

CAMPUS INFORMATION

In what follows, you will find a lot of information about student life on campus. It will be to your benefit to read this information carefully. Emergency contact information is listed on the back page.

EMERGENCIES

Crime Reports:

The Federal Government requires the College to report statistics for crimes committed on our campus. Please report all occurrences to the Dean of Students. Records are kept by the Dean and in Central Files.

To contact the Eaton County Sheriff Department, dial 911 (or **9911** to dial out of the school phone system). Please report all emergencies (health, safety, power outages, etc.) to the Campus Life Coordinator or Dean of Students immediately.

The person receiving the report should record the following information:

- Name of person making report.
- Date and time.
- Nature of report (i.e. crime/emergency).

In case of Medical Emergencies (depending on the severity), contact:

- 911
- Resident Assistant
- Resident Director(s)
- Dean of Students

Emergency SMS

All students will receive an SMS message when any emergency situation arises, such as a fire, active shooter, tornado, etc.

Fire

In case of Fire, residents should evacuate the building immediately and assemble in the parking lot for further instruction.

Tornado

In the event of a tornado or violent storm, people in the Administration Building should move to one of the interior halls around the classrooms or room 101. Persons in Matthews Hall should move to the laundry room, storage room, and first floor hallway. Those in Hasty Hall and Family Housing should move to the protected areas on the ground floor on the east side of each building.

Snow Days

“Snow days” (in which classes will be cancelled) will be announced via email and SMS.

ON-CAMPUS HOUSING

College housing is mandatory for single students who are either under the age of 21 or have earned less than 61 credits and are taking nine or more hours of instruction per semester (students registered for less than nine credit hours may request College housing based on availability). The age limit for on-campus students in non-family housing is 25.

Exemptions may be considered by the Dean of Students for upperclassmen in the event of over-crowding in the residence halls, health complications, if the student has established Lansing residency (min. of one year prior to enrollment), or if the student is living with a family member (parents or grandparents). Requests must be made in writing before the beginning of the semester.

Matthews Hall

The women's dormitory on campus is Matthews Hall. It has three levels, with suites that all feature a shared bathroom. The Women's Director Residence lives on the second floor. There is also a lounge and laundry room (both on the first floor). Student IDs can be swiped at the pad near the doors to let occupants into Matthews Hall.

Hasty Hall

Hasty Hall is the men's dormitory. It features a common room and suites with individual bathrooms. The laundry is located in the common room (your RA will give you the room code), and switchboards are accessible from each unit. The doors are accessible via key.

Family Housing

One- and two-bedroom apartments are available for married students and students with small families (see "Family Housing"). One or both of the members are required to be enrolled in a minimum of nine credit hours per semester, and students must be in financial good standing. Students can bring forward exceptions to be considered by the Dean of Students for extenuating circumstances. Two-bedroom apartments are intended for students with children. Priority in family housing is based upon 1) circumstances (marriage, children, and age) and 2) timing of requests. The Dean of Students keeps a waitlist for family housing.

HOUSING POLICIES

Check-in

The Dean of Students will post times for check-in at the beginning of the academic year or semester (if a student matriculates in Spring). Check-in will occur in the Student Mall. Please bring a government-issued ID. Students are not permitted to check-in outside of these posted times/locations. If an exception is to be granted, it must be done so *in writing* by the Dean of Students or the appropriate Resident Director. At check-in, students will be given their room key and student ID (or have their photo taken for their ID).

Checkout

Each resident must complete the checkout process to have their deposit returned and avoid a \$75 fine for failing to check out. Students will receive a checkout form two weeks before the end of spring term. **Students must complete this form and turn it in (at the posted checkout hours) with their room key to the Dean of Students.** They must return their mailbox key to the Business Office. Failing to do either will result in a fine to replace the key.

Dorm rooms should be left in the same condition as they were when the student checked in (cleaned, dusted, vacuumed, cleared of personal items, designated furniture and beds set up, closets and dressers empty, bathrooms scoured, garbage properly disposed, suites/living rooms cleared and cleaned).

Room deposits are refunded after completion of checkout and approval of the Business Office (the room deposit will be applied to any balance due on the student's account). Failure to fulfill the checkout requirements will result in a forfeiture of the room deposit. Additional fees may be charged in case of extensive damages that exceed the room deposit. Any items left after checkout (without pre-arrangement with Dean of Students) may be thrown away.

Laundry

Laundry is provided free for all students and staff residing in the respective residence halls. Commuters are not to use the on-campus washers or dryers.

Personal items should not be left in laundry rooms, but no student is permitted to move, touch, or take any other student's laundry. Any clothing left in any laundry area for more than 24 hours may be collected and donated. However, only the Resident Director or Dean of Students may remove someone else's laundry. Students may only use one washer and dryer at a time.

Maintenance

Please alert the Dean of Students of any repairs needed. Any residence hall or apartment repair **must** be completed by a GLCC maintenance employee. Do not attempt to solve the problem yourself or hire outside help. Students can file a maintenance request using the paper forms outside the office of Tony Bell, maintenance supervisor. Maintenance may recommend fines to the Dean of Students for any misuse of campus property.

Trash Disposal

Women in Matthews Hall should deposit their trash into the dumpster by the Doty. Men in Hasty and people in Family Housing should deposit trash bags into the dumpster near the Maintenance building.

Visitors

Students may host guests on the GLCC campus. Hosting students must notify the Dean of Students or Resident Director prior to the visit with the dates of their stay. The hosting student will be charged \$15 per night for their guests. All guests may stay on campus for a maximum of five nights. Visitors are to follow all GLCC regulations and are the responsibility of their host.

BUILDING HOURS/OPERATIONS

Campus buildings are open during the following times:

Woodard Hall (classroom wing):	7:00 a.m. - 9:00 p.m.
Faculty Office wing:	7:00 a.m. – 5:00 p.m.
Student Mall:	7:00 a.m. - 1:00 a.m.
Doty Center:	5:00 a.m. - 12:00 a.m.
Matthews Hall Lounge: (non-residents)	Noon – 11:00 p.m.
Hasty Hall Lounge: (non-residents)	Noon – 11:00 p.m.

Matthews and Hasty Lounges are co-ed spaces during the listed hours. Outside those hours, no visiting students are permitted in the lounge areas. The Doty Center is only to be used by students during posted hours. The Administration does not permit guests in the Doty Center unless they have received the necessary approval from the Dean's office and have filled out a waiver of liability.

Bookstore

Located off the Student Mall, the Bookstore provides GLCC merchandise, class supplies, postage stamps, and snacks, drinks, and personal items. It accepts cash and debit/credit.

Legacy Café

GLCC provides a 12 and 17 meal plan. The cafeteria serves three meals a day (Monday through Friday), a brunch on Saturday, and an evening meal on Sunday. Breakfast is continental; lunch and supper are set menus.

Students with meal plans are required to swipe their Student ID at every meal. Students are not allowed to give their meals to other students, have other students use their ID cards, or take food from the Legacy Café to students without meal plans. Students who chose not to purchase a meal plan may pay cash for individual meals at the register. There is a refrigerator in the Commuter Lounge for students to bring and keep their lunches.

Each student is responsible for taking his or her own dishes to the dish window. Dishes, drink ware, and eating utensils are not to be taken outside of the Legacy Café unless students have permission from a Legacy Café employee for a school related meeting or event.

Take-out can be arranged for sick students or pre-arranged for students who miss meals due to work or class (see a Legacy Café employee for details).

Mailroom

Complete postal services are available in the mailroom. Each student receives a campus mailbox and key issued at registration and is responsible to return the key at the end of the spring semester (replacement of key is \$25.00). Mail is distributed Monday through Friday (except on national holidays). Items too large to fit in mailboxes will be held in the mailroom and can be picked up during business office hours (9:00 a.m. to 4:00 p.m.). Students who receive such items will receive notice in their mailbox.

The mailing address for all residents is:

Student's Name and box #
c/o Great Lakes Christian College
6211 W. Willow Hwy.
Lansing, MI 48917

GIVING FEEDBACK

Great Lakes Christian College wants to hear the thoughts, frustrations, suggestions, concerns and complaints of our students. There are always student feedback forms available outside the Dean of Students office. These forms give students the option to give feedback anonymously or request a follow up conversation with the Dean of Students.

Periodically, the staff, faculty, or administration will host open forum conversations for students to participate in. These open forums focus on a specific aspect of the student experience at GLCC. These forums may also include a survey for students to fill out anonymously.

Great Lakes Christian College cannot guarantee that all student proposals will result in the outcome that students expect. When possible, changes made as a result of student feedback will be communicated to the student body via email.

LIBRARY

The Library provides resources, services and instruction to facilitate the study needs of students, faculty, alumni and area congregations. Through access of the Library website (www.glcc.edu/library), students can search for materials, status of checked out items, fines, renew their books, set up Inter Library loans, and access online research resources.

Semester Hours:

Monday – Thursday	9:00 a.m. – 10:00 p.m. Closed 5:00 p.m. – 6:00 p.m. for dinner
Friday	9:00 a.m. – 4:00 p.m.
Saturday	Noon – 4:00 p.m.
Sunday	6:00 p.m. – 10:00 p.m.
Closed Tuesday/Friday (Chapel & Small Groups)	11:00 a.m. – 12:30 p.m.

The Library is closed for school breaks, official holidays, Chapel, small groups, and other announced events.

Borrowing Privileges:

*Books:	2 weeks, 2 renewals
*Journals	2 weeks, 2 renewals
*Audio/Visual Materials:	3 days, 2 renewals
*Equipment:	1 day, no renewals
*Reserve Materials:	2 hours; may be renewed if no one else is waiting
Fines:	
*General Circulation:	\$0.25/day
*Reserve Materials:	\$3.00/day
*Interlibrary Loan Books	\$1.00/day
*Equipment	\$1.00/day
*Audio/Visual Materials	\$1.00/day

STUDENT LIFE

Student Leaders

Great Lakes Christian College offers many on-campus employment and leadership opportunities. These include Resident Assistants, Campus Life Crew, Legacy Café Staff, Teacher’s Assistants, and Student Development workers. Please contact the Dean of Students or your Resident Director for more information about these opportunities.

Spiritual Life

GLCC strongly desires each student to grow in their own understanding of God and their role in His Kingdom. This process is personal and individual but fostered, encouraged, and built up in community. Along with being involved in a local church and growing in your own time with God, we hope that the community of GLCC will stretch and challenge you throughout your College experience. There will be frequent opportunities for students to worship, discuss, pray, and learn with their fellow students. Your involvement in the community is as small or large as you make it and we hope you take every opportunity you can.

Chapel Requirement

Chapel is the spiritual heart of Great Lakes Christian College. Students receive free credit (.75 credits per semester) for successful attendance at Chapel (Tuesdays) **and** Small Groups (Fridays). To get a satisfactory grade and receive the credit, students must attend at least 75% of the time (combined).

Chapel is every week at 11 a.m. in the Doty Center. Small groups meet Fridays at 11 a.m. Each student may choose the small group in which to participate. The Dean of Students will announce details at the beginning of each semester and sign-up sheets will be posted opposite the mailroom. Contact the Dean of Students if you have any questions regarding participating in a small group.

Clubs

If you would like to start a club centered around some activity or hobby, please apply to the Dean of Students for permission. The club will be advertised on the Student Life webpage and you will be listed as the primary contact.

Devos

A variety of other spiritual formation opportunities take place regularly throughout the semester. Devos are led by the Resident Directors and are held on a weekly basis. Special events are also scheduled throughout the semester.

Local Churches

GLCC encourages all students to become involved in a local church. The following are a few of the many supporting Christian Churches/Churches of Christ in the Lansing area:

- | | |
|------------------------------------|--------------------------|
| * All Nations Christian Church | (517) 321-2222 |
| * Church of Christ of Grand Ledge | marierelfriggs@gmail.com |
| * Delta Community Christian Church | hbunce@glcc.edu |
| * DeWitt Christian Church | (517) 669-5000 |
| * Holt Christian Church | (517) 694-3960 |
| * 242 - Okemos Location | (517) 347-1655 |
| * South Lansing Christian Church | (517) 394-3220 |
| * University Christian Church | (517) 332-5193 |
| * West Lansing Christian Church | (517) 323-3691 |

There are many other churches of many denominations in the Lansing area if you do not have a Church of Christ background. GLCC encourages you to be involved in a local church.

Outreach Ministries (Community Service Requirement)

Full time students serve in various ministries (in churches, para-church organizations, and within the community) and are given a “Satisfactory” grade for 15 hours of service per semester and an affirmative evaluation from the Director of Outreach Ministries and a field observer.

As a member of the Association for Biblical Higher Education, GLCC requires all full-time students to complete a “Satisfactory” grade for 75% of their semesters. Guidance is provided by the Outreach Ministries Director and academic advisors. Detailed information is provided in the *Outreach Ministries Handbook*, available from the Dean of Students or Judy Beavers.

Weeks of Outreach

GLCC provides opportunities for short-term mission trips, setting aside two weeks of outreach each spring semester for students to pause from classes to concentrate on various ministries. These ministries can be counted toward the student’s Outreach Ministries hours.

PARKING AND VEHICLES

Parking:

Special parking has been designated for faculty/staff, handicap, mailroom, guests, and students. Faculty/staff parking is reserved from 8:00 a.m. to 9:00 p.m. Monday through Friday. Improper parking could result in a fine. Please observe these areas in consideration of limited parking:

<u>Front Lot</u> (W. Willow Hwy. entrance):	Off-campus students and visitors.
<u>Around the Administration Building:</u>	Faculty/staff, off-campus students, visitors.
<u>Front of Matthews Hall:</u>	Residents of Matthews Hall.
<u>Between Hasty Hall and Matthews Hall:</u>	Residents of Hasty Hall and First Floor Matthews Hall
<u>Around Family Housing:</u>	Residents of Family Housing.

Parking is not permitted on the service drive or Doty Center fire lane and should be directed to the Doty Center parking lot. Illegally parked vehicles (on grass, handicap spaces, sidewalks, fire-lanes, in front of dumpsters, etc.) may be ticketed or towed at owner's expense.

Vehicles

Each student is allowed one vehicle on campus (married couples are allowed two). All vehicles must be licensed and insured. Disabled vehicles are not to be stored on campus (unless permitted by the Dean of Students) and are liable to be towed at the owner's expense. Motorcycles are allowed as a campus vehicle and must be parked in a parking space.

Minor maintenance work on vehicles is to be done in the parking area on the west side of the Maintenance Building. Major repairs need to be taken off campus. Owners are responsible for proper removal of all old parts, pieces and fluids (which cannot be left or disposed of in GLCC dumpsters).

GLCC is not responsible for any personal or public liability as a result of the student's use or possession of a motor vehicle on or off campus. The College assumes no responsibility for any fire, theft, loss or damage of any kind to any vehicle or contents while on campus property. The College Administration expects cooperation of students in the use of motor vehicles.

Any student who drives across campus lawns can be fined for the cost of the repairs and may lose the privilege of keeping a vehicle on campus.

TECH SERVICES

Computers and Internet:

Great Lakes Christian College makes available resources for students to access E-Mail, necessary software and the Internet. Access to such service is essential to your educational experience. The owner of the accounts is held responsible for all use of the accounts. Accounts are not to be shared among multiple users. The GLCC Technology Department can provide account troubleshooting and basic computer technical diagnostic, support, and repair. Requests should be communicated to the Tech Department directly using the e-ticketing system.

Each student is provided with an official GLCC email account. The username for each account is made from the first two letters of the user's first name, and their full last name (i.e. John Doe would be jodoe@glcc.edu). Students are responsible for checking this account regularly as it is a primary form of communication for their professors, student services and

many other departments. If your email is not working properly, contact the Technology Department as soon as possible.

Students are expected to use biblical wisdom in their computer usage, avoiding pornography, online gambling, illegal peer-to-peer file sharing, and illegal downloads of copyrighted material. Accountability to address inappropriate Internet access can be provided through filtering software. Students are reminded that the “Web” is public domain and they will be held accountable for their words/pictures/influence in light of the GLCC Community Standards. Students are also expected to follow the GLCC IT Responsible Use Policy (Policy on Responsible Use of GLCC System Resources) available.

Copyright Integrity (Video/TV):

A Public Performance License is required to show media publicly on campus at GLCC. It is legal to show media in a residence hall lounge without a Public Performance License if the event is not advertised outside the residence hall where the movie is being shown, an admission fee is not charged, and GLCC televisions or equipment are not used to show the film, television show or video game media. This is in compliance with the Federal Copyright Act of 1976.

ID Cards

ID cards will open doors to the Admin building, the Doty, the Residence Halls, and must be swiped for meals at the Cafeteria. Lost student ID cards can be replaced for a \$10 fee, payable at the business office. Lanyards are available from the Tech office upon request.