



Student Handbook  
2022-2023

"Welcome Holy Spirit"

*"And I will ask the Father, and he will give you another Helper, to be with you forever."*  
John 14:16 (ESV)

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## **WELCOME**

We are glad you have chosen Christ Mission College (CMC) as your training institute. The time you spend here along with other students will result in great changes in your life. Our prayer is that you will develop into the person that God can truly use for His glory, anywhere in the world.

CMC holds that every student, upon signing the application for admission, is under moral contract to the school regulations when that student enrolls in the school. Consequently, each student is responsible for disciplining himself or herself to live within the limits of the school rules. Because the student body is composed of persons who are devoted to Christ and who consider Christian submission and humility valuable assets to the building of strong character, students should discipline themselves to comply with the campus policies. The Administration, Faculty, and Staff are available to help with self-discipline problems.

This Handbook has been prepared to introduce you to life as a student. In it, you will find information about the purpose and policies related to your student goals. Your conduct as a student will be evaluated according to the standards found in this handbook.

Remember, you have voluntarily applied to attend CMC. Along with this privilege comes the responsibility to abide by the rules and to uphold those standards wholeheartedly at all times in conversation and conduct, both on and off campus.

CMC has identified and prioritized seven core values that define our institute:

1. Submitting to Christ's example of sacrificial service to see His Kingdom expanded for the benefit of others.
2. Preparing individuals for service in the church and community through practical face-to-face ministry.
3. Guiding all life and ministry by the teachings and patterns of the New Testament including A/G doctrine.
4. Equipping all believers/students to lead by doing their part in personal small group disciple-making ministry.
5. Encouraging each believer/student to regularly use their spiritual gifts to build up Christ's body the church.
6. Honoring and building up the family of God by providing for the needs of the church and community.
7. Seeking to discern and follow the Holy Spirit's guidance by supporting all ministries in dedicated prayer.

## **THE CALL TO CHRIST AND HIS MISSION**

Our passion and purpose is Jesus Christ. When anyone comes to Christ, they are a new creation. Old things are passed away; all things become new (2 Corinthians 5:17). In this kind of relationship with Christ, you begin an exciting new life with His passion and purpose in you!

### *All are Called to Christ*

Christ Mission College believes that all are called to follow CHRIST and His MISSION in the world (Matthew 16:18, 24). The same call Jesus gave his first disciples applies to us today. It is greater than your career path or call to ministry. God created you for the purpose of first being His own son or daughter (John 1:1-4, 12, 13). Then you become a part of God's great plan to show more of Christ in our communities, our nation, and the nations of the world.

Jesus Christ as the Lord and Savior is the only hope of the world. He is the Truth, the Word of God, and the Key to all Scripture (John 14:6; 1:1; 5:39) which is the Bible, the written word of God in both the Old and New Testaments. Jesus is also Love (1 John 4:8, 9), who forgives our sins and heals our broken hearts, minds, and bodies. He gives us hope when we are hopeless and breaks our addictions. We love Him because He first loved us. (1 John 4:10)

## Your Journey of Faith

Your journey of faith begins by hearing and receiving the message of Christ (Romans 10:17). This call leads you to a salvation experience (Romans 10:9; John 3:16) when you confess Jesus as Lord and enter a relationship with Him followed by obeying Him in water baptism (Acts 2: 38-41) as a public testimony of your faith. Your call continues with a promised baptism in the Holy Spirit experience (Luke 24:46-49; Acts 2:1-4) who empowers you throughout life with the ability to faithfully serve Christ and fruitfully fulfill His mission in the world (Matthew 28:18-20).

## Growing as a Daily Disciple

God has destined us to be more than just Sunday Christians. CMC is committed to your journey of faith in a community of faith to see you grow as a Daily Disciple through a process of Biblical higher education and practical experience. Your participation in this process is intended to develop you into becoming:

1. Educated Biblical Believers
2. Spirit Filled Christians of Character
3. Disciples Who Make Disciples
4. Church and Community Servants
5. Multicultural and Missional Ministers

We look forward to walking with you as your family, the CMC Community. Together we will grow in this exciting journey with Christ to see the great things God has purposed for our lives!

## **THE CMC COMMUNITY**

It is the intent of Christ Mission College (CMC) that all we do in classroom learning, co-curricular programming, and relationship building reflects the unique mission of this College. CMC is endorsed by, aligned with, and committed to the General Council of the Assemblies of God as our parent organization including its doctrinal statements of 16 Fundamental Truths and Assembly of God (A/G) Position Papers which are rooted in Evangelical, Holiness, and Pentecostal traditions regarding the interpretation of Scripture.

As a community, Christ Mission College (CMC) supports particular policies, procedures, and actions that facilitate healthy Christian living among its members. These boundaries are guided by our commitment to uphold biblical principles of conduct, our Assembly of God denominational perspective, and practices that promote considerate Christian community interaction. As such, CMC students are responsible for knowing and abiding by the standards; however, if that is your only guide, you will have missed the point. We seek to nurture an environment where our lives reflect Christ. May our ultimate guide be to operate from the inside out, with love from a pure heart, good conscience, and sincere faith (1 Timothy 1:4-6), so that we may reflect kingdom living, as described in Matthew's gospel (5:48 MSG): "In a word, what I'm saying is, Grow up. You're kingdom subjects. Now live like it. Live out your God-created identity. Live generously and graciously toward others, the way God lives towards you."

## **CMC COMMUNITY COVENANT**

All Members willingly choose to become a part of the CMC community, and upon voluntarily making that choice, commit to growth as they purposefully and intentionally live to love God and serve others. Additionally, for the duration of their tenure at Christ Mission College (CMC), students pledge to abide by the community standards described in this Student Handbook known as the CMC Community Covenant.

## **DISCIPLESHIP IN THE CMC COMMUNITY**

We are a community that offers support and healing for people struggling in various areas of their spiritual life. CMC will take into account whether the student is sincere in pursuing assistance or if disciplinary action is necessary. A redemptive process of counseling and guidance is available to those students who genuinely desire restoration as they continue with their commitment to the CMC community.

## **OUR HISTORY**

Christ Mission College, formerly Latin American Bible Institute, was the result of the fervent prayer and great faith of the Rev. H. C. Ball and his devoted wife, Sunshine. LABI opened its doors for the first semester of classes on November 8, 1926, in the annex of Templo Cristiano at El Paso and South Cibolo Streets in the city of San Antonio, Texas. The first commencement was held in May of 1928. Since then, LABI, now Christ Mission College, continues to graduate students who take their place across the city, state, and world, accomplishing the Lord's work. As students continued to show a desire to serve the Lord, the school was moved to Saspamco, Texas, eighteen miles south of the city due to limited accommodations. In the fall of 1945, LABI opened its doors at the corner of Shultz and Padilla streets in El Paso, Texas, to accommodate, once again, a growing student body. Thirty-six years later the need arose again, and the school was moved in the summer of 1981 to the place of its cradle and its present location in San Antonio, Texas. In December of 2016, the board revealed the college's new name, Christ Mission College. Our graduates continue to build the Kingdom in a very special way, laboring for the Master as pastors, evangelists, Bible School Teachers, and as efficient lay members in the local churches. Others have gone to foreign fields. We praise God for CMC.

## **OUR MISSION**

CMC passionately develops a student's God-given potential in a process of Biblical higher education, discipleship, and practical experience for sacrificial service in the church and community to expand God's kingdom in the world with the Holy Spirit's power.

## **OUR VISION**

Our vision is to see CMC dare to dream big to fulfill the dreams of a new generation of ministers by forging ahead to achieve re-affirmation of Accreditation within three years, enlarging our enrollment to 150 students, extending our scholarship opportunities, expending our efforts to significantly upgrade the campus, expanding the community of participating churches to include more scope and diversity, and excelling across Texas and the U.S. as a quality school offering affordable practical ministry training that will deploy our graduates without debt into service in the church and community.

## **OUR PURPOSE**

CMC recognizes the imperative of preparing Christian workers to complete the Great Commission (Mark 16:15; Matthew 28:19, 20). Our primary purpose is to provide baccalaureate level Church Ministry training at a central campus to qualified Hispanics and other diverse believers who desire to fulfill the mission of God in service to the church and community throughout the world. Our Church Ministry training is approached through sacrificial service, involvement in practical face-to-face ministry and the application of biblical principles and patterns. CMC seeks to train ministers for the Assemblies of God as well as other evangelical churches while maintaining a quality program following guidelines of the Alliance for Assemblies of God Higher Education (AAGHE) and of the Association for Biblical Higher Education (ABHE).

## **ACCREDITATION**

Christ Mission College was granted initial accreditation with the Association of Biblical Higher Education [ABHE] in 2020. ABHE is a national accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education [5850 T.G. Lee Blvd, Suite #130 Orlando, FL 32822; www.abhe.org, 407-207-0808].

## **OUR INSTITUTIONAL LEARNING OUTCOMES**

1. Students will become educated Bible-based believers
2. Students will become Christians of growing character
3. Students will become Spirit-filled disciples and disciple makers
4. Students will become family, church, and community servants
5. Students will become multi-cultural and mission-focused ministers
6. Students will integrate a broad knowledge in general education for a Christian worldview

## **OUR DECLARATION**

We are Christ Mission College (CMC), and this is our Declaration: We purpose to seek God with an intense passion and to strive today to take steps of faith towards personal and corporate revival. Those who have come before us have passed the torch of God's plans for CMC. We take that torch to stand as examples of God's divine purpose and allow its flames to burn down the strongholds of anxiety, shame, bitterness, envy, strife, jealousy, selfishness, gossiping and negativity. We will not be content to accept mediocrity in our spiritual advancement. We refuse to allow our circumstances to defeat us. We are determined to press forward. We will take up the armor of God to fight God's battles. We will discipline ourselves to study, to pray and to serve. We pledge our total submission to God's will. We will not turn back. We dedicate ourselves to unity and we will leave no one behind. Today's passion of pursuing God's dwelling place will birth the supernatural and a vision for victory! Let it be said in years to come that one day, today, God's people, at CMC, assembled for war, drew up the battle lines and cried out in a loud voice "WE WILL STAND AND FIGHT!"

## **OUR PLEDGE**

The administration, faculty and staff of CMC have been chosen by God to be your spiritual leaders during your stay here. We are here to teach and guide you in your spiritual growth and development. We are, therefore authorized to call attention to any infringement of the rules and regulations of CMC as well as any Biblical principles or standards.

## **OUR MASCOT AND SCHOOL COLORS**

CMC's mascot is the Bald Eagle, and the school colors are blue and gold.



## OUR ALMA MATER

1

Hoy damos gracias al Señor por nuestra Institución;  
Por los maestros que escogió para traernos bendición.  
Con obra y con palabra, han sido nuestro ejemplo  
Dios quiera así premiarles por su labor.

Chorus

Mi Escuela donde pude saber más del Maestro;  
Lugar de refrigerio, de visión, amor y santidad,  
amor y santidad.  
Escuela, son tus hijos, que hoy cantan de tus glorias,  
De todas tus proezas que el Señor a ti te concedió.

2

Es San Antonio, la ciudad de nuestra institución  
Es CMC el triunfo hoy de nuestra bella y gran visión  
¡Celebra con nosotros, evento tan glorioso!  
¡Levanta tu bandera y alaba a Dios!

Palabras por Amparo Vargas. Música del himno 37 de "Joyas Favoritas" de C.H.Morris.  
Escrito originalmente en 1967, El Paso, TX

## OUR FIGHT SONG

Christ Mission College you must go forward  
The Lord will open a door for you!  
In the land of giants, you'll be a conqueror.  
Victory is waiting, Go onward! Go! Go! Go!

Querida Escuela, sigue adelante,  
¡Que Dios las puertas te abrirá!  
Aunque gigantes quieran vencerte,  
Grande Victoria te esperan ya! ya! ya!

Música y letra originales de Amparo Vargas, El Paso, Texas; Marzo de 1981.

## OUR BIBLICAL MANDATES

1. Worship - in private and public contexts
2. Instruction - to be taught
3. Fellowship - with believers
4. Evangelism - to testify and to proclaim
5. The Golden Rule - do unto others as you would have them do unto you
6. Purity - I Timothy 4:12
7. Integrity - Psalm 26:11
8. Supportive Speech & Actions - Psalm 19:14, Galatians 6:2
9. Accountability - Romans 19:40
10. Service - Ephesians 6:7
11. Humility - Acts 20:19
12. Our Fundamental Truths - Article V, p88
13. Requirements of Ministers - Article VII, p.117 Section 1 P1, Section 2 a.-f.

## **CMC BOARD OF DIRECTORS**

**2022-2023**

### **Chairman of the Board**

Rev. Dennis Rivera  
Director of the AG Hispanic Relations

### **Vice-Chairman of the Board**

Rev. Ezequiel Pecina, Superintendent  
West Texas and Plains District

### **Secretary/Treasurer of the Board**

Rev. Bernadino Espinoza

Rev. Gilbert D. Olivarez, Superintendent  
Central District/ Distrito Central

Rev. Clemente Maldonado, Superintendent  
Midwest Latin American District

Rev. Tim Barker, Superintendent  
South Texas District Ministry Network

Rev. Amos Garza, Superintendent  
South Central Hispanic District

Rev. Edward De La Rosa, Superintendent  
Texas Gulf Hispanic District

Rev. Manuel Vallejo III, Assistant Superintendent  
Texas Louisiana Hispanic District

Rev. Glenn Beaver, Superintendent  
West Texas District

Mrs. Rose Amaro  
CMC Alumni Association President

Rev. Dr. Melissa Alfaro  
Educator/Representative

Rev. Dr. Monte Madsen  
President, CMC

## **SUPPORTING DISTRICTS**

Central District/ Distrito Central, with its offices located in Denver, Colorado  
Midwest Latin American District, with its offices located in Chicago, Illinois  
South Central Hispanic District, with its offices located in Dallas, Texas  
South Texas District, with its offices located in Houston, Texas  
Texas Gulf Hispanic District, with its offices located in Peñitas, Texas  
Texas Louisiana Hispanic District, with its offices located in Houston, Texas  
West Texas and Plains District, with its offices located in Abilene, Texas  
West Texas District, with its offices located in Lubbock, Texas

## **CHRIST MISSION COLLEGE**

### **ADMINISTRATION**

President

Dr. Monte Madsen

Vice President of Academics

Rev. Alicia Carrasco

Vice President of Student Services

Rev. Reva Madsen

Executive Director of Finance

Ms. Evelyn Arias

Faculty Representative

Rev. Randy Garcia

### **PERSONNEL**

Administrative Staff: Dr. Monte Madsen

Facilities Coordinator: Rev. Arturo Carrasco

Development Coordinator: Mr. Randy Brown

Human Resource Director: Rev. Reva Madsen

Financial Aid Director: Rev. Alicia Carrasco

Academic Office: Rev. Alicia Carrasco

Enrollment Manager: Ms. Yaritza Romero

Librarian: Mrs. Teresa Martinez

I.T Manager: Mr. Jacob Albisurez

Media Coordinator: Eliezer Rojas

Financial Office: Ms. Evelyn Arias

Student Accounts Coordinator: Ms. D'Laena Madsen

Food Service Director: Mrs. Francisca Torres

Student Life: Rev. Reva Madsen

Administrative Assistant/Recruiter: Rev. Giovanni Arreola

Josué Cruz Dorm Pastor: Mr. Eliezer Rojas

Gloria Garza Dorm & Ruth Martinez Dorm Pastor: Ms. Lynette Arias

Commuter Pastor: Ms. Ruth Rodriguez

Married Couples Pastor: TBA

Student Council Director: Rev. Giovanni Arreola

Spiritual Life: Rev. Reva Madsen

Chapel Director/Recruiter: Rev. Evelyn Arreola

Worship Director: Rev. Evelyn Arreola

Student Ministries Director: Rev. Giovanni Arreola

Missions Director: Rev. Henry & Cecilia Chavez

Administrator: Rev. Reva Madsen/Ms. Evelyn Arias

Campus Work Program Director: Ms. Anna O'Reilly

CWP Food Services Supervisor:

Mrs. Francisca Torres

CWP Library Supervisor:

Supervisor: Anna O'Reilly

CWP Administration/Education Building

Supervisor: Ms. Anna O'Reilly

CWP Chapel Supervisor:

Rev. Evelyn Arreola

CWP Maintenance/Grounds Supervisor:

Rev. Arturo Carrasco

CWP Student Life Office Supervisor:

Rev. Giovanni Arreola

CWP Main Office Supervisor:

Ms. Evelyn Arias

Office Manager: Ms. Evelyn Arias

Student Life Secretary: Ms. Lynette Arias

Office Assistant: Ms. D'Laena Madsen

Maintenance/Fac./Grounds: Dr. Monte Madsen

Executive Director of Campus Safety/Maintenance/

Facilities/ Grounds: Rev. Arturo Carrasco

Campus Watch: Mr. Tony Ibarra

## STUDENT LEADERS

### Missions

Missions President:  
Secretary/Treasurer:

Jeremy Perez  
Anna O'Reilly

### Resident Assistant

Josué Cruz:

Gloria Garza/Ruth Martínez:

Jacob Albisurez  
Jeremy Pérez  
Lesly Olvera  
Jessica Villa

### Student Ministries

Community Outreach Ministries:  
Children's Ministries:  
Media/Sound Ministries:

Ray Urbietta  
Lynette Arias  
Misael Rodriguez

### Chapel

Chapel Secretary:  
Prayer Warriors:

Ruth Rodriguez  
TBA

### Student Council

Student Council President:  
Senior Class Representative:  
Senior Class Secretary Treasurer:  
Junior Class Representative:  
Junior Class Secretary/Treasurer:  
Sophomore Class Representative:  
Sophomore Class Secretary Treasurer:  
Freshman Class Representative:  
Freshmen Class Secretary/Treasurer:

Jessica Villa  
Jacob Albisurez  
Ray Urbietta  
Damaris Campa  
TBA  
Tony Ibarra  
Brandon Carrasco  
TBA  
TBA

### Student Staff

Student Council President:  
Campus Watch:  
Missions President:  
IT Manager  
Commuter Pastor

Jessica Villa  
Tony Ibarra  
Jeremy Perez  
Jacob Albisurez  
Ruth Rodriguez

**FACULTY**  
**2022-2023**

REV. GIOVANNI ARREOLA

M.A. in Christian Leadership, Grand Canyon University, 2022

B.S. Church Ministries, Christ Mission College, 2018

Licensed Minister with the Central District of the Assemblies of God since 2018

REV. ALICIA CARRASCO

M.A. in Curriculum and Instruction, Colorado Christian University, CO 2015

B.A. Liberal Arts, Colorado Christian University, 2010

Licensed Minister with the Central District of the Assemblies of God since 2006

MR. GILIVALDO CASTANEDA

Adjunct Faculty, General Education Studies

M.A. Education, University of Texas 2011

B.S. Mathematics, St. Mary's University 2005

REV. RANDY GARCIA

Adjunct Faculty, Biblical and Theological Studies

M.A. in Christian Ministry Leadership, Liberty University, 2016

B.A. Business Administration, University of Texas at San Antonio, 1983

CHAPLAIN KENNETH HANCOCK

Adjunct Faculty, Professional Studies

Doctorate in Biblical Leadership (in progress)

M.Div. Southwestern Assemblies of God University

B.A. Theological Studies Southwestern Assemblies of God University

MRS. MARIA CARMEN HERNANDEZ

Adjunct Faculty, Professional Studies

M.A. Counseling Psychology, Southwestern Assemblies of God University, 2017

B.S. Education, Southwestern Assemblies of God University (1999)

MR. JEREMY JENNINGS

Adjunct Faculty, Biblical/Theological Studies

M.Div. Pentecostal Theological Seminary 2010

B.A. Pastoral Studies, Lee University 2007

REV. RONALD LEININGER

Adjunct Faculty, Biblical and Theological Studies

Ed.D, ABD, Education, North Central University.

M.Div. and Pastoral Counseling, Assemblies of God Theological Seminary, 1989

DR. MONTE MADSEN

Adjunct Faculty, Biblical Studies

D.Min., Fuller Theological Seminary, CA, 2006

M. Div. Southwestern Baptist Theological Seminary, TX

B.A. Southwestern Assemblies of God University, TX Ordained Minister with the Texas Louisiana Hispanic District of the Assemblies of God

REV. REVA MADSEN

Adjunct Faculty, Professional Studies

M.A. in progress

B.S. Cross Cultural Communications, Southwestern Assemblies of God University, 1987

30+ years' experience working with Student Life

MRS TERESA MARTINEZ

Librarian

Post-Graduate work at North Central University, Prescott, AZ

M.S. Library of Science University of North Texas, 2006

Graduate Academic Certificate: Advanced Management, University of North Texas, Denton, TX 2006

BA in English (Creative Writing) University of Texas, El Paso, TX 1986

MS. JULIANA MONTEIRO

Part-time Faculty, General Education Studies

Master of Education, Baylor University, 2012 with Concentration: English Language and Literature

B.A. in English, Trinity University, 2011

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Adjunct Faculty, General Education

M.A. in Early Childhood Elementary Education (Generalist EC-6), Southwestern Assemblies of God University, Texas, 2012

B.A. in Church Ministries, Southwestern Assemblies of God University, Texas, 2009 Diploma in Pastoral Ministries, Latin American Bible Institute, Texas, 2004

Certified Credentials with the Assemblies of God 2005- 2013

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M.A. in Historical Theology, Concordia Seminary

B.A. Politics, Messiah College

REV. TERRY RICHARDSON

Adjunct Faculty, Biblical and Theological Studies

M.A., Religious Education, Church Administration Concentration, Southwestern Baptist Theological Seminary, Fort Worth, Texas, 2005

DR. IRENE RUNGE

Adjunct Faculty, Biblical and Theological Studies

Doctor of Ministry, Assemblies of God Theological Seminary, 2019

M.Div. Equivalency, Assemblies of God Theological Seminary

MA, Theological Studies, Southwestern Assemblies of God University, 2012

BS, Interdisciplinary Studies, North Central University, 2005

MR. RUBEN TREVINO

Adjunct Faculty, Professional Studies

M.S. Business Administration,

University of Texas, 2010

B.S. Business Management, University of Texas, 2006

## ACADEMIC CALENDAR

### Fall Semester 2022

#### AUGUST

|                     |   |
|---------------------|---|
| August 8            | Faculty Orientation                         |
| August 8-12         | Student Leadership Training                 |
| August 13 @ 12:00pm | Dorms Open                                  |
| August 15 @ 3:30pm  | Student Orientation                         |
| August 16 @ 8:30am  | Registration Day                            |
| August 16 @ 6:30pm  | Apertura (Opening Service)                  |
| August 17           | First Day of Classes                        |
| August 20           | CMC Internship Conference                   |
| August 24           | Late Registration Deadline                  |
| August 26           | Last day to drop a class and get 90% refund |

#### SEPTEMBER

|               |   |
|---------------|---|
| September 6   | Labor Day (No Class)                        |
|               | Last day to drop a class and get 75% refund |
| September 6-9 | Holy Spirit and Fire Week                   |
| September 16  | Constitution Day                            |
|               | Last day to drop a class and get 50% refund |
| September 23  | Moving Forward Banquet                      |
|               | Last day to drop a class and get 25% refund |

#### OCTOBER

|              |                    |
|--------------|--------------------|
| October 8-16 | Fall Missions Week |
|--------------|--------------------|

#### NOVEMBER

|                |                                       |
|----------------|---------------------------------------|
| November 10-11 | Founders Week                         |
| November 17    | Faculty Evaluations Released          |
| November 24-26 | Thanksgiving Break/ Youth Conventions |

#### DECEMBER

|              |               |
|--------------|---------------|
| December 5-9 | Finals Week   |
| December 16  | Office Closes |



## Spring Semester 2023

### JANUARY

January 9  
January 9-13  
January 12  
January 14  
January 16 @ 3:30pm  
January 17 @ 8:30am  
January 17 @ 6:30pm  
January 18  
January 25  
January 27  
January 30- February 03

Office Opens  
Student Leaders Training  
Faculty Orientation  
Dorms Open  
Student Orientation  
Registration Day  
Apertura (Opening Service)  
First Day of Classes  
Late Registration Deadline  
Last day to drop a class and get 90% refund  
Holy Spirit and Fire Week

### FEBRUARY

February 6  
February 20  
February 23-25  
February 27

Last day to drop a class and get 75% refund  
Last day to drop a class and get 50% refund  
College Days  
Last day to drop a class and get 25% refund

### MARCH

March 3  
March 12-20

Moving Forward Banquet  
Spring Missions Week

### APRIL

April 07-09  
April 27

Easter Break (No Class)  
Faculty Evaluations Released

### MAY

May 8-12  
May 6 @ 6:30pm

Finals Week  
Spring Graduation

## ACADEMICS

Students are strongly encouraged to apply themselves diligently to their studies, never allowing outside activities to distract them from the main educational purpose. A half-hearted effort is not befitting a true Christian, particularly when believers are issued such a serious commission by their Lord. Since the Bible is the textbook at CMC, the following admonition of Paul should be taken to heart, "Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth." II Timothy 2:15

### Academic Advising

The Academic Office will assist students in coordinating and planning the program of studies. Students should feel free to consult with the Vice President of Academics throughout the year.

### Hours of Study

For every hour of class attendance, a student should devote approximately two hours to study. Since most CMC students are taking 15 hours of classes, they should plan on approximately 30 hours of outside study. Preparing a time budget at the beginning of the semester is recommended.

### Adding/Dropping Courses

Each student is responsible for the program he selects when he/she registers. Changes may not be made thereafter without filing an Add/Drop Form in the Registrar's Office. A charge is placed on the student's account for all Add/Drops. Students that fail to follow the correct procedures in withdrawing from a course will receive an "F" for the course and are not eligible for any refund.

During the first week of each semester, a student may add/drop a course without penalty but must pay a fee. No classes will be added after this point without approval from the instructor and the Academic Director. A class dropped during the first four weeks is not entered on the transcript. A class dropped, after the first four weeks, will appear on the transcript as a Withdraw Passing (WP) or Withdraw Failing (WF).

### Leave of Absence

Written requests for a leave of absence will be considered and such a leave may be granted to students at the discretion of the Academic Office.

### Withdrawal from the School

All students withdrawing from CMC must secure official forms from the Academic Office and Business Office. These forms must be signed by the student's advisor, the Registrar, the instructor of each class, and the Librarian. Forms must be returned to the Business Office for an official withdrawal to take place. Students failing to follow the correct procedure in withdrawing are not eligible for any refund and will receive an "F" in all courses.

### Classification of Students

Class standing, which classifies students for both academic and social activities, is determined on the basis of the accumulated number of credits applicable toward graduation at CMC in keeping with the following chart:

|                 |                |
|-----------------|----------------|
| Freshmen .....  | 0 – 29 hours   |
| Sophomore ..... | 30 – 60 hours  |
| Junior .....    | 61 – 90 hours  |
| Senior.....     | 91 – 120 hours |

### Mandatory Vaccinations

Effective January 1, 2012, the Texas Legislature passed new regulations (with limited exceptions) that affect all students registered in a Texas college or university. Please read the following very carefully:

Meningitis Vaccination (state requirement):

- All new or transfer CMC students wishing to take classes on CMC campus must have received the Meningitis vaccine within the last 5 years. **If the student is over the age of 21 then this vaccination will not be required.**
- CMC students who do not attend during a fall or spring semester but wish to return to classes must also receive the Meningitis vaccine.
- Students wishing to take on-campus classes must receive the Meningitis vaccine.
- You are strongly encouraged to receive the vaccine as soon as possible at your local clinic or doctor's office. You must obtain the vaccine at least ten (10) days prior to beginning classes and/or moving into CMC housing.

#### Tuberculosis (TB) Skin Test (CMC requirement):

- All new or transfer CMC students wishing to take classes on CMC campus must receive a TB skin test within one year of beginning classes. **If the student is over the age of 21 then this vaccination will not be required.**
- CMC students who do not attend during a fall or spring semester but wish to return to classes must also receive a TB skin test within the last year.
- Any student regardless of program wishing to take on-campus classes must receive the TB skin test.
- You are strongly encouraged to take the test as soon as possible at your local clinic or doctor's office. You must obtain the test at least ten (10) days prior to beginning classes and/or moving into CMC housing.

#### Other vaccinations:

In addition to the Meningitis and TB skin test, all students are required to submit proof of the following:

- MMR (measles, mumps, and rubella)
- Polio (if under age 19)
- The influenza vaccine is also strongly recommended for all students.

Students should submit official documents from a doctor's office or medical clinic indicating they have received the vaccine and have had the TB test administered and read. Documents should be submitted as soon as possible and before arrival on campus. Students will not be allowed to move into CMC housing or begin classes until these requirements are met.

By state law, students are able to receive an exemption from vaccinations. Exemptions may be granted by submitting: Signed certificate from a physician indicating that in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student, or Affidavit signed by the student and notarized stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. <http://webds.dshs.state.tx.us/immco/affidavit.shtm>

### Incomplete Semester Grade

An incomplete grade (Inc.) will only be allowed in emergencies with prior approval from the Academic Office. The student will be allowed 30 days to complete the work. Any work not completed within the 30-day period will be given a failing grade (F). Unfinished work not granted the incomplete status will be given a failing grade (F).

### Honors

Degree candidates must have completed at least 60 credit hours at CMC, and they must have at least a 3.50 GPA. The specific honors levels are as follows:

3.50 - 3.69 GPA = Cum Laude

3.70 - 3.89 GPA = Magna Cum Laude

3.90 - 4.00 GPA = Summa Cum Laude

Other students that are honored on a semester basis must meet the following criteria:

- 3.50-3.74 GPA for Dean's List
- 3.75-4.00 GPA for President's List

These lists are published at the end of the semester to honor all full-time students who earn a GPA of 3.5 or better. The GPA is calculated on 12 credit hours or more.

Other honors are periodically awarded in special circumstances for other areas of academics or student life.

### **Reporting of Grades**

Students who are failing a course are to be notified by the instructor in a counseling session at mid-semester and may be required to meet with the Vice President of Academics. Grades will be issued within two weeks from the end of the semester to students whose accounts are paid in full.

### **Graduation Requirements / Diplomas**

Diplomas will be granted only to students who have obtained the number of credits required in the course catalog. All graduation candidates who qualify to graduate are required to participate in the CMC commencement ceremony. All accounts must be paid for in full in order to participate. Diplomas cannot be granted to students with outstanding debt to CMC. Diplomas will be mailed. (See catalog for more information).

### **Academic Integrity**

Students are expected to be honest in fulfilling all academic requirements and assignments. This pertains to examinations, themes, book critiques, reading reports, and any other assignments given by the instructors. Dishonesty includes cheating on assignments or examinations, plagiarizing i.e., misrepresentation of another's work as one's own original creation, submission of the same (or essentially the same) papers in more than one course without the prior consent of all professors concerned, and sabotaging another student's work. Dishonesty will result in an "F" grade in the course and further disciplinary action could result. (Refer to "major infractions" section of this handbook).

### **Make-Up Work**

Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

### **Transfer of Credit**

Students who transfer from approved institutions of higher learning will be given credit for work done in these institutions insofar as the work applies to the requirements of the curriculum pursued at CMC. Only work with a grade of C or better will be transferred.

Hours towards a diploma at CMC may be taken by transfer of credit or nontraditional credit, including correspondence courses. Any exception to this rule must be approved by the Administrative Committee.

### **Transferring Credits Policy**

1. Grades lower than a C- will not be accepted for credit.
2. Transfer students may transfer up to 75% of applicable course work; therefore 25% of their degree must be completed at CMC.
3. A minimum of 30 hours must be upper-level credit courses.
4. The credit hours of the course to be transferred must be at least 2/3 of the credit hours of CMC course. For instance, one credit hour course should not be transferred for a three-credit hour course as they are most likely not equal in content. However, if two or more courses are similar in content and meet the requirements of CMC course, they may be transferred in to fulfill the requirement.
5. An ACT/SAT is required before admission. Scores are only valid for five years.
6. English Development: Upon initial enrollment, students with an ACT English score of 16 or below, or an SAT Verbal score of 420 or below, are required to enroll in one or both of CRW 0302 College Reading and Writing I and CRW 0303 College Reading and Writing II (depending on the level of the score) in their first semester and earn at least a C (70%). Upon completing the necessary remedial course(s), students will take the Accuplacer to determine whether or not they are eligible to enroll in ENG 1113 Composition and Rhetoric I. On the first day the class meets, students will take LABI English Placement Exam. That score, along with the ACT/SAT English score, will determine the student's final English course placement for the semester.

7. Reading Development: Upon initial enrollment, students with an ACT Reading score of 16 or below or an SAT Verbal score of 420 or below are required to enroll in one or both of CRW 0302 College Reading and Writing I and CRW 0303 College Reading and Writing II (depending on the level of the score) in their first semester and earn at least a C (70%). Upon completing the necessary remedial course, students will take the Accuplacer to determine whether or not they are eligible to enroll in ENG 1113.
8. Math Development: Upon initial enrollment, students with an ACT Math score of 20 or below or an SAT Math score of 490 or below are required to enroll in MTH 0304 Developmental Math in their first semester and earn at least a C (70%). Upon completion of the necessary remedial course, students will take the Accuplacer to determine whether or not they are eligible to enroll in MTH 2123 College Algebra.

### **Repeat Courses**

A student receiving a grade of D or F may repeat the course for a higher grade. This new grade will replace the old one in calculating the grade point average.

### **Academic Probation**

*Definition:* Academic Probation is a term used to designate a period of close academic supervision, generally including reduced allowable curricular activities to improve unsatisfactory academic performance.

*Restrictions:* Students under “Academic Probation” are not permitted to participate in any extra-curricular activities such as traveling groups, chapel leadership/music, summer tours, holding office in clubs, classes, or student body. When students are placed on “Academic Probation” they are not permitted to register for more than 9 hours unless otherwise approved by the Vice President of Academics. Additional disciplinary action may be applied at the discretion of the Academic Office.

*Causes:* A student’s official transcript will reflect academic probation following any semester in which one of the following conditions exist:

1. A student’s current cumulative Grade Point Average drops below a C average (2.0).
2. A student does not achieve passing grades in at least one-half of the credits attempted in a semester.
3. When a student receives a grade of F for six (6) credits or more in any given semester.

### **Academic Suspension**

Any student who incurs academic probation in two consecutive semesters is subject to academic suspension the following semester. Any student who is placed on academic suspension breaks continuous enrollment and therefore must reapply for enrollment after one semester of suspension.

### **Mandatory Library Study Time and Tutoring Requirements**

Students deemed academically at risk by faculty or administration may be required to meet mandatory library study-time requirements or attend mandatory tutoring, coordinated through the Academic Office.

### **Incomplete Assignments**

All assignments or work missed due to late enrollment, or an excused absence must be made up within a one-week period. Under no circumstances may a faculty member accept classroom assignments after the close of the semester, except in cases of emergency. Any incomplete work not made up within four weeks after the end of a semester will automatically receive a “0” for that assignment and the final grade will be adjusted accordingly.

### **Make-Up Exams**

Approval for taking early or late exams must be obtained from the instructor and the Academic Office in advance of the exam date. An Irregular Final Exam Fee will be charged.

## **Classroom Behavior**

Students are expected to demonstrate a genuine Christian attitude and conduct at all times. The instructor may dismiss a student from class any time he/she deems necessary.

## **Class Attendance Policy**

CMC's policy is simply stated in the phrase: Be there and be on time! Your assignments and examinations are only part of the educational process. Some things will only be learned during an in-class learning experience. Therefore, it is essential for each student to establish and maintain regular and punctual class attendance.

1. Attendance is taken every day in class. Students are required to attend 93% of the time a class meets during a semester in order to pass the course. CMC recognizes the possibility that a student may need to be absent from class due to emergency situations, serious illness, or unavoidable circumstances, but students must not exceed the maximum amount of absences allowed (3 absences for classes meeting 3 times per week; 2 absences for classes meeting 2 times per week; 1 absence for classes meeting 1 time per week). If the number of times a student is absent from class exceeds the number of absences allowed, the final semester grade will be reduced by a letter grade per absence. The validity for any absence to be excused must first be approved by the instructor and the Vice President of Academics.

A student is considered tardy if he/she is not present when roll is taken. If a class meets three times during the week, three tardies will constitute one unexcused absence. If a class meets twice, two tardies will constitute one unexcused absence. Students missing 15 minutes of class will be counted as absent. The validity for any excused absence must be approved by the classroom instructor. Students living in the dorms who are sick must notify their Resident Assistant (RA) by 7:15 a.m. that day. Students must notify their professor as early as possible by email if they will not be attending due to a sickness.

2. School Assignment: An absence due to participation in a ministerial activity will be considered by the President's office only if the activity does not conflict with the school's policies, calendar of events and the activity is in the best interest of the school. CMC reserves the right to restrict any off-campus trip of a non-emergency nature that could prevent a student from attending class.

3. Tardiness: Students must be punctual for all classes and any other official school activity. A student is considered tardy if he/she is not present when roll is taken. Three tardies will constitute one unexcused absence. If a class meets twice a week, two tardies will constitute one unexcused absence. Students missing 15 minutes of class will be counted as absent.

4. Use of cell phones and text messaging is prohibited during class time.

5. Laptops used during class are at the discretion of the instructor.

6. Class cutting: This is determined when a student chooses deliberately not to attend a regularly scheduled class. In this case, the student will be subject to disciplinary action.

7. Class walking: Students will be permitted to leave a class without penalty if the instructor does not appear within 20 minutes of the time scheduled for the class to begin.

## **Leave of Absence**

Written requests for a leave of absence will be considered and such a leave may be granted to students at the discretion of the Office of Student Services with the approval of the Office of Academics.

## **SAP Policy for FSA**

All students must meet certain standards of academic achievement to receive federal student aid (FSA).

The "qualitative" standard requires the student to achieve a minimum grade point average of 2.0 (on a 4.0 scale) and must maintain a cumulative grade point average of at least 2.0 for the remainder of the program. Students who do not meet this requirement when they are evaluated at the end of the semester will be placed on a Financial Aid Warning period at the beginning of the following semester.

The "quantitative" standard requires that all students successfully complete their program of study within 150% of the normal time frame for completing the program to receive FSA. For this reason, course load requirements for the next semester are determined when they are evaluated at the end of the current semester. If a student is not meeting the course load requirements at their current pace and would not graduate within 150% of the current time frame, he/she will be placed on Financial Aid Warning the following semester for not abiding by

the CMC required time frame. Additionally, in order to ensure completion of the program within the maximum time frame, CMC requires program students to successfully complete 2/3 of all credit hours attempted each semester. Students who fail to successfully complete 2/3 of credit hours attempted will also be placed in financial aid warning period from the time they are evaluated until the end of that next semester.

While on a Financial Aid Warning period, a student will be required to have an initial meeting with the Office of Academics to determine an appropriate intervention strategy based on the individual student's situation. The student will be required to comply with the agreed upon measures. If the student fails to do so and still does not meet SAP standards, he/she will be placed on Financial Aid Suspension the following semester.

While on Financial Aid Suspension, a student is no longer eligible for Title IV funding, until the end of the following semester when they are reevaluated for FSA eligibility.

## Edna Villarreal Memorial Library

### I. Library Objectives

- To provide reference and research service by a **variety of means**, including printed materials and electronic resources.
- To provide **relevant and updated information** sources necessary to support the curricular, recreational, and professional needs of the students, staff, and faculty.
- To **aid and instruct students, faculty, and staff in the use of the library** and to encourage them to continue their academic, spiritual, and service growth through the use of resources and service of the library.
- **To investigate and assess the changing needs of the institution** and provide access to appropriate information, programs, and service.

### II. Policies and Procedures

Standard Library practice is followed at CMC to ensure the rights of every student to study and conduct research. Library policies have been established by a credentialed Librarian and Office of Academics to ensure a positive study environment and proper stewardship of the library and its resources.

#### A. Circulation Policies

##### a. Borrowing

- A maximum of four books may be checked out for a two-week period. One re-check is permitted if the book has not been placed on hold.
- Used books should be placed on the return cart if you choose not to check the book out. EDVM Library asks that students do not re-shelve books.
- Unfortunately, reference books, books on reserve, periodicals, or commentaries may not be removed from the library.

##### b. Fines and Replacement Charges

- **Late fees are \$0.25 per day, per book.** Late fees will be automatically added to the student's school account.
- Lost or damaged books are the student's responsibility. The student that checked out the book will have a fine of the replacement cost of the book placed on their account.
- It is the responsibility of the student to return all checked out items. If at the end of the semester items are not turned, late fees may be incurred.

#### B. Food and Drink Policies

- Covered drinks are allowed in the facility.
- Small dry snacks are acceptable.
- Please dispose of ALL waste properly.

#### C. Noise Policy

- The library is a quiet study environment; no excessively loud talking is permitted.
- Cell phone use is only permitted outside the building. Texting is allowed in the library but must be set on mute or vibrate.
- Please use earphones if using a computer with sound, or if listening to music.

- If noise is a problem, please contact a library staff member.

#### D. General Policies

- Public Display of Affection (PDA) is not permitted in the library.
- Sleeping is not permitted in the library.
- Students must sign-in and sign-out to record library attendance.
- Students have access to one multi-function printer device and must input an ID number to log print job information. The cost is \$0.10 in black and white per page. Color copies are \$0.20 per page and the charge will be automatically added to the student's account.
- Students and staff are encouraged to leave items and furnishings as they find them. Rearranging of furniture is not permitted.
- CMC library Wi-Fi should be used solely for academic purposes. For streaming or any other recreational internet activity, students are asked to use the CMC Student Center.

#### E. Evening Hours

- Leaders on duty are expected to maintain a studious quiet environment at the library.
- No circulation of library items will occur during these hours.
- Serious issues regarding the library services that occur during the time on duty should be immediately communicated to the Library Manager.
- Any issues regarding security should be immediately communicated to CMC's Safety Staff.

### III. Resources Available at Edna Villarreal Library

#### A. Computer Lab

- All CMC students, staff and administration are permitted to use the devices located in the Edna Villarreal Library.
- Students must log their device usage in the sign in sheet.
- Users are asked to limit their use of the computer lab for strictly academic purposes.
- Any students misusing the library computers, or viewing inappropriate materials on the library computers, will lose access to the computers and the matter will be referred to the Office of Student Services for disciplinary action.
- Users may not adjust any of the device settings.
- Any device users are discouraged from saving personal documents on devices, as computers are cleaned out weekly.
- No programs may be installed or downloaded unless given proper clearance from the IT Department.
- An instructional video on how to print using the student ID numbers is offered on the desktop.
- All activity on devices must follow CMC Device Usage and Wi-Fi Regulations.
- The Edna Villarreal reserves the right to monitor all internet/computer activity inside the lab.

#### B. EBSCO Database

- EBSCO login is displayed on all library table arrangements and is saved for ease of access on all lab devices.
- Students are encouraged to use the database in and out of the library facility.

#### C. Tutoring

- Tutoring is available during select times at the Edna Villarreal Library. Please ask library aides for more details regarding the schedule.

#### D. CMC Archives

- CMC is currently developing a proper archive of yearbooks, important school documents (such as photos/newspaper clipping), and anything of historical value that will be housed in the Edna Villarreal Library.

### IV. Library Hours



|                   |                     |                     |                     |
|-------------------|---------------------|---------------------|---------------------|
| <b>Monday:</b>    | 8:00-10:55am        | 2:00-5:00pm         | 6:15-10:15pm        |
| <b>Tuesday:</b>   | 8:00-10:55am        | 2:00-5:00pm         | 6:15-7:15pm         |
| <b>Wednesday:</b> | 8:00-10:55am        | 2:00-5:00pm         | <b>Closed</b>       |
| <b>Thursday:</b>  | 8:00-10:55am        | 2:00-5:00pm         | 6:15-10:15pm        |
| <b>Friday:</b>    | 8:00-10:55am        | 2:00-5:00pm         | 6:15-10:15pm        |
| <b>Saturday:</b>  | Opened Upon Request | Opened Upon Request | Opened Upon Request |
| <b>Sunday:</b>    | <b>Closed</b>       | <b>Closed</b>       | <b>Closed</b>       |

- The library will be opened upon request on Saturday, otherwise it will be closed.

- Holiday breaks including: Fall Break, Spring Break, Christmas Break, or Summer Vacation will also be days the library will be closed.

**V. Collection Organization**

- All collection items are located inside the Edna Villarreal Library building. Books are categorized as circulating, reference, and reserve.

- Books on reserve by faculty may not be checked out but viewed only inside the library. Reference items also, may not be

checked out.

- Current Periodicals are located in our back shelf and are organized alphabetically by their title and year as are the back issues. They may be checked out to staff and faculty members for overnight use only.
- Audio/Visual Materials are divided into digital audio CD's and DVD's. They are accessible to our faculty members, administration, and students for overnight circulation.
- The book collection is classified according to the Dewey Decimal Classification (DDC) system.
- Dewey Decimal Ten Main Classes
  1. 000 Computer science, information & general works
  2. 100 Philosophy & psychology
  3. 200 Religion
  4. 300 Social sciences
  5. 400 Language
  6. 500 Science
  7. 600 Technology
  8. 700 Arts & recreation
  9. 800 Literature
  10. 900 History & geography

**Student Wi-Fi Terms & Conditions**

CMC expects the student to become familiar with individual and institutional responsibilities for the use of the college student Wi-Fi and to protect its electronic information. By choosing to use student Wi-Fi service, the user agrees to abide by the college Student Wi-Fi User Agreement (below). All relevant School rules, regulations, and policies apply.

- The password to networks available to students will be posted and announced at the beginning of each semester enrolled.
- The student Wi-Fi networks can be accessed from any Wi-Fi enabled device, such as a laptop computer, PDA, or smartphone.
- Though the student Wi-Fi networks are designed to cover all the campus common areas, no guarantee is made for signal strength or availability.
- Printing is not available via student Wi-Fi network. Printing is only available during library hours and to be

done by the librarian or library assistant.

- Although wireless connections are secured with encryption, the school is not responsible for users who transmit credit card information, passwords or any other sensitive personal or business information over the student Wi-Fi network. Anti-virus and security protection are the responsibility of the user and not the school.
- CMC reserves the right to terminate a wireless Internet session at any time.

## **Student Wi-Fi User Agreement**

### **The use of the Service for the following activities is prohibited:**

1. Copyright Infringement – Using the network for any service that might partake in copyright infringement is highly discouraged. Content blockers are set up to prevent access to downloading and/or torrent sites on student networks.
2. Spamming and Invasion of Privacy – Sending unsolicited bulk and/or commercial messages over the internet using the service or using the service for activities that invade another’s privacy is prohibited.
3. Defamatory or Abusive Language – Using the service to search, transmit, post, upload, or otherwise make available defamatory, harassing, abusive, or threatening material or language that encourages bodily harm, destruction of property or harasses another is prohibited.
4. Hacking – Accessing illegally or without authorization to computers, accounts, equipment, or networks belonging to another party, or attempting to penetrate security measures of another system is prohibited.
5. Explicit Content – Student Wi-Fi is not to be used to visit sites that are considered obscene/explicit. CMC prohibits users from using its service to send or receive sexually oriented images or messages.

### **Supervision and Monitoring**

CMC reserves the right, upon reasonable cause for suspicion, to access all aspects of its computing systems and networks, including students’ login sessions to determine if a user is violating any agreement mentioned above.

CMC has the right to determine which uses constitute acceptable use and to limit access to such uses.

CMC has the right to limit the time of access and priorities among competing for acceptable uses.

CMC also reserves the right to view private files that have been downloaded to check for the propriety of downloaded files and monitor bandwidth usage.

### **Consequences for Violation**

Violation to any of these rules may result in disciplinary action depending on the degree, severity, and the number of times the rule is violated.

## **Student Rights with Regard to Education Records**

In compliance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974, you are hereby informed of your rights with regard to education records made at CMC.

- CMC officials, who have legitimate educational interests, have access to the records. Officials of other schools in which the student seeks to enroll will have access to these records upon the written consent of the student.
- Also having access are authorized representatives of the Comptroller General of the United States, the Secretary, the Commissioner, and the Director of the National Institute of Education. In connection with a student’s application for receipt of financial aid, access is granted to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state

statute adopted prior to November 19, 1974 (nothing in the paragraph shall prevent a state from further limiting the number or type of state or local officials who will continue to have access there under).

- Access is granted to organizations conducting studies for, or on behalf of, educational agencies or institutes for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose in which it is conducted.
- Accrediting organizations will have access rights in order to carry out accrediting functions.
- Records may be viewed in compliance with judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institute.
- Student records will be updated each semester enrolled and coursework with grades and total grade point average are figured for the semester's work.
- The student has the right to inspect his/her records maintained by CMC. To do this the student must request the permanent record from the Academics Office. Also, if the information contained in the file is determined to be incorrect, the right to a hearing to change, delete, or write explanations regarding the information in question will be granted. Should a file contain information on another student, only that information pertaining to the inquiring party will be provided.
- The student has the right to waive the option of reviewing recommendations for admission. The student opting to waive the right of inspection may sign the form "Student Waiver of Rights" provided in the Academics Office or sign the "Waiver of Rights" provided on the front of the recommendation forms used for admissions purposes. The student is not required to waive the right of inspection and would in no case be refused admission, or any of the services offered by CMC, because of failure to sign the waiver.
- The student has the right to challenge the content of his/her education records. To do this, the student should request the form "Request to Amend or Remove Educational Record" from the Academics Office. After completing the form, it should be presented to the Main Office Coordinator, and in the event the request is not approved, a date of the hearing will be set. The student may be present during the hearing and will be notified on the day of the hearing of the action taken. A scheduled fee is charged for a copy of a transcript.
- Students have until the last day of late registration to request that "Directory Information" be withheld from the public. Pursuant to the Family Educational Rights and Privacy Act of 1974, "Directory Information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institutes attended. If one does not want the "Directory Information" made public, he/she needs only to sign the form, "Notice to Withhold Directory Information" that is available in the Academics Office.
- This law does not grant the right to contest the grade given for the student's performance in a course, or the right to examine an instructor's grade book.

**Questions regarding the rights provided by Public Law 93-380, Family Educational Rights and Privacy Act of 1974 should be directed to the Main office.**

## SPIRITUAL LIFE

We firmly believe CMC is where a student lays his/her foundation for the future. As one grows in knowledge, we believe they should also grow in spiritual maturity. Students are given time for personal Bible study and prayer. Weekly dorm devotionals and mission's prayer groups also assist in fortifying our commitment to the spiritual development of each student.

### Personal Devotionals

All students are strongly encouraged to make time for personal and meaningful devotionals for the sake of their personal walk with God. It is believed that when students spend time alone in prayer and in the study of God's word as part of their daily schedule, they will develop into Christians of faith, power, and love. Fridays are designated as a *Day of Prayer*; therefore, the chapel will be available after the service for students to pray together.

### Missions

Missions is the heartbeat of CMC. Students are involved in weekly mission prayer meetings and in various missions' outreaches both foreign and domestic. Also, each year students work on various projects to raise money for missionaries and their needs. Missions Prayer will be every Tuesday night at 8:00 p.m. All students, both on and off campus, are required to attend Missions Prayer. Any exceptions to this rule will need to be approved by the Vice President of Student Services.

### Discipleship in the CMC Community

We are a community that offers support and healing for people struggling in various areas of their spiritual life. CMC will consider whether the student is sincere in pursuing assistance or if disciplinary action is necessary. A redemptive process of counseling and guidance is available to those students who genuinely desire restoration as they continue with their commitment to the CMC community.

### Devotionals

Every Tuesday night at 9:00 pm is designated as dorm devotional time. These devotionals are directed by the Dorm Pastors. The Married Couple Pastors and the Commuter Pastor will meet their respective groups on a designated night that has been approved by the Administrative Assistant of Student Services. CMC devotional meetings are required for all students to attend.

### Chapel Attendance Policy

Regular chapel attendance and Horaquieta services are required of all students taking course(s) at CMC. Full-time students (12 hours or more) are required to attend chapel five days per week. Part-time students living off campus, who are enrolled under 12 hours, are required to attend chapel only on the day that they attend class. Those who are living on campus will be required to attend regardless of the hours enrolled. Anyone unable to attend chapel for any reason should notify the Chapel Director ahead of time for an approved excused absence. Failure to do so will result in an unexcused absence. A student will be considered tardy if they are not present at the time chapel is scheduled to begin. Two tardies will constitute one absence.

If, and when, a student leaves chapel and is not present for 15 minutes or more at any time during the service he/she will be considered absent and subject to disciplinary action.

Each student will receive a chapel grade based on the following scale:

|             |                               |                                 |
|-------------|-------------------------------|---------------------------------|
| 100% - 90%  | of required chapel attendance | Pass                            |
| 89% - 81%   | of required chapel attendance | Good <sup>[SEP]</sup>           |
| 80% - 76%   | of required chapel attendance | Fair                            |
| 75% - 70%   | of required chapel attendance | Unsatisfactory <sup>[SEP]</sup> |
| 69% or less | of required chapel attendance | Failure                         |

*A rating of "Fair" and above will receive passing grade (P), and a rating of "Unsatisfactory" or below will receive a Failing grade (F).*

At any time during the semester when a student's attendance rating falls to an unacceptable rating due to excessive absenteeism, the student will be subject to disciplinary action (major infraction) and will be immediately placed on chapel probation. At the end of a semester, any chapel rating of unsatisfactory or less automatically places a student on chapel probation.

A student's chapel rating should be regarded seriously. An unsatisfactory or failing rating negatively affects opportunities for ministry, as well as scholarships and awards. Students under "chapel probation" are not permitted to participate in any extracurricular activities, such as traveling groups, chapel leadership/music, hold an office in organizations, classes, or student council, or engage in a school activity which puts them in a visible, public role during the time the probation is in effect.

Any student earning an unsatisfactory chapel rating or less for two consecutive regular semesters will be suspended for the next regular semester. Students may not be excused from chapel to complete class assignments such as; reports, term papers, or studying for exams.

CMC considers its chapel services as an important part of its program. Every student may develop their own personal spiritual growth through regular attendance and participation in these services. Guest speakers are invited to participate along with the faculty and students in a time of word and worship every morning, Monday through Friday.

Monday – Worship Chapel  
Tuesday – Discipleship Groups  
Wednesday – President's Chapel  
Thursday – Missions Chapel  
Friday – Spiritual Life Chapel

### **Chapel Times**

Horaquieta: 7:30 AM - 7:45 AM  
Chapel Weekly Services: 11:00 AM - 12:15 PM

### **Special Services**

CMC plans and conducts special services throughout the semester such as: "Holy Spirit and Fire Week," Missions Conventions, graduations, banquets, college days and other special events and services.

**Attendance of both on and off campus students are required. (Note: See Academic Calendar on pg.18).** Any exception to the change of this rule will need to be requested by the Chapel Director and with approval from the Administrative Assistant of Student Services.

### **Chapel Code of Conduct**

In order to ensure that a reverent atmosphere exists in which God can do what He desires through the power of the Holy Spirit, the following code of conduct will be enforced:

- Students should come with an open mind and heart expecting to receive spiritual nurturing.
- Students must bring their Bibles and notes in order to retain what they receive.
- Students must avoid unproductive and unethical behavior such as sleeping, studying, reading, and writing and passing notes or text messaging, distracting others by talking or laughing during service.
- Students may not leave the chapel during service and/or any other special called services unless approved by the Chapel Director or Dorm Pastor.
- No food, snacks or drinks are allowed in the chapel at any time.
- All cellular phones must be turned off and turned in to the sound booth at the beginning of every service. The cellular phone will be returned to the student after each service.
- All activities held in chapel must be approved and attended by an authorized sponsor.

## **Church Attendance and Ministry Involvement**

All CMC students are required to attend a church service on Sunday morning and a mid-week service at a CMC approved church. Any exceptions to the change of this rule will need to be approved by the Student Ministries Director. Sunday evening attendance will depend upon the church the student has committed to being involved in each semester. If the church does not have an evening service either on Sunday night or Wednesday night, students will need to attend devotionals taking place in the Student Center from 7 to 8 p.m. After the devotion, the student is allowed to leave off campus or stay in the dorm to study for classes. Any exceptions to the change of this rule will need to be approved by the Administrative Assistant of Student Services.

## **Church Assignment Guidelines**

Each student is required to report his or her church attendance and ministry involvement

1. Students will be assigned to a CMC Approved church by the second week of the semester.
2. Students are required to attend services at the church which the student has agreed to attend for the duration of the semester.
3. Students who do not have church on Wednesday or Sunday Night will be required to attend devotionals on campus.
4. Students are required to track and turn in their monthly hour attendance to the office of the Student Ministries Director via Track it Forward. Each student is required to keep track of his/her own involvement at their assigned church. Hours will be approved by their assigned Pastor and reported to the Student Ministries Director.
5. Excessive absenteeism will be considered a major infraction.
6. Students who do not attend service at the church they have committed to for the duration of the semester, without proper authorization, will be subject to disciplinary action.
7. Students must notify the Student Service Office, as well as the Pastor of the church they have committed to by Wednesday night service if they will not attend church due to a trip out of town, etc.
8. CMC reserves the right to change a student's church assignment at the discretion of the Office of Student Services.
9. Students will be assessed in the following areas: SLO 2.4.2. Adopt and approach to church ministries characterized by careful training subject to the guidance and evaluation of a qualified mentor(s) and SLO 4.2.1. Appreciate the opportunity to serve the church while gaining ministry experience.

## **Student Ministries**

CMC's primary objective is the equipping of individuals to enter worldwide Christian service. Supervised training is given to students in conjunction with their field of study. Therefore, student ministries compliment academics with essential practical training opportunities in Christian service. Students at CMC are encouraged to put their learning into practice through personal ministry. CMC is fortunate to have many churches cooperate by providing students a place for internship and practical experiences. The following is a list of ministries available at CMC:

**Community Outreach Ministry** is a ministry that consists of serving the inner city of San Antonio, Helotes, and local churches through local outreach, street evangelism, and volunteer work. Volunteer work consists of the following: street and park cleanups, food bank volunteers, neighborhood cleanup, and painting.

**Children's Ministry** is a ministry that consists of individuals who have a passion for children of different backgrounds and consists of ministering through skits, songs, games, and preaching in church services, children's homes, and outreaches.

**Sound and Media Ministry** is a ministry that runs the sound system for chapel and school events to provide necessary support for services and events. This ministry also involves running the media booth in the chapel and developing video clips through video footage, pictures, recordings, and interviews to minister to the non-churched, congregations, chapel services, promotion, college days, and video yearbooks.

Ministry means service. That is why Student Ministries hold up Jesus' life of servanthood as the authentic model for Christians to follow. Jesus stated, "Whoever wants to become great among you must be your servant, and whoever wants to be first must be the slave of all. For even the Son of Man did not come to be

served, but to serve...”

- Fifteen credit hours per semester (120 hours, including one practicum)
- Two missions trips a year (8 trips total over 4 years)
- A minimum of 48 hours of Church Involvement per semester (384 hours over 4 years)
- A minimum of 15 hours of Student Ministries Involvement per semester (120 hours over 4 years)
- A minimum of 80% attendance of chapel services over 4 years
- A quality internship experience every two years (2 total over 4 years)

### **Co-Curricular Requirements**

All students are required to participate in Student Ministries, Church Involvement, Missions, Summer Internships, and Chapel as part of their Co-Curricular requirement.

### **Ministry Requirements**

Any invitations for personal ministry must be approved by the Administrative Assistant of Student Services. Ministry Invitations should not conflict with any school activity or church assignment.

### **Spiritual Disciplines**

Upon enrollment at CMC, each student makes a serious and spiritual commitment to obey all rules and regulations of CMC, to take care of CMC's property, and to assume all obligations as a student with Discipline, Obedience and Character. All admission standards apply during the entirety of the student's enrollment including breaks between semester, winter, and summer break.

## **STUDENT SERVICES**

### **Orientation**

CMC has pledged to help the new student adjust to the various parts of campus life. This begins even before the student arrives on campus with various communications to help answer any questions they may have. There is a time appointed at the beginning of each semester for orientation purposes. All incoming and returning students are required to participate in these exercises to help acquaint themselves with the various programs of the school.

### **Campus Safety**

Campus watch provides ID cards and parking tags for vehicles of the students enrolled at CMC. Safety patrols occur every day to secure the campus. Incidents of theft, vandalism or other criminal or questionable activity should be reported to the Main Office in the A.O. Martinez Administration Building.

### **Late Night Entry**

For the common protection of our student population, Resident Hall entrances are locked promptly at the scheduled curfew times. On-campus students arriving after curfew are to report to the Resident Assistant or to the Dorm Pastor. Each student will sign in and gain entry to their respective Resident Halls. Reports of late entry will be forwarded to the office of the Administrative Assistant of Student Services. Failure to comply with proper procedure will result in disciplinary action.

### **Reporting Emergencies**

During on-campus emergencies of any kind, Campus Safety can be reached by dialing Arturo Carrasco (970) 596-5675. In cases of imminent danger, or life-threatening emergencies, immediately contact San Antonio Police by dialing 911, and then notify his/her Dorm Pastor. For non-emergency criminal behavior or activity, contact Campus Safety, the Dorm Pastor, the Administrative Assistant of Student Services and the Vice President of Student Services, or a CMC Administrator.

Campus Watch: Mr. Tony Ibarra (580) 677-0200

Dorm Pastors: Mr. Eliezer Rojas (832) 872-8428 / Ms. Lynette Arias (970) 773-0534

Administrative Assistant of Student Life: Rev. Giovanni Arreola (970) 316-1844

Vice President of Student Services: Rev. Reva Madsen (210) 286-0787

### **Emergency Notification**

At CMC, we strive to provide proactive emergency notification that enhances campus safety for our students, faculty, staff, and parents. Our goal is to inform individuals of potential danger so that we can protect them, minimize loss, and facilitate the return to normal conditions as quickly as possible. CMC will notify all campus staff of an urgent situation or emergency. CMC's staff will then contact individuals by either or all of the following methods: email, text, or call

### **Student and Employee Drug Policy Statement**

CMC, in accordance with high Christian standards of living, is committed to maintaining a drug free environment. In support of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, CMC has adopted the following policy statement as conditions of enrollment and/or employment:

1. As a condition of enrollment/employment, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited at any time.
2. CMC will comply with all applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
3. Students will lose their FAFSA funding if they are charged with a drug offense, until they complete a drug rehabilitation program.
4. CMC makes literature available describing the health risk associated with the use of illicit drugs and the abuse of alcohol.



5. All students/employees found in violation of this policy will be referred to the office of the Vice President of Student Services.
6. Students/employees are required to notify Campus Security, a Dorm Pastor, the Administrative Assistant of Student Services, the Vice President of Student Services, or supervisor respectively of any known criminal drug statute conviction or violation occurring at CMC immediately upon knowledge of such conviction or violation. (See Major Infractions).
7. The penalty for violation of any of the above statements may be termination from enrollment/employment with referral given to the appropriate authorities for thorough prosecution.
8. CMC will conduct an annual review of its program to:
  - a) determine its effectiveness and implement changes if they are needed.
  - b) ensure that the sanctions developed are consistently enforced.

### **Student and Employee Sexual Assault/Harassment Policy**

In support of the Crime Awareness and Campus Security, CMC has adopted the following policy statement with regard to sexual assault and racial violence:

CMC, in accordance with high Christian standards of living, is committed to the pursuit of a morally pure environment. This moral purity touches the entire scope of human relationships. Preaching, teaching, properly orienting our students, and modeling this commitment on our campus prevent many of the problems with which our society struggles. CMC's standards are described in detail in the Student Handbook under the following subheadings: Personal Life, Biblical Standards and Community Standards. Information concerning sexual assault may be obtained in the office of Student Services. Procedures, in the unlikely event that an assault on campus should occur, students and employees are expected to contact their most immediate campus authority for reporting purposes. This would include but not be limited to a Dorm Pastor, Campus Safety, the Administrative Assistant of Student Services, and the Vice President of Student Services or any other CMC Administrator. For incidents, which occur off campus, immediate recourse is to contact the local police.

### **Sexuality and Gender Identity**

Members of the CMC community are expected to live in congruence with the Scriptural teachings and tenets of the Assemblies of God which include views on human sexuality and gender identity. We believe God created two distinct sexes, male and female (Genesis 1:27; Matthew 19:4-5), and our sexuality is a gift from God reflecting who we are as humans, designed for His purpose to do the good work He has called us to do. We regard sex at birth as the identification of a person's biological sex and do not support attempts to alter one's birth sex in favor of an opposite psychological gender. This statement is not meant to reflect those rare situations concerning congenital disorders of sex development.

We believe God designed sexual intimacy to be expressed solely within a marriage between a male and female (1 Cor. 6:9;16-20) and sexual intimacy outside of that marital relationship, as recorded in Scripture, violates the will of God. We do not support acts of sexual behavior (opposite-sex or same-sex) other than those that occur in legal marriage between a male and female.

### **Fundraisers**

Only school related projects approved by the Administration will be permitted on campus. The group sponsor must ensure that all projects are approved by the Administration and permission is granted well in advance. No solicitation of any kind is permitted at any time.

### **Credit**

Students are strongly discouraged from buying on credit while enrolled at CMC. CMC assumes no liability for any debts incurred by any student, nor will it give a credit reference.

## **Policy for Group and/or Class Meetings or Announcements**

Only school-approved organizations are entitled to have group meetings and make or post announcements. Permission to hold a meeting must be secured and attended by the designated sponsor through the Administrative Assistant of Student Services. The Office of Student Services must approve all announcements and the posting of flyers.

## **Campus Work Program Policies**

All resident students who do not pay their accounts in full at registration are required to apply for the work-study program unless they have been granted permission by the Vice President of Student Services for off campus employment. The CMC Campus Work Program is not limited to on campus students and is available to those off campus. Students must be physically able and willing to accept the work-study guidelines in the Campus Work Program Policy as stated in the CMC Handbook.

### **Requirements:**

1. The CWP Director will distribute all job assignments, with the approval of the VP of Student Services.
2. The CWP can remove a student at any time if they are not fit for their campus work job.
3. There will be a 3-week probation period for every work-study position.
4. The work program is for the duration of the semester.
5. Supervisors have the right to change any job descriptions at any time during the period of the semester.
6. During general clean up times, students are required to work but funds will not be accredited to their accounts. (College Days, Campus Clean Up, Etc.)
7. All students are allowed a maximum of three absences during the period of the semester. The student must notify the area Supervisor within a 2-hour timely manner when they will not be able to fulfill their obligations and who their replacement will be. Then they will fill out the "CWP Absence Form" on the Student Info Center online (cmctx.edu).\_ NOTICE: If you exceed your absences, you will be penalized one hour credit per day missed.
8. A substitute worker in case of an absence can be approved only by the supervisor of your designated area before notifying the CWP Director, but it is your responsibility to find an approved replacement worker.
9. Failure to clock in and out will result in NO COMPENSATION.
10. Report to work on time and keep your assigned work on schedule.
11. Student must provide a two weeks' notice to the CWP Director if they plan to vacate the position.
12. Student will be dismissed from the Campus Work Program for not completing their work assignments.
13. When a student is dismissed from their respective CWP assignments, he/she will be responsible to pay their remaining school balance.
14. When a student's account is paid in full before the semester ends, they are required to complete their CWP agreement for the duration of the semester. These funds will be applied to the next semester's account. Under no circumstances may a student transfer hours to another student's account. If the student is graduating that semester, they are required to complete their CWP agreement for the duration of the semester. The remaining hours will be considered performance of ministry services.

*For more information, please see the Campus Work Program Manual and Agreement.*

## **Off-Campus Work Policy**

**Rule:** A student who is on academic or disciplinary probation is not allowed to work off-campus without permission from the Administration. Students must adhere to the following requirements to work off campus:

### **Off-Campus Requirements**

1. Students who need to work after curfew hours will require approval from the Administrative Assistant of Student Services.
2. Students who work off-campus must arrange with the Dorm Pastors and/or Resident Assistant if they are not able to attend special services such as revivals, outreaches, and other school events.

3. Students that live off campus and work off-campus must make arrangements with the Commuter Pastor and Administrative Assistant of Student Services if they are not able to attend special services such as revivals, outreaches, and other school events.
4. Students who work off campus must make their own transportation arrangements with a CMC staff member and/or student leader.
5. Students who work off campus must make payments on their school account in a timely manner with arrangements made with the finance office.
6. Students who work off campus will be required to fill out the Student Work Schedule form indicating the place of employment and the work schedule. If at any time should the work schedule change, the student must update the Office of Student Services.
7. Permission to work off campus may be suspended at any time by the Administration for failure to comply with any part of this policy or in case of disciplinary action.
8. Under **no circumstance may any work prohibit a student from attending class.**

### **Policy to Hold Student Offices and Other School Representation**

In order for a student to hold a school office or participate in any authorized school function, i.e., class officer, student council, mission's leader, or ministry team, he/she must have high spiritual standards, an exemplary campus life, maintain a minimum 3.0 GPA, show responsibility in his/her job, and show financial responsibility. Any exception to these requirements must be made by the Administration.

### **Cafeteria Regulations**

The cafeteria will be open Monday through Saturday as indicated in the schedule below. Meals will be served for twenty minutes, and the cafeteria will be closed at the times shown.

|           | <b>Breakfast</b> | <b>Lunch</b>  | <b>Supper</b> |
|-----------|------------------|---------------|---------------|
| Monday    | 7:00 – 7:20 am   | 12:15-1:00 pm | 5:00-5:30 pm  |
| Tuesday   | 7:00- 7:20 am    | 12:15-1:00 pm | 5:00-5:30 pm  |
| Wednesday | 7:00- 7:20 am    | 12:15-1:00 pm | 5:00-5:30 pm  |
| Thursday  | 7:00- 7:20 am    | 12:15-1:00 pm | 5:00-5:30 pm  |
| Friday    | 7:00- 7:20 am    | 12:15-1:00 pm | 5:00-5:30 pm  |
| Saturday  | 10:00-10:30 am   |               | 5:00-5:30 pm  |
| Sunday    | Sack Lunch       |               |               |

The following rules apply while in the cafeteria:

1. All students and guests are expected to follow appropriate social etiquette when dining in the school cafeteria.
2. Students are not allowed in the kitchen area at any time except to do his/her work study assignments.
3. Students are allowed in the dining area only during mealtimes.
4. Sick trays will be provided only to the Dorm Pastors and Resident Assistants.
5. Silverware, saltshakers, etc., must not be taken from the cafeteria.
6. Students may not linger unnecessarily in the cafeteria.
7. Students who live off campus may bring a personal sack lunch.
8. Students who have not purchased the semester meal plan and intend to eat in the cafeteria must sign in with their ID before each meal. (Meal costs are: Breakfast-\$3.00, Lunch-\$5.00 and the evening meal-\$5.00).
9. Students are requested to refrain from creating a boisterous atmosphere while dining in the school cafeteria.
10. See the dress code section for proper attire.
11. Students must adhere to the bell system. At 12:45, the bell will ring and serving is officially over. At that time, all trays must be taken to the window so that the workers can start cleaning.

### **Student Center Regulations**

The following rules apply while in the student center:

1. The student center schedule will be posted at the beginning of every semester. Hours may vary due to staffing schedules.

3. No couples are to be alone while in the student center at any time.
4. Movies will need to be approved by the Administrative Assistant of Student Services.

### **Health Services**

CMC assumes no responsibility to provide medical services to students or any of his or her dependents.

### **Fire Exit Routes**

Guidelines for emergency exit routes are posted in each of the facilities on campus.

### **Student Mail**

Mailboxes are provided to all on-campus and off-campus students located in the A.O. Martinez Administration Building. Student mail will be available for pick up during regular office hours, Monday- Friday, 3:30 p.m.-5:00 p.m. An assistant in the Main Office of the Administration Building will distribute all CMC mail.

### **Student Leadership**

Students who represent the school in a student leader position must demonstrate the appropriate qualities of eligibility in the following areas:

- High spiritual standards
- Be exemplary in campus life
- Maintain a minimum 3.0 GPA
- Show responsibility in his/her job
- Show financial responsibility

### **Student Council**

This organization serves as advisory and resource committees established to further promote and develop student life. Student Council is under the administration of the Vice President of Student Services and is comprised of the Student Council executive officers, faculty sponsors and representatives from each class. The Student Council endeavors to make CMC and the surrounding community a better place by promoting campus and community events that demonstrate Christian fellowship, leadership, and service throughout the school year. Each year, each class elects two officials to represent their class, to facilitate school and community activities, and to facilitate cooperation and communication with the administration of CMC. Each class also holds regular meetings with their sponsor to address student ideas and concerns. Student sponsors must be present at every class meeting.

The designation of any funds raised by any class must be approved by the Administrative Assistant of Student Services.

### **Americans with Disabilities Act**

CMC complies with the Americans with Disabilities Act. For inquiries, contact the Development Coordinator.

### **Health Education and Welfare (HEW)**

HEW regulation 84:21. No qualified handicapped person shall, because a recipient's facilities are inaccessible to or unusable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity provided by CMC.

### **Intramural Sports**

Intramural sports are sponsored by the Office of Student Services to encourage and promote student opportunities for fellowship and to maintain physical fitness.

## **Automobile Regulations**

These regulations govern the operation and parking of motor vehicles on property under the jurisdiction of CMC. They apply to all persons enrolled in one or more classes at CMC (including day and night classes, short courses, special courses, audits, etc.). Students are limited to one vehicle.

### **Automobiles**

- All vehicles must be registered with the Registrar's office at the time of registration. All students will be required to pay an auto registration fee of \$20.00 per car, per semester, and display the appropriate registration tag at all times.
- Each student must have adequate current public liability and property damage insurance to use his or her automobile while attending CMC. Students who do not have proof of insurance will be denied the use of their automobile.
- A copy of all pertinent insurance papers is required for the student's file. The school assumes no responsibility or liability for accidents, traffic violations or legal procedures that may result from the same.
- All students are expected to obey all Texas laws pertaining to the operation of motor vehicles during their stay at CMC. Parking lots have been designated for those students who have cars. All violations will be subject to a \$15.00 fine.
- The speed limit on campus is five miles per hour. Be aware of small children on campus. Violations of any hazardous driving will be subject to a \$25.00 fine and/or suspension of driving privileges. The owner of the vehicle involved will be personally responsible for any violations.
- CMC strongly disapproves of lending cars to fellow students. CMC assumes no liability for any damages that may incur.
- Permission for any auto repair/maintenance to be performed on campus must be obtained from the Administrative Assistant of Student Services and Maintenance Director
- Students are prohibited from playing car stereos while the vehicle is stationary, while working on cars or doing other odd jobs.
- If a car is left unattended for more than five days, it will be considered "abandoned" and will be assessed a fine of \$5.00 per day. After 30 days, the car will be removed from school property at the owner's expense.

### **Vehicle Insurance**

Each vehicle operated must carry public liability and property damage insurance to comply with the laws of the state of Texas.

### **Enforcement of Law**

The automobile laws of the State of Texas are declared to be in full force and effect on the CMC campus. CMC's Safety staff are empowered and authorized to enforce these parking and traffic regulations. All city, state, and CMC traffic regulations and rules governing the use of motor vehicles must be complied with on all parts of the campus throughout all hours of the day and night. The CMC's Safety office and representatives shall have discretionary powers to enforce a policy of traffic on campus when the same is not specifically provided for by these regulations. The campus-wide speed limit is 10 mph. Pedestrians shall have the right of way at all times.

### **Swimming Pool Rules**

Women – Only swim during daylight hours on odd numbered weekdays

Men – Only swim during daylight hours on even numbered weekdays

- Proper swimwear is required.
- Students are not allowed to bring guests at any time.
- Swimming alone is not permitted.
- Co-ed swimming is prohibited unless approved by the Office of Student Services.
- Horseplay/Diving will not be tolerated.

- All persons utilizing the pool do so at their own risk.
- All rules posted at the swimming pool must be strictly adhered to at all times.
- CMC assumes no responsibility for accidents.
- The assigned Student Leader must be present when the pool is in use.
- The weekends are available by reservations only. Reservations can be made with the Facilities Coordinator.

## STUDENT LIFE

Our students come from various parts of the United States, Latin America, and other countries of the world and although they represent different backgrounds, cultures and languages, they also form a close-knit family. Students are encouraged to open their hearts and minds to God's divine call, the fellowship of the Christian community and to "study to show themselves approved as workmen unto God" (2 Timothy 2:15).

### Social Life

Social life plays an important part in the development of Christian character and self-assurance. CMC seeks to provide a well-balanced program of social events for the student body. Social events are sponsored events, such as school picnics, field trips, banquets, Senior Day, and other activities that promote the value of Godly leisure and recreation.

### Commuter Pastor

The Commuter Pastor is appointed to serve the needs of the off-campus students and is dedicated to involving the off-campus students with all CMC activities.

### Married Student Fellowship

The Married Student Fellowship is a program for married students and their spouses. The Fellowship exists to promote appropriate social and spiritual development of the married student.

### Married Student and Staff Housing

CMC has limited housing available for married students and staff. All married students and staff living on campus must abide by the policies and standards of the school. Since living on campus is a privilege, CMC reserves the right to require that all residents first be approved to reside in campus housing and that all residents vacate the housing if they do not abide by these standards.

Married students who have their own washer and dryer will be charged a \$25.00 Appliance Use fee per semester. These appliances are for personal use only and are not to be used to do another students' laundry.

### General Dress Code

As evidence of the distinctive nature of this community, all students and members of student families are expected to abide by the following dress code. Proper footwear is expected everywhere on campus. Faculty members are authorized to deny admission to class to any student not observing accepted campus attire. Cafeteria, chapel, and library personnel have the same authority. Any questionable attire or personal appearance which draws undue attention to the wearer will be summoned to the Dorm Pastor for counseling. Good grooming and Christian standards should guide mature discretion. The Administrative Committee may designate any day of the week as "Dress Up Day."

CMC reserves the right to declare any single piece of clothing as unsuitable attire for any occasion.

### Men's Dress Code

1. Men are expected to be dressed appropriately for the occasion at all times.
2. No bizarre haircuts are permitted. Hair should be kept clean, well-groomed, and neat. (Note: What is considered "bizarre" is at the discretion of the Administration, Staff and Faculty).
3. Mustaches, sideburns and beards must be kept neatly trimmed and not of excessive length.
4. New earrings, tattooing, studs, or body piercing are not allowed during the semester. New tattoos or body piercing of any kind (including tongue piercing) must be done during the summer and approved by Student Service Office.
5. Hats or caps may be worn outdoors and in the dorms. They are not to be worn at any time during chapel, class, and administration building.
6. All T-Shirts must be of good style and may not have any large logos or quotes that go against the general dress code policy.
7. Ripped jeans are allowed during leisure time. Ripped jeans must be patched and not of excessive length.

**Matters in question such as to the dress code shall be left to the discretion of the Dorm Pastors, Administrative Assistance of Student Services, and Vice President of Student Services.**

**Classroom Attire:** is to be worn during morning class hours, school related activities and in or around the Administration, Education, Chapel, buildings which is: clean and neat jeans, slacks, socks, shoes (no flip flops). T-shirts are allowed. Student may not wear a hat during class.

**Leisure Attire:** After lunch, activities on and off campus, etc., must be neat, clean, and modest. Shirts, T-shirts, sweaters, sweatshirts, and knee shorts.

**Recreational Attire:** To be worn for recreational activities only: shorts, jogging suits, sweatshirts, or T-shirts (spandex or any other form-fitting clothing worn by itself is not permitted). Sleeveless types are permitted only with permission from the Dorm Pastor.

**CMC reserves the right to declare any single piece of clothing as unsuitable attire for any occasion.**

### **Women's Dress Code**

1. Dress lengths should be modest and in good taste. Inappropriate clothing such as inappropriate slit skirts, low back/front tops or dresses, shorts, etc., are not allowed. Proper undergarments are required. The dress is required to have a decent neckline, it should not be molded to the body, and if the dress is made of sheer material, it must be fully lined. All attire must meet these stated expectations, or the student will not be able to participate in the activity of CMC.
2. Sleeveless shirts and blouses are permitted as approved by the Dorm Pastor. Women are expected to be dressed appropriately for the occasion.
3. Hairstyles must not be bizarre. Hair should be kept clean, well-groomed, and neat. (Note: What is considered "bizarre" is at the discretion of the Administration, Staff, and Faculty).
4. If makeup and jewelry are used, they should be used moderately and in good taste.
5. New earrings, tattooing, studs, or body piercing are not allowed during the semester. New tattoos or body piercing of any kind (including tongue piercing) must be done and healed during the summer and approved by Student Service Office.
6. Ripped jeans are allowed during leisure time. Ripped jeans must be patched and not of excessive length.
7. All T-Shirts must be of good style and may not have any large logos or quotes that go against the general dress code policy.

**Matters in question such as to the dress code shall be left to the discretion of the Dorm Pastors, Administrative Assistance of Student Services, and Vice President of Student Services**

**Classroom Attire:** is too be worn during morning class hours, school related activities and in or around the Administration, Education, and Chapel. Dresses, T-Shirts, blouses, modest jeans, pant suits, skirts, sweaters, capri pants and appropriate footwear (no flip flops). (Exception: noon kitchen workers may change for work). Every Monday and Friday is considered T-shirt Day (unless designated as Dress-Up Day).

**Leisure Attire:** After lunch during activities on and off campus, etc. dresses, T-Shirts, skirts, modest shorts, capri pants, slacks, and modest jeans with appropriate footwear must be worn. (Spandex or any other form-fitting clothing worn by itself is not permitted). Lingerie/pajama items are not acceptable as outerwear at any time.

**Recreational Attire:** To be worn for recreational activities only: shorts, jogging suits, sweatshirts, or T-shirts (spandex or any other form-fitting clothing worn by itself is not permitted).

**Administration Bldg., Chapel, Education Bldg.:** caps, flip flops and house slippers are not allowed.

**CMC reserves the right to declare any single piece of clothing as unsuitable attire for any occasion.**



## Personal Life

CMC is always concerned about the personal life of its students. All students (married or single, off campus or on campus) are expected to conduct themselves at all times in accordance with the teaching of the Word of God, the accepted standards of the Assemblies of God, and the standards of conduct held by CMC. CMC students must realize the importance of being examples of Christian living both on campus, off campus, during school breaks and holidays.

## Dating

Students are encouraged to follow the teachings of the Word of God when dating so that their conduct does not bring reproach upon the cause of Christ. Students are not permitted to date non-Christians while enrolled at CMC. Students are warned against any practices that may be interpreted as stalking or sexual harassment. If a couple chooses to date, they need to notify the Student Life office for accountability. It is also recommended for the couple to get counseling or mentorship for accountability purposes.

## Guidelines for Establishing Friendships between Members of the Opposite Sex

Students are encouraged to follow the teachings of the Word of God while they learn to establish friendships with each other. CMC permits students to meet, sit together, talk, and engage in social activities while getting to know each other. It is extremely important that any friendship with a member of the opposite sex reflect the utmost purity of Christian character. Students have a right to know what their school considers appropriate behavior in their dating relationships. The following standard of conduct has been adopted, will be applied, and enforced. It is expected that students will demonstrate public and private behavior in their dating relationships that is glorifying to God and in keeping with a Christian testimony. They need to be sensitive to those around them and should not conduct themselves in an offensive or inappropriate fashion.

## Public Behavior

Public behavior is that behavior with the opposite sex that is considered appropriate in places understood to be public and in places occupied, open to and in full view of others. The following is considered **appropriate** public behavior by couples at CMC:

- Sitting together
- Holding hands when not in chapel and classes
- A discreet, brief hug

The following is considered **inappropriate** public behavior by couples at CMC:

- Leaning or laying on each other
- Hugging, kissing, or caressing each other
- Body Massages

\*Everyone needs to be sensitive to those around them and should not conduct themselves in an offensive or inappropriate fashion.

**Note:** The Vice President of Student Services, the Administrative Assistant of Student Services, the Dorm Pastors, Resident Assistants, Faculty, Staff, and Administrative Personnel have the authority to interpret, apply and enforce these guidelines. Students who violate them may be reported to the Vice President of Student Services, the Administrative Assistant of Student Services, the Dorm Pastors who may initiate disciplinary action.

## Private Behavior

Private behavior is that behavior with the opposite sex that is considered appropriate in places not designated as public or commonly understood as public. Places that are private in character and nature—times when a couple is alone, no presence of another person or couple, away from others. It is expected that Christian couples will always conduct themselves in a way that avoids undue temptation and is glorifying to God. In light of that, the following things will be considered **inappropriate** private behavior for couples at CMC:

- Laying on each other
- Petting, fondling, or caressing each other
- Extended periods of heavy kissing or hugging
- Visiting each other's residence
- Sexual relations of any kind or degree outside of marriage are strictly forbidden.
- Body massages

Couples are not permitted to leave the campus alone together (or two members of the opposite sex) to be alone "privately" while traveling in a car or while away from the school campus. Approval can only be given at the discretion of the Dorm Pastors, the Administrative Assistant of Student Services, and the Vice President of Student Services. Certain cases may be approved only by the Vice President of Student Services. Students may fellowship and visit with a member of opposite gender during daylight hours within the campus boundaries and during the evening hours within the campus boundaries in areas that are properly lit.

**Note:** The Vice President of Student Services, the Administrative Assistant of Student Services, the Dorm Pastors, Resident Assistants, Faculty, Staff, and Administrative Personnel have the authority to interpret, apply and enforce these guidelines. Students who violate them may be reported to the Vice President of Student Services, the Administrative Assistant of Student Services, and the Dorm Pastors who may initiate disciplinary action.

### **Engagement and Marriage**

It is essential that students should not let anything interfere with God's will for their lives, the attainment of which is the purpose of attending CMC. In some cases relationships are formed between Godly students that may result in the desire for Holy Matrimony. Yet, students that are contemplating marriage are strongly encouraged to avoid hasty engagements and especially marriage while attending school. Counseling in these matters will be required for the students through the Office of Student Services. Students are not permitted to marry during a school term without permission from the Administrative Committee.

### **Divorced Student Guidelines**

Each student should be able to properly evaluate his/her conduct in light of his/her personal commitment to Jesus Christ. However, the possibility of mitigating circumstances, such as different interpretations as to standards by different congregations, has prompted the following standards of conduct for CMC. Failure to adhere to the standards may result in the student being terminated from CMC.

Individuals who are divorced but not remarried and whose former spouse is still alive may be admitted only under the following conditions:

1. The divorce must have been legally finalized for at least three months prior to admission.
2. The applicant must agree to preregistration counseling with the Vice President of Student Services and to reside off-campus if required. The decision made concerning each case will be based upon the facts found in each individual case.
3. Dating fellow students is prohibited without the consent of the Vice President of Student Services and the parents.
4. Individuals who are separated from their spouses are not permitted to date.
5. CMC reserves the right to grant admission based upon the facts found in each individual case.

### **On Campus Guidelines**

1. Students are not allowed to loiter in their work areas.
2. Students should not enter any of the campus buildings and/or other specific areas other than at specified times or with special permission.
3. Jogging/walking is permitted only within the designated areas on campus. CMC is not responsible for any personal injury or accident resulting from such activities. Such activities should not be done alone, and it is advised that they be confined to daylight hours or remain in well-lit areas.
4. The wooded area is off limits to all students, at all times.
5. The areas designated as "privacy zones" should be respected at all times. This means that persons of the opposite sex should not venture past the designated areas for any reason.

**Privacy Zones:**

- Josue Cruz Dorm: Top of sidewalk handrail and sidewalk in the back.
- Ruth Martinez Dorm: Sidewalk past Gazebo and steps behind the dorm.
- Garza Dorm: Light post near parking lot.

6. Sidewalks should be used at all times.

**Off Campus Guidelines**

Overnight Visit/ Weekend Off-Campus Permission:

1. No off campus, overnight, weekend permission is permitted neither during the first weekend and the last weekend of the semester or during any scheduled school activities. Permission for overnight trips beyond the San Antonio city limits will be granted to students who have a phone call of parental consent to the Office of Student Services and who are in good standing in the following areas:

- a. Students who participate in the Work Study Program must have their job assignment properly completed or get someone to substitute their position.
- b. If the student is less than 18 years of age, a parent or legal guardian must call to verify the student's itinerary.
- c. If the student is "going to a place other than home," the hosting parent or legal guardian where the student will be going must call and verify visitation.
- d. Under no circumstances does any weekend permission justify a student not being in school on Friday for class or in class on Monday.
- e. All students must sign out to stay off-campus during a school term, including breaks and holidays. Students should use the "off-campus release form" located in the Office of Student Services for approval. Failure to comply will be considered a major infraction.

2. Approval for off campus overnight weekend permissions and trips beyond the San Antonio city limits may be requested from the Office of Student Services according to the procedure that follows:

- a. An off-campus release form must be requested by Thursday 12:00 noon.
- b. The completed release form must be signed and submitted to the office before 4:00 PM on Thursday of the week permission is being requested. An approval or denial of the release form will be confirmed to you by your Dorm Pastor just before chapel on Friday. Any exceptions to leaving before the notice is given on Friday will require approval from the Administrative Assistant of Student Services before leaving the campus for the weekend.

3. Delayed Return to Campus: A student who is delayed in returning to campus must notify the Dorm Pastors immediately. Arrangements will be made to provide assistance if necessary.

4. CMC strongly prohibits any private visitations by opposite sex to either party's domicile. Under no circumstances may a student visit overnight the home of an opposite sex without the parent's invitation and assurance that they will be at home. In such cases the parents of the home being visited must call to make arrangements with the Office of Student Services.

6. Single students are not permitted in the residence of single students/staff of the opposite sex. Students who are found to have been in the residences and/or dorm room of the opposite sex may be terminated from the enrollment of CMC. This applies to all students/staff whether they reside on or off campus.

**CMC Visitor Policy**

Purpose-The safety and wellbeing of the Christ Mission College community, including students, faculty, staff, and visitors are of paramount importance. Accordingly, this policy sets forth guidelines and expectations for behavior and conduct while on college owned or controlled property.

This policy applies to all individuals, including visitors and groups, present on college owned or controlled property.

Policy – Access to College owned or controlled property shall primarily be limited to students, employees and their visitors or guests for the purposes of study, work, teaching and conducting or attending other College business or activities. The College is a private institution and, as such, reserves the right to lawfully restrict or prohibit access to college owned or controlled property and to prohibit certain individuals from being present on college owned or controlled property at any time at its discretion.

All individuals – visitors and others – present on college owned or controlled property shall conduct themselves in accordance with the law, College policies, as well as in a manner that maintains a safe environment. Conduct including, but not limited to, intentional or negligent disruption of the operations of the College, excess noise, threats, harassment, physical abuse, intimidation, endangerment to the health or safety of any person or property, or unauthorized entry into, obstruction of, or occupation of any College owned, or controlled property is prohibited and shall be deemed a violation of this policy.

If an individual engages in behavior or conduct that is inconsistent with this policy or any other College policy or that is otherwise inconsistent with the best interests of the College, the individual will be asked to refrain from such conduct and may be asked to vacate College owned or controlled property at once. Failure to adhere to this request may result in law enforcement being summoned to take appropriate action, including possible removal for trespassing.

Sign-in Procedures for Visitors – To ensure the safety of students and staff, all guests coming onto the CMC campus must first sign-in at the front office, describe the purpose of their visit, and present an ID if it is requested. There, the visitor will receive a campus pass. Guests include anyone who is not a member of the CMC staff, faculty, or student body. (Students' family members, alumni, and friends must all sign-in as well.)

If a visitor plans on coming to the CMC campus after hours, he/she must either 1. Notify the Main Office in advance, so that appropriate arrangements can be made or 2. Notify a Campus Safety Team member upon their arrival. A telephone number for after-hours visits is posted.

Exceptions to this rule include public events held on the CMC campus such as church/special services, graduations, banquets, etc. At such times, visitors will not be required to sign in at the main office, as the CMC Safety Team and/or participating church safety team(s) will be monitoring the premises.

CMC Safety Team members reserve the right to approach any unknown person(s) and request identification if they deem necessary.

## **Dormitory Policy**

Dormitories provide students with a learning/living environment, which is an integral part of the total education experience of the school. These dormitories are equipped to provide a comfortable and wholesome living experience that will enhance an individual's spiritual, social, academic, and cultural growth. With these goals in mind, the following policies have been established:

1. All single students under the age of 24 are required to live on campus. Students may be exempt if they are commuting from the home of their parents or legal guardians. Any requests for exceptions must be made in writing to the Administration at least one month prior to registration.
2. All single students over the age of 24 must obtain special approval to live on-campus from the Administration. The request must be made in writing at least one month prior to registration.
3. All married students attending CMC without the accompaniment of their spouse must obtain special approval to live on campus by the Administration. The request must be made in writing at least one month prior to registration.
4. All students who have been previously married and are separated or divorced must obtain special approval to live on campus by the Administration. The request must be made in writing at least one month prior to registration.
5. Semi-private rooms are available only by way of an approval process. Special consideration will be given to seniors and student leaders.

6. Dormitories will be closed between the fall and spring semesters, fall and spring break, school holidays and during summer vacation. All students will be expected to vacate their rooms before 12:00am, the day school is let out.
7. All personal belongings will need to be removed during the summer vacation.
8. Students are responsible for securing their personal property against theft or damage during any break or vacation period.
9. Personal property left by students during the summer vacation period will be disposed of after ten days.
10. Students are responsible for shipping & receiving their personal property.
11. Special housing arrangements: Any student who cannot leave the school within the time required of any break or vacation period must make special arrangements through the Office of Student Services at least one week in advance of the break. Extended stays will be extremely limited. Students will be charged a \$10.00 fee per day and meals will not be provided. All heating and air-conditioning systems in the dormitories will be turned off during breaks and holidays.
12. Room Request Deposit: All new students and incoming transfer students will be charged a \$150 dorm deposit. This fee is partially refundable. Upon registration and dorm move-in, \$100 of the initial deposit will be credited to the student's account at the conclusion of late registration and proof of dormitory occupancy.
13. If an applicant decides not to attend, the Administration office must receive written notification before July 31 (Fall semester deadline) or January 10 (Spring semester deadline) in order to receive a \$100 reimbursement.
14. If the Administration office is not contacted by these deadlines, no refund will be given. Each semester, current students wishing to request a room will pay, in advance, a non-refundable reservation fee of \$50.
15. Married Students: CMC provides a limited number of apartments for married students. A variety of off-campus housing facilities also exist in the city of San Antonio.

### **Off-Campus Housing Policy**

CMC dormitories provide students with a learning environment, which is an integral part of the total education experience of the school. Therefore, single students who are unmarried and under the age of 24 are required to live on campus if they are not commuting from the home of their parents or legal guardian. Request for exceptions must be made via an application from the Office of Student Services. Students who are permitted to live off campus must follow the guidelines of the Student Handbook wherever applicable and the off-campus housing policy.

### **Campus Code of Conduct**

As a body of believers, the CMC community seeks to encourage the development of students to understand, develop, and use their unique God-given strengths and abilities. Building community is an integral component of this college and is evident through students, faculty and staff who help one another daily to cultivate, nurture, and practice what we profess.

### **COMMUNITY CODE OF CONDUCT**

We are a community that offers support and healing for people struggling in various areas of their spiritual life. CMC will take into account whether the student is sincere in pursuing assistance or if disciplinary action is necessary. A redemptive process of counseling and guidance is available to those students who genuinely desire restoration as they continue with their commitment to the CMC community.

This Code of Conduct is for all resident and nonresident students.

1. Students shall show consideration to all other students at all times.
2. Speaking out the windows of any building is prohibited at all times and a \$25.00 fine will be assessed per violation.
3. Loud talking or other disturbing noises are not allowed at any time.
4. Audio equipment (personal or vehicle) should be operated at a volume level so as not to disturb any

- other student or staff member. Students who violate this rule may have their personal equipment confiscated and returned at the end of the semester.
5. Students may not participate in any activity that would disturb other students between 11:00 pm & 6:00 am.
  6. Curfew: Beginning as soon as students arrive on campus, all students are to be on campus and in the dorm by 11:00 pm Monday, Wednesday, Thursday & Sunday, 8:00 pm on Tuesday and 12:00 midnight on Friday & Saturday. One demerit will be assessed for every minute a student is late for curfew beyond the first five minutes. Beyond ten minutes the student will be assessed a \$5.00 fine per 10-minute increments.
  7. All students must be in their respective rooms by 11:00p.m. for lights out. (Exception: Friday & Saturday).
  8. Any student involved in propping of doors, letting students in after curfew, or allowing student access through windows will be subject to disciplinary action and a fine of \$50.00.
  9. Students who work off campus must obtain approval to do so prior to seeking employment. (For more details, see off-campus work policy).
  10. Students may be permitted to visit married students only if the spouse is home and the married student has personally secured permission from the Vice President of Student Services. Under no circumstances may a female and male student visit at the same time, this is including any students visiting a single student's home. Students may not visit after 8:00 p.m.
  11. Single students are not permitted in the residence of single students/married students/staff of the opposite sex. Students who are found to have been in the residences of the opposite sex may be terminated from the enrollment of CMC. This applies to all single students/married students/staff whether they reside on or off campus.
  12. All Visitors must obtain permission from the Main Office before walking on campus or entering any CMC Building. Visitors must leave the campus by 10:00 p.m. Violation of this policy will prohibit the guest from further visits to the campus.
  13. The Dorm Pastors have complete authority in all matters of dormitory life and discipline. Unresolved conflicts will be referred to the Administrative Assistant of Student Services Vice President of Student Services.
  14. Absolutely no deliveries of any kind may be made to the dorms unless approved by the Dorm Pastors.
  15. Reporting of Emergencies: In case of any emergency students must report directly to the Dorm Pastors, the Administrative Assistant, the Vice President of Student Services, or the Administrator on duty.

### **Dorm Pastors, Assistant Dorm Pastor, Resident Assistants and Commuter Pastors**

The positions of Dorm Pastors, Assistant Dorm Pastor, Resident Assistants and Commuter Pastors are appointed to serve in each student dormitory. These leaders serve the needs of their students and are under the direct supervision of the Administrative Assistant of Student Services.

### **Policy for Student Rooms**

1. Usage: Take care of your room. Nails or the equivalent should not be driven into the walls, closets, or furniture. No double-sided sponge tape or sponge tape hooks may be used. Curtains should be hung under the direction of the Men or Women's Dorm Pastor. Do not glue mirrors or cork boards, etc., to the walls.
2. Furniture: Every student is provided with a dresser or chest of drawers, chair, and bed. Each room is also furnished with a student desk to be shared by all the people in the room. You are expected to take care of your furniture. When you move in, you become responsible for the room furniture. Charges will be levied for any defacing or destroying of room furniture. Furniture must not be moved from one room to another.
3. School Property: Students will be charged for the repair of any damage done to school property. The Director of Maintenance will assess the damage and make a recommendation to the Vice President of Student Services. The Vice President of Student Services will notify the student in writing and inform the Business Office. All charges must be paid in cash. (A minimum of \$25.00 per damage will be charged).
4. Room Cleanliness: A direct relationship exists between the way rooms are maintained and student attitudes. You are responsible for the daily care and cleaning of your room. Unannounced room checks will be made regularly to ensure that rooms are kept neat and clean. A written warning will be issued for the first unsatisfactory room check followed by a \$5.00 fine per each consecutive offense as it applies to each student.

All fines are to be paid to the Student Service Office by the following Monday of the week it was received.

5. Room Search: Authorized school personnel may search any room as long as the occupant is present at the time of the search. If the occupant cannot be notified, the school personnel must be attended by another witness.

6. Loss of personal property: For your own protection, always lock your room when you are not present. CMC is not responsible for the loss of your personal belongings in any building. If you do lose something, check with your Dorm Pastor. CMC assumes no responsibility for damage to personal items, such as clothing or personal furniture.

7. Room changes: You may not change dorm rooms without the specific and written approval of your respective Dorm Pastor. A form is provided for this appeal and can be obtained four weeks after move-in.

8. Students shall not enter another student's room at any time without knocking and receiving that student's permission. All rooms are private, and that privacy should not be violated.

9. Students who are found to have been in the room of a member of the opposite sex may be terminated from enrollment at CMC. Permission to carry luggage into a dorm of the opposite sex may be obtained from the Dorm Pastor in special circumstances.

10. Students may not operate hot plates, microwaves, coffee pots, electric heaters (or any other appliance), burn candles, or any other items that would cause a fire hazard in the dormitories. Irons may be operated only on ironing boards. A \$5.00 fine will be assessed per each violation.

11. All lights and audio equipment must be turned off when not in use.

12. Possession or use of secular music or any music, which portrays Christian principles in a negative light, is not permitted at any time. Violation of this rule will be considered a major infraction.

13. Students who bring a refrigerator will be charged a \$40.00 appliance fee each semester (only one refrigerator per room and must be energy efficient). Refrigerator size must be approved by Dorm Pastor.

14. Students may not paint furniture, woodwork, walls, etc. without the permission of the Dorm Pastor.

15. Resident students are not allowed to keep pets. Violation of this rule will be considered a minor infraction.

16. Students are not allowed to have a TV, VHS/DVD, Computer games and/or video games in their dorm room.

17. Students are not allowed to have inappropriate or unapproved content and/or material on any electronic devices and/or media.

18. Emergency Exits: Students are not allowed to use emergency exits in a non-emergency situation or without authorization. Violation of this rule will be considered a major infraction and a fine of \$50.00 will be assessed.

19. Illnesses: When a student is ill, he/she must notify the Resident Assistant.

20. All students must clear/check out of their respective dorms, turn in their keys, and have their room inspected before leaving the dorms between semesters. Room must be completely vacated by the day after graduation. If rooms are not left clean and in good condition a fine of \$50.00 will be assessed to the student.

21. Privacy Zones must be respected at all times. See campus boundaries.

22. Overnight-Room guest: Guests must obtain written approval from the Office of Student Services prior to the visit. An overnight guest may stay a limit of two nights and a fee of \$10.00 per night will be charged (meals not included but can be purchased through the Business Office). All guests and visitors are expected to comply with CMC rules and standards during their stay on campus. Violation of this policy will prohibit the guest from further visits to the campus.

## **Fines**

When a student violates the Standard of Conduct of CMC, he/she may be assessed a fine. Any fine should be resolved with immediacy. It is to be paid at the cashier's window in the Administration Building during regular business hours. Any regular fine that remains unpaid after 15 days, becomes a separate major infraction, and is subject to disciplinary action. All fines must be paid before a student begins classes in a new semester. Fines may be appealed in writing to the Vice President of Student Services.

## **Social Networks**

Internet sites like Twitter, Facebook, and others, have provided numerous ways for individuals to connect and stay in touch. Students must be careful that the material that is posted on their account falls within the biblical and community standards of CMC. Any illegal or inappropriate behavior or language posted online violating



standards of CMC can be used as evidence for disciplinary actions by CMC. Vulgar language and lewd images are improper for a person of moral integrity. In addition, students need to be aware that the material on their site is open to public viewing and potential employers, graduate schools and others can obtain access to postings.

### **Threats/Harassment**

In keeping with the goal of a harmonious Christian community, as well as a healthy educational atmosphere, the following will not be tolerated at CMC: threats, intimidation, actions, defamatory language, public humiliation, and/or behaviors involving actual or implied physical peril. These include but are not limited to verbal assaults, written correspondence, email, texting, instant messaging and creating a hostile environment. All reports of threats and/or harassment should be reported to the Office of the Vice President of Student Services. Once reported, these will be given serious consideration. A full inquiry will be completed, and action taken, including immediate suspension if deemed necessary.

### **Responding To Official Notice**

A student is expected to make an immediate response to an official summons/notice from the Dorm Pastors, the Administrative Assistant of Student Services, the Vice President of Student Services, Faculty member, Staff, or any Main Office of CMC. Disregarding an official summons/notice may constitute grounds for termination.

## ***DISCIPLINARY PROGRAM AND PROCEDURES***

### **Demerits**

To enforce the rules and regulations of the school with the least embarrassment for the students, employees, staff, faculty and administrators, the school has implemented a system of demerits which has been successfully employed in many colleges. The system approved by the faculty and administrators of CMC is as follows:

1. Infractions or violations to any rules will be reviewed by the Vice President of Student Services, the Administrative Assistant of Student Services, & Dorm Pastors who are authorized to carefully note the situation and make a written report.
2. Demerits are issued at the discretion of the Dorm Pastors, the Administrative Assistant of Student Services, the Vice President of Student Services or the Discipline Committee according to the offense. If demerits are issued an additional penalty may be assessed in monetary value.
3. Every reported violation of rules will be communicated to the student in writing, together with the number of demerits and monetary fine assigned.
4. An excessive accumulation of (30) demerits WILL result in the suspension of permission to attend special on/off campus activities.
5. Students who accumulate 30 demerits will be automatically required to appear before the Discipline Committee
6. A "major infraction" will automatically incur a minimum of 30 demerits.
7. A "minor infraction" will automatically incur a minimum of 20 demerits.
8. Notice: A student is subject to suspension if he/she neglects to respond to or disregards an official notice from the Dorm Pastors, Faculty, Staff, Administrative Assistant or Administrators of the school. In the event of an investigation, students may be required to take a polygraph test.
9. A student may be "campused" as a disciplinary action by the discipline committee.
10. "Campusing" may be one of two types: "Regular Campus" means the student is restricted to the campus at all times other than for church services and is confined to his/her room after 7:00 pm until 6:00 am. "Full Campus" means the student is restricted to the campus and to his/her room at all times except for meals, classes, chapel services, church services or to go to his/her mailbox once a day.

### ***STANDARD OF CONDUCT***

To avoid misunderstandings all students should become acquainted with the following standard of conduct. CMC considers the following activities to be unacceptable for its students. Engaging in these activities is a violation of the Standard of Conduct of the school. Violations of major or minor infractions could result in the students being called to appear before the Discipline Committee for disciplinary action, suspension, or summarily dismissal. The following activities have been categorized as Major or Minor Infractions:



## Major Infractions

1. Possession or use of tobacco, alcohol, or illegal drugs (including a mind-altering substance, or drug paraphernalia).
2. Stealing, lying, dishonesty, cheating or plagiarizing.
3. Immoral sexual behavior (adultery, homosexuality, lesbianism, abortion and or any other form of scriptural prohibited sexual behavior).
4. Possession or use of pornographic or obscene literature, suggestive posters, X or R rated videos, games or DVD, inappropriate video and/or other X-rated or pornographic material.
5. Attending or participating in bars of ANY kind, clubs, gambling, or dancing.
6. Hazing, fighting, and abusing peers, wrestling or horseplay that results in damage to the property or personal injury to another person, including slander or gossiping.
7. Possession or use of firearms, fireworks, knives, or other weapons. Any firearms, fireworks, knives, or other weapons found in the possession of a student will be confiscated and kept in the custody of the business office until the end of the school year.
8. Violating any city, state, or federal criminal law (including passing of bad checks).
9. Disrespect or rudeness to an administrator, faculty, staff member and/or student.
10. Failure to comply with disciplinary actions of minor infractions.
11. Leaving campus or the San Antonio guidelines without proper authorization.
12. Falsification of any kind of form used for school purposes.
13. Spending the night off-campus without proper authorization.
14. Failure to respond to an official summons from an administrator, faculty, or staff member.
15. Violation of any agreements with CMC.
16. Engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system.

## Minor Infractions

1. Any violation of a guideline for establishing friendships with a member of the opposite sex as stated in the student handbook.
2. Failure to comply with any on/off campus guidelines regulations.
3. Unauthorized possession of keys or use of school property.
4. Going to unapproved movies or viewing an unapproved VHS/DVD and/or computer/video games. Approved movies will be announced by the Dorm Pastors. You must seek approval to view movies not listed by the Student Service Office.
5. Water fights or use of water guns and throwing water in the dorm.
6. Excessive absenteeism of regular church or chapel services.
7. Disruption of any chapel service, class session or school event.
8. Unauthorized entry or use of school property/buildings.
9. Unauthorized keys in a student's possession.
10. Unauthorized appliances present in the dorm rooms
11. Using profane or obscene language (including distasteful euphemisms).
12. Playing pranks, tripping, or tampering with light switches, exit alarms, fire alarms, or fire extinguishers. (There will be a \$100.00 fine for a fire related infraction).

## Disciplinary Probation

A student may be placed on "disciplinary probation" by the Vice President of Student Services or the Discipline Committee for accumulating excessive demerits or for committing any major/minor infractions or a major offense.

- When a student is placed on disciplinary probation, the Discipline Committee shall write a letter to the students' parents or legal guardian explaining the circumstances leading to the disciplinary probation if the student is eighteen years of age or younger, or if the parents are responsible for the student's account.
- Students under disciplinary probation will not be permitted to participate in any extracurricular activities including the following: traveling with a student group, sports activities, participating in school musicals

or other programs, summer/holiday tours, chapel ministry or holding office in clubs, classes, or student government.

- When a student under disciplinary probation commits any offense, that student will be requested to appear before the Discipline Committee. At that point, all infractions will be considered and treated as major infractions and may result in an automatic suspension from enrollment for at least one semester. Readmission shall depend upon evidence of genuine repentance and resumption of good behavior and self-discipline. A letter of recommendation from the home pastor will also be required.
- Any student who incurs disciplinary probation for two semesters in a row will be suspended automatically.

Notice: When a student is suspended for any reason, continuous enrollment is broken and therefore invalidates the current Financial Assurance Plan.

### **Discipline Committee**

CMC holds that every student upon signing the application for admission is under moral contract to the school regulations when that student enrolls in the school. Consequently, each student is responsible for disciplining himself or herself to live within the limits of the school rules. Because the student body is composed of persons who are devoted to Christ and who consider Christian submission and humility valuable assets to the building of strong character, students should happily discipline themselves to comply with the campus policies. The Administration, Faculty and Staff are available to help with self-discipline problems. When a student is asked to appear before the Discipline Committee the following process will be initiated:

1. The student will be notified verbally or in writing by the Vice President of Student Services to appear before the Discipline Committee.
2. The committee will discuss the violation(s) with the student, and the student will be permitted to give an explanation for his or her behavior.
3. The Committee has the right to recommend that the student be suspended if they are convinced that the infraction(s) merits such discipline, or the terms of disciplinary probation have been violated.
4. The decision of the Committee shall be communicated to the student by the Chairman of the Committee and a time of reflection and prayer will be initiated by the Chairman.
5. The decision of the Committee will be communicated to the parents or legal guardian of the dependent student by the Vice President of Student Services by letter or phone.

### **Suspension Procedures**

CMC reserves the right to suspend a student because of low standards of scholarship, poor attitude, or a conflict of attitudes and standards of behavior with those of the school.

1. In the event a student is suspended from school, he/she will be required to contact his/her parent or guardian immediately. In case a refund is due, the refund will follow standard refund policies applicable to student withdrawal.
2. Students who are readmitted after suspension for disciplinary reasons will be placed on disciplinary probation for the first semester after their return. Any further violations could result in termination of the student.
3. Students who are suspended will be required to vacate the campus no later than 24 hours after the decision to suspend has been rendered.
4. A married student living on campus who is suspended will be required to vacate the campus housing within one week of the decision to suspend has been rendered.
5. A student denied admission or suspended for disciplinary reasons is not allowed on campus unless given special permission via the President's Office.
6. A student who is suspended may appeal the decision by writing a formal written appeal to the Administrative Committee within twenty-four hours of the decision to suspend the student.
7. The Administrative Committee shall meet to discuss the appeal within 7 days after the letter of appeal is received. This decision will be considered final.
8. If no formal written appeal is received by the administration within the prescribed time, the decision will be considered final and may not be appealed.

## Student Complaints

CMC regards general complaints with appropriate attention. The student body is regularly polled with respect to academics and student life. Faculty members and the Vice President of Academics are approachable concerning classroom and curricular matters. Student Council officers regularly share student concerns with the Vice President of Student Services. Students are welcome to visit with the Vice President of Student Services to make personal concerns known. Formal written complaints may be filed with the Vice President of Student Services.

**Initiating and Processing Complaints:** Any student that wishes to log a complaint must first discuss it with the Vice President of Student Services with the objective of resolving the matter informally. Should this informal discussion fail to satisfy the student, then a formal written complaint must be filed with the Vice President of Student Services. No complaint will be received in which the complainant refuses to submit it in writing. All persons against whom a complaint has been filed will be notified of the allegations. A complaint may be withdrawn at any step without prejudice and cannot be reopened.

**Procedures:**

**Step 1:** The complainant shall file a formal written complaint with the Vice President of Student Services using the Student Complaint Form that can be acquired from the Office of Student Services. This form should be filed no later than 10 days after the incident involved in the complaint.

**Step 2:** Upon the evaluation by the Vice President of Student Services, an investigation will be conducted. The investigation may include interviews with all parties involved in the complaint and the gathering of all available evidence. In the event that the matter involves academics, the complaint will be turned over to the Vice President of Academics for investigation.

**Step 3:** Once the matter has been investigated, the Vice President of Student Services will inform the complainant of the resolution. If the student is not satisfied with the resolution, the complaint shall be transmitted to the President. Whomever the President designates shall meet with the parties of interest. A response to the complaint shall be indicated in writing with a copy furnished to the complainant and the accused. This response will be considered as final.

In the event that students believe they have been unfairly treated or have issues with CMC that cannot be resolved by the methods outlined above, they have the right to write a letter to the President of CMC, so he can schedule a meeting with the Chair of the Board of Directors of CMC.

## CMC COMMUNITY COVENANT

### Discipleship in the CMC Community

*“Jesus said to his disciples, ‘Whoever wants to be my disciple must deny themselves and take up their cross and follow me’”* (Matthew 16:24 NIV). CMC is at its core a discipleship community of believers in Christ who choose to deny themselves, take up his cross, and follow him and his mission in the world.

The word of God in 1 John 2:5b-6 (NIV) also says, *“This is how we know we are in him: Whoever claims to live in him must live as Jesus did.”* CMC offers opportunities for growth, support, and healing for people in various areas of their lives including when they experience struggles to live as Jesus did. CMC takes into account when a student is sincere in their growth to pursue appropriate assistance when needed or if disciplinary action may be necessary. A redemptive process of guidance is available to struggling students who genuinely desire restoration as they continue to follow Christ and their commitment to the CMC Community and its Covenant.

### CMC Community Covenant Pledge

Therefore, all members willingly choose to become a part of the CMC community of Christ, and upon voluntarily making that choice, commit to growth as followers of Christ based on the Word of God, the Holy Bible, to live purposefully and intentionally to love God and serve others. Additionally, for the duration of their tenure at Christ Mission College (CMC), students pledge to follow all the community standards described in this Student Handbook known as the CMC Community Covenant.

### STATEMENT OF COMPLIANCE

I acknowledge that I have completely read, understood, and agree to observe and comply with the rules and regulations as stated in this Student Handbook on or off campus, during breaks and holidays.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

I acknowledge that I agree to cooperate and submit to CMC’s authority and leadership that has been placed over me to help guide and protect me.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

I pledge to set a Godly example in my lifestyle, character and conduct both on-campus and off-campus.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date