserved for those couples who are engaged and planning to serve together in that church permanently upon graduation.

## SECTION THREE



# Academic Policies

## **Class Attendance**

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. This includes students who miss class for college related reasons such as athletic competition, traveling ensembles, etc.

1. In your student portal, you are able to track your attendance. If you miss more than fifteen (15) percent of a class, you will be automatically dropped from the roster and receive an “F” for the course. The amount missed contains the accumulation of tardies, cuts, and any other absences.
2. If you are anywhere from 1 to 9 minutes late, you will be counted as late; if you are 10 minutes or more late, you will be counted as absent. If you leave class 10 minutes or more early, you will be counted as absent.
3. Certain days during the semester are labeled “no cut days.” Students should check the calendar before planning to miss class on these days.

## **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. There is to be no food, drink, small children, or unauthorized guests in the classroom during teaching sessions or in the Main Auditorium for chapel,

Missionary Prayer Band or any other organized and authorized college activity or meeting.

3. 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.
4. 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.
5. 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.
6. 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.

## **Make-up Quizzes and Tests**

Students who miss class due to illness or class cuts must make up any missed quizzes or tests unless otherwise instructed by the instructor. The following procedure must be followed for doing so:

1. Students have one week to make up the quiz or test missed.
2. Make-up quizzes and tests are given in Revels 101 at the following times:

6:45 AM      Wednesdays and Fridays  
1:00 PM      Tuesdays, Wednesdays and Fridays

3. Students must pick up a make-up test form in the college office, fill it out completely, and indicate the day they will make up the quiz or test. This form must be filled out at least a day in advance of when they plan to make it up.
4. No morning make-up quiz or test will be administered after 7:00 AM and must be completed prior to 7:20 AM. No afternoon make-up quiz or test will be administered after 1:40 PM and must be completed prior to 2:00 PM.
5. Students may not make-up more than three quizzes per day and no more than two tests per day.
6. If a student fails to make up a quiz within a week, he will not be allowed to make it up. The missed quiz will be recorded as a "0."
7. If a student fails to make up a test or exam during the first week, both an academic and financial penalty will be instituted during the second week.
  - a. There will be a 15% deduction from the test score.
  - b. There will be a \$10 fee applied for each late test.
  - c. There will be a \$20 fee applied for each late exam (unless the reason for missing the exam is financial).
8. Should a student not make up a test or exam within two weeks of the date it was given, a 30% deduction will be taken from the test score and financial penalties will stay the same.
9. Should a student fail to make up a test or exam within three weeks, he will not be allowed to make it up. The missed test will be recorded as a "0."

## **Mid-term and Final Exams**

It is the desire of the college that all mid-term and 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. Mid-term examinations are the half-way point of the semester. Therefore, no student may take mid-terms or continue in classes who has not paid a minimum of 40% of his semester financial balance. Students who financially withdraw at the mid-term receive no refunds or credit for their classes.
2. Final examinations may not be taken unless a student's financial balance is at zero. This includes all obligations such as library fines, private music lessons, etc. 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 their balance reaches zero, 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. Time is allowed during the registration week to make up these examinations.
3. A student who misses a final examination for any reason other than financial reasons or extreme sickness will receive 10% off of his or her final exam grade.

## **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 major if they average sixteen credit hours per semester. The Academic Dean and faculty 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 one week to drop or add a course once classes begin.
2. Courses dropped during the first week of classes 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 student's final GPA on his or her transcript.

## **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 his or her 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 will be viewable on the Portal after mid-term and final examinations.
3. A student who questions a subject's grade must petition the instructor for a "grade check." If a mistake was made in compiling the grade, the

instructor will submit the corrected grade to the Academic Dean, and it will be changed on the student's transcript. All grade petitions must be made within four weeks of the issuing of grades. 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 receive an "I" (incomplete) on his or her grade report. Once the financial balance has reached zero, the student may take his or her final and the "I" will be changed to the proper grade on the student's transcript.

## Grading System

- A - Is given in recognition of distinctive and outstanding achievement.
- B - Indicates achievement well above average.
- C - Indicates average achievement and satisfactory meeting of requirements.
- D - Shows 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.
- I - 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.

<i>Grade</i>	<i>Points per hour</i>	<i>Scale</i>
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. An average of 2.0 is required for graduation 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 Academic Dean 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 at graduation with a grade point average of 3.5 or above, who have completed a minimum of 60 hours of course work at WCBC, will graduate with academic honors. 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.

## Classification of Students

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

Freshman	0–32 credit hours completed
Sophomore	33–64 credit hours completed
Junior	65–96 credit hours completed
Senior	97+ credit hours completed
Graduate Student	Has completed a minimum of 128 hours and has obtained a bachelor's degree

## 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 differentiate accurately material 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.

## **Entrance and Exit Exams**

All incoming freshman are required to take an ACT or SAT 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 freshman 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 semester. 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, Communicative Arts building, 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, college café, and coffee shop as well as outdoors if the weather permits.

## **Transcripts**

Student transcripts will only be released to those students who have their financial balances paid in full.

Final transcripts of grades are released only upon written request by the student. An unofficial copy may be obtained for free. Official copies are \$10.00 each.





## SECTION FOUR



# Social Policies

## **Definition of Dating**

Generally speaking, dating or courting is defined as any prolonged visiting between a single male and a single female, prearranged or not. Hence, anytime a single male and a single female are spending time together, they may be said to be dating or courting.

## **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 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.

## **Times for Dating**

1. Dating is not permitted prior to breakfast or after dorm closure for any reason on any day.
2. There is no dating Sunday afternoon between services.

3. 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.
4. 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.)
5. The administration reserves the right to prohibit any couples from dating if their behavior is deemed inappropriate or a detriment to their spiritual growth.

## **Places for Dating**

1. Couples may never be alone at anytime in any place on campus. (This includes designated dating areas such as the Café, Student Life Center, the Oasis, or Computer Lab.)
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 West Coast Café, Student Life Center, the Oasis, and Communicative Arts Building are permissible areas to date as long as others are present.
4. No dating is permitted in the designated study room, Library, Piano Labs, and 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.

## **Off-campus Dating**

1. Off-campus dating, whether in the Antelope Valley or elsewhere, requires a pass from the Dean's Office and an approved chaperone.
2. Men and women students may 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 Dean's 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, they may only go to that house no more than three times a month for no longer than three hours at a time when one or both parents are present with them. A pass must be obtained through the Dean's 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 attending a party, going to the mall, restaurants, someone's home, etc., each student must have an approved pass and approved chaperone from the Dean's Office.
6. No couples may be in a car together at any time unless permission has been granted by the Dean's

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 unless special permission has been granted by the Dean's Office.

7. Men and women, whether dating or not, may request permission to travel **HOME** in the same car for vacation times (Thanksgiving, Christmas, mid-term break, summer) only with permission from both parents and approval by the Dean's 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. These couples must request a pass three days in advance to be reviewed by the administration.
10. A West Coast student must have administrative approval to date a non-student.

## **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 parent's or guardian's 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 the second official date and before the third date, the young man must receive permission from the young lady's parents to continue dating and inform the Dean's Office that such permission has been granted.

All dates are subject to the approval of the Dean's 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 (1 Corinthians 7:1), and temptations intensify as the relationship continues and 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.

## **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 and/or 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 coming 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 during their college training without permission from their parents, home pastor, and the administration.
3. Students are not permitted to marry during the school year without prior permission from the administration. Any student who is married during the school year without prior permission of the administration will be dismissed from the college immediately. A student planning to attend any regular fall or spring semester who plans to marry

prior to the beginning of that semester must notify the administration of his intent prior to enrollment.

4. Students who become engaged are encouraged to receive some kind of pre-marital 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. Hollister and Abercrombie and Fitch clothing are not allowed at WCBC.

**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 his life. 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 and room leaders have been encouraged to help the Dean's Office with the supervision of our guidelines and policies. Therefore, if any of these people approaches a student and speaks to him or

her about his or her attire, the student should show proper respect and compliance. If there is a question about the matter, it should be taken up with the Dean's Office after the change has been made.

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

## **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 men 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, noon meals, and to chapel on Monday and 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 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. Socks are to be worn with footwear at all times.
6. 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.

7. Hats are not to be worn in any building except at athletic events.
8. Attire which would identify one with worldly subcultures is not permitted.
9. Full dress is required outside of the dormitories.
10. Gym shorts and a T-shirt are minimum requirements in the dormitory when outside of your room. (Robes may also be worn outside of the rooms.)
11. Neat slacks, Dockers, khakis, sport shirts with a collar, and sport shoes may be worn for casual times and afternoon and evening hours on campus.
12. Jeans, sweat pants, wind pants, fatigues, paint pants, etc. are considered athletic or work attire and may only be worn during those 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.
13. 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.
14. 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.
15. Sideburns may not extend below the bottom of the ear opening or above the top of the ear.
16. Men must be clean-shaven at all times.

17. No new mustaches may be grown during any semester. Undergraduate and single male students must have any mustache approved by the Dean of Students upon enrollment. No beards are permitted.
18. Tattoos, body piercing, and body branding are not permitted.
19. Jewelry (necklaces, earrings, bracelets, etc.) is not permitted. (ID and medical alert bracelets may be worn.)

### **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 no later than 7:15 AM 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

### **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 a “code term” for the type of attire that is to be worn. The “code terms” 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:** (Intramurals; 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 others.)
3. T-shirts, sweat shirts, etc. No sleeveless or tank tops may be worn.
4. Athletic shoes and socks.
5. Team uniforms may be worn as approved by the Dean's Office.

**Nice Casual Attire:** (Afternoons; evenings; weekends when not in ministry; college activities and retreats; men's meetings; occasionally for special chapels and outreach)

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)

**Class Attire:** (Monday through Friday from breakfast until after lunch; soulwinning; certain college activities and chapels; chapel on Monday and Tuesday and training clinics)

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, canvas, sandals, docker style shoes, slides, hiking/work boots may not be worn for class/church.)
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.

## 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—don't assume that it is.

1. All clothing must be conservative and modest in nature at all times.
2. Clothing should be worn in the way that it was intended and be clean, pressed, and in good repair.
3. Clothing with worldly subcultures, pictures, or writing is not permitted.

4. Proper underclothing must be worn at all times.
5. All dresses, skirts, and culottes must touch the floor when in a kneeling position and **cover** the top of the knee when sitting.
6. 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. Slits should be sewn not pinned.
7. Necklines may be no lower than two inches below the hollow of the neck.
8. Blouses or dresses with low cut backs are not permitted.
9. Sleeveless outfits are not permitted.
10. Skirts must fit at the waistline—not below. The waistline is the narrowest measurement between shoulders and hips.
11. Tops must be long enough to cover skin at all times—no matter what the activity.
12. No clothing should be form-fitting.
13. Clothing of sheer or revealing material is never permitted.
14. Formals for banquets must be individually approved by the Dean of Women or a representative of her office.
15. Loud or faddish clothing is not permitted.
16. Dress shoes with at least a ridge or a strap on the back must be worn during classes, noon meals, and church services. Casual shoes, sandals, slides, etc. are considered nice casual attire. Crocs, flip flops, or any shoe similar in style, are for dormitory wear only.
17. Proper hosiery is to be worn to all church services and Christian service assignments. If knee-highs are worn, tops are not to be visible when sitting or walking.
18. Ladies must be fully dressed when outside of their rooms in the dormitories. No attire should be worn in the lobbies of the dormitories that is not permitted outside of the dormitory (this includes robes).
19. Sleeping attire may not be worn in the dormitories between the hours of 9:00 AM and 7:00 PM.

20. Culottes are to be modest, full, and feminine (at least four inches in fullness) and are only allowed for work, athletics, and occasional college activities.
21. Jeans, slacks, sweat pants, spandex, and shorts (casual, basketball shorts, etc.) are not permitted.
22. When special permission is given by the administration for denim to be worn for some special event, it must not have a dirty, frayed, worn, or faded look.
23. Athletic and work clothing may be worn to and from the dormitory to cars and/or the athletic event. Attire must be changed immediately after work or when the athletic competition or activity is completed.
24. Ladies' hair should be cut in a feminine style and should be a natural color. (No extreme or faddish cuts or colors are permitted.)
25. Leather jewelry is not permitted.
26. Body piercing and permanent or temporary tattooing are not permitted.
27. Earrings are limited to no more than two earrings in the lower lobe of each ear.
28. Toe rings and ankle bracelets are not permitted.
29. Nail polish should be conservative in nature. Greens, blues, oranges, blacks and other unusual or faddish colors should be avoided.

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 "code term" for the type of attire that is to be worn. The "code terms" listed below will help female students understand what is required:

**Work Attire:** (Employment when called for)

1. Modest and loose fitting culottes or skirts. (No pants of any kind are allowed.)
2. Loose fitting tops, blouses, sweatshirts, or T-shirts.
3. Casual or athletic shoes.

4. Uniforms that meet the above requirements may also be worn as supplied by the employee.

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

1. Modest and loose fitting culottes. (No shorts, pants, sweats, or spandex are permitted.)
2. Loose fitting T-shirts, sweat shirts, or tops. (All tops must be long enough to cover all skin regardless of the activity.) No sleeveless tops are permitted.
3. Athletic shoes and socks.
4. Team uniforms may be worn if approved by the Dean of Women.

**Nice Casual Attire:** (Afternoons; evenings; weekends; soulwinning; college activities and retreats; occasionally for special chapels and outreach)

1. Dresses or skirts. **No denim allowed.** Denim on girls is not to be worn to events unless the administration makes an exception for a particular event and it is announced in chapel to the students.
2. Nice tops, sweaters, or blouses. Nice sweatshirts are also permitted during colder weather.
3. Casual shoes, sandals, or slides. (Athletic shoes are not permitted.)
4. Hosiery is not required unless specifically stated.

**Class Attire:** (Monday through Friday for all classes; breakfast and lunch; certain college activities; chapels; ladies' functions and training clinics)

1. Nice dresses or skirts.
2. Nice blouses, tops, or sweaters. (Blue jean jackets and sweatshirts are not permitted for class.)
3. Dress shoes with at least a ridge or a strap in the back.

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

1. Nice dresses or skirts.
2. Nice blouses, tops, or sweaters. (Blue jean jackets and sweatshirts are not permitted for church services.)
3. Dress shoes with at least a ridge or a strap in the back.
4. Proper hosiery.
5. Church dress, though similar in policy, 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.

## Music Policies

West Coast Baptist College desires that all students learn to appreciate good music. Many opportunities are afforded the student to be involved in the music programs of the church and college ministries. Because we are admonished to *“love not the world, neither the things that are in the world”* (1 John 2:15), students are expected to refrain from singing, playing, possessing, purchasing, or listening to jazz, rock, folk rock, alternative rock, gospel rock, country western, rap, and other similar kinds of contemporary music.

1. All music in the possession of our students, whether in their dorms, on their computers, or in their automobiles, is subject to inspection at any time by our administration, music faculty or dormitory supervisors.
2. Students listening to music, preaching or other recordings on any device may not use headphones or ear buds to do so.
3. Unapproved recordings (including, but not limited to CDs, tapes, MP3s, or music on hard drives) or sheet music are not permitted in the dorms or in

automobiles and are subject to severe penalty and confiscation.

4. Any music listened to on the radio must meet the same minimum guidelines of the college.

### **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 (Ephesians 6:1-2, Romans 13:1-4, Hebrews 13:17).
3. Christians should consider their testimony to others, not just their personal pleasure, when selecting music (Romans 14:16, I 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. Sometimes, this can be done simply by examining the cover (Hebrews 5:14).
6. Christians should listen to music that is acceptable to the Lord (Ephesians 5:8-10), being careful not to grieve the Holy Spirit (Ephesians 4:30).

## **Entertainment Policies (Movies, IMAX, Videos, Cell Phone and 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). The only way something can enter our hearts is through the eye and ear gates. 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.

This is an industry that is constantly changing with technology and 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 or off campus) is permitted to attend the movie theater or IMAX at any time. Students who attend a movie theater or IMAX on a weekend at home, or on a vacation are subject to the same penalties as when on campus.
2. Movies whether on television or video are not to be watched at any time by any student with a rating of PG, PG-13, R, or MA.
3. Any materials borrowed or purchased from the public library, bookstores, or someone's home must meet all guidelines outlined in this section. If a form of media is in your possession, you will be held responsible for that material meeting WCBC standards.
4. The administration reserves the right to check students' cell phones, computers, or other mechanisms at any time.
5. DVDs and video movies are not permitted at any time in the dormitories.
6. Computer games with face cards, 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 Dean's Office so that a trace can be put on the material and be 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 electrical 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. All television viewing, videos, and music must be within parameters of godly Christian character and conduct. When dorm students are visiting off campus, they may not view videos or television without Dean's Office approval (the exceptions are news, sports, and documentaries). Dorm students and off-campus students are expected to adhere to all college handbook guidelines in the area of entertainment.
11. No subscription to magazines, periodicals, or catalogs may be sent to the college address unless published by like-minded ministries.
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 put 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, exercise clubs, tanning salons, massage therapy, and video stores are prohibited.

## SECTION FIVE



# Dormitory Policies

## General Information

Dorm life can be a great experience and provides 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.

Each dormitory has at least one dorm supervisor who is accountable to the Dean's 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 should remain closed when not in use.

## Dormitory Schedule

<b>5:00 AM</b>	Earliest time for lights to be turned on (consideration should be given to all in the room).
<b>8:00 AM (Monday–Sunday)</b>	Rooms ready for inspection <b>READY—Every day—All day</b>
<b>10:00 PM (Sat., Sun., Mon.)</b>	Dorms Close
<b>10:15 PM (Tues.–Friday)</b>	Dorms Close
<b>11:00 PM (All Days)</b>	Lights Out

\*Seniors and graduate students, working over 20 hours a week, are allowed one extra hour of late lights Sunday through Thursday only and must study in the lobby or group areas.

Men working full time may request permission from the Job Placement Office to study in the Revels Study Hall Monday through Thursday from 10:00 PM to midnight.

\*The hours of 11:00 PM until 7:00 AM should be respected and treated as quiet hours.

\*The evening hours between 7:00 and 10:00 on Monday, Tuesday, and Thursday should be treated as study hours and general quiet should be observed.

## 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, desk and dresser tops organized neatly.
2. Items are not to be hung on bed posts, 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.

Each room is furnished with bunk beds, mattresses, desks, 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. No student may leave for a vacation or semester break until their rooms have passed final inspection by the Dean's 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 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 decorating must be in accordance to 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 Dean's Office for health reasons. (A fee is charged to those students needing such appliances.)

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 in the windows or from fire sprinklers.
7. Ironing must be done on appropriate equipment or in the laundry area.
8. Any damage done to the dorm room by the student (i.e., hair dye stains on carpet) must be paid for by the student who caused the damage.
9. Bicycles, tools, animals and pets (including birds, fish, turtles, hamsters, frogs, mice, cats, dogs, etc.) are not allowed in the dormitory rooms.
10. Televisions, headphones, ear buds, and DVD players are not permitted.
11. The administration reserves the right to search dormitory rooms at any time for any reason.
12. Curtains are not permitted to be hung on the windows. Nothing should be covering the windows. Window blinds are provided in every dorm room.

## **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 to 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 person 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 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 AM.
10. No visitors are allowed in the dormitory without the Dean's Office permission. Students who wish to have a family member, friend, or perspective student visit or

stay in their dormitory, must check with the Dean's Office first and receive permission.

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 Dean's 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 paint ball 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, air soft guns, paint ball guns, and knives are not permitted in the dormitory. These items should be turned in to the Dean's 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. Any tampering with fire alarms, smoke detectors, fire extinguishers, etc., will be considered a severe offense and dealt with properly. Any problems with this equipment should be reported to the dorm supervisor immediately.
18. 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.

19. Lead-acid batteries, fuel containers, and fuel burning engines are not to be brought into the dormitory at any time for any reason.
20. Open flames are not allowed in the dormitories.
21. Electric space heaters, halogen lamps, and other portable heat sources are prohibited.
22. No deliveries are to be made to the dormitories.
23. In health emergencies the dorm supervisor should be notified immediately. Severely injured persons should not be moved. At the discretion of the dorm supervisor, 9-1-1 should be called.
24. 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.

## 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 the dorm 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. Telephone calls are to be limited to fifteen minutes when someone else is waiting to use the phone and thirty minutes otherwise.

3. Dorm Supervisors may ask a student to get off of the phone (including cell phones) at any time.
4. Misuse of phones will result in demerits and suspension of telephone privileges. The student's cell phone may be requested and kept for a minimum of one week if the student is texting or on their phone during class, chapel, or church.
5. Cell phones may not be used between the start of dorm devotions in the evenings and 5:00 AM in the mornings without special permission from the dorm supervisor. This includes but not limited to: texting, talking, internet searching, etc.

## 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 student's account.
4. If no one claims responsibility for the damages, the cost will be divided among those in the room where the damage occurred.
5. Students should not attempt to fix damages themselves.

## 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 at 11:00 each night. There is to be no talking and no playing of iPods, cell phones, radios, CD players, computers, or tape recorders between 11:00 PM AND 7:00 AM. Students who rise before 7:00 should respect the sleep needs of others.
3. Ladies who work off campus must return to campus by curfew. Special permission for a later arrival may be granted by the Dean's 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.
5. All students coming back to campus after the dormitories close must report to the security center for entry into the dorms. Only one student will be allowed to provide transportation for an employed student from work back to campus.

## **Passes**

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

1. Dating.
2. Any overnight stay.
3. When traveling out of the Antelope Valley for any reason. If students go anywhere out of the Antelope Valley, the parents must give permission for this through the Dean's Office.
4. When going home for the weekend.
5. When going alone to an appointment.

There are no "group passes." Others in the group must be listed on each pass, but every student must have his own

pass signed and a copy posted by the sign out sheets in the dormitory while he or she is gone from campus.

Every student working off-campus, must have a work pass filed in the Dean's Office and posted in his or her dormitory room.

### **Proper Procedures for Filling Out Passes:**

1. Pick up the proper pass from the Dean's Office.
2. Fill out the pass completely and accurately, listing times, days, dates, chaperones, and names of others going with you.
3. Turn the pass into the Dean's Office at least thirty-six hours before it is needed for approval. Never hand a pass to a dean personally and expect him or her to sign it on the spot.
4. If the deans are not available, someone will be designated by them to sign passes in their absence. Do not ask administration or faculty members to sign your pass. Students should never state that they have "verbal" permission from someone to leave campus. A signed pass from the Dean's 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 signed and make plans until that pass has been approved with a proper signature.
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. Five demerits will be assessed for not picking up signed passes from the Dean's Office and posting them in the dorm room.

## 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 into 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 after curfew, at practice, or intramurals they should sign out in their dorm room.

## 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 vacation times (Thanksgiving, Christmas, mid-term break, summer) only with permission from both parents and approval by the Dean's 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 Dean's Office at least thirty-six 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 present the Dean with a letter of invitation or phone call from the host person requesting their visit.
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 signed.
  5. You may request a pass to stay over night in the area only when it is with an immediate family member. Permission to stay off campus over night locally with non-family member will only be granted with special permission from the administration.
  6. Students of the opposite gender may not stay at the same house off campus. This includes weekends, Thanksgiving, Christmas, spring and summer break.
  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. Married and off-campus students are advised to let the Dean's Office know in advance of any travel of more than fifty miles from campus in case of an emergency.
  9. Dorm students wishing to leave the Antelope Valley must obtain permission from the Dean's Office thirty-six hours before departure and have a signed pass. Any student wishing to go to the ocean or beach must have a signed pass.
  10. When requested, engaged couples may receive permission to work in an extension ministry off campus, provided there is a proper chaperone and letter from the host pastor asking them to do so.

11. Ladies must never leave campus alone. They must always be with at least one other female student or staff and must always sign out.
12. 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.
13. During the fall semester, students may obtain passes to leave for two weekends of their choosing (other than closed weekends) and Thanksgiving break. In the spring semester, students may leave for two weekends of their choosing (other than closed weekends) and Spring vacation. Students must always be sure to let their ministry leader know that they will be gone during a scheduled ministry time.
14. Men and women students may visit each other's homes out of town **only** if parental permission has been given in writing or by a personal phone call or email to the Dean's 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. Parents of couples assume full responsibility for the time that the couple is visiting their home.
15. Any time a student receives permission from the Dean's 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.**

SECTION SIX



# 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 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. Any faculty or staff member is 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 Dean's Office tabulates these demerits on the student's record.

Students have the right to appeal the demerits given them through the Dean's Office. 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 Disciplinary Committee.

Students and parents 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. Anything that a student would bring to West Coast that would break a rule of our college may be destroyed by our administration.

1. Absence from church services or chapel . . . . . 15
2. Unapproved absence from Christian service assignment . . 10
3. Curfew violation . . . . . 5-10
4. Dress code violation . . . . . 5-15
5. Employment violation. . . . . 10-20
6. Entertainment violation. . . . . 15
7. Lights out violation. . . . . 5
8. Failure to do dorm room duties . . . . . 3-6
9. Misbehavior in class . . . . . 5-10
10. Failure to respond to a call slip. . . . . 5
11. Failed hair check . . . . . 5-25
12. Horseplay . . . . . 5-15
13. Tardiness to class or chapel. . . . . 2
14. Failure to sign in or out of dormitory. . . . . 5

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15. Not going soulwinning . . . . . 5
  16. Dating infractions . . . . . 10–25  
(Loss of dating privileges or expulsion possible)
  17. Traffic violation or misuse of automobile . . . . . 10  
(Loss of driving privileges and fines possible)
  18. Telephone violation . . . . . 5
  19. Insubordination to authority. . . . . 10–20  
(Expulsion possible)
  20. Guns, weapons, fireworks, etc. in the dorm . . . . . 25  
(Confiscation and possible expulsion)
  21. Removing college property (library books, supplies, etc.) 10–20
  22. Littering . . . . . 5
  23. Stealing. . . . . 15–50  
(Possible expulsion)
  24. Music infractions . . . . . 10–20
  25. Out of bounds areas . . . . . 10–25  
(Any area not normally frequented by college students  
including roofs, storage areas, kitchen, faculty offices, etc.  
Also including non-dating areas)
  26. Failure to turn in a proper pass . . . . . 5–25
  27. Tampering w/ fire alarms, extinguishers,  
and smoke detectors. . . . . 10–25  
(Plus payment for damages to equipment)
  28. Unauthorized use or search of someone else's property . 5–25
  29. Use of campus equipment without permission . . . . . 5–25
  30. Cheating . . . . . 10–25  
(Possible loss of credit and/or expulsion)
  31. Personal life and testimony issues . . . . . 25–100  
(These would include but not limited to drinking, attending  
the movie theater, 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.)

## Accumulation of Demerits

The Dean's 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 or parents 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.

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

- Campused for 14 days
  - Suspension from athletic competition or observation
  - Suspension from intramural 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 Dean's Office of accumulation
  - Parents are notified by the Dean's Office of accumulation
  - Home pastor is notified by the Dean's Office of accumulation
  - Subject to suspension indefinitely or expulsion
  - If allowed to stay—campused indefinitely
  - No athletic or intramural privileges
  - No automobile privileges
  - No recreational privileges
  - No dating privileges
  - Students may be allowed to finish the current semester but be suspended for the following semester

Students under a level one, two, or three campusing 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 campusing restrictions will automatically move up to the next level of campusing and/or be subject to expulsion.

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

Excessive demerits accumulated at the end of any semester are subject to being added to the following semester and "Campusing" may result for the beginning of the next 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.

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 pastors' approval and approval from the administration.

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

## SECTION SEVEN



# Off-Campus Student Policies

## General Information

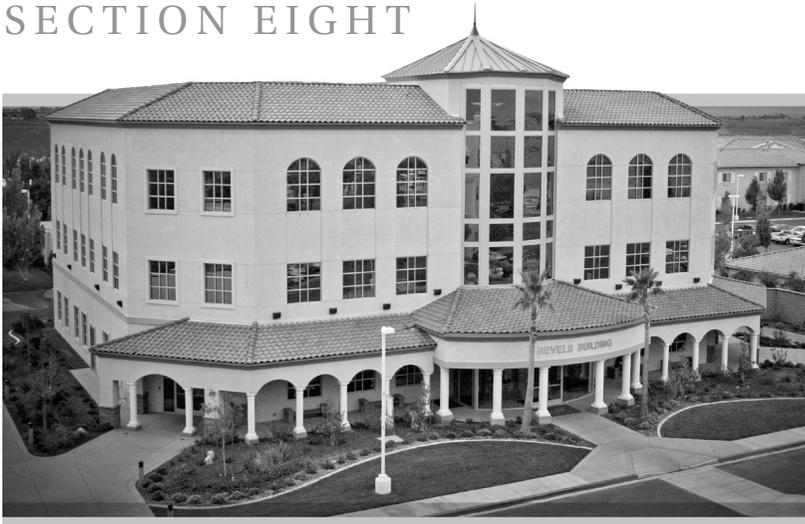
1. Only married students, students twenty-five or older, or single students living with their parents or close family members are permitted to live off campus.
2. All rules, regulations, and policies found in this handbook apply to off-campus students with the exception of dormitory and dining hall policies.
3. 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.
4. Off-campus students should pay particular attention to policies regarding automobiles, dress, dating, and disciplinary information as these policies are exactly the same for on-campus students.
5. 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.
6. Spouses of married students are expected to abide by all rules of the college.
7. 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 in such cases.
8. 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 Dean of Students Office.

9. Off-campus students have access to the library, study room, computer and piano labs, Student Life Center, weight rooms, and cafés during regularly scheduled hours.
10. Off-campus and married students are eligible to participate in athletic competition, intramurals, dramas, singing groups, choirs, etc. and are encouraged to do so as long as all other requirements are met.
11. Commuting students are expected to be faithful to their local church services and ministry responsibilities including a weekly soulwinning time.
12. 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.
13. 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.



SECTION EIGHT



# Financial Policies

## **General Information**

West Coast Baptist College strives to keep the cost of tuition, room and board, and student fees as minimal as possible without compromising the high academic standards, quality accommodations, food, and college programs. This has been done so that students who are serious about the ministry can receive their training at an affordable price and not incur great debt in the process. Faithful support from local churches, businesses, and individuals who desire to invest in Christian education allows us to maintain this policy.

Financial procedures in the college are based on the biblical principle of responsible stewardship. Recognizing that all we have comes from God and should be managed properly and carefully, all students are encouraged to learn and practice financial responsibility (1 Corinthians 4:7). Life patterns are learned through hard work, answered prayer, and God's promises to meet our needs (Philippians 4:6, 19).

## **Calculation of Financial Responsibility**

Students are not permitted to begin classes until financial registration is completed. A total balance of all fees, tuition, and room and board for the semester will be calculated by the Financial Office. For an explanation of current fees, tuition, and room and board charges, students and parents should consult a current catalog or call the Financial Office for information. Books for classes are purchased separately through the college bookstore.

## **Payment Procedure**

1. The expenses of room, board, tuition, and fees must be paid for by the end of the semester.

2. A student should not plan to enroll who does not have a minimum of 20% of the total balance at the time of financial registration.
3. Prior to mid-term examinations, a minimum of 40% of the total balance must be paid, or the student may be asked to withdraw and no credit for classes will be given.
4. Prior to final examinations, all student balances must be paid in full. Students unable to take finals due to financial balances must remain on campus and attend all functions. As soon as the balance is paid off, the student may take his or her exams within a week's time after receiving his or her finals card. Students may re-enroll for the following semester only if the previous balance has been paid off and exams have been taken no later than registration week of the new semester.
5. For full-time, non-scholarship recipient students able to pay their bill in full at registration, a \$100.00 credit will be applied to their tuition charges for the semester. Full-time students who receive a scholarship will receive a \$50.00 credit for paying their bill in full at registration. This discount is available for both fall and spring semesters.
6. Semester balances can be divided into five equal parts, with 20% due at registration and the remaining 80% divided into four equal payments throughout the semester.
7. For each installment that is past due, a late fee of \$20 will be charged.
8. A \$35.00 fee will be charged for any check returned by the bank.

9. Student accounts may be paid by cash, check, money order, Visa, Master Card, American Express, or Discover. An authorization form is available for students to have charges placed on their credit cards in the Financial Office. Credit card payments may also be made online at [wcbc.edu](http://wcbc.edu) or the student portal at [portal.wcbc.edu](http://portal.wcbc.edu).
10. Students are encouraged to make payments in U.S. funds.
11. The Financial Office is open Monday through Friday from 8:00 AM to 4:30 PM. Appointments may also be made with Financial Office personnel during those hours to discuss a student's account.
12. Scholarship and work study funds will be applied directly to the student's account.
13. Students and/or parents should notify the Financial Office or Administration as soon as any anticipated problems arise with respect to paying the school bill in a timely fashion.
14. For students who are expelled or withdraw from college, please refer to the Student Enrollment Agreement regarding withdrawal policies.
15. Books are purchased through the college bookstore and are not included in the financial balances from the Financial Office.
16. Students staying on campus for an interim or over vacations are charged a weekly rate for room and board.

## **Financial Aid**

Students must apply for all financial aid programs in writing. Students may also apply for the Work Study Program online at [wcbc.edu](http://wcbc.edu) or the student portal at [portal.wcbc.edu](http://portal.wcbc.edu). Notification of a scholarship award will be given prior to registration. A 2.5 grade point average must be maintained to retain any scholarship. A student is not eligible for more than one scholarship in any given semester. Students must complete the semester to earn the scholarship. Withdrawals prior to the end of the semester will result in the loss of the scholarship. Students enrolled in the Online Learning and Master's Program are not eligible for discounts or scholarships.

### **Christian Worker Scholarship**

1. This undergraduate scholarship is awarded to single and dependent students between the ages of 17 and 23 for young men and between the ages of 17 and 25 for young ladies.
2. Qualification is based on both the student's head-of-household being in full-time, Christian ministry, and that family's primary source of income coming from ministry employment.
3. This scholarship is pro-rated on the basis of need and has a maximum benefit of \$1,000 off a normal (12–18 credit) load for each semester of the undergraduate program for up to four years.
4. Students must be full-time, dormitory students, and this scholarship does not apply to audited, online, or interim courses.
5. Eligibility will be validated each new semester.

## **Patriot's Scholarship**

1. This undergraduate scholarship may be awarded to full-time students who have been honorably discharged from United States military service.
2. A certificate of release or discharge from active duty (form DD214) must be presented by the applicant.
3. A discount of up to \$1,000 is applied toward the tuition cost for a normal 12–18 credit hour load for each semester of the undergraduate program for up to four years.
4. Spouses of full-time students who qualify for this scholarship are entitled to one free class per semester; however, all fees will apply.

## **Academic Scholarship**

1. This undergraduate scholarship is awarded to freshman students who are single and attending school full time.
2. To be eligible, a student must earn a minimum ACT composite score of 25 or a minimum composite SAT score of 1140. (The SAT composite is the total of the Math score and the highest of the Critical Reading and the Writing scores.) It may also be awarded to students who were Valedictorian or Salutatorian of their classes provided there were at least six students in the graduating class.
3. For those who qualify, a discount of \$500 off the tuition cost for a normal (12–18 credit) load will be given for each semester of the first two semesters of the student's freshman year.
4. This scholarship is not available to transfer students.

## **Music Scholarship**

1. This undergraduate scholarship is awarded to freshman students who are single and attending school full time with a declared music major.
2. A recommendation is required from the applicant's high school music teacher or private music instructor.
3. For those who qualify, a discount of up to \$500 off the tuition cost for a normal (12–18 credit) load will be given for each semester of the first two semesters of the student's freshman year.
4. This scholarship is not available to transfer students.

## **Married Student's Benefits**

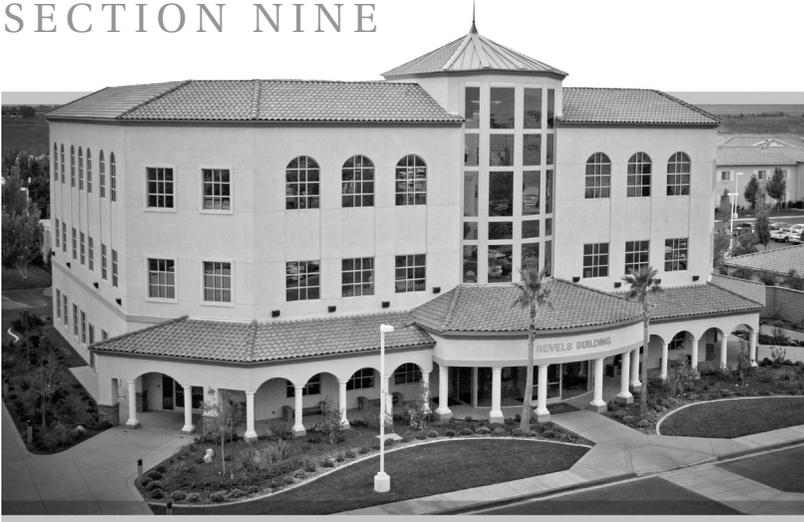
1. Spouses of full-time students will receive four credit hours free per semester; however, all fees apply.
2. If a spouse is receiving one of the scholarships listed above, the other must pay full tuition.
3. Married, head-of-household, undergraduate, full-time students may enroll their children in Lancaster Baptist School at a discounted tuition cost.

## **Work Study Program**

1. This program is available to full-time dormitory students at 5 to 20 hour-per-week levels.
2. The participant's net pay is applied to his or her account as earned.
3. Participants are paid employees of the ministry. Each job is to be viewed as service to the Lord. A Work Study employee's work performance must be satisfactory to continue in this program.

4. Complete details for this program may be found in the Work Study Program Handbook. Handbooks are available in the Finance Office.

## SECTION NINE



# 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 Dean's Office. Failure to comply to this policy will result in demerits and/or loss of privileges.

Transportation to and from away games must be approved by the Dean's Office and is subject to all normal rules for the use of automobiles.

## **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 campusing 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 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.) On Sundays, all vehicles must be moved off of the hard surface parking areas and placed on the gravel lots during services.
6. Vehicles of off-campus students should not be parked up against any building as these places 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 the Dean's Office. This should be requested only in emergency situations when there is no other possible solution to the transportation need.
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.

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 Transportation Department.) Cars may be washed on the parking lots where water is available.
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.
16. Students are encouraged not to leave their vehicle on college property during the summer break. In

circumstances where this is necessary, students must register their vehicle with the college office for the summer. 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 Boards**

The college maintains several bulletin boards on campus for the purpose of display and information. Students are expected to refrain from altering, removing, or defacing items on the bulletin boards.

The primary information bulletin board is located in the post office. Announcements about upcoming events, intramural schedules, etc. are posted there and should be checked daily as students pick up their mail.

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, tapes, or books on campus without permission from the Dean's Office.

## **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 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.

Dormitory rooms are equipped with phones that have voice mail capability. Students may request voicemail at the start of each semester in the Dean of Students office. Students should get in the habit of checking their voice mails each time they return to their rooms after being gone for an extended period of time. Students should also 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 their 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 taken up with the Dean’s Office after the student has complied with the security officer.

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 at the entrance on 40<sup>th</sup> 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 he calls "home" for his or her college training. Many unsaved people come on our campus daily, as well as on the weekends to our services, 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, North Auditorium, Administration Building, 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 or riding scooters on campus is not permitted.
4. No loitering in the Main Auditorium or North Auditorium is permitted before and after church services.
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, North Auditorium, Library, Communicative Arts Building, Computer Lab, or Piano Lab at any time.

## 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.

## Classrooms

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 should be straight, dry erase boards clean, windows closed, lights turned off, etc.)
4. Students wishing to reserve a room for an activity, may make that request through the Dean of Students Office. Requests should be submitted in writing at least one week in advance.

## Cellular Phones

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

1. Cell phones may not be used from 10:30 in the evening 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, 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 in the off position. Any student whose cell phone rings during a class or service is subject to demerits. Students should limit calls between classes to those of emergency nature. No student should enter any building for class or chapel while using his or her cell phone.
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 computer games.
5. Administration and Dorm Supervisors and Assistants reserve the right to confiscate any student's cell phone at anytime for any reason.

## Computers

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

1. Any photographs 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 summer, Thanksgiving, winter, and spring vacations. This includes engagement pictures. (Philippians 2:12)

2. Students are not permitted to have any games, music, or other information on their computers that have face cards, 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. DVD drives may not be used for 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.  
**No laptop computers are permitted in chapel or church services.**

## Computer Labs

1. No computer or monitor should be removed at any time.
2. A student who misuses the computer equipment, resulting in breakage will have the cost of the equipment added to his 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. Any equipment misuse or disregard of direction given by computer lab work study, 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 on pages 109 and 110 of this handbook.
9. Any objectionable material that is emailed to a student should be copied and taken immediately to the Dean's 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.

## **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 jokes, unkind remarks, and gossip are not permitted on our campus at any time or for any reason. 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.

## **Dining Hall Regulations**

The Student Life Center at West Coast Baptist College may be the most used building in fundamentalism. 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.
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.
4. Students whose employment schedules require them to miss a meal may receive a box lunch in place of their noon or evening meals. Students may request a to-go box if: they have a roommate/friend who called out sick or they have to leave for work and need to eat on the way or will miss 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 he has 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. (A thank-you is always appropriate, and smiles don't hurt either.)
11. Cutting in line is not permitted without permission from the food service director.
12. Students may not linger in the dining area for longer than fifteen minutes after the meal line closes.
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. Students must wear class dress attire until after they have finished eating the noon meal unless they sit at the workers' table which is designated for those purposes. Students may pick up box lunches in work attire. Evening meals require nice casual dress attire.

## 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, and these jobs are based on a “first-come—first-served” basis.

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 during the semester for employment.

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 job placement director 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.

1. Job Placement Office must approve all places of employment. No student is allowed to serve alcohol, work in a video outlet, or work at any establishment or fitness club that is contrary to Christian principles and ethics.
2. 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. Jobs of this nature involving non-church members must also be approved by the Administration.
3. Each student must fill out a work schedule and turn it in to the Job Placement Office as soon as employment is secured. Any change of employment or hours must be reported immediately.
4. 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.

5. Dorm students must have their transportation to their jobs approved by the Dean's Office if special transportation needs exist. One man and one lady, whether dating or not, may not ride together to work.
6. Students must sign out when they leave campus for employment purposes.
7. Students should never miss work except for illness. (If a student calls in sick to class, they are not allowed to go to work that day.)
8. Ladies may not arrive back to campus from employment later than curfew without special permission from the Dean's Office.
9. Dress for employment must comply with college dress standards.
10. Dating is not allowed while at work.
11. Students may not miss classes or chapel for employment reasons. One excused absence will be granted for interview or job training purposes only. Emergencies will be considered individually by the Dean's Office upon request. Any student who has a conflict between classes/chapel with their work schedules 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 those classes and demerits for missed chapels.
12. In very limited cases when permission is granted by the administration to miss chapel for on-going, full time employment reasons, the student will be required to obtain and listen to a copy of the chapel message for the dates he misses. Permission must be obtained by the Job Placement Director before chapel is missed for ongoing employment. Notes on the chapel message should be emailed to the Job

Placement Director within five days of the student's absence. Students will receive 5 demerits for "missing chapel" if they fail to listen to the chapel message and submit notes within five days of their absence.

13. 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.
14. Every student 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.
15. Any problems with personnel at a place of employment should be reported immediately to the Dean of Students or Dean of Women.
16. Before a student may change or terminate employment, he or she must make an appointment with a member of the administration and state the reasons for wanting to change jobs. The administration will give counsel and direction as needed in these cases.
17. Students desiring to leave their current job (for any reason, including vacations and summer break) must notify the Job placement office before they quit. Upon approval, the student must give a minimum of two weeks' notice. All jobs should be left properly. Failure to do so will result in demerits or possible expulsion.
18. 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.
19. 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. Roller blades are allowed in designated areas as well.

Two separate fitness centers are available for male and female students between 5:00 AM and evening curfew. Each room is equipped with strength equipment and cardiovascular machines. Student ID cards are used to electronically “sign in.” No student may be alone in a fitness center at any time.

Students are encouraged to play intramural sports regardless of their athletic abilities. Mixed volleyball, men’s and women’s basketball, men’s and women’s soccer, and men’s football are available.

No student may join or visit a health club, 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 and games using face cards 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. All exceptions must be made well in advance and must have special permission from the Dean's Office.

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

## **Illness**

1. Dorm students who are ill on a class day or during the weekend must report the illness by calling Mrs. Weaver's extension (ext. 165) prior to their first class, ministry, or church service. Off-campus students will call the college number (946-2274) and ask for

- ext. 165. Failure to do so will result in a class cut. This includes both on and off-campus students.
2. Students who call in 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 dorm rooms.
  3. Students who are ill on Saturday or Sunday should call ext. 294 (or 4-294 when using the dorm phone) and call their ministry team leaders or send word through another student and let them know 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 Dean's Office and medical attention should be sought immediately.
  6. Students who need emergency care after curfew may have another student drive them to the hospital with a dorm supervisor's approval. Both students must sign out and report their departure to the Security Guard before leaving campus.
  7. Doctor, dentist, and chiropractor appointments should be made on the student's free time so as not to interfere with classes, employment, or ministry.
  8. No student may visit another student at the hospital without a pass from the Dean's Office. Permission to visit members of the opposite gender will only be granted 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 compliment 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.

1. No food or drink is allowed in the library at any time.
2. No dating is permitted in the library building.
3. All books and resource material must be properly checked out through the librarian and returned at the agreed time. Fines will be given for late returns and students may not take final exams without these fines being fully paid.
4. Defacing or destroying library materials will result in demerits, loss of privileges, payment for damages, and possible expulsion.
5. West Coast Baptist College does not endorse every view of every book in the library and most books contain a disclaimer stating such.
6. Library hours are posted and no student is allowed in the library during non-hours.

## Lost and Found

Students who misplace items should check the lost and found in the North Building. All articles left in classrooms, dining area, and auditoriums, etc. will be placed in the lost and found at the end of each day.

Dormitories will maintain a lost and found area for items misplaced in the dorm. Unclaimed articles will be disposed of at regular intervals.

## Office Areas

Faculty and administrative offices are intended for the personal uses 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 to do so. On rare occasion, 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.

## 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 are setting 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. Only piano sounds including brass, woodwind and strings may be played on the electric pianos. No rhythm sounds may be played audibly or in the headphones.
4. No food or drink is allowed in the piano lab or individual practice rooms.
5. Members of the opposite gender may not be alone in the piano lab or individual practice rooms.

6. Members of the opposite gender may not sit together on the same piano bench in the piano lab or individual practice rooms.
7. Non-music students who play for a Sunday school class or some other ministry related event may use the individual practice rooms. Vocalists may also use the rooms to practice for chapel, church or some other ministry related event.
8. 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.
9. All students are required to follow the direction of the piano lab work study regarding general piano lab guidelines.
10. Any equipment misuse or disregard of direction given by piano lab work study, will result in the loss of piano lab privileges.
11. Hours of the piano labs will be posted, and are subject to change due to special activities and events of the college and church.

## **Post Office**

Each student is assigned a post office box at the beginning of each semester. Keys are distributed at that time and students are responsible to keep their keys in a safe place. Students may only pick up mail for themselves.

Any student destroying mail belonging to someone else will be punished appropriately.

On 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 only release it 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 ext. 745.

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 3 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. Couples may meet for dates in front of the dormitory but may not linger on the sidewalks. Dates should end prior to the couple reaching the sidewalk leading into the dormitory.
3. 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.
4. Dormitories are off-limits to the opposite gender at all times.

5. Faculty and staff offices are off-limits to students, unless permission is granted by the user of these offices.
6. Couples may not be anywhere on campus alone. Couples must always be in the presence of another person even when in approved areas.
7. After the dinner meal, no student should be anywhere on campus north of the traffic circle or alone on the ball field. There is an exception of the West Coast Café.
8. Couples may not be in or standing near cars in the parking lot at any time for any reason.

## **Student ID Cards**

### **General Card Information**

1. Student ID cards will be used to gain entrance into student dorms.
2. Student ID cards will be used to take attendance for chapel and other classes in the Main Auditorium.
3. Student ID cards will grant access to that student's dorm only.
4. Student ID cards will be checked at meal times in the dining hall.
5. Student ID cards may not be shared or borrowed at any time.
6. No student can swipe in another student at any time.

### **Issues that may Arise**

1. All lost or found cards should be reported to the Dean's Office as soon as possible. A lost scan card form can be filled out in the Dean's Office.
2. There will be a \$15 fee charged if a card is lost or damaged by the student.
3. If a lost card is found, \$10 will be reimbursed to the student.

4. If at any time a card does not work for the appropriate dorm (between 5:00 AM and evening curfew), please notify the Dean's Office.

## **Proper Care for Student ID Cards**

### Do Not Do The Following:

1. Do not use for any other purpose other than for access control or identification.
2. Do not leave in direct sunlight (i.e. on the dash of a car).
3. Do not expose to extreme heat or open flame. For example, clothes dryers or clothes irons.
4. Do not expose to organic solvents, thinners, mineral spirits, etc.
5. Do not machine wash.
6. Do not use as an ice scraper or scraping tool.
7. Do not crimp, bend, or twist card.
8. Do not re-laminate.
9. Do not immerse in alcohol, isopropyl, ethanol, methyl, etc.
10. Do not bite.
11. Do not pound with a pen or tool.
12. Do not 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

## **Student Representatives**

Representatives of the college include:

1. Members of ensembles or ministry teams.
2. Athletic team members.
3. Dorm supervisors.
4. Room leaders.
5. Soulwinning and bus captains.

6. Missionary Prayer Band officers.
7. 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 campusing may suspend or terminate the privilege of student representation.
4. The choice of student representation is at the sole discretion of the administration.

## **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 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 onetime handling fee of \$20 for all items stored. This fee will cover the delivery of

their 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 Dean's office to pay the shipping costs of their personal items. After the 30 day time frame expires, the items will become the property of the college.

## Translations

West Coast Baptist College believes that God has inspired and preserved His Word in the King James Version for English speaking people. No other translations are used from the pulpit or classroom lectern.

Students are not permitted to read, study from, quote, or use in ministry any other version than the King James Version. Students should understand that there is absolutely no reason to have in their possession at West Coast anything other than a King James Version Bible.

West Coast Baptist College will not tolerate a critical spirit about this issue and any discussion of the issue should be done in a positive and respectful fashion.

## **Transportation**

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

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, an hour and a half to Ontario airport, and an hour and forty-five minutes to Los Angeles International airport (LAX) also taking in account check-in times.

Shuttles to these airports will coordinate their schedules to those students needing transportation. 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 seven days. Announcements will be made in chapel regarding transportation needs at the end of semesters and for vacation breaks. 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 Dean's Office.

## Vacations

Official vacation breaks are designated at Thanksgiving, Christmas, spring, and summer. 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 cuts may not be attached to a holiday period. (The Friday before or the Monday after spring vacation, for example.)
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 of arrival back.
3. Students must be careful to calculate time to get to the airport between the earliest departure date and the time of their 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 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 Dean's 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 receptionist in the North Building for information.

The Advancement 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 the Advancement Office to do so. Students may not leave campus with visitors without a pass from the Dean's Office.

Prospective Juniors and Seniors are the only guests allowed to stay on campus\*. During a conference any student may stay in the dorms if he or she is coming alone (during a conference it is always \$10 per night regardless of the duration of the stay). If a student comes to a conference with a group he or she must stay in a hotel with his or her group. During non-conference times, prospective Juniors and Seniors will be provided with two nights free of charge including meals. Anything after that 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.

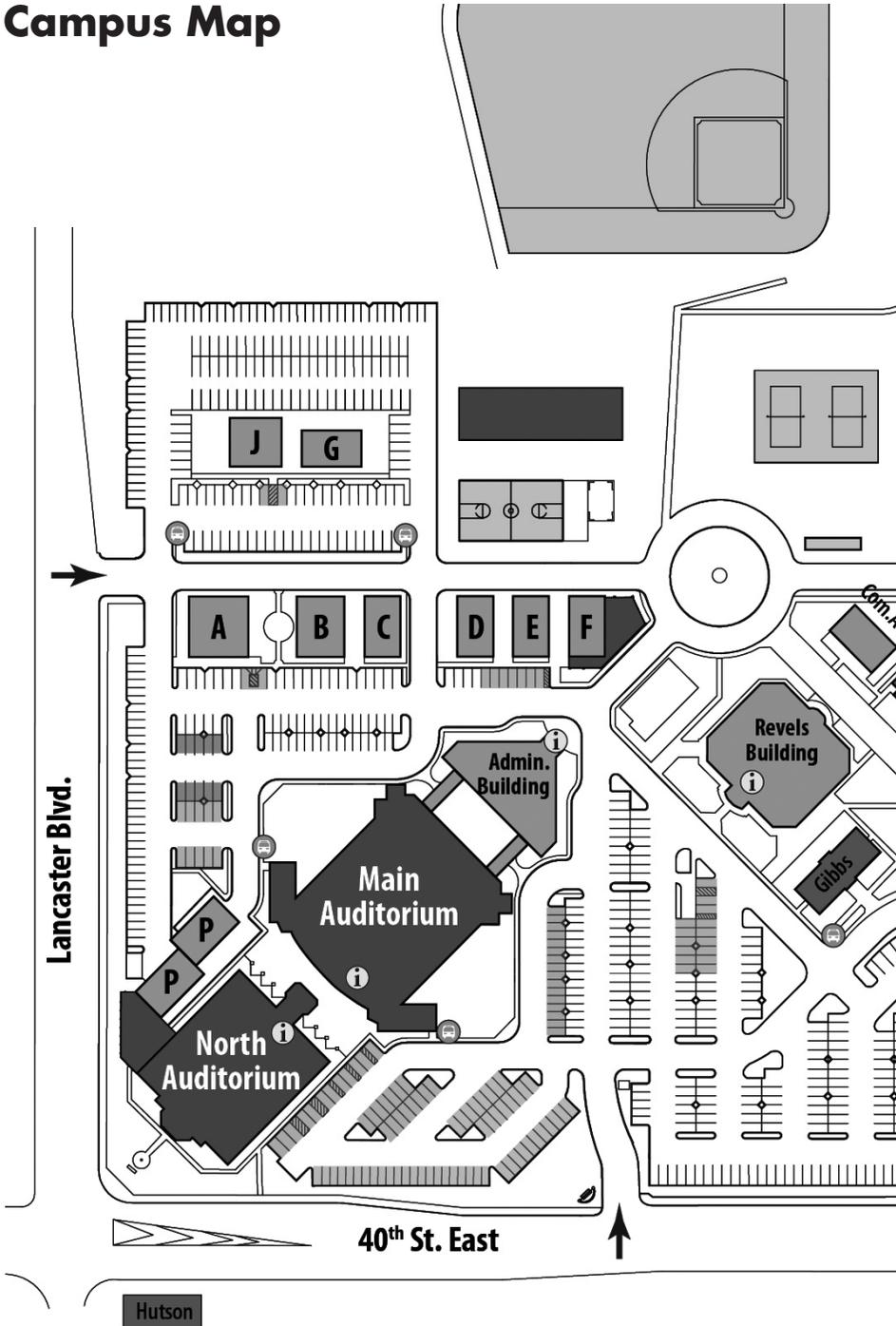
\*Any student staying on our campus is required to attend regular classes, chapels, and church services.

## SECTION TEN



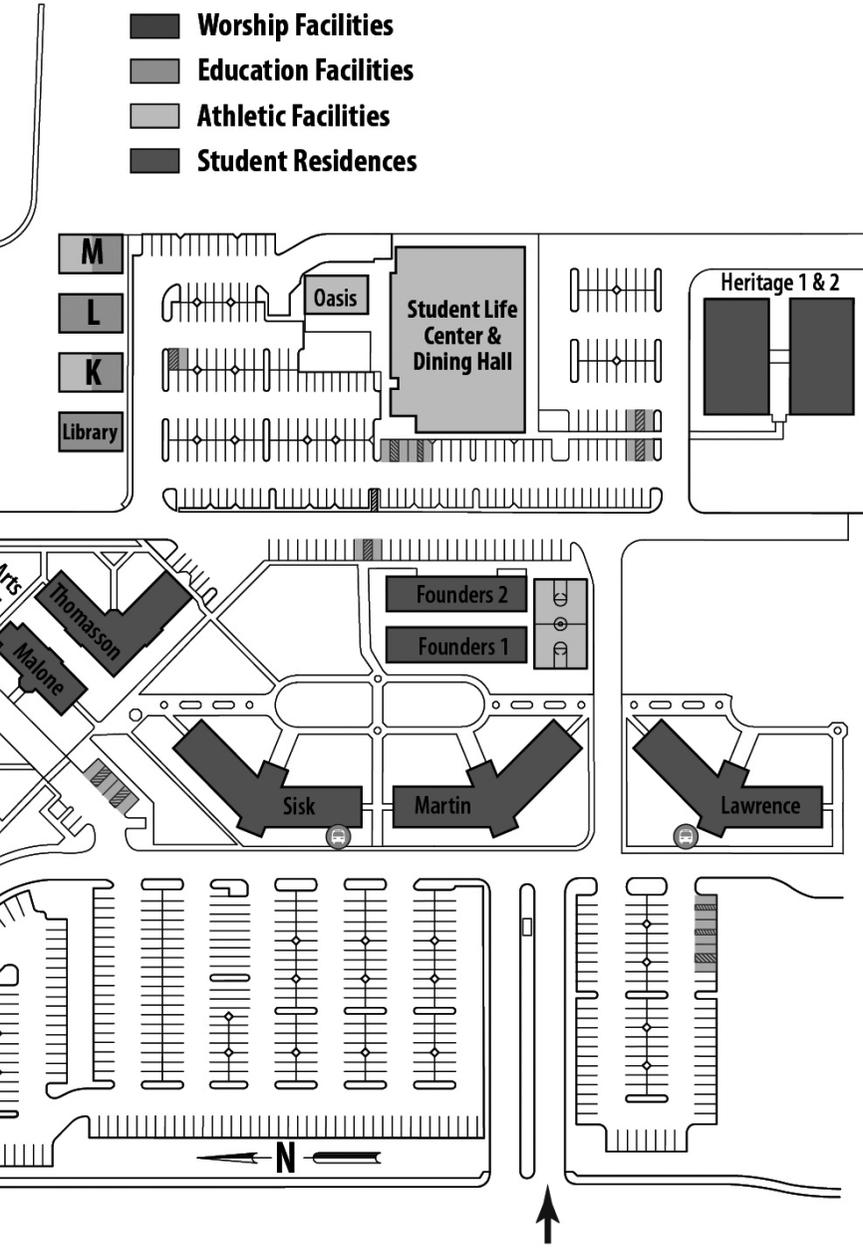
# Maps

# Campus Map



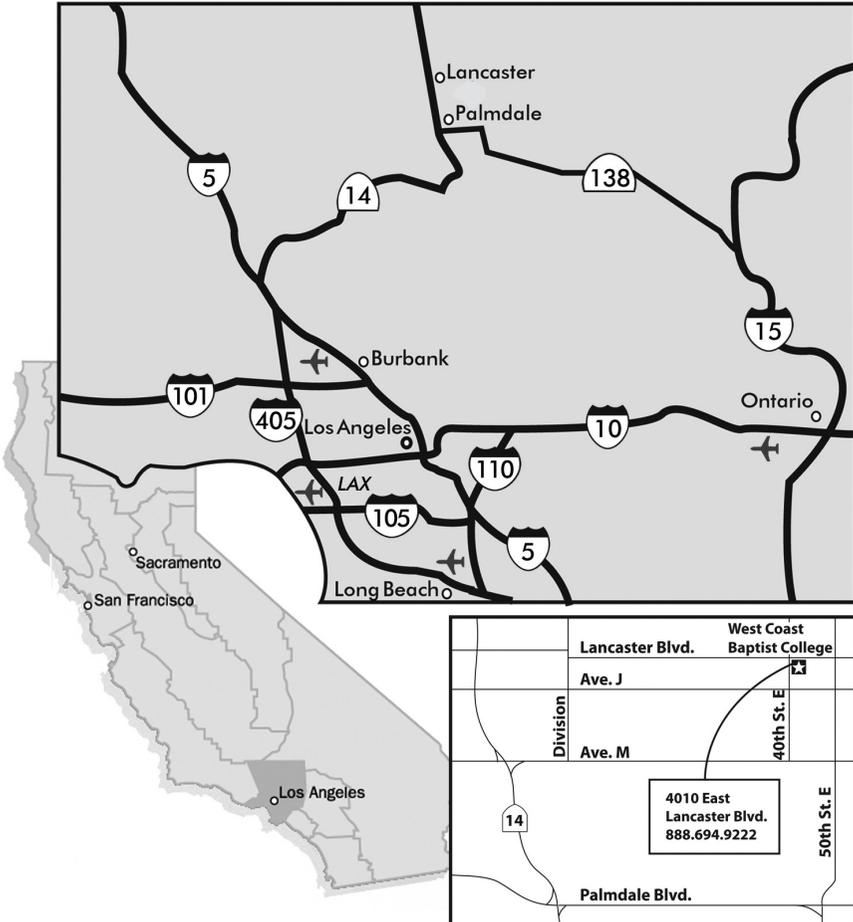
# LEGEND

- Worship Facilities
- Education Facilities
- Athletic Facilities
- Student Residences





# Southern California Map







**WEST COAST BAPTIST COLLEGE**  
*Training Laborers for His Harvest*

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