

CITY COLLEGE MILWAUKEE

STUDENT HANDBOOK

2007-2008

WELCOME	4
NONDISCRIMINATORY POLICY RELATED TO STUDENTS	4
CHAPEL	4
CHURCH ATTENDANCE	5
CODE OF CONDUCT	5
STUDENT ACCOUNTS	5
PRACTICUM REQUIREMENTS	5
ATTENDANCE	5
CONDUCT	5
HARASSMENT/OFFENSIVE BEHAVIOR	6
WEAPONS AND EXPLOSIVE MATERIALS	6
TOBACCO, ALCOHOL, AND DRUG FREE POLICY	6
RESTORATION	6
STUDENT ACCESS CARDS.....	7
CENTER FOR SUCCESS.....	7
CAMPUS EMPLOYMENT.....	7
SOLICITATION	7
RECORDING OF CLASSES.....	7
DEVELOPING RELATIONSHIPS	7
STUDENT LEADERSHIP INVOLVEMENT	8
CAMPUS AND STUDENT SAFETY	8
DISCIPLINARY PROCEDURE.....	8
PROBATION	9
SUSPENSION	9
TERMINATION.....	9
PROCEDURE.....	9
GRIEVANCES	9
STUDENTS' RIGHTS AND PRIVACY REGARDING SCHOOL RECORDS	10
ACCESS	11
RESIDENCE LIFE	12
DORMITORY AMENITIES.....	13
<i>Dorm Rooms</i>	13
<i>Kitchen and Common Area</i>	13
<i>Laundry</i>	13
<i>Computer Labs</i>	14
<i>Vending Machines</i>	14
<i>Parking</i>	14
<i>Mail Delivery</i>	14
BUILDING SECURITY	14
FIRE SAFETY	15
TORNADOS	15
RIGHT TO ENTER	15
STUDENT VISITATION AND COURTESY	16
OVERNIGHT CHECKOUT AND DEPARTURE FROM MILWAUKEE.....	16

DORMITORY USAGE GUIDELINES 16
MAINTENANCE REQUESTS..... 17
MUSIC AND MOVIE STANDARDS 17
CONFLICT AND RESOLUTION 17
DORM ROOM RESERVATIONS 17
JANUARY BREAK AND SUMMERS 17
MOVING OUT PROCEDURES..... 17
READING VERIFICATION 19

Welcome

The staff and faculty of City College Milwaukee welcome you and thank you for the opportunity to invest in your future ministry. The Christian college life experience is not only about academic training, but it is also about continued character development in the image of our Lord and Savior, Jesus Christ. It is the goal of City College Milwaukee to be a part of the effort to train a new generation of ministers who will have a heart and vision for the urban communities of our world and who will minister with integrity and godly wisdom.

We are a learning community of both developing ministers and growing Christians. Thus, each student is encouraged to recognize the privileges available for participation in a community committed to Christian excellence. Behavioral expectations emerge because of the unique nature of this community.

All members of the City College Milwaukee and City on a Hill community are expected to be committed to:

- ✠ Loving God with all one's heart, soul, and mind
- ✠ Loving one's neighbor as oneself
- ✠ Yielding to the leading of the Holy Spirit
- ✠ Studying and living according to the Word of God
- ✠ Praying daily
- ✠ Developing accountability to others in the Body of Christ
- ✠ Attending times of Christian worship and fellowship.

Nondiscriminatory Policy Related to Students

City College Milwaukee admits students of any age, gender, race, color, national or ethnic origin, disability, military or marital status to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in any manner contrary to law or justice in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. As an organization with a strong belief in human dignity, and a strong commitment to personal and racial reconciliation, the College is dedicated to treating people with fairness and respect at all times. As a religious organization, the College also reserves the right to maintain its heritage and destiny as a Christian witness in higher education.

Chapel

Chapel meets every Thursday during the semester from 6:20-6:55 p.m. and is an opportunity for students and faculty to gather together for worship, prayer, and spiritual edification. It is also a time for community development at a different level from what occurs in the classroom. Students serve on the chapel committee and/or practicum and are given the opportunity to build their leadership and ministry skills through planning the chapel services, leading in worship and prayer, and preaching opportunities. Students

taking homiletics are generally scheduled to preach in chapel at least once during the semester.

Church Attendance

Church attendance is an integral part of the educational and spiritual experience at City College Milwaukee and is extremely important to personal growth and spiritual renewal. The local church provides not only a place for attendance but also a place to get involved and apply what is being learned in the classroom. Therefore, it is necessary for students to get integrally involved with a local body of Christian believers. This not only includes Sunday morning but also a midweek church ministry involvement. Realizing that most churches in the area have Wednesday night programs, City College Milwaukee intentionally strives to avoid scheduling Wednesday evening courses after 6:15 so that students can be involved in their local churches.

Code of Conduct

City College is a Christian college and holds to high moral standards for its student body. A high value is placed upon applicants who express interest in the work of revitalization, reconciliation, and transformational services and ministry in the urban community.

Student Accounts

Every student is expected to pay his or her account on time. Meeting financial responsibilities on time is part of Christian maturity and stewardship.

Practicum Requirements

Students taking eight or more college level credits in a semester are required to complete one field ministry credit per semester up to the number of credits required for the degree program in which the student is enrolled. A practicum consists of a field ministry component along with a discipleship group.

Attendance

Attendance in classes and chapel is highly encouraged. Students pay for education; missing classes causes students to lose out on valuable material and information that helps them in their exams.

Conduct

As a private Christian college with a high view of Scripture and its teachings, City College Milwaukee expects its students to follow biblical teachings in all areas of their lives, including areas such as the use of money and sexuality. As such, the College expects its students to avoid engaging in sexual activity outside of marriage, viewing of or listening to pornographic and X-rated material, and other inappropriate sexual behavior as set forth in Scripture. Gambling is also an unaccepted behavior. Any instance of sexual misconduct should be reported to an official of City College Milwaukee.

The Christian standards embodied in this policy apply to both on and off campus and during the College term and when the College is not in session. Christian life is not a part-time endeavor. Therefore, the Christian standards set forth here apply to all members of the college community wherever they may be located and at all times of the year.

Harassment/Offensive Behavior

Respect should be shown at all times to all members of the City College Milwaukee community. All community members should pay particular attention to their speech. Slander, gossip, obscenity, vulgarity, and profanity are inappropriate.

All City College Milwaukee community members must respect others' right to privacy.

Verbal or physical harassment of any member of the City College Milwaukee community is prohibited. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature. Such behavior is considered by the College to be serious misconduct. Sexual violence (including sexual abuse and rape) will not be tolerated within the College community. Appropriate disciplinary action, including suspension or dismissal will be taken against any person found to have violated this policy.

Weapons and explosive materials

The safety of our students, faculty, and staff is a high priority at City College. The possession of weapons (e.g., knives, arrows, martial arts weapons, and slingshots), guns (including stun and paintball guns), fireworks or other explosive materials, and ammunition is prohibited on the City College Milwaukee campus and in conjunction with College activities. Possession of any of these items in such settings may result in dismissal. Weapons are considered to be items whose primary function is to attack others. Items of a defensive nature, such as pepper spray, and items such as knives which are needed for work purposes are not prohibited items.

Tobacco, Alcohol, and Drug Free Policy

As a Christian institution of higher education, it is the objective of the College to maintain a tobacco, alcohol, and drug-free environment for both students and faculty. Accordingly, the possession of tobacco and alcohol or the unlawful possession, use, or distribution of illicit drugs by students or employees is prohibited on College property and in conjunction with College activities. Additionally, Students may not hold jobs where the primary purpose of the business is the distribution of tobacco or alcohol. Violation of these policies will result in disciplinary action and/or dismissal.

Restoration

Paul says, "If someone is caught in a sin, you who are spiritual should restore him gently (Gal 6:1). Students who find themselves struggling with any of these conduct issues should seek to establish an accountability partner to help them through these issues. One of City College Milwaukee's primary goals is to graduate morally healthy, strong students who are prepared to minister the Gospel of Jesus Christ.

Student Access Cards

All students are issued a student ID card. This card allows students access to the City on a Hill facility outside of its normal business day. Currently, dorm students have twenty-four hour access to the building. The following access schedule applies to non-residential students: Monday through Friday 7 a.m. to 10 p.m. and Saturdays from 8 a.m. to 5 p.m. Non-residential students will not have access to the building on Sundays.

Center for Success

The Center for Success contains computers, student and faculty mail boxes, copy machines, printers, and the form center. Students should use the “Student Folder” found on the desktop of each of the computers for storing their files. Students should also save their files on a disk since the computers are sometimes cleaned or replaced. Students who need to use the computers for class purposes have priority over those wanting to use the computers for checking their email or general searching. It is easy for this area to become a social gathering area, so students should be respectful of those who are trying to write papers and do research at the computers. Students should also be aware that offices and the reception desk are next to the Center for Success and should keep the conversation volume low so as not to disturb other business that is going on with the college or City on a Hill.

Campus Employment

A limited number of campus jobs in cleaning, security, and secretarial positions are sometimes available to students. Students who are interested should talk to the Facilities Director, Brian Schmid, or the Admissions Coordinator, Brooke Chapman.

Solicitation

Solicitation of any kind on campus (i.e., the selling of merchandise or fund raising for any purpose) must be cleared with the Dean of Academic Affairs.

Recording of Classes

Professors generally allow students to record their classes, but students should check with their professors to make sure. Unless English is not your primary language, students, however, tend to do better by taking notes during class and reviewing them within twenty-four hours. Listening to a lecture a second time is time consuming and generally does not improve learning.

Developing Relationships

College years are a great time and place for developing lasting relationships and possibly finding a life partner. For the sake of propriety, the only public display of affection

between non-married couples permitted on campus and at all school functions is holding hands.

Students may become engaged during the school year, but students may not get married during the school year. Prior to marriage, students should go through a pre-marital counseling course with the pastor of their church. Such courses create a bond between the couple and their pastor and provide the couple with valuable insight and wisdom from their pastor as they begin their married life.

Student Leadership Involvement

Students can begin developing their leadership and committee working skills while at City College Milwaukee through participation on the chapel committee/practicum. This committee seeks to help build a greater sense of community among the students, faculty, and staff. Chapel committee is student run with a faculty member providing oversight. The chapel committee plans each chapel service using worship leaders and speakers from inside and outside the school. This is a great opportunity for students to learn how to plan and organize church services.

The committee also plans a couple of social events each semester for all the students, faculty, and administration. It is a time for all the members of the City College Milwaukee family to get together and get to know each other in a setting other than the classroom. The student activity fee goes toward funding these events.

Campus and Student Safety

During the day, the area around City College Milwaukee is a safe area. Students should not go out walking alone after dark particularly in the areas west and north of the school. Men students might offer to escort women students or faculty to their cars, especially for those classes ending after 9 p.m.

Disciplinary Procedure

It is assumed that Christian students will be respectful of administration, faculty, other students, and the property and policies of the school. At times, disciplinary action may be necessary for violation of the school policies as stated in this handbook and in the academic catalog. The Scriptures place a high value on reconciliation and restoration. This involves communication to clear up any misunderstandings, and it involves an understanding that all Christians have struggles in their lives.

Students at City College Milwaukee are preparing for areas of ministry to the Body of Christ and to the World. The faculty and administration of City College Milwaukee desire to see mentally, morally, and spiritually sound students graduate and move into the ministries that God has called them to. Students who demonstrate a disregard for people and for the policies of the school will be subject to disciplinary action. The college reserves the right to withdraw a student for cause at any time.

The ultimate goal of the school for students struggling with areas in their lives is confession, repentance, forgiveness, and restoration. Students who are unwilling to confess and repent may be subject to three types of disciplinary action.

Probation

Students under probationary discipline will not be allowed to participate in any off-campus ministries, including field ministries, and will not be allowed to serve on any campus committees.

Suspension

Students under suspension are not permitted to attend classes, participate in any school function, or come onto campus unless it is to attend a scheduled meeting with a member of the faculty or administration.

Termination

Students who are terminated are not permitted to return to campus and cannot re-enroll at a later date. On notification of termination, the student should remove items from their mailbox, and if they are living in the dorm, they should make plans to have all of their things out of the dorm within twenty-four hours. They are not permitted to remain on campus overnight. Students who are considered dependents must also notify their parents or legal guardian that they have been terminated from school. It may also be necessary for someone from the administration to contact the parents or legal guardian as well.

Procedure

Students who are placed on probation or suspension must take the responsibility to schedule a meeting with the faculty or administration member who is familiar with the situation. Failure to schedule such a meeting will imply that the student does not wish to follow through on the matter. If this is the case, the student should submit the "School Withdrawal Form" along with the \$15 fee. Any refunds on tuition will follow the standard guidelines for refunds as stated in the academic catalog. Dorm fees will be prorated and refunded accordingly. This refund policy also applies to those students who are terminated from City College Milwaukee. The refund date is determined by the date the form is submitted or termination is decided by the administration.

Students on probation or suspension are still responsible for all class assignments and exams and class attendance policies also apply.

Grievances

City College Milwaukee is interested in providing an atmosphere consistent with its goal of preparing workers for Christian ministries. Policies, rules, regulations, and guidelines are established as a framework within which the college family can live harmoniously and with consideration for one another, and for the ongoing purposes of the college and City on a Hill.

The college desires to deal fairly with all persons. Should students have a complaint or grievance, the faculty and administration are interested. Students should follow Scriptural patterns (e.g., Matt 18:15-17) for solving conflicts with other students as well as with school leaders. This should become a part of your educational process and spiritual development. The following guidelines are considered appropriate.

- † Keep your cool. Don't do or say things you will later regret, or which will make the solution or reconciliation more difficult.
- † Pray about the matter. God is interested in you as a person and in the kind of person you are becoming. Let God help you find the right approach to the solution of the problem.
- † Jesus tells us to first of all go to the person with whom we have the conflict. Try to resolve the matter earlier rather than later. Problems tend to build if they go unaddressed.
- † If the student and the member of the faculty or administration are unable to settle the matter, then the next step is to bring a higher authority into the discussion. If the Dean is not already involved, this should be the next level of authority brought into the resolution process.
- † The Executive Director of City on a Hill is the highest authority at City College Milwaukee, and students may appeal to this person for a final ruling on the matter.

Please remember that college personnel cannot always work instant solutions to all problems, but students are among friends who care and who will take all reasonable steps toward the solution of all legitimate problems students may encounter. City College Milwaukee is always looking for ways to improve the educational experience of their students, but please remember that the school must make decisions with long term goals and impact in mind.

Students' Rights and Privacy Regarding School Records

The Family Education Rights and Privacy Act of 1974, dealing with the protection of the right of privacy of students, governs access to and release of student records. In brief, the statute provides: that educational institutions must provide students access to official records directly related to the student requesting access and an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that institutions must obtain written consent of students before releasing personally identifiable data about students from records to other than a specified list of exceptions (see Access, below); that students be notified of their rights as enumerated by this document; that the Department of Health, Education, and Welfare investigate complaints of alleged violations of the Act.

(This Act is Section 438 of the General Education Provisions Act of 1974. Title IV, Public Law 90-247; added by Section 513, Public Law 93-380. See also Part 99, Title 45 C.F.R.)

The personally identifiable educational records of each student and former students maintained by the college are open for inspection by the student except in limited cases where the privacy, confidentiality, or professional privilege of another person is involved. Certain records are not available for inspection. These include: financial records of parents; personal records of educational personnel (e.g., instructor's grade book); law enforcement or security records; employee records; medical or other professional records, except that the student may have a qualified professional examine the medical records on the student's behalf. A student may waive the right to inspect records maintained by City College Milwaukee, but the college may not require such a waiver as a condition of attendance at City College Milwaukee.

The student has the right to a copy of the record so inspected, with the cost of the reproduction assessed to the student. The student may challenge an inaccurate record and request a hearing concerning any alleged inaccuracy contained therein. Any challenge must establish by a preponderance of evidence that the record is inaccurate. If desired, the student may submit a written explanation of a record's contents, which then becomes a part of the record. The college will comply with a request to inspect and review education records within a reasonable period of time, not exceeding forty-five days after the request has been made.

Access

Section 433 (d) states: "whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student."

"An institution is permitted by section 438 of the Act and this part to disclose information pertaining to an eligible student to the parents of the eligible student with the prior written consent of the eligible student or without the prior written consent of the eligible student if that student is a dependent as defined under section 152 of the Internal Revenue Code of 1954."

In the absence of official request, information contained in a student's records remains confidential between the student and City College Milwaukee and will not be released to third parties without the consent of the student, with the following exceptions: information for school directory (this includes name, address, telephone number, major fields of study, student's class schedule, participation in officially recognized activities, dates of attendance, and degrees and awards received) information needed by school officials within the college, information requested by officials of other schools to which the student is seeking admission, information requested by Federal or State educational authorities, information needed in connection with the receipt of financial aid, information released pursuant to State law or subpoena, information requested by accrediting organizations, and information requested by parents of dependent students.

Any information released to a third party shall contain a statement informing the party of the requirement that the information provided may not be released without the written consent of the student.

Section 438 (b) (1) (H) permits, but does not require, an educational agency or institution to disclose information from the educational records of an eligible student to a parent if the eligible student is a dependent as defined in the Internal Revenue Code of 1954.

Section 438 (b) (4) (A) requires that an educational agency or institution “maintain a record, kept with the education records of each student, which will indicate all individuals, agencies, or organizations which have requested or obtained access to a student’s education records.”

Section 99.32 (a) “an educational agency or institution is not required to maintain a record of the disclosures of directory information.”

Section 438 (b) (4) (B) requires that each educational agency or institution inform a third party to whom information from the education records of a student is disclosed that the third party may not disclose any information without the written consent of a parent of a student or an eligible student.

Section 99.31 (a) (10) “an educational agency or institution may disclose information from the education records of a student without the written consent of a parent of a student or an eligible student in a health or safety emergency.” An educational agency or institution which has followed the procedures set forth under section 99.37 may disclose directory information to any member of the public.

Residence Life

City College Milwaukee seeks to develop its small community environment among the staff and students. Therefore, the third and fourth floors of City on a Hill have been set aside for student housing. The third floor is designated for women, and the fourth floor is designated for men. Those coming to City College Milwaukee as full-time, single students (12 or more credits) from outside of the Milwaukee metropolitan area are required to live on campus. Part-time students taking at least eight credits each semester may also apply to live in the dorms. If during any semester, a student drops below the 8 credit limit, City College Milwaukee reserves the right to ask the student to move out of the dorm. Students who are over twenty-five years old or students who have close relatives in the area and want to live with them may make an appeal to the administration for an exemption to this policy.

Dormitory Amenities

Dorm Rooms

Students typically have a private room with a bed, closet space, a desk, and their own thermostat to control the heating and air conditioning. Some rooms also include a private half-bathroom, a shared half-bathroom between two rooms, or a shared full bathroom.

Kitchen and Common Area

Each of the two floors has a kitchen and eating area where students can store and prepare their own food. Students are expected to keep this area clean by putting away or disposing of their unused or unwanted food items, washing their dishes, and cleaning up any spills made in or on the oven, stove, microwave, counter, or floor. If students take plates and utensils from the kitchen area back to their rooms, they should return them in a timely manner so that other students have access to them. Students should not take kitchen utensils and supplies to other floors.

Students should do all of their food preparation, which involves heat, in the kitchen area. This means toasters, toaster ovens, hot plates, electric skillets, crock pots, and oil-type popcorn poppers should not be used in the dorm rooms. Each kitchen is equipped with a stove, oven, and microwave so individual open-coiled appliances and indoor grills should not be used at all in the dorms. Coffee pots and “hot pot” water heaters are permitted in the dorm rooms.

Students may bring their own dishes and utensils, but City on a Hill is not responsible for lost or stolen items.

A TV and a VCR and DVD player are provided on each of the dorm floors in the common area. Students are not allowed to have TV's in their dorm rooms.

A City on a Hill staff member will periodically check the common areas for cleanliness. Appropriate fines or cleaning charges may be assessed to the floor if additional cleaning is done by City on a Hill staff or if City on a Hill property is misused.

This common area may also be used by other rental groups or City on a Hill staff members. City on a Hill will attempt to provide the dorm students with at least a 24-hour notice of any rental groups that will be using the dorm floor facilities. This notice is to help ensure that the common areas and restrooms are clean.

Laundry

Dorm students have twenty-four hour access to laundry facilities that are located on the second floor of City on a Hill. Students must remove their clothes from the washers and dryers in a timely manner and keep their laundry supplies in their rooms. The laundry room will be periodically cleaned by City on a Hill staff. Clothes left in the laundry room will be donated to the clothing bank.

Computer Labs

Dorm students have twenty-four hour access to the computers located in the Center for Success. A second computer lab is located in the library and is open only during library hours. The library computer lab is for research purposes only and is not intended for checking email.

Vending Machines

Food and beverage vending machines are located on the ground level of City on a Hill and in the alcove near the student lounge.

Parking

City on a Hill has a parking lot on 23rd Street where students can park their cars. Students who plan to use this parking lot must obtain a parking permit tag for their rearview mirror from Brian Schmid. Commuting students may park on the streets, but note that overnight parking may result in a parking ticket from the city of Milwaukee.

Mail Delivery

Students living at City College Milwaukee will use the address of

Student's Name
City College Milwaukee
2224 W. Kilbourn Ave.
Milwaukee, WI 53233.

Their mail and packages will be placed in the student's mailbox. When a student leaves City College Milwaukee, it is the responsibility of the student to contact the post office and fill out an "Address Change Form." City College Milwaukee will only forward a student's mail for up to one month.

Students may not use the student and faculty mailboxes for a mass distribution of a flyer or other materials without the permission of the Dean of Academic Affairs or an administrator of City on a Hill.

Building Security

The building is a security locked building, and all students are issued student ID cards which allow them access to the college after the primary business day of City on a Hill. At present, students who are living in the dorms have access to the building twenty-four hours a day, seven days a week. For personal safety, it is advised that dorm students be in the building by midnight. If a curfew time becomes necessary, dorm students will be notified of the hours their ID cards will no longer give them access to the building.

For security purposes, access to the third and fourth floors is also limited. Dorm students will be issued an elevator key that allows them to get to their floor. Their room key also opens the stairwell door to their floor. Dorm students should not duplicate or distribute any of these keys to anyone, including other students. Students will be charged \$10.00

for each lost key. To help ensure the security of all dorm students, the stairwell doors on the third and fourth floors should not be propped open for any reason.

Fire Safety

Students should be aware of the locations of the fire extinguishers and alarms on their floor. They should always be aware of fire hazardous activities such as leaving flammable items over the heating vents or using more than one power strip on an outlet. Students should not burn candles or incense or use an open flame of any kind in the building. Halogen lamps are not permitted in the dorms, nor are “live” Christmas greenery and trees. Fireworks are not allowed anywhere on the City on a Hill properties. In the event of a fire, students should exit the building through the stairwells and not attempt to use the elevator.

Tampering with the fire alarm system or setting off the alarm when there is no fire is a violation of city ordinances and will result in immediate suspension and possible fines and criminal charges.

Tornados

When tornado warnings (different from a tornado watch) are issued by the National Weather Service for the Milwaukee area, students should use the stairwell and go to the lowest level of the building and stay away from windows and outside doors.

Right to Enter

City College reserves the right for authorized personnel to enter any area of campus at any time for the purpose of health, inspection, maintenance, checking the fire alarms, or other official business. If at any time there is reasonable cause to believe that an occupant is using his or her housing assignment in a manner inconsistent with campus policies, a search may be conducted by a college official to gather evidence for use in disciplinary proceedings. The college reserves the right to make occasional room inspections to insure that safety and sanitary standards are being maintained. Students will be notified of such inspections at least twenty-four hours in advance. Room inspections will be made at the end of each semester and when the student moves out of the dorm. The students do not have to be present for such inspections.

Tours of the dorm areas for guests or prospective students may be necessary on a very brief notice. City on a Hill sponsors a number of ministry groups throughout the year, so other people may be temporarily housed in the dorm living area at various times. Many of these groups bring far more food than they eat during their stay and leave the extras for our students.

Out of respect for students’ living experience, authorized personnel will not enter individual dorm rooms before 9:00 a.m., except in the case of an emergency. When maintenance is necessary in a dorm room, the college will attempt to notify students ahead of time, though prior notification is not guaranteed. When personnel need to enter a room, they will knock and identify themselves. If no one responds, they will knock a

second time and enter with their key. A note will be left indicating who has entered your room in your absence and for what reason.

Student Visitation and Courtesy

Women are not permitted on the men's floor; men are not permitted on the women's floor. If students would like to plan a joint activity for the two floors, they should have this approved ahead of time with the Dean. Joint dorm activities can also be set up in the student lounge or on the lower level area behind the chapel.

Visitors, including non-resident students, should not be on the dorm floors before 9 a.m. or after 10 p.m. unless they have received prior approval. On Friday and Saturday nights, visitors may stay until midnight.

Visitors who have been approved to stay overnight in the dorms will be charged \$10 a night per person for additional rooms rented and may not stay more than three successive nights. Prospective students will not be charged for one overnight stay. All visitors must abide by all school policies.

Students should respect the privacy of other students and not enter another's room without permission. Dorm students should respect the needs and rights of other students for a peaceful night's rest. Therefore, during the hours of 10 p.m. to 9 a.m. students should refrain from playing loud music, guitars, and other musical instruments, or creating any other noise in the dorm that will prevent other students from sleeping.

Overnight Checkout and Departure from Milwaukee

If students are planning to be out of the dorm overnight or leaving the Milwaukee metropolitan area, they should leave a departure form (located in the Center for Success) at the front desk informing the school where you will be, how you can be reached, and when you will return. The school does not take responsibility for locating students or for their safety when off-campus on personal trips, but in the event of an emergency, a family member may find such information helpful in locating their son or daughter.

Dormitory Usage Guidelines

School furniture may not be moved from one room or one floor to another without prior approval from the Director of Facilities. Students who leave their own furniture or other personal items behind when they leave the dorm will be assessed a removal and cleaning fee which will reduce the amount of the security deposit refunded to the student.

Sports of any kind are not allowed inside the City on a Hill facility. This includes bouncing or throwing a ball, throwing a Frisbee, skateboarding, roller or in-line skating, bicycling, wrestling, gymnastics, use of water balloons, squirt guns, or water fights. Objects or liquids should never be thrown from windows. Students are not permitted on the roof unless they are working with a maintenance crew.

Students who wish to hang objects on their walls should not use nails, pushpins, or thumbtacks. Students should use either 3M Command Strips or Ticky Tack.

Students are not allowed to house pets in their rooms including fish, reptiles, and spiders.

Maintenance Requests

Requests for maintenance in the dorm rooms, bathrooms, or kitchen areas should be submitted to Brian Schmid. These work request forms can be found in the Form Center located in the Center for Success. Students should not attempt repairs on school property themselves.

Music and Movie Standards

City College Milwaukee evaluates music not on the basis of style but on the basis of lyrical content. This includes privately owned music as well as music on the radio. Students should not play or store in their dorm room music or movies that are inconsistent with standard Christian values.

Conflict and Resolution

The Bible acknowledges that living in a community will at times result in disagreements and offenses. Matt 18:15-17 gives us guidelines for dealing with conflict. If someone's behavior or actions are disturbing you or the community environment, you should go to that person privately in a polite and non-threatening manner and express your concerns and views regarding the other student's behavior. If you cannot reach a satisfactory agreement, find one or two others to go with you to seek a resolution regarding the matter. If the matter is still not resolved, then seek the help of the administration of City College Milwaukee and City on a Hill. Using threatening words, force, or violence to settle a dispute is inappropriate behavior for the Christian community. Learning to communicate and interact with others is part of the spiritual development process.

Dorm Room Reservations

Students who leave the dorm for the summer may put down a \$50 deposit and request a particular room for the fall semester. This money will be applied toward the student's dorm fee when they register in the fall. If a student cannot return in the fall, the student must notify the school at least thirty days prior to the move in date in order to obtain a refund of the \$50 deposit.

January Break and Summers

Students who stay in the dorms during the January break will be charged a pro-rated one-month fee based upon the regular semester dorm fee. Students who stay in the dorm during the summer are required to be enrolled in at least one summer course and will be charged a pro-rated, monthly fee.

Moving Out Procedures

During the students' first semester of living on-campus, they pay a \$100 security deposit that will be refunded when they move out, unless any fines or damages are assessed upon check out. When students move out, they must contact City on a Hill to schedule a walk-through with a staff member to inspect their living area and return all keys and parking permits. This inspection must take place on or before the day the residential halls close.

The money due the student from the security deposit will be mailed to the student three weeks after their checkout date. Check the semester class schedule for residence hall closing dates. Students must move all their things out of their room and dorm by the closing date.

City College Milwaukee reserves the right to make changes to the rules and policies set forth in this Student Handbook.

Reading Verification

Registration is not complete until each matriculating student reads
the *Student Handbook* of City College Milwaukee

This verification must be submitted to the Dean of Academic Affairs no later than
the end of the first week of classes

I, _____,
(print your name)

have read the 2007-2008 *Student Handbook* of City College Milwaukee, and agree to
abide by all standards and proscriptions set forward in this handbook.

(Signature)

(Date)