# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who We Are</td>
<td>3</td>
</tr>
<tr>
<td>What We Believe</td>
<td>3</td>
</tr>
<tr>
<td>Academics</td>
<td>4</td>
</tr>
<tr>
<td>Student Life</td>
<td>5</td>
</tr>
<tr>
<td>Athletics</td>
<td>9</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>10</td>
</tr>
<tr>
<td>Dining Services</td>
<td>13</td>
</tr>
<tr>
<td>Business Affairs</td>
<td>14</td>
</tr>
<tr>
<td>Financial Information</td>
<td>16</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>19</td>
</tr>
<tr>
<td>Student Consumer Info</td>
<td>19</td>
</tr>
</tbody>
</table>
Who We Are

Manhattan Christian College exists to educate, equip, and enrich Christian leaders. MCC is a private institution of higher education, committed to the Christian mission of winning the world to Christ. With a conviction that every member of the body of Christ is a minister, the college seeks to foster in students a worldwide vision of the mission of the church, provide opportunities to produce spiritual growth toward Christian maturity, and promote the restoration ideal of becoming Christ’s church as revealed in the New Testament. Students come from across the United States and around the globe desiring to make a difference for Christ in whatever career they choose, whether in vocational ministry or as volunteer leaders and workers in the church with other vocational preparation.

Established in 1927 as a part of the Bible college movement, Manhattan Christian College offers undergraduate degree programs with a curriculum centered on the Bible as the Word of God. General education develops an understanding of self and others, communication skills, critical and creative thinking, and cultural awareness, establishing an integrated Christian world view. The majority of the college’s specialized majors prepare students for professional, church-related leadership and service. Cooperative degree programs with Kansas State University and Manhattan Area Technical College enable students to learn how to utilize other careers to meet the needs of people around the world. Programs are also organized to provide continuing education for church leaders and appropriate services and resources for churches and Christian groups.

What We Believe

Manhattan Christian College pleads for unity of all believers on the common ground of commitment and obedience to the lordship of Christ.

Believing that creeds of men, however correct, perpetuate sectarianism and create division within the church when made tests of fellowship, we have no creed except faith in Jesus as the Christ, God’s Son and man’s Savior. It is our desire to call all people of all nations to faith and obedience to Him as revealed in Scripture.

When asked, “What do you believe?” It is tempting to hand one the Bible and suggest, “This is what we believe.” However for those not familiar with Manhattan Christian College, it may be helpful to identify those foundational doctrines taught in our classes based on our understanding of Scriptures:

1. We believe that there is one God, eternally existing in three persons, Father, Son, and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe the only terms of salvation that we may proclaim are those expressed in the New Testament: faith, repentance, confession of faith in Jesus Christ, and baptism by immersion in water for the remission of past sins and for the promised presence of the Holy Spirit.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the church is empowered to carry out Christ’s great commission.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.
Complete academic information can be found in academic catalog found on the academic page of the schools website.

**Accreditation and Academic Standing**

**North Central Association of Colleges and Schools (HLC-NCA)**—Manhattan Christian College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Initial accreditation was received in 2000 and was reaffirmed in 2013.

North Central Association of Colleges and Schools  
The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413  
Telephone: (800) 621-7440  
www.ncahlc.org

**Association for Biblical Higher Education (ABHE)**—Manhattan Christian College was initially accredited in 1948 and was reaffirmed for accreditation in 2007 for 10 years. ABHE is a national undergraduate institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). ABHE is listed by the United States Department of Education as the recognized accrediting agency for undergraduate Bible college education. Further ABHE is recognized by the Department of Justice, Veterans Administration, and other relevant federal agencies.

Association for Biblical Higher Education  
5850 TG Lee Blvd., Suite 130  
Orlando, FL 32822  
Telephone: (407) 207-0808  
www.abhe.org
STUDENT LIFE

Vice President of Student Life: Rick L. Wright, Ph.D.
Student Development Coordinator: Serginho Sandy
Director for Student Development: Ben Grogg
Retention & Learning Skills Coordinator: Alyson McCall
Men’s Residence Hall Supervisor: Jordan Strom
Women’s Residence Hall Supervisor: Robyn Kejr

The main purpose of Manhattan Christian College is to educate, equip, and enrich Christian leaders. The purpose of the Office of Student Development is to help each student develop an understanding that regardless of vocational goals each one of us is a minister of the gospel of Jesus Christ. Our desire is to implement programs that will deepen each student’s relationship to Christ through worship and small group ministry, as well as to encourage a climate for the continued discipleship of each student. In addition, we want to equip each student to utilize his or her gifts through leadership opportunities.

ORIENTATION
Freshmen and new students must participate in Orientation. The purpose of Orientation is to begin to help the student easily transition into college life and develop relationships with their peers. MCC’s orientation process seeks to integrate a new student into the life of the institution. Each new student is involved in small groups and activities from their first day on campus that are led by upper-class students.

PRINCIPLES OF CONDUCT
Each student enrolled at Manhattan Christian College will be expected to live according to Christian principles at all times. Our standard of conduct at Manhattan Christian College is positive Christian living. All members of the college community will seek to live according to the principles of life revealed by and in Jesus Christ, as taught in the scriptures. We wish for such quality of living as will provide the fruit of the Spirit in our lives. Representative scriptural guidelines are found in such passages as:

- Philippians 4:8
- I Corinthians 6:12; 10:23,31
- Galatians 5:16-25
- Colossians 3:17
- I Thessalonians 4:1-8
- Philippians 2:1-11

A student, by their voluntary membership in this Christian community, assumes responsibility to abide by all the regulations of the college, and must remember that they represent Christ and MCC wherever they are. They are expected to maintain lives of integrity and reflect the character of Jesus Christ at all times.

DRESS
Wearing apparel at Manhattan Christian College should always carry the dignity of Christian college students and should bear witness to a serious commitment.

Each student is expected to dress appropriately when leaving the residence halls to go to any other part of the campus, or to leave the campus. The basic concern is that clothing of all types be characterized by neatness, appropriateness, and above all, modesty. Faculty and staff will help encourage appropriate and modest dress.
**BIBLICAL, SOCIAL & MORAL CONDUCT**  

**Alcohol, Tobacco, Drugs**  
Manhattan Christian College is a smoke-free environment. No student who is enrolled at Manhattan Christian College may use tobacco in any form, alcoholic beverages, narcotics, or drugs (unless prescribed by a physician). Any student found engaged in the use of these after enrollment may be subject for dismissal from the college.

**Other Behavior Issues**  
MCC prohibits any hazing-type behavior.

MCC defines this behavior as any activity which endangers the physical well-being of the individual or produces physical or mental discomfort.

Allegations concerning this type of behavior may be filed in the Student Development Office. Any student proven to have committed such activity will be subject to discipline proceedings. Punishment may include, but is not limited to, the following: suspension, dismissal, and/or other remedial educational plans.

**Dating Relationships**  
Each student is expected to conduct themselves as Christians at all times. Public display of affection is not held in good taste. The behavior of couples in the lounges, as well as in the classrooms, library, or Campus Center must be becoming of Christian college students. While dating, a Manhattan Christian College student is to remember their role as members of this college family, whether or not their dates are from the student body.

We expect that which Scripture sets before us as the standard for sexual behavior on or off campus.

**Immoral Behavior**  
“Immoral Behavior” refers to illicit sexual behavior, illegal behavior consisting of misdemeanors and felonies.

**Discipline**  
Ideally, the Christian should live by principles, not by laws. The key to a well-adjusted, mature Christian character is self-discipline under the authority of Christ. Realistically, however, we recognize that for successful group living on a college campus, some regulations are necessary. Individual liberties will be limited by the rights of others and the welfare of the group.

The Vice President of Student Life, Director of Student Development, Residence Hall Supervisors, and Resident Assistants (RAs) hold the major responsibility in matters relating to student decorum. Students also participate in the discipline of other students. It is expected of students that confrontation of those involved in sinful activity and acts which question their integrity be expressed in Christian love, with the purpose of redeeming and restoring the individual. The formal judicial process attempts to confront misconduct, that the student might learn from the experience, respond to the correction, and be reconciled to the community whenever possible. Possible courses of disciplinary action are listed under levels of disciplinary action.

Students should note that most of the regulations of the college are preventative in nature. Those of a punitive nature apply after the student has violated some guideline designed for his/her welfare and the welfare of the whole community. MCC recognizes the benefits of student development that can occur in an environment balanced between challenging situations for students and support from the institution and therefore an attempt will be made in all situations for disciplinary measures to be of an educational nature. Ordinarily when a student is wholeheartedly committed to the cause of securing a Christian education in a wholesome environment, there will be understanding and acceptance of the few limitations imposed.

It is understood that a student’s career at Manhattan Christian College may be terminated at any time when behavior is considered inappropriate.
FORMAL Disciplinary ACTION

1. If there has been a violation of residence hall policy, the Residence Hall Supervisors and Resident Assistants (RAs) will determine the proper discipline. The student may appeal to the Residence Hall Supervisors, or the Vice President of Student Life, or the Director of Student Development as outlined in “The Right of Appeal” section below.

2. If there has been a violation of a stated school policy, the Vice President of Student Life, and/or the Director of Student Development, will determine the proper discipline; or, upon his/her recommendation, the standing disciplinary committee appointed by the Vice President of Student Life will determine the discipline. The student may appeal under the guidelines listed in “The Right of Appeal” section below if dissatisfied with the disciplinary action.

3. For incidents of “Immoral Behavior” the following “Staged Discipline Policy” will come into effect. Any “Immoral Behavior” could result in immediate dismissal, but if the student is not dismissed, the “Staged Discipline Policy” will be followed:

   **FRESHMEN:**
   a. Disciplinary probation and suspension from all leadership roles for the remainder of the semester.
   b. Suspension and/or campusing for a period of time when determined by the Vice President of Student Life and/or the Director of Student Development verifies that the immoral behavior actually occurred.
   c. Such other actions as the Vice President of Student Life and/or the Director of Student Development deems necessary to help the discipline have a redemptive effect, including but not limited to, calling parents, obtaining counseling, making restitution, doing campus/community service or being discipled by a more mature partner.

   **SOPHOMORES:**
   a. Disciplinary probation and suspension from all leadership roles for the remainder of the semester.
   b. Suspension and/or campusing for a period of time when determined by the Vice President of Student Life and/or the Director of Student Development verifies that the immoral behavior actually occurred.
   c. Such other actions as the Vice President of Student Life and/or the Director of Student Development deems necessary to help the discipline have a redemptive effect, including but not limited to, calling parents, obtaining counseling, making restitution, doing campus/community service or being discipled by a more mature partner.

   **JUNIORS & SENIORS:**
   a. Intermediate dismissal or suspension proceedings shall be enacted. Suspension will be for a period of time when determined by the Vice President of Student Life or the Director of Student Development verifies the immoral behavior actually occurred. Dismissal shall be for the rest of the semester and the following semester regardless of the date on which the Vice President of Student Life and/or the Director of Student Development verifies that the immoral behavior actually occurred.
   b. A structure is to be offered to the student for help in achieving the appropriate spiritual maturity necessary to be a serious student in preparation for leadership in the Kingdom of God. This is to be redemptive and may include but not be limited to such things as spiritual counsel, psychological counsel, guidance through taking responsibility for consequences of making restitution.

**SPECIAL CIRCUMSTANCE:**
In the event of pregnancy occurring outside of marriage, for those involved, both male and female, item #3 under Formal Disciplinary Action shall apply for the immoral behavior. The students will be required to go home where the consequence of pregnancy and birth can be handled within the structures and relationships of their families. If the students desire to return to MCC, they return under the tenets of #3 under Formal Disciplinary Action.
DISCIPLINARY GUIDELINES
The following guidelines will be adhered to during all disciplinary decision-making processes:

1. Due process will be available to a student before MCC will impose any sanction upon one who has violated its rules or regulations.
2. If the decision-making process involves a hearing, the student will be notified in writing as to the alleged violation and the time and place of the hearing. The student has the right to have another person present for any hearing.
3. In the case of pending dismissal, the student will receive a written notice of the witnesses to appear, and will have an opportunity to inspect the evidence.
4. No person or student will be forced to be a witness.
5. The student will be given a written statement of the findings of facts, the basis for the decision, and the nature of the disciplinary measures before any disciplinary action can be enacted.

Levels of Disciplinary Action
Disciplinary action can range in severity from a warning to dismissal from the college. Possible courses of disciplinary action include, but are not limited to, admonition and warning, accountability partnership, restitution for damage to property, fines levied in the form of time or money, restriction of privileges, campusing, disciplinary probation, suspension and dismissal.

Disciplinary probation, suspension, and dismissal may only be imposed with the approval or consultation of the Vice President of Student Life and/or the Director of Student Development, or his/her designee.

Restriction of Privileges
Restriction of privileges is necessarily flexible in order to make the penalty fit the violation. It may involve earlier curfew for freshmen, the suspension of privileges for upperclassmen, or another loss of privileges as determined by the disciplinary agent.

Disciplinary Probation
Probation is administered by the Vice President of Student Life, and/or the Director of Student Development, but may be recommended by student development personnel or student governing bodies. The probation may include restrictions.

Suspension
Suspension is the temporary severing of the student’s relationship with the college. It allows the student the privilege of returning, with conditions, at the end of a stated period of time. Suspension is administered by the Vice President of Student Life and/or the Director of Student Development.

Dismissal
Dismissal completely severs the student’s relationship with the college. This separation is not necessarily permanent. The student may apply for readmission to the college after the term of dismissal.

The Right of Appeal
A statement of appeal must be in the office of the Vice President of Student Life within 48 hours of receiving the written decision of sanction.

A student may appeal any level of disciplinary decision. The following guidelines will be adhered to during the process of appealing:

1. The student will be notified in writing as to the time and place of any appeal hearing and has the right to have another person present for any hearing.
2. The student’s appeal will be heard before the College Appeals Board and the student will have the right to call witnesses and introduce evidence.
3. Due process will be available to a student before MCC will impose disciplinary action.
COUNSELING/VOCATIONAL COUNSELING
Advice or guidance from a professional counselor is available to all students free of charge. Private sessions may be arranged to help students deal with specific personal problems such as life transitions, emotional problems, premarital counseling, or counseling in areas of personal growth.

Our counselor is also trained to help a student become aware of their spiritual gifts, temperament and personality characteristics, as well as vocational strengths and abilities. Assisting students to better understand their strengths and weaknesses helps them realize their ministry and career options.

CHAPEL SERVICES
Chapel services are held Thursdays mornings at 11:00am. Chapel provides an opportunity for the college as a community to come together and worship. Speakers from the area and across the country, missionaries, and college personnel present messages to challenge students in their faith. Chapel attendance is required of all students.

STUDENT COUNCIL
Student Council (STUCO) provides the function of student government at MCC. Representatives from each class are elected each year and meet regularly to conduct business pertaining to student life and to represent the best interests of the student body. STUCO members serve as student advocates to college officials as well as serve on several student-led committees. Student council works closely with the Student Development Office to develop effective student programming.

CAMPUS ACTIVITIES/MASTER CALENDAR
Banquets, receptions, and other school functions are scheduled throughout the year on the master calendar. Maintained by the Registrar’s Office, the master calendar is the only official schedule of events. Students and organizations who wish to schedule an event must complete a “calendar request form” and submit it to the Registrar’s Office prior to the 15th of the month. Event requests are then taken to the calendar committee who evaluates priorities and makes judgments on conflicts. Approved events are added to the appropriate day and published on the next printing of the master calendar.

For events on campus, students, faculty and staff must reserve the room for the event at the receptionist desk in the Business Office and leave contact information in case of a problem.

ATHLETICS

Athletic Director: Shawn Condra
Assistant Athletic Director: Jordan Strom

Manhattan Christian College participates in the Midwest Christian College Conference and the National Christian College Athletic Association. Teams and individuals representing the college regularly compete in seven sports at the varsity level (men’s basketball, men’s soccer, men’s baseball, men’s cross country, women’s soccer, women’s basketball, women’s volleyball, and women’s cross country). All participants must show evidence of adequate medical insurance coverage. Participation in MCC athletics is regulated by the conference. All athletes must fulfill conference, as well as institutional academic requirements, to be eligible for participation. All athletes must maintain a cumulative 2.0 grade point average to be eligible for varsity athletics. A list of other requirements may be obtained from the Athletic Director.
Residence Halls

Kenoyer Hall Residence Hall Supervisor: Robyn Kejr
Johnson Hall Residence Hall Supervisor: Jordan Strom

Residence hall living provides unique opportunities for personal growth as well as many small group experiences that complement and support the mission of the college. Research demonstrates that living in residency has a significant impact on a student’s college experience. In comparison to their commuting classmates, resident students on average are more satisfied with college life, less likely to drop out, more likely to participate in student and recreational activities, and have more interaction with other students, faculty and staff. Because of the role residential living plays in the success of the undergraduate experience, all students who are enrolled in six or more credit hours are required to live in the residence halls. The only exceptions to this rule apply to students who are married, 21 years old, have been in college for two years, or have parents who reside within the city (in this case, you must live in your parent’s house). These students must notify the Student Development Office of their intentions at the end of the semester preceding their move out of the residence hall. Members of the opposite sex are not permitted to live together. Marriage and living with an immediate family member are the only exceptions. Freshman and Sophomore full-time students have first priority in residence hall housing. Juniors, Seniors, and part-time students will be permitted only when space allows. (The student must take at least six hours per semester at MCC to live in the residence halls and adhere to all MCC policies).

Residence Hall Staff
Residence Hall Supervisors work to encourage residents in their Christian growth as well as to maintain the best possible conditions for living and study. They plan weekly devotions and social activities and oversee discipline within the residence hall as well as provide many other services and programs. The residence hall supervisors are available to the students to assist them in problems associated with college transitions as well as personal issues. These supervisors report directly to the Vice President of Student Life and/or the Director of Student Development.

The Resident Assistants (RAs) are upperclassmen who have applied and been selected to serve in this leadership role. They work with the residence hall supervisors in the management and implementation of the residence hall life program and are also available to the residents for assistance in college transition and personal issues.

Residence Hall Rules
1. Students are responsible for the care of their own rooms and furnishings. The residence hall supervisors have the right to inspect the rooms at any time. Regular inspections will be made weekly and residents will be assigned cleaning responsibilities. (Trash is to be placed in one of the college dumpsters.) Students are also held responsible for their use of all college properties and facilities.
2. Students may socialize in the lounge of each residence hall. Members of the opposite sex are not allowed in the halls or in individual rooms.
3. Visitors must obtain permission from the residence hall supervisor in order to remain overnight.
4. All residence hall furniture must remain in the student’s room.
5. Personal furniture may be used in a student’s room after obtaining permission of the residence hall supervisor. No bikes are allowed inside the residence halls. Bike racks are available outside each residence hall.
6. Nails are not allowed. To hang posters and pictures, use sticky-tack or 3M Command Strips.
7. No pets are allowed. The only animal allowed is fish in a clean aquarium.
8. No weapons of any kind are allowed in the residence halls.
9. Stereos are permitted if the sound is confined as much as possible to the room where the equipment is being used.
10. Residence hall supervisors will check each room at the beginning of the year and then again before students leave. Failure to properly check in and out will result in forfeiture of the security deposit. If the room is left clean and in excellent condition, the room deposit will be refunded. If the room is found to be untidy or damaged, the deposit will be used to return it to its proper condition. Students who change rooms during the year should follow the same procedure.
11. While televisions are permitted in residents’ rooms, cable connections are not available.
12. Residents who desire to have a phone must be responsible for setting up the phone connection with the phone company of their choice.
13. The college is not liable for losses of personal property. Each student should secure their own insurance on personal items. MCC stresses the importance of protecting personal property through encouraging students to lock their doors whenever they are out of their room.
14. City ordinance requires that screens remain on windows at all times. Please do not remove the screens. If you should have a problem with your screen contact maintenance.
**Residence Hall Curfew and Quiet Hours**

All freshmen students are to be in their residence hall according to the following schedule:

- **Sunday-Thursday:** Midnight
- **Friday and Saturday:** 1:00 AM

This curfew is in effect throughout the fall semester and in the spring semester until spring break.

School activities that preclude keeping this schedule may be considered valid and will be left up to the discretion of the residence hall supervisor. Generally, students will be expected to be in the residence hall at the conclusion of the activity.

Coffin Hall will be locked daily at 5:00 p.m. For information, please contact the receptionist in the administrative wing of Coffin Hall. All other campus facilities will be locked at the time designated above for freshmen hours. After these hours, activities on campus must not interfere with another person’s right to privacy and peace. Violators will be disciplined by the residence hall supervisors, the Vice President of Student Life and/or the Director of Student Development.

After residence hall hours, opposite sex visitors are not allowed anywhere in the residence halls.

**Violation of Hours**

Freshmen entering or leaving the residence hall after hours without permission.

1. **First offense:**
   - Standard discipline will be a one-day campusing plus residence hall work detail.

2. **Second Offense:**
   - Two days campusing plus residence hall detail.

3. **Third Offense:**
   - Referral to the Vice President of Student Life and/or the Director of Student Development.

Anyone who aids another student who does not have the privilege to enter or leave the residence hall after hours will be disciplined initially by the respective residence hall supervisors and potentially the Vice President of Student Life and/or the Director of Student Development.

**Residence Hall Devotions**

Residence hall devotions are held Monday evenings at 10:00 p.m. These are mandatory for all freshman and sophomore students.

Students who miss or are late to devotions will be fined $10.00. Other campus activities are not to interfere with devotions.

**Meningitis Policy:**

Following the recommendation from the Centers for Disease Control and Prevention, MCC requires all new students residing in campus housing to be vaccinated for meningitis or to sign a waiver indicating that you refuse to take the vaccine. You must have a medical provider complete your record or sign the waiver that is attached to the Residence Hall Application. Residence Hall Applications will not be processed until this information is received with your application and security deposit.

**Discipline**

In most cases, misconduct involving a student or students living in the residence halls should be dealt with satisfactorily by the residence hall supervisor and/or the resident assistants. Serious or repeated incidents may be referred to the Vice President of Student Life and/or the Director of Student Development.

**Campusing**

Campusing is the withdrawal of social privileges. Campusing may be imposed by the residence hall supervisors, the resident assistants, the Director of Student Development, or the Vice President of Student Life. Special allowances or restrictions may be given in certain cases. Campusing will be for a specific time, i.e., one night, one weekend, one week, etc. During this time the student is required to be in their residence hall room at all times except for the following times:

1. Class, chapel, church or Christian Service.
2. If a student is enrolled in choir (or other courses) for credit and a field trip is required for receiving the credit, the student may participate if a written statement is submitted to the residence hall supervisor from the faculty member.
making the assignment. The same exception applies for athletic events with approval of the Athletic Director.
3. Anything granted by special permission of the Vice President of Student Life or Director of Student Development.
4. Employment necessary for continued enrollment in school.

No exception shall be made for the following:

1. Attendance at athletic events.
2. Participation in social or cultural activities or attendance of them.
3. Participation in any group or extracurricular activities unless they are necessary for credit as indicated above.

Security Deposit
We require a security deposit to be submitted with every application in order to start your housing assignment process. This deposit is for cleaning, any damage incurred, and keys. Refunds will be mailed at the end of the year after the rooms are inspected by supervisors and checkout sheets are returned to the Business Office. If you plan to continue living in the residence halls the following year, the deposit will be held over. If, during the course of the summer, you decide not to return to MCC, you must notify the Student Development Office by June 1 or you will forfeit your deposit. Make checks payable to: Manhattan Christian College.

Security Deposit Fee
The security deposit fee is $125.00 until June 1. A late fee of an extra $50 will be charged for those applications received after June 1 for a total of $175.00.

Keys
Non-duplicable keys will be issued to each student living in the residence hall. All keys will be turned in at the end of the year. Those residents who have lost their keys during the school year will be fined $50.00 for a room key and $50.00 for an outdoor key for a replacement. If key(s) are not returned by the time of check-out, students will lose $50 per key.

Holiday Privileges
The residence halls will be closed during Thanksgiving, Christmas and Spring Break as well as over the summer months. Authorization to stay in the residence halls during other holidays is possible. However, the following will apply:

1. The door will be locked at all times when you are entering or leaving.
2. You are not authorized to have guests in the residence hall during the holiday period.
3. No members of the opposite sex are allowed in rooms.
4. A charge for staying in the residence hall may be imposed at the discretion of the Vice President of Student Life and/or the Director of Student Development.
5. Students wishing to stay in the residence halls during a holiday must notify their residence hall supervisor several days in advance of the holiday period.
6. You are expected to keep your room, lounge area, and bath area clean, just as you normally would during the school year.
7. Violation of any of the rules above may result in a loss of residence hall privileges.

Prospective Students/Guests
Prospective students will be provided residence hall space (if it is available) and food service privileges at no cost to the student as follows:

1. Coordination of room availability must be made in advance with the Director of Admissions and the residence hall supervisors.
2. Meal tickets must be obtained from the Admissions Office in advance of the visit.
3. Extended visits (in excess of two days) will require the payment of $10.00 per night per bed.

Rooms are not available for parents or visitors unless there is adequate space.

Laundry
Student laundry facilities are available in the residence halls. Residents are required to have a laundry receptacle for soiled clothing in their rooms.
Director of Dining Services: Lauren Sanders

All freshman and sophomore students living in MCC residence halls are required to be on a meal plan. At the beginning of each semester, students choose between a 15-meal or a 10-meal option. A 15-meal option allows the student to eat 15 meals each week (including Saturday and Sunday PM) whereas the 10-meal option allows the student to eat 10 meals each week (including Saturday and Sunday PM). Once a meal plan option has been chosen, it may not be changed throughout the semester. Meal options may not be traded or shared with other students or guests visiting. Those not living in a residence hall may purchase meals individually. The last meal served each semester is lunch on the last day of MCC finals.

The dining facilities offers meals during the following times:

**Café Breakfast**
Monday-Friday
Hot Breakfast: 7:00 AM to 8:30 AM
Cold Breakfast: 7:00 AM to 9:00 AM

**Cafeteria/Café Lunch**
Monday/Wednesday/Friday
11:00 AM to 1:00 PM
Tuesday/Thursday
12:00 PM to 1:00 PM

**Cafeteria Supper**
Monday-Thursday
4:30 PM to 6:30 PM

**Café Supper**
Monday-Thursday
5:00 PM to 7:00 PM
Friday
4:30 PM to 7:00 PM

On Saturday and Sunday lunch will be served from 1:00 PM to 2:00 PM and supper will be served from 5:00 PM to 6:00 PM. If your class or work schedule does not allow you to eat during serving hours, you may request “take out” meal in advance by visiting with the Director of Dining Services.

MCC dining services will make every effort to provide all foods needed for special diets. A student requiring a special diet must submit a list of allowable foods signed by a physician to the Director of Dining Services. If, for any reason, your special diet needs cannot be met then the student may meet with the Vice President of Student Life regarding other options.

**Campus Center**
Each student is expected to help keep these areas clean by disposing of all litter properly. No one should abuse the furniture.

**Building Hours**
Monday 7:00 AM-10:00 PM
Tuesday-Friday 7:00 AM-11:00 PM
Saturday-Sunday 1:00 PM-11:00 PM

The Board Room may be reserved for meetings, seminars, etc. Reservations must be made through the Business Office Receptionist.
EVENT ANNOUNCEMENTS
Due to a limited amount of display space, all posters and publications must be approved by the Student Development Office or Director of Support Services before they can posted around campus.

Posters and publications are not to be displayed on walls, windows, or doors. The use of hanging any item with scotch tape is prohibited on walls, windows, or doors. All publications must be hung using thumb tacks on the bulletin boards provided around campus.

KANSAS STATE UNIVERSITY FACILITIES
An MCC student may use the K-State library, Student Union, and recreational facilities. A small fee is required to use the Chester E. Peters Recreation Complex (which offers racquetball, basketball, indoor jogging, tennis, exercise/fitness rooms, and volleyball), and many outdoor walking and jogging paths. The facilities-use card may be obtained at the Recreational Services Office in the Peters Recreation Complex.

BUSINESS AFFAIRS

Vice President for Business Affairs: Lori Jo Stanfield

CAMPUS FACILITIES
Our campus has been provided by the generous contributions of many individuals and churches. We rely on everyone to help keep it clean, neat, and in good repair. Put trash in trash cans. Clean up any spills. Turn out lights when you are the last one to leave the room. Posters and flyers are restricted to bulletin boards. Requests for repairs should be emailed to maintenance@mccks.edu.

Use of Facilities
Buildings are generally open according to the following schedule:

- Monday-Thursday: 8:00 AM-10:00 PM
- Friday: 8:00 AM-5:00 PM
- Saturday: Limited hours in the afternoon
- Sunday: 6:00 PM-10:00 PM

The Board Room in the Campus Center may be reserved for meetings, seminars, etc. Classrooms are generally available for use outside of scheduled class times. Reservations for facility use are made through the Business Office.

Parking
Administration of parking matters is handled by the Business Office. Vehicles parked on MCC owned property must have the appropriate permit. Permits may be purchased at enrollment or throughout the semester in the Business Office. MCC reserves the right to fine, wheellock and/or tow vehicles as deemed appropriate.

TORONADO PROCEDURES
Warning Plan
The city of Manhattan has a storm warning system to assist citizens of this community should a tornado occur. The take-cover warning will be sounded in three-minute intervals by the city sirens.

No matter what building you are in during a severe weather storm, please stay away from windows and exterior doors.

The following is a list of recommended areas of safety within each building at MCC:

Johnson Hall
The basement offers the best protection, especially the rooms in the northeast corner. The hallway (preferably the basement hallway) is also considered to be one of the better areas. Closets can provide a measure of protection.

Rebekah House
The basement offers the best protection.

Coffin Hall
The first floor hall on the west end of the building provides the best protection. If one is in the east end of the building, the first floor area in the northeast corner of the building will provide the best possible protection.

**Campus Center**
This building is considered to be a significant hazard area in severe weather. The free-span roof of this building lends itself to possible roof failure and subsequent showering of debris on people huddled below it. Another danger is the glass contained in the exterior walls. The basement on the north end of the building is the best place for safety. The restrooms will also provide some protection.

**Apartment Houses**
The choice location is always the basement. Interior walls in the northeast corner and the bathroom provide the next best protection.

**Kenoyer Hall**
Go to Johnson Hall or Campus Center basement if time permits, or to the first floor hallway of Kenoyer Hall.

**Jolliffe Hall**
The basement offers the best protection.

**SPECIAL NOTE**
In all cases, if you cannot reach one of the recommended areas of safety, follow these suggestions:

1. Pick rooms in the northeast corner.
2. Avoid windows, doorways, and areas containing a great deal of glass.
3. Interior hallways running east and west, and bathrooms are considered desirable areas.
4. Hallways running north and south, with an outside entrance facing south can become “wind-tunnels.” Avoid these areas.
5. Debris moves horizontally through corridors. It is vital for people caught in such areas to sit, crouch, or lie flat, and cover their heads.
6. Interior corridors facing north are the safest, followed by those facing east.
7. Stay away from load-bearing walls where the roof and the floors depend on the walls for their support.
8. A place on the lowest floor in the interior building is most desirable.
9. In all instances, a blanket or other covering for the head is highly desirable. Try to protect the body from falling debris by getting under desks, tables, etc. Turn over an upholstered couch or chair and crawl under it.

**FIRE PROCEDURES**

1. **Warning and recommended actions:**
   1. Should a fire occur, the alarm will sound.
   2. Depart the building as rapidly as possible by the nearest exit. Remain calm and orderly. Most injuries in a fire are caused by panic.
2. **Acquaint yourself with the various exits in all facilities:**
   1. **Jolliffe Hall**
      If you are on any floor when the fire occurs, you should use the exterior fire escape located closest to your location of the building. The EXIT is clearly marked (window). If you are on the second floor, you may use the exterior fire escape next to the lecture hall or the regular stairway. It should be remembered that fire extinguishers are located in every building on each floor; please acquaint yourself with this.
   2. **Campus Center and Residence Halls**
      Exits are clearly marked and fire extinguishers are located on each floor.
   3. **Coffin Memorial Hall**
      Go to the nearest exit. Exits are marked by exit signs in each area of the building. Familiarize yourself with where each exit is located. In case of fire, do not use the elevator.
3. **How to use the fire extinguisher:**
   1. Pull ring pin.
2. Stand 8 feet back, no closer. (If the extinguisher is held too close, it will cause the fire to spread.)
3. Hold extinguisher upright and aim at the base of the fire.
4. Squeeze lever and sweep from side to side.

MAILROOM

**Director of Support Services:** Sue Neal

All students enrolled at MCC will be assigned a mailbox; these are accessed through the student lounge. It is the responsibility of the student to remember their combination. Incoming mail is distributed Monday through Friday. Packages are also distributed through the mailroom. There is no mail delivered to the college on Saturday, Sunday or public holidays.

Internal mail is distributed daily, provided it is received in the mailroom by 8:00 AM; large internal mailings are done as time allows. Time sensitive material needs to be presented well in advance, and brought to the attention of the mailroom staff. Homework and tests are normally returned to students through their mailboxes.

Stamps can be purchased in the mailroom or at the front desk. Mail is taken to the post office every day at 5:00 PM. No provision is available for students to mail packages. The area behind the counter is off limits to students and all supplies such as card stock, pens, paper, etc. are for faculty and staff use only.

FINANCIAL INFORMATION

**Assistant to the Vice President for Business Affairs:** Brenda Larrabee

**BILLING & PAYMENTS**

Payment of fees, check cashing, and questions concerning student financial records should be directed to the Accounts Receivable Office in Coffin Memorial Hall.

**Check Cashing**

There is a $35 non-sufficient funds charge for each check that bounces. Bounced checks to the college could result in loss of check privileges.

**TUITION & FEES**

201-2013 tuition is based on the following payment schedule:

- 1-11 hours $532 per credit hour
- 12-18 hours $6,384 flat fee per semester

**Yearbook Fee**

All students seeking a degree in the traditional program must pay the yearbook fee.

**Housing/Dining Fee**

This fee is based on the number of meals you purchase for the week. See Dining Services section.

**Technology Fee**

Internet and e-mail service is provided for all degree-seeking students. This fee underwrites infrastructure (i.e. equipment in the classrooms, books on-line, etc.) which makes services available to students on and off campus.

**Student Council Activity Fee**

This fee helps to underwrite the class functions, activities, and ministries Student Council oversees. See Student Council section.

**Parking**

Available for a fee. See Parking Section.

**Health Service Fees**

Any full-time student must choose one of the following options:
1. Enroll in the student medical insurance plan provided through Student Assurance Services.
2. Pay for KSU/Lafene Health Center clinic services.
3. Submit proof of health insurance coverage.

The college is not responsible for doctor, hospital, prescriptions, or any medical expense incurred by the student.

**Kansas State University Fees**

MCC will provide courtesy payment to KSU for tuition and fees (this does include special fees for a specific program such as art or business) for students enrolled at both MCC and KSU if students receive federal aid at MCC. MCC must be reimbursed in full for KSU charges at registration. No MCC grants or scholarships may be used to pay for KSU charges. The student must notify the Assistant to the Vice President for Business Affairs at MCC after pre-enrolling at KSU of the desire for MCC to provide courtesy payment to KSU. Students who have not pre-enrolled at KSU must take a letter from the Assistant to the Vice President for Business Affairs with them when enrolling at KSU to take advantage of the program.

**Additional charges**

See the College catalog for a description of other charges which may be assessed under certain circumstances.

**Terms of Payment**

All semester charges are due by the date of registration. However, at the discretion of the Vice President for Business Affairs, semester expenses in excess of student financial aid awards (college work study not to be included) may be paid in four and five monthly installments with the first payment due at registration. A $50 administration fee will be assessed to the first payment.

**Refund Policy**

Various ongoing expenses such as employee salaries and the purchase of materials and equipment are incurred each year in response to a student's decision to attend Manhattan Christian College. Refunds of tuition and housing/dining charges are made based upon the following schedule in the case of withdrawal from a specific course of from the institution:

- On or before the first day of class: 100%
- 1-10% of semester completed: 90%
- 11-25% of semester completed: 75%
- 26-50% of semester completed: 50%
- 51-60% of semester completed: 25%

Books and those fees not specifically referred to above are nonrefundable.

Refund policies for short term programs, including but not limited to intersessions, correspondence courses, and distance learning courses may have different refund policies. Such policies are stated in the enrollment materials for these programs.

In the case of total withdrawal during the first 60% of a semester, a portion of student aid provided through MCC scholarship funds will be considered unearned and must be returned by the student.

**Return of Federal Financial Aid Funds:**

Students receiving federal financial aid (excluding federal work-study money) who withdraw from the institution during the first 60% of a semester are subject to federal "Return of Title IV Funds" calculations. Federal aid is earned on a percentage basis corresponding with the length of time students are enrolled in a semester. Students are considered to have earned 100% of their aid after completing 60% of the semester. Student accounts are credited with 100% of a semester’s aid at enrollment. Upon withdrawal, aid must be recalculated and any unearned aid repaid to federal programs in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Perkins Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. Other federal, state, or private assistance programs.
Pell grants may also be adjusted when courses are dropped within a semester, resulting in a balance due to MCC from the student.

For more information regarding the required return of funds and for specific examples on the return of funds process, see the Director of Financial Aid.

The refund tuition as calculated by the MCC refund policy is a process separate from the federal “return of funds” calculation. It is possible that a student could owe money to MCC and/or the federal government after both processes are applied. Because of the personal financial obligation incurred by withdrawing from the institution, a student is strongly advised to visit with a financial aid counselor prior to withdrawal.

The date used to calculate a refund and any required return of funds will be the student’s withdrawal date as described under “Withdrawal Procedures” in the Academic Information section of the MCC catalog. In the case of unofficial withdrawal, the date used will be the later of the midpoint of the semester or the student’s last documented date of attendance.

Please note that all refund and return of funds schedules and policies are subject to revision.

**MCC Paycheck Procedures:**

I would like to have someone else pick up my paycheck.

1. Obtain an Alternative Paycheck Issuance Form from the receptionist.
2. Fill out the appropriate section.
3. Sign the form in the presence of the receptionist.

I would like to have my paycheck mailed for certain pay periods.

1. Obtain an Alternative Paycheck Issuance Form from the receptionist.
2. Fill out the appropriate sections. Pay periods end on the 15th and 30th days of each month. The second pay period in February obviously ends on the 28th or 29th day of the month.
3. Sign the form in the presence of the receptionist.

I lost my paycheck. What do I do now?

1. Obtain a Lost Check Form from the receptionist.
2. Complete as much of the form as possible.
3. Sign the form in the presence of the receptionist.
4. Receive a re-issued check at the end of the next pay period. If the amount of the paycheck is less than the stop-payment fee the bank charges, the paycheck will be re-issued in the full original amount. If the amount of the paycheck is more than the stop-payment fee the bank charges, the paycheck will be re-issued in the original amount less the stop-payment fee.

I lost a check MCC issued to me other than a paycheck. What do I do now?

1. Obtain a Lost Check Form from the receptionist.
2. Complete as much of the form as possible.
3. Sign the form in the presence of the receptionist.
4. Receive a re-issued check the following Wednesday. If the amount of the check is less than the stop-payment fee the bank charges, the check will be re-issued in the full original amount. If the amount of the check is more than the stop-payment fee the bank charges, the check will be re-issued in the original amount less the stop-payment fee.

**Federal Trade Commissions**

Manhattan Christian College falls under the Federal Trade Commissions Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. Therefore, access to financial records may require a picture I.D.
Financial Aid

Director of Financial Aid: Brandon Winters

Student financial aid is available in a variety of forms. Not only does the college award scholarships, but most students are eligible for some type of federal financial aid. Therefore, we encourage that students also complete the Free Application for Federal Student Aid (FAFSA) to ensure that they receive all the federal financial aid for which they qualify. For a FAFSA or more information concerning financial aid opportunities at MCC, students should see the financial aid counselor.

Student Consumer Information

Since Manhattan Christian College participates in federally funded financial aid programs, we are required by regulation to provide all students with this information.

The current graduation or completion rate at Manhattan Christian College is 48 percent.

DEPARTMENT OF EDUCATION DRUG-FREE SCHOOLS AND CAMPUSES ACT

MANHATTAN CHRISTIAN COLLEGE PROHIBITS THE UNLAWFUL POSSESSION, USE, AND/OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY STUDENTS ON ITS PROPERTY OR AS PART OF ANY OF ITS ACTIVITIES.

As a Christian college, we have always had this policy. MCC is required by law to provide you with this information. THE LAW REQUIRES US to make you aware of the dangers of drugs on campus.

DRUGS can:
1. Make you feel able to do things you really cannot do.
2. Make you careless and likely to forget important safety habits.
3. Throw off your sense of time, space, and distance.
4. Cause absenteeism and tardiness.

What SPECIFIC ILLEGAL DRUGS can do:

Marijuana
1. Slows your physical reflexes.
2. Cuts your mental powers.
4. Throws off your judgment of space and distance.

Cocaine
1. Causes a temporary feeling of almost superhuman power, impairing your judgment and decision making ability.
2. Causes emotional problems, mood swings, lack of dependability.
3. Damages your respiratory and immune systems.
4. Causes malnutrition, seizures, and loss of brain function.

Heroin
1. Causes total disinterest in safety or anything else except drugs.
2. Expense leads to crime.
3. Damage in interpersonal relationships.
4. Overdose causes coma and death.

Hallucinogens (PCP, LSD, etc.)
1. Causes hallucinations.
2. Loss of memory and concentration.
3. Causes sudden, bizarre changes in behavior.

What SPECIFIC LEGAL DRUGS can do:
Alcohol
1. Causes loss of concentration.
2. Causes loss of judgment.
3. Causes tardiness and absenteeism.
4. Produces the inability to deal realistically with problems.

Amphetamines (Speed, Uppers)
1. Can make you rush around wildly and carelessly.
2. Can cause you to push yourself beyond your physical limits.

Sedatives
1. Slows your mental processes and reflexes.
2. Disrupts your interpersonal relationships.
3. Can cause liver and kidney damage.

Possession or selling of illicit drugs and alcohol under local, state, and federal law can result in sanctions involving fines, court and attorney costs, treatment, counseling, probation or jail time. If you are convicted in a court of law of criminally violating our drug-free campus rules, within 30 days of hearing of it, we must either:
1. Expel you from college.
2. Offer you any help available to combat your involvement with drugs.

In addition, if you are receiving a federally funded Pell Grant, you will forfeit the grant until released by the Department of Education.

YOU ARE RESPONSIBLE FOR BEING AWARE OF OUR DRUG-FREE CAMPUS POLICIES.

If you are experiencing a problem with drugs, you can get help by calling:

1-800-662-HELP

This is the number of the DRUG ABUSE HOTLINE. They will give you information about treatment centers in the Manhattan area.

The content of this handbook is subject to change when deemed necessary by Manhattan Christian College to meet the evolving needs of students, the community, and the institution.

This handbook was last updated August 2014