



Student Handbook

2015-2016

INTRODUCTION

The Alaska Bible College Student Handbook is a very important document that is intended to provide all necessary information for ABC students and should serve as an answer to your questions as they arise. This Handbook is expected to be read and understood from the onset of your time here with us and you are highly encouraged to review it occasionally throughout the year as well. Doing this will make your time here more enjoyable as well as your fellow students and all members of our small community.

While this handbook can be long and intimidating, it is ultimately here for the good of the entire community of Alaska Bible College. You should begin working now to gain a thorough understanding of the information within these pages.

If you lose your personal copy of this manual, you will find an electronic copy available on our website. You may also contact the Student Development department to obtain another hard copy. While we have spent great lengths to minimize errors within this manual, we are human after-all and encourage you to contact the VP of Student Development if an error or mistake is found within these pages.

On behalf of the Student Development Department and Alaska Bible College, I wholeheartedly welcome you into the growing community of the ABC family and truly look forward to getting to know you more during your time here!

In His Service,

Jeff Gail

Vice President of Student Development

ACADEMIC LIFE

College life is an opportunity for intellectual growth. You will be exposed to new ideas that challenge old ways of thinking. Old ideas and patterns of thinking often need to be changed, though not every new idea is a better idea. Scripture is the timeless authority, by which all truth is evaluated. Disciplined thinking and discernment are skills that take time to develop. The faculty of Alaska Bible College is dedicated to helping you develop those skills. We encourage you to immerse yourself in the exciting world of academic life. Explore and discover all that God has for you to learn at Alaska Bible College both in and out of the classroom!

Orientation and Registration

Freshmen and new transfer students participate in an orientation prior to the start of each semester. Orientation is an introduction to life at Alaska Bible College and the surrounding area. Events are planned to acquaint new students with the campus and local community, faculty and staff of ABC, and procedures for making life at ABC more enjoyable.

During orientation some academic assessments are administered that will aid in class placement during registration. Registration includes finalizing class schedules and financial arrangements. Faculty advisers are available to give academic guidance during registration and throughout the year. Registration of vehicles with the Business Office and firearms with Student Development is also done at this time.

Class Attendance

Class attendance is required of all students to promote academic success and spiritual growth. Students are granted one absence per class credit hour without penalty. Absences beyond this number are considered unexcused. Any student who has three consecutive weeks of unexcused absences will be dismissed from the college. Each instructor will deal with unexcused absences at his/her discretion. Class work, tests or quizzes missed are the responsibility of the student. The professor may excuse legitimate absences. It is the student's responsibility to report such excuses to the professor in writing. The professor reserves the right to seek verification of legitimate excuses.

Commencement Attendance

Completing an academic program is a noteworthy achievement. Participation in the Commencement ceremony is a requirement for graduates of all programs. As a close-knit community, Alaska Bible College shares in the joys and achievements of its members. In order to honor those who are graduating, all students are expected to attend graduation activities.

Additional Academic Information

For additional academic information, students should refer to the Alaska Bible College Catalog. Information will be found there in reference to graduation requirements, transferring credits, adding or dropping classes, grading, academic probation, etc.

SPIRITUAL LIFE

At the center of who we are and how we live is our spiritual life shared in Christ. As a Christian community, we want to share in the wonderful opportunities to grow spiritually and enjoy life together in Christ!

Spiritual Life Opportunities

Numerous spiritual life opportunities are planned for the ABC community.

- ³⁵/₁₇ The chapel services provide the ABC community with worship opportunities.
- ³⁵/₁₇ Weekly devotional times in dorms and homes provide informal fellowship.
- ³⁵/₁₇ Spiritual Life Focus Days challenge us to consider a selected theme for spiritual growth.
- ³⁵/₁₇ Days of prayer are planned for each semester. Classes are suspended so that students and staff may devote the day to prayer.
- ³⁵/₁₇ Christian Ministry Training provides mentoring from faculty, staff and community leaders related to practical ministry experiences.
- ³⁵/₁₇ Weekly involvement in a community church helps to build bridges to the larger Christian community in the Mat-Su Valley.

There are other unplanned opportunities for developing the spiritual life that students will want to take advantage of as well.

- ³⁵/₁₇ Insights and blessings will be encountered through interaction with classmates, faculty and staff.
- ³⁵/₁₇ Students are encouraged to enter into a daily time alone with God in prayer, study, reading, silence, solitude, and reflection.
- ³⁵/₁₇ God's creation will invite students to take reflective strolls, personal retreats, or active hikes with others.
- ³⁵/₁₇ The small ABC community allows students to experience prayer partnerships, mentoring, and spiritual guidance with faculty, staff and others as you develop relationships with them.

Chapel Services

Chapels are planned to help the community worship and praise God. We gather for prayer and to hear God's word proclaimed and applied to our lives. There are many different kinds of chapels. Some are student led; faculty members lead others. Guest speakers include pastors and missionaries. Services are informal, but focused on God's presence with us. Special chapels may be provided at particular times of the year.

In order to show respect to your fellow classmates and guest speakers, please treat chapel as if it were a class and plan your work and personal schedules accordingly. The attendance policy of chapel allows for a student to miss a maximum of four chapel services without penalty. Absences beyond this number are considered unexcused. If five absences occur without prior approval by the VP of Student Development, the student will be placed on chapel probation for the remainder of the semester. If six absences occur, the student will not be allowed to return the following semester. If seven or more absences occur, the student will forfeit the current semester and be dismissed from the college. If a student must miss a chapel, the VPSD must be informed.

Since the worship life of students provides a helpful setting for Christian growth and future ministry preparations, students are encouraged to offer suggestions to the Student Development Department for planning chapels.

Local Churches

Every student is expected to worship weekly at a local church. A community church provides many opportunities for growth and service. By the second semester at ABC, students are expected to choose a church that will be the student's primary place of worship. A list of local evangelical churches is available to guide students in the selection process. Transportation to local churches may be available with faculty, staff and other students but it is ultimately the students responsibility to schedule this transportation.

Spiritual Life Focus Week and Ministry Fair

During each semester, a week is designated to focus on a theme that will encourage personal spiritual growth outside of the classroom. Extra chapels are held during each of these days and special activities are planned to help the entire campus community grow spiritually. Special speakers are invited from around Alaska and across the country. Since classes will be canceled during these events, each student is required to attend.

Christian Ministry Training

Every student enrolled in a program with six or more credit hours in a semester will be enrolled in Christian Ministry Training. Faculty and staff provide mentoring through prayer, guidance and reflection on practical ministry experiences. A variety of ministry assignments are available which will allow students to apply classroom learning to real life. More details will be provided by the Director of Christian Ministry Training.

COMMUNITY LIFE

Biblical Principles for a Christian Lifestyle

Alaska Bible College is a community of students, faculty, staff and administration who have voluntarily come together for academic, personal and spiritual growth. We live in relationship with God and one another. As such, we have responsibilities in this community that are based on the authority of scripture. The indwelling Holy Spirit provides each of us with the resources to carry out our responsibilities. We are guided in our relationships by the following scriptural principles:

³⁵₁₇ **All we do is to be for the glory of God. (1 Corinthians 10:31)**

Every Christian is ultimately guided in personal conduct by this question, "*Will my behavior bring honor to God?*" Regardless of the lifestyle standards set for the Alaska Bible College community, this is to be the guiding principle for every believer. Our lives are to be characterized by integrity in all we say and do.

³⁵₁₇ **We desire personal holiness so that we might reflect the character of God. (1 Peter 1:14-16)**

Christians are to be uniquely different from those around them who are not children of God. Personal holiness extends beyond our behavior to our thoughts and motives. The reasoning behind our behavior is every bit as important as the actions themselves.

³⁵₁₇ **All that we have comes from God, who expects us to use his gifts wisely. (Genesis 1:28-30; 1 Corinthians 4:7; Matthew 25:14-30)**

Because all that we are and have comes from God, we are expected to use our bodies, time, abilities, money, material possessions, and natural resources to do God's work and benefit his creation. To waste or abuse these gifts is unacceptable in the ABC community.

³⁵₁₇ **We love one another as the supreme mark of true discipleship. (John 13:34, 35)**

Jesus said that our love for each other is the evidence to a watching world that we are his disciples. Love is the visible display of sacrificial commitment. Love places the needs and desires of others above our own.

³⁵₁₇ **Our speech is to be characterized by truth and moderated by love. (Ephesians 4:15)**

We are to communicate with one another in honesty and integrity. There is no excuse for abusive language in the name of "being honest" when our speech is tempered by love.

³⁵₁₇ **The exercise of our freedom is to be tempered by our responsibility for other believers. (1 Corinthians 8:9)**

There are many things we are free to do that are not expressly forbidden in scripture, but we are also free to refrain from those things for the sake of a fellow believer. When our actions, though acceptable on their own, cause offense or cause another to stumble we have a responsibility to refrain. We will be wise to consider the impact of our actions on others.

³⁵₁₇ **We are responsible for building up those weaker than ourselves. (Romans 15:1-3)**

God's work in our lives is not ultimately for our benefit, but for the purpose of encouraging others who are struggling. When God gives us strength it is not to run ahead of those who are weak, but to lift them up.

³⁵₁₇ **We seek to restore the fallen, realizing our own vulnerability. (Galatians 6:1-2)**

Every one of us is capable of grievous sin in the eyes of God. Realizing this, each of us should work to restore a believer to fellowship who has fallen into sin. The intent of discipline is to restore a believer to fellowship, not to punish or ostracize that person from the community.

Standards for Life at Alaska Bible College

While God's truth never changes, the application of scriptural principles takes different forms in varying situations and circumstances. At Alaska Bible College, we have established the following guidelines for student life that we believe best reflect these principles in our community.

Standards for Use of Resources

Because all that we are and have as a College and as individuals comes from God, we are responsible for being wise managers of his good gifts. Our bodies, possessions, money, abilities and time are to be used in ways that will honor the Giver of these gifts.

The facilities of Alaska Bible College are the result of the faithful and often sacrificial giving of God's people. We, therefore, expect staff and students alike to take personal interest in the care of buildings, equipment, and furnishings on our campus. This means we use things for their intended purposes only. We will not destroy or vandalize property, and we will take personal responsibility for accidental damage, reporting it to the proper person as soon as possible. Further, we will not be wasteful of expendable commodities such as electricity or food.

In the Garden of Eden God placed mankind over his creation as stewards of it. Christians should, therefore, be the very best environmentalists in our world today. All around our campus we see the magnificent display of God's creativity. We want our students to enjoy the natural resources around us. With that privilege comes the responsibility of caring for God's creation. The wasteful abuse of plant and animal life is unacceptable.

God has also given each of us responsibility for personal possessions. We should use our possessions wisely and respect the possessions of others by using them only with permission and great care.

The money God gives us should be used for purchases that honor him. Debt binds us to obligations that may limit our freedom to serve Christ. Taking on debt, therefore, should be done only after careful consideration of the benefits and consequences. It is a Christian's responsibility to pay off all financial obligations in a timely and faithful manner. Gambling of any sort is a wasteful use of God's resources and is unacceptable.

It is equally important to use God's intangible gifts wisely. We should strive to use our abilities to do our best as students. An important part of personal growth in college is learning to use the abilities God has given us to serve Him and others. In addition, we must discipline ourselves to use time wisely. We need time for work and study, but we also need time for recreation and rest. During your stay at ABC, you are expected to find an adequate balance in the use of the time that God has given you.

God has given each of us only one body through which we are expected to express praise and glory to Him. Caring for our bodies by getting the necessary nutrition, exercise, and rest is important to God. It should be a priority for us as well. We highly encourage students to eat healthy, balanced meals, exercise regularly, and get adequate sleep each night. Additionally, the use of harmful or mind-altering substances, whether legal and/or socially excepted or not, is

inconsistent with a Christian's responsibility and is also a poor stewardship of our bodies. Consequently, it is expected that students abstain from such activities while enrolled at ABC.

Standards for Sexual Expression

Sex is one of God's good gifts and he intends for us to enjoy it fully within the protective bounds of marriage. Sexual intercourse and other forms of intensely interpersonal sexual activity are reserved for the intimate relationship of a husband and wife.

ABC encourages students to maintain wholesome relationships with members of the opposite sex. Our society tends to emphasize the physical aspect of relationships with the opposite sex and minimize interpersonal aspects. Interpersonal relationships are best cultivated without the distractions that come with physical intimacy.

While public physical contact is increasingly prevalent in our society, it is not becoming for the Christian couple that seeks to honor God and respect the sensitivities of others around them. At ABC we expect all couples to refrain from prolonged public displays of affection and limit displays to hand-holding. Snuggling up under a blanket behind closed doors or prolonged hugging and kissing would each be an example of inappropriate displays of public affection. In addition, unmarried couples should guard themselves against intense physical contact when they are alone as a couple.

All forms of sexual harassment or abuse, whether verbal or physical, are inconsistent with biblical standards of respect for one another as people created in the image of God. All interactions with members of the opposite sex are to be considerate and kind, not self-seeking. A copy of the ABC sexual harassment policy is available through the Student Development Office.

Standards for Entertainment and Recreation

God is honored when we use discretion in the leisure activities we choose. Certain forms of entertainment and recreation are inconsistent with holy living. We must carefully choose activities that reflect an active pursuit of holiness.

Students are encouraged to use several resources in the selection of reading material, music, movies, videos, internet and television programming. Written reviews, rating guides, and trusted friends will be helpful in making choices.

Gratuitous violence, profanity, immorality, sexuality and nudity are to be avoided in all forms of entertainment. What we allow into our minds shapes the people we become. Ultimately, anything we read, listen to, watch or do should encourage true, noble, right, pure, admirable, and praiseworthy thinking. To keep things simple and consistent, we do not allow any television programs or video games rated TV-M or R-rated movies to be shown on campus, dormitories, or during ABC events.

When the value of an activity is in doubt, refrain from it. There are times when it will be necessary to sacrifice personal freedom for the good of others. When differences arise over a given form of entertainment, we must choose the path of personal restraint and self-discipline. Every effort should be made to resolve differences in a fair and gracious manner. If the parties

involved cannot resolve differences, Student Development stands ready to offer assistance in mediating any conflict which remains unresolved.

Standards for Dress

The clothing we wear often expresses personality or individual tastes. It can be used to draw attention to us, but believers should be far more concerned about the inner attractiveness of a Christ-like spirit. Because styles constantly change through the years, modesty, neatness, and cleanliness should guide students' choices of clothing.

Attire in the classroom and other public areas of the campus may be casual, but should be modest, neat and clean. Clothing should not promote activities, attitudes, or products that are inconsistent with a biblical lifestyle.

Attire outside the classroom should also be carefully considered since weather can change without notice and can quickly become dangerous and even life threatening. At a minimum, please have on hand the following winter gear:

- Winter boots (-20)
- Warm hat
- Winter gloves
- Waterproof shell/coat
- Warm/insulating layers

If you are unfamiliar with the quality of your current gear and whether it will be effective throughout a winter in Alaska, please contact the VPSD for recommendations and advice. Keep in mind that you may want to wait until you arrive in Alaska to purchase appropriate winter gear.

When ministering in or attending a local church, students should dress modestly, consistent with the majority of those in attendance. Occasionally, the College sponsors special activities that tend to be more formal, such as the Christmas and graduation banquets. Dress for these occasions should match the formality of the event.

Faculty and staff of the College may ask a student to wear something more appropriate if the clothing does not meet the standards of modesty, neatness and cleanliness and students should respect the recommendation of each staff or faculty member of ABC. As always, contact the VPSD if a unresolved question arises. In consideration of the janitorial staff, please remove muddy footwear at the door before entering buildings.

Guidelines for Campus Facilities and Services

Whenever a group of people shares facilities, guidelines need to be established to define responsibilities and reduce friction. The following guidelines have been established to enable all of us to maximize the use of the Alaska Bible College campus. At times, these guidelines may cause some inconvenience for the individual, but by working together in a spirit of self-sacrifice, these guidelines will serve the common good of the ABC community.

Dormitories

Dorm living is an essential experience for many single students at ABC. As we prepare for ministry, it is important to learn how to live and function in close Christian community. Dorm life, with its natural challenges and victories, can be a valuable avenue for learning these lessons.

As students prepare for ministry, it is important to learn how to live and function in a close Christian community. For single students, living in a group environment is an opportunity to grow in this area. Housing for single men and women is available through ABC. For the 2015-2016 school year, this housing is located within walking distance of the main campus at 332 South Denali St. There is another dormitory home within walking distance to the main campus and is located at 1402 Chugach St. This will be home to older male students. There are no coed residence halls. Preference for dormitory space is given to students enrolled in a program and taking twelve or more credits each semester. Other students may request dorm space in writing from Student Development.

Dorm students may have roommates and share a community bathroom, kitchen, and living area with other students. The rooms are furnished with beds, dressers, desks, and lamps. Students provide their own twin bed sheets, pillows, blankets, and spreads.

Students are welcome to bring their own vehicles to allow for greater personal flexibility in transportation, but it is not required.

Students may stay in the dorms for a fee that will be determined by the business office during Spring Break although meals will not be provided. Students may stay in the dorms during Christmas Break for an additional charge. If a student plans to stay in the dorms during these breaks, the Resident Coordinators must be informed a week in advance.

Except during special open dorm times, men are not allowed in the women's dorm and women are not allowed in the men's dorm.

The Resident Assistants will inspect dorms weekly. Students must have their rooms cleaned according to the provided checklist. This includes the hallways, bedrooms, living rooms, bathrooms and stairways. Students are responsible to keep furniture and bedding in the same condition as originally found in the dorm room. In order to abide by fire codes, hallways must be kept clear and exterior doors must remain closed. The furniture in each dorm room must remain in that room. At the end of the semester a cleaning charge may be assessed for students not passing the final inspection.

No fire whatsoever is permitted in the Main building or the Student Dorms. This includes candles, burning incense, matches or lighters, and smoking.

There is a refrigerator in each dorm for student use. The students in the dorm are responsible to keep the refrigerators clean. Household appliances such as TV's and DVD players are permitted in the dorms. Computers, stereos and coffee makers are also permitted. Any other electrical appliances must receive prior approval from the Student Development Office.

Students are welcome to put pictures and posters on walls in their rooms but should avoid any means of hanging them that would damage the paint or the walls. Each student will be responsible for making needed repairs or the College will do the repairs. All, or a portion of, the room deposit may be withheld for repairs.

Quiet hours in Dorm Housing are from 10:00 p.m. to 8:00 a.m. Students are expected to show courtesy toward fellow students who may be sleeping or studying during these times. Students are also expected to be in their dorm rooms from 12am-6am unless special permission has been granted by the Resident Coordinators. The dorms will be locked for security purposes during these curfew hours. Keys will be issued to dorm students for access to their Dorm /House. If access privileges are abused, keys may be forfeited.

The volume on audio equipment used in the dormitories should be kept at a level that is low enough not to disturb others. Students who want a higher volume should consider the use of headphones.

As a courtesy to others and because of severe weather each student is expected to use the sign-out sheet in the dorm when going off campus. Students are expected to call in to the Resident Coordinators if they plan to be out longer than expected. A master sign-out sheet will be used for those that will be gone at certain times on a regular basis. Dormitory students must sign out and inform the Resident Coordinators for any overnight stays off campus.

Breaks are provided during and between semesters for the well being of students and staff. Dates and times for the closure of the dorms and Dining Hall during these breaks will be posted each semester. Students are encouraged to take advantage of the breaks to get away from the campus and the routine of academic life, but occasionally a student may have a need to stay in the dorm during a break. In such an event, please inform the Resident Coordinators at least 1 week in advance.

Dorms have no individual phone lines nor internet connection. Cell service is excellent to the area of both School and Dorm buildings. Contact Matanuska Telephone Cooperative Association (907-745-3211) or GCI (907-373-2288) to set up a personal account or activate individual room phone lines. Personal Internet connections in the dormitories must adhere to content guidelines set forth in the ABC computer use policy.

No pets may be kept in the dorm because of the close living conditions and the potential for allergies. Dorm students are not permitted to keep any outdoor pets.

Lounge / Mailboxes

The ground floor of the school is provided as a place for students to relax between classes and after business hours. Students are encouraged to use this area as their primary lounge. Anyone using the lounge is expected to keep it clean and neat. All furniture and games are to be returned to their original places before leaving. Snack foods and beverages are permitted in the lounge. Each individual is responsible for food clean-up. It is not the responsibility of the janitorial staff.

Student mailboxes are available for all students enrolled in a program at ABC. The boxes are individually secured and each student will be given a key for access during orientation. Please access ONLY mail addressed to yourself and DO NOT access nor tamper with any other mail. Students will also have boxes which are located in the student lounge and can be used for text books and personal items.

Dining Room

The kitchen and dining facilities are located in the southwest corner of the school building, Alaska Bible College seeks to provide well-balanced, nutritious meals at a low cost to students living in the dormitories. Because of the size of our food service program, we are unable to accommodate special diets without approval from the Food Service Manager prior to arrival on campus.

The Meal Plan will consist of three meals a day, five days per week. Since student housing consists of full kitchens and dining rooms, students will be responsible for weekend meals. All students on a meal plan will participate in dining room clean up. Each student is responsible for notifying the Food Services Manager 24 hours in advance of an activity or trip that will cause the student to miss a meal.

Food served from the Dining Room should be consumed in the Dining Room and not transported to other areas of the building. At no time are non-disposable plates, cups or utensils to be taken from the Dining Room area.

Visitors and students who do not live in the dorm may purchase meals or meal plans. The Food Service Manager must be notified of extra meals at least 72 hours in advance. Meal plan prices are available in the Business Office.

Laundry Facilities

Coin operated washers and dryers are available within the connected utility room of our dormitories. Students are responsible for providing their own soap and other laundry supplies. They are expected to clean up after each use of the facility. Laundry in washers and dryers is to be removed in a timely manner so that others may use the facility with as little inconvenience as possible. The open hours that the laundry facility will be posted at the dorms.

Visitors

Visitors are welcome on campus. Students, faculty, and staff members are expected to sign in and accompany their visitors on campus. Visitors who are not staying overnight are expected to leave when the campus is closed. Dorm students having an overnight guest must secure permission from the Resident Coordinators 24 hours in advance. If permission is not secured, students will be charged for the housing of guests at a rate determined by the business office. Any student who desires to have a guest for meals in the dining hall must make arrangements with the Food Services Manager 72 hours in advance. Students are responsible for meal costs of their guests unless prior financial arrangements have been made with the Admissions Office

Offices

The faculty and staff are here to serve the student body and they welcome visits to their offices. In order to maximize visits with faculty and staff, it is recommended that students make appointments in advance. Administrative and faculty offices are open during normal business hours and are provided for the sole use of faculty and staff. A student must secure specific permission to use an office without a staff member present. The copier in the administrative center is not for the personal use of students. A copier is provided in the library for student use.

Classrooms

Classrooms in the school are provided primarily for instructional purposes. Classrooms may be used for study and meetings when they are not scheduled for classes. If any furniture is moved it must be replaced before leaving the classroom. Furniture is not to be removed from classrooms without permission. Activities that take place in a classroom adjoining a class in session must not be disruptive. Food is not permitted in classrooms without prior permission from the instructor. Drinks are permitted in closed containers.

Bulletin Boards

Several bulletin boards are provided in the hallways and student lounge and the Dormitories. Activities and information for ABC and surrounding community, as well as ministry and job information are posted on these boards. Students or others who wish to post information on any bulletin board must have the posting approved, stamped and dated by a Student Development staff person. **Students should check bulletin boards regularly to stay informed of coming events and opportunities.**

Library

The library is located in the east side of the Alaska Bible College building in Palmer. The library contains the following rooms:

- Circulation Desk: At the counter, one may check out and return books and other library items. A photo copier is available for student use. A card catalog is located in the Circulation Desk Room.
- Children's and Curriculum Room: Children's books and videos as well as materials for teaching children can be found here.
- Main Stacks: About 1000 shelves of books, as well as study areas, are located in this

room. Included in this room are a Reference Section, a collection on Alaska, an Audio-Visual Section, and an on-line library catalog.

Recently received periodicals are located in the lounge adjacent to the Circulation Desk room.

Specific Library hours and further details regarding library policies and procedures will be provided by the Library Director.

Student Government

Student Government is made up of students elected by the student body, whose duty is to serve both the students and faculty/staff in matters concerning student activities and general student well being.

Involvement in Student Government is an excellent opportunity to develop leadership skills that are necessary for ministry. Further details TBA

Vehicles and Parking

All student vehicles that will be on campus on a regular basis must be registered with the Business Office. Students must maintain minimum liability and property damage insurance for all vehicles on campus throughout the school year. Students who will be driving are also highly encouraged to carefully review the “How to Go on Ice and Snow” handout available through the Student Development office.

College vehicles are provided for official business of the College. If students are needed to drive vehicles for College business, ABC personnel will contact them. In order to drive college vehicles students must be approved by the Business Office. Approved drivers are responsible for following guidelines in the Policy for Student Use of College Vehicles.

Student Employment

Employment in the Mat-Su Valley may be available to students who need to work and can be somewhat flexible. Types of jobs available include: barista, daycare worker, school bus driving, janitorial, service station attendant, clerical/secretarial, grocery store, restaurant, and babysitting. Some jobs are available on campus as well.

While employment is essential for many students to meet the financial obligations of college attendance, it is equally important that employment does not interfere with academic performance. Students whose grades fall below acceptable standards will be encouraged to cut back on employment hours if the job is believed to be hindering academic performance.

Health, Safety and Security Information

Health Care

Health and counseling services are not directly provided by Alaska Bible College. A list of facilities providing these services along with their operating hours will be provided during orientation. Students are responsible for all health care costs and medical insurance is strongly recommended.

There are also many chiropractic clinic and dental clinics available in the area. Hours for these clinics can be obtained by contacting each clinic respectively. Students who need transportation to an appointment are encouraged to contact Student Development if other arrangements cannot be made.

Fire Safety

No fire whatsoever is permitted in the Main building or the Student Dorms. This includes candles, burning incense, matches or lighters, and smoking.

Fire drills are held unannounced each semester. Fire exit maps are posted in each room on campus. Students should familiarize themselves with the fire exits of each building on campus. It is essential that we practice immediate exits.

If fire occurs on campus the fire department should be contacted by dialing "911" immediately. The fire should then be reported to a College administrator as soon as possible.

Firearms

Living in Alaska provides opportunities for students to hunt or recreate with firearms. Firearms are permitted on campus providing the student has passed a state approved firearm or hunter safety course. All firearms brought or kept on campus by students must be registered with the Student Development Office. Students will be required to provide evidence that they have passed an approved safety course when registering. A schedule for hunter/firearms safety classes will be provided by Student Development.

For safety and security reasons, all firearms and ammunition belonging to students in the dorms must be unloaded and stored in the College gun safe. Firearms are not to be loaned to anyone who has not passed a state approved firearm safety course.

All firearms on campus must be unloaded (no ammunition in either the chamber or magazine) at all times. Any student transporting a firearm into the Main building to store in the gun safe must have the breech open and/or bolt, magazine or cartridges removed until it is stored. Firearms are not to be discharged within the city of Palmer. Violation of these rules will be met with the strictest of consequences; possible dismissal from school and/or legal charges may be filed.

Substance Abuse

Use of non-prescription narcotics, legal and illegal mind-altering substances, and tobacco in any form will not be acceptable in the ABC community. The possession or use of these substances by students of Alaska Bible College is prohibited. Because the abuse of alcohol throughout Alaska is so widespread, ABC believes that any use of alcohol is likely to create a stumbling block for many people to whom we minister. Consequently, it is expected that students abstain from consumption of alcohol while enrolled at ABC.

ABC understands that some students may struggle with substance abuse. Students who are unable to abstain are encouraged to seek help from the Student Development staff. ABC wants to help any student struggling with substance abuse to gain victory over this bondage. We will provide counsel and accountability on campus, and will help the student arrange for other professional counseling and treatment as needed off campus. In some cases the seriousness of the struggle may require dismissal so that more intensive intervention can take place. If a student must be dismissed, conditions will be established for the student's return to school. We are committed to seeking full restoration of students who have been entrapped by substance abuse.

Security

Alaska Bible College does not have campus law enforcement. Law enforcement is provided by the Palmer Police and/or Alaska State Troopers. Campus security is the responsibility of everyone at Alaska Bible College. We want to maintain a friendly and welcoming atmosphere on campus, so visitors should be greeted warmly. At the same time, we need to be aware of the presence of unauthorized people on campus. When unauthorized people or vehicles are observed on campus, especially after campus buildings are secured, it should be reported to a College administrator as soon as possible. If any person or situation poses any threat to security on campus, the Palmer Police should be contacted by calling "911" immediately. The College will report any crime considered to be a threat to students, staff and/or faculty as soon as circumstances warrant.

Alaska Bible College collects information about any criminal activity that occurs on its campus. This information is available upon request to all current students, staff and faculty and to any applicant for enrollment, employment or service.

The College building and library are locked and checked by 11:00 p.m. each evening. All security information and any discrepancies are recorded on a report form that is initialed by the person responsible. Discrepancies are reported to the College in a timely manner.

The residential staff will be notified of any non-ABC maintenance personnel who are allowed on campus during secured times. Maintenance personnel are not authorized in the Women's Dorm unless accompanied by the Dean of Women, Women's Residence Assistant or a person appointed by a member of the Student Development Office.

Each dorm student is issued a key for after-hours access to his/her dorm. Some students are also issued keys for other buildings or offices. These keys are only for the use of the person to whom they were given. They are not to be used for granting access to any other person. Neither are they to be loaned out to any other person at any time and copies are not to be made for any reason. Sharing access codes and loaning or copying keys is considered a serious breach of security and

will result in disciplinary measures including, but not limited to, the loss of keys and/or access codes.

Internet Etiquette

Be aware that use of public chat sites on the internet such as Facebook, MySpace, Twitter or other blog sites are read by vast numbers of people. As such, the posting of defamatory or slanderous comments about fellow students, faculty or staff will not be tolerated. Such behavior will be subject to discipline as deemed appropriate by Student Development and the Administrative Committee.

Student Discipline, Appeals and Grievances

Disciplinary action may be necessary to bring about growth or restoration in a student's life. The goal of any discipline at ABC is to restore students to right relationships with God and fellowman.

Discipline may take on a variety of forms based on the need of the student and the circumstances surrounding the problem. Action taken will be at the discretion of the College. A student's repeated failure to respond positively to discipline will ultimately result in dismissal.

The administration, faculty and staff of Alaska Bible College take a special interest in student concerns. We are here to serve you. Conflict is a part of community life...even in Christian communities. It is important that we deal with it appropriately. We encourage students to confront in love those with whom they are directly involved in a conflict. Matthew 5:23-24, and 18:15-17 give valuable guidelines to follow in confronting an offense.

In the event of an assault, either physically or sexually it will be reported immediately to the Vice President of Student Development.

In the event of other grievances students should adhere to the following:

1. They must first speak to that person with the intention of reconciliation.
2. If the persons involved cannot be reconciled, they must take someone (student, RA, CMT mentor, staff or faculty member) with them to again speak to that person with the intention of reconciliation.
3. Following the second meeting, regardless of the outcome, the situation must be reported to the VPSD.
4. If reconciliation is not achieved through the second conversation the VPSD will engage the grievance process.

If a concern, whether disciplinary or otherwise, is not adequately resolved it may be formally appealed.

Disciplinary and non-disciplinary actions may be appealed in writing to the VPSD, then to the Student Affairs Committee, and finally to the President of the College.

If these avenues of appeal fail, grievances may be taken to the Alaska Commission on Post-secondary Education, P.O. Box 110505 Juneau, Alaska 99811-0505, phone (907) 465-6741, fax (907) 465-5316.

LIFE IN THE PALMER AREA

From the majestic Pioneer and Twin Peaks in the Chugach Range to the Talkeetna Mountains in South central Alaska, Palmer is framed in breathtaking beauty. Located 42 miles northeast of Anchorage on the Glenn Highway in the Matanuska Valley, the city's unique history and heritage are unparalleled in the state.

HISTORY... In 1935, under President Franklin Roosevelt's New Deal, the Federal Emergency Relief Administration established the Matanuska Colony. From the drought-starved Midwest, 203 families traveled by train and ship to reach the fledgling colony. Their housing was in a tent city for that first Alaskan summer. Each family drew lots for individual 40-acre tracts and a farming adventure began. Back in 1935, those original Valley Colonists already knew this fertile valley could produce a rich agrarian heritage, making Palmer the only Alaskan community to develop from an agricultural lifestyle.

AGRICULTURE PLUS ... Today, Palmer is a garden hub for the state, and the unique micro-climate and extreme light cycles produce amazing giant vegetables, which are displayed annually right here in Palmer during the Alaska State Fair. To this day, Palmer provides food to communities across the State of Alaska.

Alaska Bible College is situated on the edge of the pedestrian-friendly downtown and is filled with shops providing a taste of the hometown flavor of small-town Alaska.

Palmer is also the seat of the Matanuska Susitna Borough government. The borough spans 23,000 square miles, which is roughly the same size as West Virginia. The Matanuska Susitna Borough building is within walking distance and provides a recreational gym for student use. Gym details and schedule will be provided during orientation.

In the summer, residents and visitors hike and camp in the mountains, raft and fish the local rivers, stroll through the community garden and learn from the Visitor Center museum. Winter recreation also abounds in Palmer. The snowy slopes at nearby Hatcher Pass and surrounding areas offer snow-mobiling, ice fishing, snow-shoeing, ice skating, dogsled mushing and cross country skiing.

Just outside Palmer, roadside attractions include the Knik Glacier, Matanuska Peak, Pioneer Peak, Hatcher Pass and the Matanuska Glacier, each of which offer several outdoor adventure opportunities. Trek, fish, hike, ride ATVs or horses, or sight-see and photograph some of the most accessible natural beauty in Alaska.

The winters in Palmer last from October to April and temperatures generally average in the low tens above zero but can get as cold as 25 below zero (Fahrenheit) for short periods of time during November through February. Another regular feature around the Mat-Su valleys are the wind chills from the frequent winds that get funneled down the valley through the mountains. This means that it is necessary to have good winter clothing that is suitable for the climate.

WHAT TO BRING

- ✓ Clothes for every kind of weather. (Please refer to “Standards for Dress” p10)
- ✓ Linens
- ✓ Blankets
- ✓ Pillow
- ✓ Sleeping Bag
- ✓ Towels
- ✓ Soap
- ✓ Deodorant
- ✓ Shampoo
- ✓ Other Toiletries
- ✓ Laundry Detergent
- ✓ Laundry basket or bag
- ✓ Hangers for closet
- ✓ 15-amp circuit breaker surge protectors with 14-3 cord for all plug-ins that can protect computers. (marked UL1449, UL1449-A or UL1449-I on box.)
- ✓ 3 prong extension cords that have 12 to 14 gauge wires.

OTHER COMMON ITEMS STUDENTS BRING

- ✓ Stereos
- ✓ Cameras
- ✓ Personal computers or laptops
- ✓ Coffee Maker
- ✓ Cell Phone
- ✓ Plastic Storage Containers
- ✓ Fans
- ✓ Area Rugs

WHAT NOT TO BRING

- ✓ Halogen lamps
- ✓ Candles
- ✓ Candle Warmers
- ✓ Pets

ACADEMIC CALENDAR 2015-2016

Semester I – Fall 2015

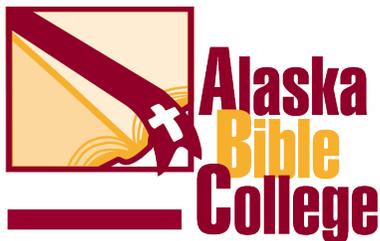
August	1	Deadline for Application
	19	Dorms open for new students
	19-21	Orientation for new students
	22	Dorms open for returning students
	24	Classes begin
October	12-16	Spiritual Life Focus Days
	TBA	Fall Break
November	TBA	Semester II registration
	26-29	Thanksgiving recess
December	4	Classes End
	6	Christmas Banquet
	7-11	Final Exam Week
	11	Semester Ends
	12-13	Transportation to the airport
	Dec 24-Jan 4	ABC offices closed

Semester II – Spring 2016

December	1	Deadline for Application
January	5-9	Winter Session
	15	Dorms open for new students
	16	Orientation for new students
	16	Dorms open for returning students
	18	Classes begin
February	15-19	Spiritual Life Focus Days/Retreat
March	7-11	Spring Break
May	6	Classes end
	9-13	Final Exam Week
	13	Semester Ends
	13	Graduation Banquet
	14	Commencement
	15	Transportation to the airport

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Student Handbook Covenant

By signing this covenant I am stating that:

- I will respect and follow the Standards for Use of Resources (page 8)
- I will respect and follow the Standards for Sexual Expression (page 9)
- I will respect and follow the Standards for Entertainment and Recreation (page 9)
- I will respect and follow the Standards for Dress (page 10)
- I will strive to follow the Biblical Principles for a Christian Lifestyle (pages 6-7)

Furthermore, I am agreeing that if I fail to abide by these, I willingly accept that steps of discipline, student probation and or dismissal may be taken. I understand that these principles are here for my wellbeing as well as that of my fellow students and ultimately and preeminently for the glory of my Lord and Savior Jesus Christ.

(Print Name)

(Signature)

(V. P. Student Development)