

CORBAN'S COMMUNITY LIFE WALKTHROUGH

(AKA Corban University's Undergraduate Student Handbook)

WHAT IS A WALKTHROUGH?

Video gamers know that a walkthrough is a resource they can turn to if they are looking for strategies or solutions that will guarantee their success. Corban's Community Life Walkthrough has been developed in order to provide students with this same kind of help.

We live in an era where we click "Agree" very quickly. At the beginning of each school year, students will be asked to sign a student contract verifying that they understand and commit to the rights and responsibilities as articulated within the Walkthrough. Although most of us tend to engage in an "agree now, pay attention to the details later" kind of thinking, students are encouraged to pay attention to the details *before* they sign. Not because there are surprises and disappointments lurking within the Walkthrough, but because reading through it in advance will inform, equip, and enable successful gameplay.

THE STUDENT LIFE DEPARTMENT

The Office of Student Life seeks to *foster student learning that results in meaningful growth*. This kind of growth is pursued through the development of activities and environments which encourage a sense of belonging, invite student engagement, and cultivate healthy citizenship. Likewise, it is pursued through the prioritization of programs and services which inspire curiosity, stimulate mindfulness, and promote stewardship. This mission guides the development of our personnel, program and services. It also informs the way in which we assess our effectiveness.

WALKTHROUGH INTRODUCTION

Previously referred to as the *Traditional Undergraduate Student Handbook*, **Corban's Community Life Walkthrough** has been redesigned in order to increase its accessibility and relevance and is an electronic-only resource written in a conversational tone with an informal outline. In the future, the **Walkthrough** will evolve into a wiki with the ability for students to post their questions and comments about its content.

The **Walkthrough** will be edited as the year progresses but most of these changes will be limited to those that would qualify as being stylistic or structural in nature. Any policy under consideration for change during the academic year will not be changed unless it meets with approval from both campus administrators *and* student government leaders.

The sections that follow will (eventually) contain an objective, a guide, and a tip. The objective is designed to clarify the purpose of the policy, the guide is the policy itself, and the tip is a common sense/humorous/helpful clarification for those looking for just a little more information. Student Life's goal is to provide a Walkthrough that is engaging, informative, and meaningful.

STUDENT RIGHTS AND RESPONSIBILITIES/ INSTITUTIONAL COMMITMENTS AND OBLIGATIONS

[OBJECTIVE: To articulate purpose and meaning behind the rules and regulations outlined in the Walkthrough.]

As members of a shared community, the following sections outline the mutual responsibilities we have toward one another: students to their fellow students, students to the organization that is Corban, and administrators to the students. Some of the responsibilities outlined in the **Walkthrough** exist because of Federal or State law, others are developed in order to honor Scriptural commands/principles, institutional history, constituent preference, or educational research. Some responsibilities exist because large numbers of people living and functioning in the same space, and coming from varying backgrounds and perspectives, will inevitably clash. As such, some of the policies and procedures outlined in this **Walkthrough** simply exist to keep peace!

As caretakers for this shared space, the Student Life team craves your feedback on the **Walkthrough**. If a policy is unclear or seems unreasonable/ineffective, the problem could be in our writing, interpretation of student needs, or your understanding of the broader context surrounding the issue. Whatever the case, we hope students will be courageous enough to share their perspectives so we can all grow together. The most effective avenues for voicing your perspective would be to make an appointment with the ASB Vice President, ASB President, the Director of Community Life, Dean of Students, or Vice President for Student Life. That said, students are also welcome to begin their conversation with any Student Life student or professional staff team member if that feels more comfortable. Bottom line, talk to us!

Walkthrough sections are grouped into the following categories:

- Christian Growth
- Standards of Conduct
- Healthy Citizenship
- Student Safety and Well Being
- Campus Involvement
- The Corban Living Experience
- Other

CHRISTIAN GROWTH

CHAPEL

Chapel is a crucial component in the spiritual development of our learning community. It is the time in which we as a community take a pause in the busyness of our days to reframe *all* we are doing and learning within the larger context of worship, the offering of ourselves as living sacrifices to the Living God. As we place ourselves, individually and as a community, under the Word of God, learning to hear God's voice through prayer, the Word, and praise, we become those who are increasingly able to hear and respond to the voice of God throughout the entirety

of our days. Further, as chapel represents a campus-wide means of enabling us to gather and be formed as a community before the Lord, coming to chapel is highly encouraged.

Corban chapels vary in both structure and content. Throughout the year students can expect guest speakers, lecture series, worship music, staff and faculty speakers, and international ministry emphases to form part of the content of our chapels.

CHURCH ATTENDANCE

Because Corban University is not a church, active participation at a local, evangelical church is an integral part of the Christian life, and is expected by Corban University. Weekly participation in worship services, church ministries and service are some great ways of learning what it means to be an active part of a growing Body of Christ. Good ways to find local churches include: attending the Corban Block Party during Orientation where local churches will be advertised, talking with campus leaders and upperclassmen about where they attend, and networking with fellow students to visit different churches. Participation in a local church is a crucial way for students to be part of the wider Body of Christ, and maximize their learning and growth as truth learned at Corban is reinforced in outside contexts.

MENTORING AND DISCIPLESHIP

[OBJECTIVE: To highlight the importance of mentoring and discipleship at Corban and offer examples of the practice in our community.]

Corban University students have unique opportunities for mentoring and discipleship outside of the classroom. From resident assistants who serve as peer mentors in the residence halls to seasoned faculty who are willing to meet with students on a regular basis, this community has incredible mentors. There may be special circumstances where the Student Life staff notices unhealthy patterns of conduct or thinking in a student and requires mentoring for a designated time. This too, is seen as an opportunity for growth and a partnership with the student. Small groups provide another avenue of mentoring and discipleship for Corban students. Groups are usually student-led, occur in the residence halls and off-campus housing, and center on a variety of topics and goals. The statement: "You reap what you sow," stands true. We believe students who take advantage of the mentoring and discipleship opportunities available to them during their time at Corban will have an enriched learning experience.

<<Tip: Seek out a mentor during your time at Corban. Many staff, faculty and other students desire the opportunity to invest in another.>>

PERSONAL SPIRITUAL EXERCISES

In addition to the above-mentioned elements contributing to Christian growth, we recognize that regular engagement with various spiritual practices are also beneficial for a lifetime of spiritual formation. Bible study, prayer, meditation, simplicity, service and fasting each touch on various areas of our lives and are ways in which we may seek to open ourselves up to the influence of the Lord in our lives. It is the desire of Student Life that each student leave the University with a vibrant and authentic personal faith lived out in a variety of ways.

REACH

[OBJECTIVE: To provide a practical way to integrate faith, service, and learning.]

Reach, a graduation requirement for all traditional undergraduates, highlights Corban's long-standing commitment to service. Reach contributes to the mission of Corban University "to educate Christians who will make a difference in the world for Jesus Christ" by facilitating a wide variety of service opportunities in local and global contexts. Through Reach, students serve in churches or other non-profit organizations, often focusing on one of five key areas: Education/Literacy, Hunger/Housing, Dignity/Justice, Creation Care, and Mentoring/Coaching. Reach assists students in integrating faith, service, and learning.

Non-transfer students serve a total of 160 hours, ideally spread between 4 projects over 4 years at Corban University:

- Freshman year = 1 project (40 hours of service)
- Sophomore year = 1 project
- Junior year = 1 project
- Senior year = 1 project

Transfer students serve prorated hours according to how many academic credits they transfer in:

- 0 – 30 credits = 4 projects (same as above)
- 31 – 61 credits = 3 projects
- 62 – 92 credits = 2 projects
- More than 92 credits = 1 project

For current students, Reach requirements, forms, and instructions can be found on the Reach page of Converge.

<<Tip: If transportation is an issue for you, team up with another student or group of students and serve at a site together.>>

STANDARDS OF CONDUCT

CONDUCT GUIDELINES

[OBJECTIVE: Below is our effort to provide structures to help you make wise choices.]

Corban recognizes that Scripture does not speak directly to every social practice or circumstance, but we believe the scriptures provide us with principles so that whatever we do will bring glory to God.

In establishing the following guidelines, the University is aware of two things:

1. Rules and regulations alone will never develop your character or cause spiritual maturity (only the work of Christ in you heart and your submission to His truth will do that)

2. We would not be able to write enough rules to cover every circumstance. Keep in mind that our goal is not to put you into a “social straightjacket,” but rather to help you make wise, constructive choices so you can experience the joy of a Christ-centered life.

The following guidelines are an attempt to communicate Corban’s community standards on various matters. They in no way release you from your responsibility to remain sensitive to God and accountable for your own decisions and behaviour. As an introduction to our guidelines, the following questions should be considered whenever making choices regarding your conduct.

- Will this violate the revealed will of God?
- Will this demonstrate good stewardship of time and resources?
- Will this positively affect my pursuit of a Christ-like lifestyle and development of Christian character?
- Will this positively affect my brothers and sisters in their pursuit of a Christ-like lifestyle and development of their Christian character?
- Will this provide an opportunity for Satan to get a stronghold in any area of my life?
- Will this meet the expectations of the Corban community (fellow students, faculty, staff, Board of Trustees, and alumni)?
- Will this uphold the integrity, values, and mission of the University?

Faculty, staff, and campus leaders will help clarify the University guidelines, and if necessary, counsel you regarding appropriateness in matters of conduct, rights, and responsibilities. While you may not have personal convictions wholly in accord with Corban’s standards, when you choose to attend Corban you are voluntarily pledging to uphold them. To demonstrate your commitment, every year during the process of registration you sign a contract stating you will uphold these standards while associated with the University.

When it is known you are making choices inconsistent with these guidelines, members of Student Life will follow up and counsel you to think through the rationale behind them. When the guidelines are blatantly disregarded, counsel will be followed by disciplinary action. It is expected that you will be cooperative and understanding when approached by staff members on these issues. The Student Life staff has ultimate responsibility for determining what falls outside the discernment guidelines. “Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus” (Colossians 3:17).

DRESS AND APPEARANCE

Corban expects you to be modest and socially appropriate in dress and appearance. Although you may not always be aware of it, the way you dress projects an image and can affect the way people see you, your values and the organizations you represent. Groups and student leaders (including, but not limited to, music ensembles, RAs, sports teams, ASB officers, food service employees and mission teams) promoting and representing the University must be particularly careful about the image they present. Coaches, supervisors and advisors may establish additional dress and appearance guidelines as desired. Above all, remember that your dress and appearance reflects Christ.

ILLEGAL DRUGS, ALCOHOL, AND TOBACCO

[OBJECTIVE: This policy is intended to: Promote the health and well-being of students and protect both individuals and the community from negative effects brought on by the abuse of alcohol, nicotine-based products, and/or use of illegal drugs.]

Student Life is committed to promoting individual and community health. In order to promote these values, we endeavor to educate our members on responsible substance use. Romans 14 challenges us to pursue what makes for peace and the building up of one another. This creates a framework in which community well-being is considered equal with individual freedom.

Many substances have addictive and negative health effects which result from their use or abuse; educational research [reference noted in Tips section] consistently warns that use of these substances can also pose a distraction from academic endeavors.

Standing in tension against this reality, however, is the concept of choice and the value of learning how to make good decisions. Every Corban graduate needs to know how to make mature decisions about substance use. Although it is easy to promote the practice of abstinence in a zero tolerance community, it is complicated in such an environment to provide equal attention to practices which would promote healthy and/or appropriate use of alcohol and tobacco. For example, Scripture does illustrate some positive interactions with alcohol (Psalm 104:14-15; John 2:1-11; Luke 7:33-35), but it condemns drunkenness (Proverb 23:29-35; Ephesians 5:18). Therefore, Corban leadership has determined that students are permitted to use alcohol and nicotine-based products under the following circumstances:

- Students are of legal age (18 for nicotine-based products and 21 for alcohol based on Oregon law)
- Students are mindful of how and when they engage in the use of these substances
- Consuming products in moderation
- Showing consideration and care for others (Romans 14)
- Encouraging use in a safe environment
- Students use these substances off campus.

Neither nicotine-based products nor alcohol may be used or possessed on University property or at any University sponsored event. Furthermore, students enrolled with Corban may not use, possess, manufacture, distribute, or disperse federally-recognized illegal drugs (including marijuana) at any time. Students found to be in violation of these policies (including intoxication, improper use or showing signs of addiction) will be subject to disciplinary action and may be asked to submit to (and pay for) testing, searches, educational programming and counseling. A university environment is comprised of students both under and over legal age limits and those who are of age are expected to manage their freedom wisely. Thus, students encouraging, endorsing, or ignoring underage or irresponsible drinking will be considered in violation of this policy. Continued violation of this policy may result in dismissal from the University. (See Discipline Processes section for more details about disciplinary actions.)

<<Tips:

- [Educational Research on impacts of alcohol use on education:](http://www.niaaa.nih.gov/alcohol-health/special-populations-co-occurring-disorders/college-drinking)
<http://www.niaaa.nih.gov/alcohol-health/special-populations-co-occurring-disorders/college-drinking>

- *Images or references of underage use/possession on social media are considered equivalent to improper use.*
- *Generally, one 12oz beer equals one 5oz glass of wine which equals one shot of liquor.*
- *Some common nicotine-based products include cigarettes, e-cigarettes, cigars, chewing tobacco and hookah.*
- *Law on lease-holding alcohol use and minors: <http://www.oregonlaws.org/ors/471.410.>>>*

ENTERTAINMENT

[OBJECTIVE: Below is a short list of common entertainment available to students and our expectations regarding how you are to engage and when you should refrain from them.]

Our goal is personal/community growth and holiness. To achieve such ends we are charged to avoid certain forms of entertainment. Any entertainment that is morally degrading or in violation of biblical values is not acceptable to the Corban community. We expect you to avoid unwholesome environments and abstain from participation in forms of entertainment that are contrary to a life of righteousness. Our desire is not to provide a list of rules for every occasion, but to encourage a Christ-like focus in whatever you say or do and encourage discretion regarding all activities. In addition, you must always be aware of offending the unsaved, causing the weak to stumble, and putting yourself in situations which are morally compromising. In all things seek to uphold the integrity and image of the University and to glorify the Lord (1 Thessalonians 5:21).

Dance: Carefully and thoughtfully evaluate all forms of dance. Do not participate in dancing that is sexually suggestive, involves excessive body contact, compromises personal integrity, or offends others. Avoid environments which condone such things.

Gambling: Students are expected to refrain from any inappropriate participation in gambling that invites addictive, destructive or divisive behaviors.

Television/Videos: As a discerning believer, consider content as well as the point of view or judgments made regarding certain issues. Subjects like racism or immorality may be portrayed in a program, but consideration should be given to whether the subject is ultimately celebrated or recognized as destructive. Corban considers programs or movies that promote sexual misconduct, justify wrong actions, or desensitize you to destructive behavior as unacceptable. It is expected that you will accept responsibility for your choices and not impose inappropriate viewing on others or allow them to impose it on you. All NC-17 (X) rated entertainment is prohibited but you should be thoughtful in considering any movie or show regardless of its rating.

Music: You are responsible for listening to recordings that are in harmony with Christian standards. The feelings of your roommates and other students must be considered both in selecting music and the volume at which it is played.

Printed and/or Electronic Materials: Apply Scriptural values when choosing printed and/or electronic materials that are described as artistic. It is a violation of biblical principles to view materials that degrade or exploit the human body and circumvent God's design for human sexual fulfillment. Sexually suggestive or explicit photographs, off-color words or pictures on

clothing, inappropriate posters or magazines, or offensive album covers are also in violation of values presented in Scripture and, therefore, are unacceptable for Corban students.

HONESTY

You are expected to refrain from all forms of dishonest practices including lying, cheating and stealing (Ephesians 4:25). For additional details see Honesty under Academic Information.

LANGUAGE

You are expected to refrain from gossip, swearing, inappropriate slang and profanity. Offensive remarks regarding race, gender, age, or ethnicity are not acceptable (Ephesians 4:29, 5:4; James 5:12; Psalm 19:14).

RELATIONSHIPS AND SEXUAL BEHAVIOR

[OBJECTIVE: To identify healthy relational/sexual boundaries and explain Corban's response to students who find themselves outside these boundaries.]

The development of wholesome friendships and good dating habits are vital to your personal growth and connection with Christian community. It is important that you conduct yourself, both publicly and privately, in such a way that you encourage fellow believers by showing consideration and care for one another's preferences. In addition, you should not offend your fellow believers or nullify your testimony by becoming involved in inappropriate activity which can lead to moral impurity. All sexual relationships should be within the context of a faithful heterosexual marriage (I Thessalonians 4:3-8, I Corinthians 6:9-10, Galatians 5:19-21).

<<Tips:

- *It is not the expectation of most Corban faculty or staff that you find a spouse during your time at Corban.*
- *Students experiencing same-sex attraction or orientation¹ are not inherently in violation of this policy. However, members of the community in these circumstances are expected to remain celibate and refrain from dating.*
- *Examples of unhealthy/inappropriate activity include engaging with pornography, codependent relationships, and public displays of affection which leave others feeling...“Eww”.>>*

PREGNANCY OUTSIDE OF MARRIAGE

Corban is a Christian educational community, which seeks to uphold the moral standards of Scripture and to act in a spirit of reconciliation as a caring and redemptive community (Romans 12:9–21). Because the University upholds Scripture it also affirms the sacred value of all human life, including new life (Psalm 139:13–16). New life is a cause for celebration. It can also present pressing decisions, disrupt personal relationships and raise important financial and health concerns. These issues become magnified when pregnancy occurs outside of marriage. Because each individual is valued by God and because of our conviction that life begins at conception, we believe in working to preserve all human life. Because of this, we believe

¹ Mark A. Yarhouse, “Homosexuality and the Christian” (Minneapolis, MN: Bethany House Publishers, 2010)

induced abortion is not an option. An individual faced with an unexpected pregnancy will be offered assistance in finding proper medical care, counseling, and support in making decisions regarding the future of the child.

Against this background, the University encourages any student, male or female, who becomes involved in pregnancy outside of marriage to contact the Dean of Students who in turn will seek to assist the student in an atmosphere which is caring and confidential. Together they can explore what University and community resources may be brought to bear in support of the student. University policy is open to supporting the student to continue on with his or her educational program at Corban in a spirit of ongoing cooperation and commitment by the student to adhere to Biblical standards of moral conduct. With this policy in mind, should a pregnant student wish to remain in classes through advanced stages of the term of her pregnancy she will be required to meet with a designated member of the Student Life staff who will act on her behalf to foster a spirit of caring for her within the University community and who will assist the student with practical support.

RESPECT FOR OTHERS

Everyone is created in the image of God. (Genesis 1:26) You are asked, therefore, to treat one another with honor and respect, acknowledging each person's inherent worth. It is our desire to develop an environment in which differences are respected and valued. Each person has dignity, and to diminish the dignity of one is to diminish the dignity of all. Differences are celebrated within the context of our biblical beliefs. Corban specifically asks that you not discriminate or cause harm against any person on the basis of race, color, national or ethnic origin, sex, age or physical disability. For more detailed information please read the Discrimination, Harassment, and Assault Policy as well as the Violent Act Policy, both of which can be found in the section entitled "Student Safety and Well Being."

REPORTING AN ARREST

If accepted or enrolled students are arrested for any reason while affiliated with the University, they must report this to the Dean of Students or Chief of Safety within 24 hours of the arrest. University personnel will work cooperatively with the student and law enforcement investigators to determine whether or not the student will be able to remain as a member of the student body and if so, under what conditions.

TECHNOLOGY USE POLICY

[OBJECTIVE: To provide guidance on how best to access and utilize the campus network.]

The following guidelines summarize your responsibilities for the appropriate use of University network, computers, and other communication systems. These guidelines aid in protecting the confidentiality of stored data and files, protecting computers and networks, protecting the proprietary rights of third parties and the University in the use of commercial software, and providing the highest educational use of campus computer resources. Network users are required to abide by the rules and policies as summarized below, as well as the complete

Acceptable Usage Policy located on the support website: support.corban.edu. Computer technology brings with it the potential for abuse, whether intentional or otherwise. It is important to be a careful steward of your time, use these tools in moderation, and not allow them to dominate your life. In addition, you must exercise discernment regarding the content you access, download, or view such as pornography or other inappropriate material.

General Acceptable Use Policies:

- Every user on the network is personally responsible for his or her computer and its activities at all times.
- We reserve the right to inspect any and all files stored in private areas of our network.
- Sexually explicit material may not be displayed, archived, stored, distributed, edited or recorded using our network or computing resources.
- Use of any University resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity.
- Any software or files downloaded onto the University network becomes the property of the University.
- No person may use University facilities to knowingly download or distribute pirated software or data.
- No person may use University facilities to propagate any virus, worm, Trojan horse, or trap-door program code.
- No person may upload any software licensed to the University or data owned or licensed by the University without explicit authorization from Information Systems.

Computers in the Residence Hall: Students are encouraged to bring their own computers and printers to school to take advantage of the resources available via the campus network. The following suggestions will aid in safeguarding your equipment and data, as well as preventing potential problems:

- User account owners are responsible to take all reasonable precautions in protecting passwords and personal account information.
- Use a system password to prevent others from using your computer without permission.
- Use a virus scan program regularly and keep the virus definitions up to date.
- Make regular backups of important data files.
- Report any problems with network resources to the computer staff as soon as possible (ext. 7586 or support@corban.edu).

<<Tip: For a complete overview of computer/internet usage policy please visit support.corban.edu.>>

HEALTHY CITIZENSHIP

As a member of the Corban community, you are expected to conduct yourself in accordance with the regulations of the University and the laws of the city, state, and federal government. If you violate University regulations, you face the possibility of disciplinary action. Two principles underlie the disciplinary efforts at Corban:

- Every effort is made to encourage you to assume responsibility for your own behavior.
- Disciplinary action is aimed at producing growth and maturity in your life.

As disciplinary actions are considered, we are mindful of our responsibilities to uphold the Christian standards of the University and create a safe, wholesome environment that encourages spiritual growth across the student body. We want our disciplinary action to be biblical in nature, design and purpose (Matthew 18:15–18, James 5:19–20, Galatians 6:1–2, Hebrews 12:11). In order to maintain consistency, specific guidelines exist regarding University disciplinary action. That said, each disciplinary referral is handled on an individual basis. After all, we are a community, not a collective.

CONFRONTING ONE ANOTHER

[OBJECTIVE: A challenge to students to become part of the solution.]

Any community that ignores problem behavior, in effect condones it. Ignoring problem behavior not only gives tacit approval to the behavior but, biblically speaking, is withholding love from that individual. In this light, if you believe a fellow student is behaving in an unacceptable manner, you should go directly to that person and express your concern about the behavior and about the consequences it might bring to the community and/or to the individual. The community expectations should be clarified and the student should be asked if he or she is willing to agree to change the offending behavior. If there is a positive response and the behavior changes, the problem is resolved (Matthew 18:15). If your confrontation does not solve the problem, or there is a continuing pattern of harmful behavior, you should encourage the student to seek assistance from a Student Life staff member. If the student takes the initiative to seek help, it will be handled as a “personal problem” as described in the “Seeking Help to Grow and Change” section above, unless there is continued complaint from the community (Matthew 18:16). If the student does not take the initiative to seek help, the best response is to let the student know that you have a responsibility to contact someone in the Office of Student Life. It is fair for you to explain to the student that, depending upon the issue, at that point it could become a disciplinary issue. This will probably not be an easy step for you to take, but it may be the most loving thing you could do. “Better is open rebuke than love that is hidden. Faithful are the wounds of a friend; But the kisses of an enemy are profuse.” (Proverbs 27:5, 6 ASV).

SEEKING HELP TO GROW AND CHANGE

[OBJECTIVE: Encouragement for students to own their mistakes.]

If you know your behavior is outside the limits established by the University and/or God’s Word, and wish assistance in changing this behavior, you may take the initiative to discuss it with a resident assistant, area coordinator, or other Student Life staff member without threat of disciplinary action. A problem of this nature is defined as a “personal problem,” and the staff member will work with you toward restoration [exceptions may be made if behavior is repetitive, self-destructive, and hazardous to others or involves a significant legal issue in which the University is obligated to uphold the law].

RESTORATIVE PROCESS

[OBJECTIVE: Our commitment to participate with students in their growth and development, debunking the myth that if you break the rules you automatically get kicked out! ([Galatians 6:1-2](#))]

When a student violates standards set forth in the Walkthrough or established by the Institution, sanctions are put in place to stop the behavior and restore the student to the community. The Dean of Students, in collaboration with other campus personnel, will determine which sanction(s) to employ. Although sanctions are generally applied in a progressive order, it should not be assumed that sanctions must begin with warnings/fines or move in incremental stages. The sanction chosen by the Dean of Students will be in response to a variety of factors including: a student's request for help versus a confrontation, the student's history and receptiveness to change, the seriousness of the infraction/impact on the surrounding community, and support from various campus offices including those of the Provost and President.

Possible disciplinary sanctions include the following:

Warnings or Fines: Warnings or fines are given when it is necessary to remind students of their commitment to community standards of the University. Students whose attitude and actions continue to be inconsistent with community expectations may face more stringent disciplinary measures.

Community Service: Community service provides opportunities for students to get a better understanding of why their behavior is inconsistent with University standards. This may be accomplished through work, research, and/or reflection assignments.

Growth Agreements: GAs may be created because a student has asked for accountability, needs some kind of structured support during a particularly difficult time, or because there are low-level disciplinary issues that require clarification. GAs generally last for a period of about six weeks. Mentoring may be conducted by an adult or mature peer and most stipulations are arrived at through negotiation with the student. Copies of the agreement are provided to various campus personnel which generally include the student's mentor, academic advisor, area coordinator, and athletic director. A copy is also placed in the student's permanent file. Failure to comply may result in an Accountability Contract or other disciplinary actions.

Accountability Contracts: ACs are disciplinary contracts and last for a period of at least eight weeks. Mentoring is conducted by a mutually agreed upon adult and contract stipulations are moderately negotiable. Copies of the contract are provided to personnel just as in the GA. Failure to comply may result in a Citizenship Probation Contract or other disciplinary actions.

Citizenship Probation Contracts: CPs are disciplinary contracts and generally last for one full semester. CPs are applied when behavioral violations are repetitive or of a serious nature. Mentoring is conducted by an adult selected by the Student Life office and contract stipulations are mandated. Copies of the contract are provided as mentioned above with the addition of the Director of Campus Safety. Failure to comply may result a suspension or recommendation for dismissal.

Suspension: In rare cases a serious breach of University standards may result in a temporary suspension from the campus and/or classroom. During the suspension period, the student may not live in campus housing, may not attend class, may not be on campus, and may not take advantage of campus facilities or activities. All absences from class during the suspension period will be unexcused.

Dismissal: When a student violates University regulations, it is sometimes necessary to recommend dismissal. Recommendations for dismissal are presented to the Dismissal Committee for consideration. A student who is convicted of a crime, is uncooperative, or evidences a spirit unsympathetic with the standards and ideals of the University is perceived by the Corban community as one who is choosing not to be here. A dismissal may also result from actions viewed as having a harmful or negative influence upon other students or upon the testimony of the University. A student who is dismissed will not normally be permitted to remain in University housing, attend classes or any University function and may receive a failing grade in all coursework. Generally, tuition and housing refunds will not be granted upon dismissal. Students who are dismissed must leave the campus within 24 hours after notification of dismissal and take all of their personal belongings with them. Dismissed students are not normally allowed to visit the campus, attend closed-campus events held off campus, or use any campus facilities for a designated period of time after the dismissal date.

PARENT NOTIFICATION OF DISCIPLINARY ACTION

The Office of Student Life will work with students to ensure that parents/guardians are appropriately notified of dismissals or major disciplinary actions.

STUDENT LIFE APPEALS PROCESS

[OBJECTIVE: To ensure students receive equitable treatment.]

If you wish to appeal a disciplinary sanction, you must initiate the appeals process within two business days. Appeals must be submitted in writing to the Vice President for Student Life.

Appeals will only be heard for the following purposes:

- To determine whether the original decision was made fairly in light of the charges and evidence presented.
- To determine whether the facts of the case were sufficient to establish that a violation of Corban's standards occurred.
- To determine whether the sanctions imposed were unduly arbitrary or unjustified.
- To consider significant and relevant new evidence.

The Vice President for Student Life may deny consideration of an appeal that does not meet the above criteria. If accepted, the Vice President for Student Life will gather relevant campus personnel in order to re-examine the decision to consider the appeal. A decision will be given to the student in writing.

Students wishing to appeal non-disciplinary issues may do so upon invitation by the Vice President for Student Life. These appeals must be made in writing and can be addressed to the Vice President for Student Life, who may defer the appeals process to other campus committees when appropriate. For example, appeals regarding Reach requirements will be heard by the Reach Committee; harassment/discrimination/assault appeals and appeals regarding dismissal will be heard by a specially-convened Board of Appeals made up of three faculty members, two staff members and two students. The appeals process for academic

concerns is outlined in the [University catalog](#). In all cases, the appeal will be limited to review of the written record of the initial hearing and supporting documents. Decisions rendered by Boards of Appeals will stand.

<<Tip: Mentors are available for any student seeking help/guidance, not just those under disciplinary sanctions. If you would like a mentor, contact the [Dean of Students](#) for assistance.>>

STUDENT SAFETY AND WELL BEING

CAMPUS SAFETY SERVICES

[OBJECTIVE: To provide a safe campus for all community members to allow the mission of Corban University to be achieved.]

Corban is a private university, and despite our desire to welcome members of the community to our campus, we must put the safety of the University's students and employees above all else. The primary function of Campus Safety Officers is to provide for the safety of the community. This includes enforcement of all campus policies, state laws, contacting suspicious persons, and responding to events which threaten life or property. Officers also lock and unlock buildings, patrol the campus to identify, investigate, and report all unusual findings. Campus Safety personnel can also provide the following services to students: jumpstart; escorts or rides to and from buildings and parking lots at night; and emergency gasoline. Campus Safety can be reached dialing ext. 7777 from a campus phone or 503-510-6430 from your mobile. These numbers are monitored 24 hours a day, seven days a week in case of an emergency. It is important for students to recognize that the presence of uninvited individuals on campus presents a potential safety risk. Therefore, we ask all students, faculty and staff to report any strange or suspicious activities to Campus Safety. Please do not invite strangers or people you do not know well to campus. All visitors must be accompanied while on campus. Overnight visitor vehicles must have an overnight parking permit which can be obtained by contacting campus safety.

CRISIS INTERVENTION POLICY

[OBJECTIVE: To describe Corban's procedures for assisting students in personal crises and outline Corban's crisis-oriented limitations.]

A crisis can be described as a time of intense difficulty, trouble, or danger when certain actions must be taken in order to prevent disaster. In a crisis, one's normal coping mechanisms break down and outside help is required. In moments of crises, Student Life personnel (particularly the Dean of Students and the Director of the Counseling and Career Center), may collaborate with Academic Support Services and other campus offices to provide effective, short-term support strategies that can help the student through the immediate crisis and ensure that adequate care is arranged. Although Corban strives to maintain confidentiality concerning individual students' circumstances unless specifically authorized by the student, confidentiality may be breached if the issue is health or safety-related.

Corban University will provide crisis intervention services on a short-term basis only. If a student's crisis is on-going, begins to escalate, creates a safety risk, negatively impacts the educational community, interferes with a student's ability to function independently, or is beyond Corban's ability to manage, certain requirements may be mandated. These requirements may include, but are not limited to the student's obligation to:

- Change residences or classes
- Have limited access to campus facilities/events
- Commit to regular counseling
- Undergo an assessment or evaluation, and/or
- Withdraw

If services incur additional costs, they will be at the student's expense. While the University must preserve the integrity of its policies and procedures, it may be possible to waive certain penalties (course drop policies, course attendance policies, tuition refund policies, withdrawal policies, etc.) in the case of a mandatory withdrawal. Exceptions will be made on a case-by-case basis and Student Life staff members will work with other campus administrators to determine which exceptions can be granted.

If a student is required to withdraw from the institution, they will need to provide evidence that the crisis has been resolved or is being effectively managed before they will be allowed to return to the campus community. Readmission expectations will be articulated in a form of a written letter.

Discrimination and Harassment Policy (General)

[Objective: To describe Corban's discrimination and harassment-related policies and procedures.]

Corban employees and students have the right to work and study in an environment that is free from discrimination or harassment on the basis of race, color, national or ethnic origin, age, or physical disability. As followers of Christ, we are commanded to have a sincere, fervent, and honoring love for one another (I Peter 1:22; I Peter 2:17), an expectation that does not leave any room for words or behaviors that will demean, diminish, or demoralize a brother or sister. As members of the Body of Christ, looking out for one another's best interests is a Scriptural command (James 2:1, John 2:7-11, Philippians 2:1-4, not to mention Matthew 22:34-40).

Informal options for seeking resolution

If you believe that you have been subjected to discriminatory or harassing behaviors, you may want to begin by confronting the problem yourself. If it feels safe to do so, you should inform the offending person that their behavior is unwelcome, offensive, or inappropriate. You can confront this person on your own or in the company of a trusted friend. Tell the offender to stop and do so without apologizing. If the offender does not agree that a violation has taken place, do not attempt to convince them that they must agree that the particular action was discriminatory or harassing, simply work to get them to understand that you are asking them to cease whatever the behavior is. If this is your approach, you may also want to provide the offender with a written letter that outlines these concerns and your preferences. Make sure the letter is dated and tuck it away in case the behavior continues and you need formal support from University officials.

Although confronting the behavior yourself can be scary or awkward, it is actually a great (and appropriate) place to begin. Most of us in the Christian community are familiar with the Matthew 18 passage where Jesus tells his disciples to begin corrective actions through informal pathways such as is outlined above. Unfortunately, most of us are so uncomfortable engaging in confrontational conversations that we avoid them until they become something too difficult to manage on our own. If loving one another well means to avoid engaging in discriminatory or harassing behavior, it seems safe to assume that Paul's unity-seeking instruction to "speak to one another in love" (Ephesians 4:15) is a prompt to confront early and well.

Formal options for seeking resolution

If informal options are not appropriate or effective, there are various University personnel who can help you to seek resolution. You can inform a student leader, Student Life staff member, coach, faculty member, or whomever you feel safest. Be advised, however, that this individual will be reporting the incident to the Dean of Students who will coordinate the investigation and campus response.

As part of the University's response, you will be asked to meet with the investigation leader or team but you may bring along a trusted friend. You may be asked to provide written or electronic communications between you and the individual you are concerned about; you will also be asked to cease any contact with them while the investigation is taking place. The investigation team will consist of two or three campus employees and although your privacy will be closely guarded, this group will need to speak openly about your case with one another and with other campus officials (possibly your advisor, coach, area coordinator, or other) deemed necessary in order to provide you with support and gain enough information to make a determination. Your peers may also be interviewed if it is determined that they have information that will help to lead to a resolution.

If you are the individual being accused of discrimination or harassment, you too will be asked to meet with the investigation leader or team and the same communication, privacy, collaboration, and support strategies and expectations will be employed.

Advocates

Although either party (accused or accuser) is welcome to bring a trusted advocate with them into any investigation conversation, this advocate will only be allowed to participate if they agree to serve as a supportive partner only. Advocates will not be allowed to speak for, or on behalf of the subject; neither will they be allowed to participate in subsequent conversations should they show an inability or an unwillingness to limit their involvement to that which is outlined above. Attorneys acting as legal counsel will not be allowed to participate in these conversations as University proceedings are institutional and not legal proceedings.

Students who are found responsible for engaging in discriminatory or harassing behaviors will be confronted by members of the Student Life staff and corrective actions will be taken. These actions may include, but are not limited to: being assigned a mandatory mentor, writing papers or apology letters, undergoing testing or assessments, being restricted from campus activities or from the campus itself. Serious or repetitive infractions could also result in expulsion from the University.

False complaints

The University will seriously investigate all complaints. Wrongful complaints cause significant damage to the person accused and unnecessarily tie up University personnel. Individuals found to have knowingly made false complaints will be subject to disciplinary sanctions. A complaint which is erroneous, but was made in good faith will not be subject to disciplinary action.

Retaliation policies

The University will not tolerate any retaliatory treatment or adverse consequences as a result of acting in good faith to report harassment or participating in an investigation. Individuals (which could include the accused, accuser, or his or her associates) engaging in retaliatory actions will be subject to University disciplinary proceedings.

<<Tip: From Colossians 3. "Therefore, as God's chosen people, holy and dearly loved, clothe yourself with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive one another. If any of you has a grievance against someone, forgive as the Lord forgave you. And over all these virtues, put on love, which binds them together in perfect unity. Let the love of Christ rule in your hearts since, as members of one body, you were called to peace.">>

Sex or Gender-Related Discrimination Policy (Title IX)

[Objective: To describe the sex and gender-related discrimination policies and procedures as addressed under Title IX.]

In addition to the discrimination and harassment policies listed in the previous section, Corban employees and students also have a right to work and study in an environment that is free from discrimination on the basis of sex or gender. Title IX of the Educational Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex or gender in educational programs and activities. All institutions of higher education that receive Federal funds must comply with Title IX.

Actions that constitute sex or gender-related discrimination can include those actions that are verbal, non-verbal, physical, and/or visual. Sex or gender-related discrimination can happen to men and women and is not limited to opposite gender interactions.

It should be stressed that while some behaviors may be offensive, unprofessional and/or against University policy, they may not necessarily be considered sex or gender-related discrimination. For example, general use of profanity and vulgar language may not be sexual harassment unless it is sexually oriented or overused to the point that a hostile environment is created.

Sexual violence as an extreme form of sex or gender-related discrimination

Sexual violence is an extreme form of sex or gender-related discrimination. If you were a recent victim of some form of sexual violence, you should seek help immediately. You can seek medical or law enforcement assistance yourself, but University personnel will gladly accompany you in order to provide support. Any use of threat, coercion, or force to obtain sexual contact is illegal. It is wrong and illegal for anyone to have sexual contact with you without your consent. Consent may not be legally given if you were under the age of 18 when the incident occurred, were under the influence of substances, were physical incapacitated, or emotionally coerced.

If you were under the influence of drugs or alcohol when subjected to an incident of sexual violence, your use of substances will not cause you to be sanctioned by the University.

Institutional responsibilities in cases of sex or gender-related discrimination

Every institution receiving Federal financial aid must identify a Title IX Coordinator who is responsible for coordinating the school's compliance with Title IX. Corban's Title IX Coordinator is Brenda Roth, Vice President for Student Life (broth@corban.edu; 503.375.7010). Title IX team members include:

- Nathan Geer, Dean of Students (investigator)
- Eugene Edwards, Director of Community Life (investigator)
- Nancy Marshall, Director of Human Resources (investigator)
- Ellen Zarfes, Director of Financial Aid (investigator)
- Mike Roth, Director of Campus Safety (investigator, safety resource)

A University's Title IX team is responsible to respond promptly and effectively whenever a sex or gender-related incident has occurred. If a school official knows or reasonably should know that an incident has occurred, they are required to report this information to the University's Title IX Coordinator.

How does a University official "know, or reasonably (should) know" that an instance of sex or gender-related discrimination has occurred?

A University official "knows" if a complaint has been shared with them or an individual confesses to them but there are other ways of knowing or reasonably knowing as well. Title IX articulates that if a University official has concern that an instance of sex or gender-related discrimination may have occurred, then that employee is responsible to immediately report the instance to the Title IX Coordinator. This means that if a student confesses or confides, or posts or produces anything which creates a reasonable concern, the employee must report.

Who in the University is responsible to report a suspected case of sex or gender-related discrimination?

Title IX refers to these required reporters as "responsible employees" and articulates that an institution needs to clarify which campus employees this includes. At Corban, all employees are considered "responsible employees". This includes student employees and students in formal leadership roles. Students and/or employees working in the Counseling Center are not required to provide personally identifiable information regarding incidents of sex or gender-related discrimination without the student's consent, but should report non-identifiable aggregate data to the institution's Title IX Coordinator. This non-identifiable aggregate data includes information about the nature, date, time, and general location of the incident so that patterns of sexual violence can be understood and addressed.

How will the investigation proceed if the person presumably has been discriminated against DOES NOT wish for an investigation to take place?

If a student requests confidentiality or asks that the concern not be investigated, Corban's Title IX team will evaluate this request in the context of the University's ability to provide a safe and nondiscriminatory environment for all students. Factors which will prevent Title IX officials from being able to honor this request include, but are not limited to: the seriousness of the alleged harassment, the age of the individuals involved, whether or not there have been other concerns

lodged against this same individual, and the alleged harasser's rights to receive information about allegations that have been made against them. Should Title IX personnel determine that it can honor the request for confidentiality, the student against whom a case of sex or gender-related discrimination has occurred should be aware that the University's ability to respond will be limited.

Regardless of the student's preferences, under Title IX, Corban is responsible to take action to immediately STOP the discriminating behavior, ADDRESS its effects, and PREVENT it from occurring again. Complying with these expectations requires that Corban know enough about the situation in order to take appropriate action. Although a student can choose to not cooperate with a University investigation, some form of an investigation is required to take place.

How will the investigation proceed if the person presumably having been discriminated against DOES want an investigation to take place?

Under Title IX, Corban is expected to conclude an investigation within a 60-day timeline, although certain conditions (availability of witnesses, semester breaks, appeals, etc.) could extend the investigation timeline. Once a concern of sex or gender-related discrimination has been lodged, the Title IX Coordinator will appoint investigators who will work first to determine if the incident qualifies for an investigation. If it is determined to not qualify, the Title IX case will be closed and the issue will be transferred for investigation by the appropriate University department or office.

If the case is determined that it may qualify as an instance of sex or gender-related discrimination, the Title IX investigator team will work with the Title IX Coordinator to determine the appropriate investigation strategy.

What can both parties expect while an investigation is underway?

As Corban is responsible to STOP, ADDRESS, and PREVENT, both parties can expect that actions will be taken in order to meet these requirements.

What is required for sex or gender-related discrimination to be proved?

An incident qualifies as an instance of sex or gender-related discrimination if the behavior under investigation is determined to have created a hostile environment that interferes with or limits a student's ability to participate in or benefit from a particular program, service, and/or activity. An interaction is considered to qualify as an instance of sexual violence if it is determined that the sexual activity occurred without consent or while one of the parties was incapacitated. As an institution of higher education, Corban's burden of proof standard is a *preponderance of evidence*. This means that if an investigation results in a finding that the incident is more likely than not to have occurred, then the Title IX team will assign relevant sanctions.

What are the outcomes should an individual be found responsible for having engaged in sex or gender-related discrimination?

Under Title IX, Corban is responsible to STOP the discrimination from occurring, ADDRESS its effect, and PREVENT it from occurring again. A wide range of strategies can be employed in order to meet these requirements. These strategies may include, but are not limited to: one or both students' schedules or living arrangements being adjusted; one or both students being assigned limited access to certain campus facilities; or one or both students being offered or

assigned mentoring, counseling, testing, or evaluations. Under certain circumstances, an individual being found responsible for having engaged in sex or gender-related discrimination can be recommended for dismissal. This is particularly true if the incident under investigation includes an incident of sexual violence.

<<Tips:

- *Consent is a clear “yes” and not the absence of a “no”. To give consent means to use words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity.*
- *Incapacitation is the condition of being unable to give consent. To be incapacitated means to be unable to make rational, informed decisions. Different conditions contribute to an individual’s incapacitation. These may include: use of alcohol or drugs, stress, intimidation, real or perceived threat, or coercion.*
- *For more information regarding Title IX, please read the following:
<https://www2.ed.gov/about/offices/list/ocr/docs/know-rights-201404-title-ix.pdf>>>*

EMERGENCY MEDICAL ASSISTANCE

All emergency situations on campus should be reported first to the appropriate Area Coordinator. If it is after regular office hours and an Area Coordinator is not available call:

- On-Call Number503-877-4206
- Ambulance / Fire911
- Campus Safety503-510-6430
- Chief of Campus Safety, Mike Roth.....503-851-6562 or Ext. 7777
- Eugene Edwards, Director of Community Life503-428-6553
- Nathan Geer, Dean of Students.....503-509-9332

EMERGENCY VEHICLES

All traffic must yield right of way to Campus Safety and other emergency responders when they are operating with their lights on.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

[OBJECTIVE: To provide legal language regarding federal student protection of information.]

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of students and their parents, and outlines the procedures by which an educational institution must disclose and manage student information. FERPA divides student information into three categories: personally identifiable information, directory information, and educational records.

Personally identifiable information: A student’s personally identifiable information may be released without consent if Corban determines that there is a legitimate educational need. In Corban’s case, this means that eligible Corban employees have access to a password-protected database listing the student’s name, age, photo, and contact information, as well as transcripts, course schedules, and related academic information. Another instance of

when Corban has the right to release personally identifiable information is when a student seeks or intends to enroll in another institution and the receiving institution requests reference information.

Directory information: Directory information is similar to that which is considered personally identifiable information but does not include transcripts or grades. Directory information can be released without the student's consent if Corban has given public notice of the types of information it has designated as director information and if students have the opportunity to declare that they do not want any or all of this information released. Examples of directory information includes athletic rosters, press releases, graduation programs, etc.

Educational records: A student's educational record are those records that a student has the right to review and includes any records kept on behalf of a student except: a) notes kept by faculty or staff members which are used as memory or reference tools, b) notes kept by campus safety personnel, or c) notes kept by campus health or mental health services. Students (or their legal guardians) have the right to review a student's educational record and also have the right to request that records be amended if it is believed that the record is incorrect.

Disclosure of information: Under FERPA, institutions have the right to disclose information without consent to the following parties under the following conditions:

- School officials with a legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate officials in connection with financial aid to a student
- Organization conducting certain studies on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

FERPA also allows institutions to release information without permission if there is an indication that the student has violated any Federal, State, or local laws, or is under 21 and has violated the institution's drug and/or alcohol policies.

Although Corban may have the ability to release student information, unless the request for information is attached to a judicial order or lawfully issued subpoena, University officials may choose to not comply if it is determined that doing so is not in the best interest of the student or the University.

FIRST AID KIT LOCATIONS

First aid kits are available at various locations on the University campus. For routine medical needs, supplies are available in the Wellness Center or supply cabinets in each residence hall, in the C.E. Jeffers Sports Center, and in the Pavilion.

First aid kits can be found in these locations throughout campus:

- Aagard Hall-first floor lobby near the outside door

- Academic Center
 - First floor (basement) outside the bookstore
 - Second floor (main Library entrance) across from the elevator
 - Third floor center exit near elevator
 - Fourth floor in science labs and near center exit by fire extinguisher
 - Fifth floor across from the elevator
- Adult Studies Division-near rear entry, top of basement stairs
- Auto Shop-west wall by window
- Balyo Hall-second floor kitchen
- Campus Care-first floor, main office
- Carpentry-back side of door
- C.E. Jeffers Sports Center-hallway to men's locker room, across from training room
- Davidson Hall-first floor kitchen
- Farrar Hall-first floor lobby by apartment door
- Music House-hallway between main entry and kitchen
- Pavilion-near women's restroom
- Psalm Center-lobby
- Prewitt/Van Gilder Halls-kitchen
- Schimmel Hall
 - Second floor just outside ladies' restroom
 - First floor food service area on kitchen wall near office

HAZING AND PRANKS

[OBJECTIVE: To articulate boundaries for pranking.]

You are encouraged to have fun and enjoy your time on campus. To ensure a good time for everyone, hazing and pranks which go beyond good-natured fun or which harm or have the potential to harm individuals and personal or University property are not acceptable. Do not tamper with other people's possessions!

COUNSELING SERVICES

[OBJECTIVE: To provide caring, competent, and confidential mental health counseling and consultation to students. / To provide a thorough list of health resources for students needing information and low-level care.]

Counseling services are located on the first floor of Davidson Hall and can be reached at 503-375-7177.

Individual counseling can help you make important decisions, gain insight into your personal strengths and weakness, and learn to cope more effectively with the demands and difficulties of university life. Short-term, on-campus counseling services are provided at no cost to you. If appropriate, you may be referred to an off-campus counselor or agency for psychological tests or further consultation at your own expense. Information for setting appointments is available in the Counseling office or online at inside.corban.edu/student-life/counseling-services.

<<Tip: Healthy living results from acknowledging that we all have areas where we need to grow and then being honest and open enough to allow someone to help.>>

<<Tip: Focused counseling can help students successfully resolve and manage problems that interfere with academic progress.>>

HEALTH INSURANCE

All full-time students are required to carry health insurance and must provide annual proof to Corban's Coordinator for Health Services. The University assumes no responsibility for injuries which occur while you are using its facilities or athletic equipment, nor for injuries occurring in class, during school activities, or while taking part in internship programs, Reach projects, mission trips, intramural sports or recreational activities, or intercollegiate programs. Students are required to sign a liability release form at registration.

<<Tip: For information on health resources in the Salem-Keizer area click [here](#).>>

INCLEMENT WEATHER

[OBJECTIVE: Sometimes snow days happen! Below are instructions for finding out whether or not campus classes and activities have been affected by inclement weather.]

Due to hazardous conditions created by extremes in weather, the Provost, or his representative, shall determine whether classes will be cancelled. Should the University decide not to hold classes and/or to close all functions of the University, appropriate announcements will be made over the Corban website, and local TV and radio stations by 7 a.m. Decisions will be made on a one-day basis only. If no announcement is made, the University will be open for classes and other business. Commuting students are advised to check the roads in their areas. If the weather prevents attendance, contact professors as soon as possible about make-up work. When classes are missed due to delays and closures, expect adjustments in assignments or make-up classes to ensure covering the course content.

MEDIA STATEMENTS

[OBJECTIVE: To communicate who speaks on behalf of the University to media.]

The Vice President for marketing (ext. 7591) is the official spokesperson for Corban. In his absence the President speaks for the University. No other employees, students, or members of the Board of Trustees may represent the University or make statements to the media that represent, or could be construed to represent, the views of the University. All media inquiries for interviews, editorials, or information are to be routed through the spokesperson.

MISSING PERSON GUIDELINES

[OBJECTIVE: To communicate Corban's response to notification about a missing person.]

Because the safety and well-being of students is paramount, Student Life and Campus Safety personnel should be immediately contacted when a student is believed to be missing. A student may be considered missing if she or he is:

- Unreachable in person, by phone (voice or text), email, or other forms of electronic communication for more than 24 hours.
- Overdue in reaching a specified destination more than 24 hours past their expected arrival..
- or if additional factors lead University personnel to believe he or she is missing.

In these circumstances an immediate investigation will be conducted and intentional effort will be made to locate the student in question. These efforts will begin with phone calls to all known phone numbers for that individual, personal contact or phone calls to friends, possible phone calls to parents or other relatives and checking for their vehicle on campus. If it is determined that the student is missing, University officials will immediately:

- Complete a Missing Person Report
- Contact local law enforcement agencies
- Contact those indicated on the student's emergency contact sheet.

After the missing student is located, Student Life personnel will conduct further assessments to determine whether or not the student needs additional emotional support and/or poses a risk to their self or campus safety. Crisis Intervention Policies may also be applied.

NON-MOTORIZED VEHICLES

[Objective: To detail safe ways to operate non-motorized vehicles.]

Use common sense when operating non-motorized vehicles (such as bicycles, skateboards, roller blades, scooters, roller skates, etc.) on campus. Always avoid high traffic areas. Users should demonstrate good judgment and courtesy around other people so as not to risk the safety of either the user or the pedestrians in the area. Pay attention to business hours, event times and pedestrians.

<<Tip: Don't use non-motorized vehicles on...

- *The sidewalk in front of the Pavilion*
- *Inside any building on campus*
- *In front of or around the bookstore, mailroom, and library*
- *On the sidewalks around Schimmel Hall*
- *On any handrails>>*

RUNNING/WALKING

[Objective: To detail safe ways to run/walk around Corban.]

Students can check out runner's safety equipment from the Corban Recreation. Below are some important safety guidelines for running and walking around Corban's campus:

- Carry identification and program an ICE (In Case of Emergency) number into your phone.
- Walk or run on the left side of the shoulder/sidewalk when possible.

- Bikers ride with the traffic and follow all traffic rules.
- Avoid going alone.
- Obey traffic signs and signals.
- Vary the times and places you walk or run.
- When walking on campus at night, stay on lighted pathways.
- Be aware that inmates from the correctional facility are frequently working in nearby fields. It is best to ignore them. Do not make eye contact or speak to them.

<<Tip: At any time you may call a Campus Safety agent for an escort to your residence hall, vehicle, etc. phone # 503.510.6430 or ext. 7777.>>

SOLICITATION

[OBJECTIVE: To guard against unwanted sales pressure and provide guidance for those seeking employment in sales positions.]

The University prohibits solicitation on its premises by students, individuals or groups except when authorized by the Vice President for Student Life. The University prohibits distribution of any form of printed material that could be construed as a solicitation. Any student desiring to be a campus sales representative for a company (such as Scentsy, Advocare, Arbonne, etc.) is allowed to do so providing that they do not solicit sales in any way. Others may approach the sales representative, look through the catalogs and place orders, but the salesperson cannot recruit sales through posters, signs, parties, etc. Students with the desire to sell knives to students or campus personnel (such as Cutco, Gerber, etc.) must first meet with Student Life and Campus Safety personnel so they can specifically identify what items can/cannot be sold, how they will be stored, and what kind of inventory the student will be allowed to have on campus. A contract regarding these specifics will be signed between the student and the Office of Student Life for the duration of their time as a salesperson. The Office of Student Life reserves the right to revoke this privilege at any time.

VEHICLE PARKING AND TRAFFIC REGULATIONS

[OBJECTIVE: To communicate well where and when parking is available in order to provide the most convenient and ticket-free parking experience for you!]

Any legally licensed student is permitted to operate a motor vehicle on campus; however, improper use of vehicles may result in the loss of the privilege. Additionally, all vehicles driven in Oregon are required to carry insurance and proof must be carried and available for inspection.

Registration: All students must register their vehicles at the beginning of the school year. Failure to do so will result in a \$25 fine, payment instructions are on the ticket. Your parking permit must be visible at all times in the driver's side of the rear window. If the rear window is tinted, you may place it in the bottom driver's side corner of the windshield.

- Parking permits are free. Due to the limited availability of parking spaces, only one vehicle per student is permitted on campus at a time.

- If you will be using more than one car, you are required to register all cars. In order to register a motor vehicle, you must have your license plate number, make, color, and model of your vehicle.
- All motor bikes and motorcycles must also be registered at the beginning of the school year.

Parking:

- Students are allowed to park on Western way after 5 p.m. and before 7 a.m. Monday-Friday and all day Saturday and Sunday. Any student vehicle parking on Western Way without prior approval will be subject to fine. Guest events always have priority and students are expected to comply with notices regarding guest event parking.
- Marked visitor parking is reserved for guests at all times.
- Resident students are required to park in their residence hall parking lot at all times. Parking in any office location or commuter lot requires permission from the Student Life Office.
- Commuters are not to park in designated residence hall parking.
- Double parking is never allowed.
- Loading dock areas, grassy areas, fire zones and other restricted areas are off limits for parking at all times.
- Parking of vehicles that are not in running condition requires prior approval from Campus Care.
- No vehicle oil changes are allowed on campus.
- Unlicensed or abandoned vehicles will not be permitted to remain on campus and may be removed at the owner's expense.
- Traffic lanes are never to be blocked. They must be kept clear for safety reasons, by order of the Salem Fire Department.
- Bicycle racks are located near each residence hall. Bicycles are to be kept in designated storage areas.
- Marked stall are to be used by authorized vehicles displaying appropriate permit.
- Handicapped parking is available in front of Schimmel Hall, gymnasium, Prewitt/Van Gilder, Davidson, Psalm Center, and sports field parking lot. Campus Safety and local law enforcement monitor handicap parking on our campus and will issue citations to owners of vehicles improperly parked. Law enforcement fines are significantly higher than those issued by Campus Safety.

Driving Regulations: Oregon driving regulations apply on campus and are enforced by the Office of Campus Safety.

- The speed limit on campus is 15 miles per hour.
- Please be especially cautious as pedestrian traffic is frequent and weather conditions may create further safety concerns. Please take care to observe all stop signs and crosswalks. The painted areas near the residence halls and gym designate pedestrian crossing points. Fines may be assessed for failure to observe.
- Speeding, reckless driving, squealing tires, unnecessary horn blowing, or excessive noise are prohibited at any time by any member of the Corban family. Fines may be assessed.
- Traffic should flow in the direction of the painted arrows on the narrow roadways designated for one-way traffic. Going the opposite direction is dangerous to pedestrians and to other vehicles and may result in a fine.

Tickets: Parking and traffic violations may result in a ticket with a minimum \$25 fine. Repeat offenders may lose their parking or driving privilege.

- Tickets are paid online at inside.corban.edu/safety.
- Challenges to tickets may be done within 14 days of issuance in writing and must be accompanied with payment for the fine. After that time the fine will stand as written. After 14 days, unpaid tickets will result in a hold on your student account. Your vehicle may also be impounded at owner expense. Challenges will be reviewed by the Campus Safety review committee.

VIOLENT-ACT POLICY

[OBJECTIVE: To establish and communicate protections against violence to any individual associated with the University.]

The safety and security of employees and students is of the utmost importance to the University. Threats, threatening behavior, acts of violence against any person, or destruction of property by anyone on University property will not be tolerated (Matthew 22:37–39, Proverbs 3:31). Any person who makes threats, exhibits threatening behavior, or engages in violent action on University property may be removed from the premises as quickly as safety permits. If the level of threat is unclear, the threat assessment team will assemble to help determine the appropriate course of action. If removed, restrictions regarding campus use may be imposed, pending the outcome of an investigation. Corban's responses to incidents of violence may include, but are not limited to, disciplinary action; suspension or termination of employment, enrollment, or business relationship; reassignment of job duties; or criminal prosecution of those involved.

Appropriate discipline cannot be determined in advance and any acts will be evaluated on the existing circumstances for decisive and appropriate action. All employees and students are expected to take appropriate action or make decisions that may prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. All University personnel (employees and/or students) are responsible for notifying a supervisor or campus security agent of any threats they have witnessed, received or been told that another person has witnessed or received. Employees or students who obtain a restraining order that lists the University as a protected area must provide the Director of Campus Safety with a copy of the petition used to seek the order and a copy of any temporary or permanent protective order that is granted. Corban has confidentiality procedures that recognize and respect the privacy of the reporting employee or student.

WEAPONS

[OBJECTIVE: To communicate what weapons are acceptable on campus and how to respond in case of questions or if weapons are seen and/or used on campus.]

All local, State, and Federal laws pertaining to weapons, explosives, and fireworks apply to student, staff, faculty, and visitors to Corban University. In addition, the following policies and regulations are in place at Corban:

Items Prohibited for Students

- Possession of a loaded or unloaded firearms is prohibited on campus. (This includes replica or toy.)
- The possession and or use of explosives, fireworks, dry ice, or other elements used in the manufacture of explosive devices is prohibited.

Items Permitted for Students (with Permission)

- The possession and or carrying of less lethal, self-defense items such as chemical agents (“mace” or “OC”), electronic discharge weapons (Tasers, stun guns), etc. is strictly prohibited without the written approval of the Director of Campus Safety.
- Possession of BB guns, pellet guns, airsoft guns, paintball guns, Simunition guns, crossbows, bows, blowguns, potato guns, or other devices designed to fire, or otherwise launch, a projectile or chemical is prohibited on campus without prior approval from the Director of Campus Safety.
- Folding knives with a blade no longer than 4 inches are permitted on campus within the parameters of all applicable local, State, and Federal laws. All other edged weapons are prohibited on campus.

Failure to abide by these policies may result in immediate criminal, civil, charges and/or sanctions or dismissal from the University. For questions regarding these policies call 503-510-6430 or email safety@corban.edu.

CAMPUS INVOLVEMENT

STUDENT LEADERSHIP

[OBJECTIVE: To give awareness of formal leadership opportunities on campus and how to be a part of them.]

Developing strong, Christian leaders is one of the great joys of the Student Life team. There are various student leadership positions available on campus, including, but not limited to: the Associated Student Body Team (ASB), the Community Life Team (CLT), and residence hall teams (RAs and AACs). The ASB team is elected by the student body. All other leadership positions must go through an application and hiring process. For information about running for ASB please visit their website at asb.corban.edu. For information about other student leadership positions contact Student Life.

STUDENT ORGANIZATIONS

Each student organization has a different emphasis and pertains to different interests. Some of these organizations gather for fellowship, Bible studies, and accountability while others gather to hike, fish, engage in street-witnessing ministry, or write poetry. ASB and the Corban community firmly believe that there is a great value in being involved in the different student organizations. Students are given the chance to join whichever organizations they choose as well as encouraged to create their own new organizations and traditions. Groups wishing to gain recognition must register with ASB. All recognized student organizations are expected to be in harmony with the statement of faith, mission, and philosophy of the University.

CORBAN RECREATION

[OBJECTIVE: To promote engagement in the community through outdoor and urban activities provided by Corban Rec.]

The Corban Recreation Department intends to develop and promote the physical, social, and spiritual well-being of students, staff, and faculty. Corban Recreation offers a wide variety of activities that provide an escape from the constant pressures of collegiate life through outdoor adventure, urban involvement, and campus engagement. The goal is to provide our students with an overall memorable collegiate experience through a variety of activities designed to encourage rejuvenation, inspire curiosity, and provide adventurous opportunities for growth outside the classroom and residential life settings.

THE CORBAN LIVING EXPERIENCE

[OBJECTIVE: To equip you with the information needed to make an educated decision on where to live and prepare you well for your living experience.]

OFF-CAMPUS HOUSING

OFF-CAMPUS REQUIREMENTS

[OBJECTIVE: Student Life wants you to understand what is required of a student who desires to live off-campus in order to make your transition smooth.]

Students who wish to live off campus must be traditional undergraduate students who meet at least one of the following conditions:

- * The student registers for less than 12 units.
- * The student will turn 21 at any point during the upcoming semester (by the last day of finals).
- * The student will achieve junior status (62 or more credits) before the beginning of the semester.
- * The student is married.
- * The student is living at no cost with a relative over the age of 21.
- * The student has lived on Corban's campus for 4 semesters

A student must submit an off-campus housing form to Student Life to be eligible to live off campus. Once the form is submitted and the conditions met are confirmed, the student will be considered a commuter.

<<Tip: Corban considers the campus residential experience to be an integral part of your educational, social and spiritual growth>>

RESIDENCE LIFE

PHILOSOPHY

[OBJECTIVE: Student Life believes that your understanding of our philosophy of residential living will enable you to engage in a way that enriches your time as a residential student.]

Corban considers the campus residential experience to be an integral part of your educational, social, and spiritual growth. Residence Life exists to create an environment where living in community provides students the opportunity to interact in close proximity with others. Residents at Corban will find themselves in a surrounding where they can feel free to express themselves and explore their beliefs and viewpoints in a Christian context.

RESIDENCE HALLS

[OBJECTIVE: To provide expectations of each student who living in the residence halls.]

- **Aagard/Farrar Hall:** Area Coordinator Katy Watson, 503-375-7038,
- **Prewitt/Van Gilder Hall:** Area Coordinator Alex Gowan, 775-934-3093
- **Balyo/Davidson Hall:** Area Coordinator Casey Van Dyk, 503-315-2940
- **Townhouses:** Manager Eugene Edwards, 503-375-7085

Residence hall living is an important part of the University experience and will help prepare you for Christian life and service. Corban attempts to provide a pleasant atmosphere for study, general living, and spiritual growth. The degree to which this will be accomplished is primarily dependent upon the contribution each person is willing to make toward developing that kind of atmosphere. As Galatians 5:13 says, “as Christians we are to serve one another in love.” We are also committed to responsible freedom. Rights and privileges of adulthood are accompanied by the responsibilities these rights and privileges provide. You are responsible for your actions and to live within the guidelines and policies.

Corban does not have housing available for married students.

HOUSING DEPOSIT AND ASSIGNMENTS

[OBJECTIVE: To help you secure your spot in the residence halls.]

When you have decided to live on campus you must submit a \$100 housing reservation fee to be placed in a residence hall. This fee is necessary to reserve your room and will be credited to your student account. If you cancel your housing reservation before May 1 your housing fee will be refunded. After May 1 the housing fee is non-refundable.

The University values a mix of freshmen, sophomores, juniors, and seniors in the residence halls. As such there are limited spaces for each in all the residence halls. Housing placement priorities are based primarily on the housing deposit date. The University reserves the right to reassign individuals to different rooms and halls if such rearrangements are deemed necessary.

<<Tip: The earlier your deposit is turned in the more likely you are to receive your preferred housing request!>>

RESIDENCE HALL REFUND

[OBJECTIVE: How to get money back if you leave before the semester ends.]

Should you find it necessary to withdraw from Corban and/or move out of the residence hall after registration, you may be entitled to a housing refund. You are responsible to go through the appropriate check-out process. Refunds are prorated up to mid-semester. There will be no residence hall refund after the mid-semester date. Additional information regarding refund policies is available in the Financial Services Office.

RESIDENCE HALL LEADERSHIP

[OBJECTIVE: To help you feel known, cared for, and safe in your residence halls by communicating staffing of halls.]

Area Coordinators: Each residential area is managed by a professional staff person known as an Area Coordinator (AC). This person is responsible for the provision of biblical guidance and counsel, for oversight of residential student leaders, for development of community programming, and for the supervision and care of his or her assigned residential area.

Assistant Area Coordinators: Assistant area coordinators (AACs) are paraprofessional student or graduate student staff who work as peer leaders among the RA's and provide administrative support for the AC's.

Resident Assistants: The resident assistants (RAs) are also paraprofessional student staff who are overseen by the AC. They are responsible for the spiritual leadership, safety, well-being, and conduct of those students in their assigned sections.

Townhouse Manager: The townhouse manager has oversight of students living in the campus townhouses.

The residential staff is available for support should academic, personal, or spiritual problems arise. The staff works together to develop and maintain an atmosphere conducive to the goals of residential living.

UNIVERSITY-PROVIDED LIVING AMENITIES

[OBJECTIVE: To explain what is provided in order for you to feel comfortable and taken care of in your room.]

Room Furnishings: Corban University supplies each room with essential items including a desk, chair, dresser, bed with mattress, and window coverings. University-owned furnishings may not be moved from room to room. Modifications of furniture are not allowed. Personal

furniture may be used but must be removed before checkout. Failure to remove personal furniture will result in a fine and may result in loss of furniture.

Computers: Centralized computer labs are located in the Academic Center. The computers and resources in these labs are available to all students at no cost. Because user demand can be very high in the computer labs, for your own convenience you are encouraged to bring your own computer and printer. Each residence hall room is equipped with Wifi that can give you access to the Internet. By applying for access you will receive, at no cost, everything necessary to make the connection. In addition, computer and software technical support is available at Information Services. Appropriate use of the internet is expected at all times. The full acceptable usage policy is available on the support web site located at support.corban.edu.

Laundry: Washers and dryers are provided in each residence hall for the use of residents only.

Kitchen: Each residence hall has at least one community kitchen. Kitchens are to be used by residents only. Please abide by the communities cleaning standards posted in each kitchen.

Storage: Some storage space is available on campus for things such as suitcases, trunks, or boxes. Space is limited. Summer storage is available for a fee. Contact your area coordinator to access storage space in your residence hall.

CHECK-IN

[OBJECTIVE: To ensure the check-in process feeds rather than kills your excitement about being a Corban student!]

The dates for opening of the residence halls for new and returning students are listed in the academic calendar. Students are expected to regulate their time of arrival accordingly. In the case of extenuating circumstances and with the approval of the Director of Community Life a student may be allowed to check in prior to the official opening. A fee of \$10 per day will be charged if permission to move in early is granted. The student will be asked to coordinate their schedule with the staff of their area to establish a suitable move in time.

Residence Hall Contract: Your residence hall contract becomes effective when the University receives and accepts your completed, signed contract at the time of check-in.

CHECK-OUT

[OBJECTIVE: We hate to say goodbye, but since we must, here are some details to make your leaving for the summer or for good stress-free.]

Dates for closing of residence halls are listed in the academic calendar. When moving out of on-campus housing a student must be officially checked out by a resident assistant (RA), the assistant area coordinator (AAC), the area coordinator (AC), or the Director of Community Life. All keys and fobs must be returned to the staff member at check-out. Failure to follow check-out procedures may result in a fine.

<<Tip: Plan ahead for check-in and check-out times. Often weddings, airline tickets, or other living arrangements can conflict with these times when last minute planning occurs.>>

RESIDENCE HALL CARE

[OBJECTIVE: To empower you to be great caretakers of our buildings.]

As a resident we hope that you make your room your home. We ask that you treat the residence hall with respect and care, keeping it presentable is the responsibility of each member of the community.

As you add your personal belongings to your room please consider the following:

Wall hangings: The following are NOT allowed: screws in walls, transparent tape, duct tape, contact paper, applied wallpaper, stickers, adhesives, or markings that deface the doors and walls, painting (except by permission) and excessive or large nail holes. The following ARE allowed: push pins, staples from desk stapler.

Electric Appliances: You are welcome to bring personal convenience items such as a clock, fan, microwave, computer, hair dryer, razor, stereo, desk lamp, small refrigerator, television set, iron, curling iron, etc. Coffee pots which have a timer for automatic shut-off are also acceptable. We recommend, however, that even appliances with automatic shut-off devices be unplugged after use as a safety precaution. Stacking of electrical appliances is not acceptable, as adequate ventilation is essential for safe operation. The following items are prohibited because of their potential danger: hot pots, hot plates, electric blankets, toaster ovens, electric potpourri burners, liquid incense, space heaters and halogen lamps. Only 14 gauge fused power strip type extension cords may be used. Surge protection is also advisable as the University is not responsible for items damaged as the result of a power surge. Waterbeds are not permitted.

Christmas Lights: Since Christmas lights are considered temporary lighting, they are permitted from Thanksgiving through the end of the fall semester. These lights should not be placed under carpets, through doorways, or across hallways. Only low energy lights will be allowed. Check with your RA before hanging lights or other Christmas decorations.

Pets: No personal pets are permitted in or about the premises. Fish are allowed. Fish tanks are not to exceed a two-gallon capacity. Violation of this will result in a penalty, and the pet will be removed.

Bicycles: Bikes may be stored in designated areas only. Bikes may not be parked inside or outside the building so as to block or restrict the use of hallways, fire exits, or building entrances. Bikes may be stored in your room if agreed upon by roommate(s) and do not pose a fire hazard. Bikes are not to be ridden in the halls. Skateboards, rollerblades and skates are also not to be used in the halls.

Personal Property: You assume responsibility for your personal property. Corban is not responsible for loss by fire or theft.

Privacy: Each student's privacy should be honored as much as possible; therefore no one should enter another's room without permission. Although Campus Care generally makes arrangements in advance, time sensitive facility issues may require them to enter a student's room without advance notice or permission. When there is reason to believe that the standards of the University are being violated, the area coordinator, the Director of Campus Safety, Dean of Students, Director of Community Life, members of the University administration and/or residence hall staff may enter and search a room. In addition to searching the student's room, campus personnel may determine that a car search is also necessary.

Residence Hall Maintenance: Residence hall room maintenance is done on a regular basis. Report any maintenance needs to your resident assistant or assistant area coordinator who will submit a request for repair to Campus Care's TMA service request system.

<<Tip: Many homeowner insurance policies cover the contents of a college student's apartment. It might be good to check with your family's insurance provider to see if any existing policies insure your belongings.>>

RESIDENCE HALL HEALTH AND SAFETY

[OBJECTIVE: For your safety and the safety of those around you, here are some residence hall "taboos".]

Doors and Locks: Jeopardizing the security of any resident is a serious offense. Do not tamper with any door to keep it from shutting or locking. This includes leaving a door propped open for exit and re-entry. Violations of this policy will result in a fine and potential disciplinary action.

Keys: The security of individual student rooms is the responsibility of residents. If you lose your keys, notify your RA or AC immediately. You assume financial responsibility for key replacement.

Closed Areas: Because of health, safety, and maintenance concerns, there are certain areas of the residence hall which are off-limits to students. Rooftops, outside ledges, and fire escapes (other than in case of fire) are not open areas. For the safety of pedestrians and the appearance of the grounds surrounding the residence halls, nothing is to be thrown to or from residence hall windows or roofs. Throwing objects inside the buildings is also prohibited.

Candles and Flammable Materials: According to fire code, no open flames (Bunsen burners, candles, incense, candle warmers, reed diffusers, etc.) are allowed in the residence halls. Candles may be displayed, but not burned. In addition, flammable materials (gasoline, solvents, spray paint) are not permitted in the residence halls. All students should bring a working flashlight to use as needed.

Fire Safety Equipment: Fire extinguishers located in the residence halls are to be used only if there is a fire. An unauthorized discharge of a fire extinguisher will result in a fine. Exit signs, located strategically throughout the buildings, are designed to clearly indicate exit routes, particularly in emergency situations. These signs are considered fire equipment and are not to be tampered with. There are smoke detectors in all residence hall rooms. Anyone found

tampering with room smoke detection equipment will face disciplinary action. Any smoke detector needing maintenance should be reported immediately to your residence hall staff.

Fire Alarms: If there is a fire, the fire alarm should be sounded (there are at least two pull stations on each floor) and the building evacuated. False alarms involve the local fire department and are disruptive, expensive and dangerous. Anyone initiating them will be subject to a fire department issued fine.

Fires and Building Evacuation: Residence Life staff is required to evacuate a building when the fire alarm is activated or when an emergency evacuation is ordered. All persons inside a residence hall during a fire alarm or emergency evacuation are required to leave the building immediately. Individual residence hall procedures for fire alarms or other emergencies are presented during residence hall meetings at the beginning of the school year. Failure to respond to a fire alarm or to Residence Life staff requests for evacuation may result in University disciplinary action. Fire safety regulations require that hallways remain clear at all times. Violators will be fined.

Sales and Solicitation: For the protection and privacy of students and to prevent the interruption of studies, solicitation on University property is prohibited without permission of an Area Coordinator or the Director of Community Life. If you encounter a solicitor or salesperson, please report it to an RA or AC immediately. All deliveries must be made to the lobby area.

OTHER

POSTERS AND FLIERS

[OBJECTIVE: To ensure information is communicated via posters and fliers in a neat and effective manner.]

Any event posters or fliers must be brought to the Office of Student Life for review. The following regulations must be adhered to when posting on campus:

- Upon review of information contained on your flier/poster every item must be stamped with the dated Student Life stamp prior to posting.
- Posting of information on or in the Psalm Center is not allowed.
- There are three locations in Schimmel where you may post information: 1.) The Student Life Department bulletin board located on the second floor, 2.) the bulletin board outside of Campus Dining in the basement on the south end, and 3.) with permission from the ASB VP of Marketing and Communications, the ASB bulletin board also on the second floor.
- If you would like your flier posted in the residence halls, leave copies in the Student Life office for the Area Coordinators or Assistant Area Coordinators to take and post in their respective halls.
- There are bulletin boards inside and outside of the Academic Center, Pavilion, and Student Center that are available for use.
- When posting on outdoor bulletin boards please make sure your poster/flier is laminated to prevent weather damage and messes.

- Please remove your flier/poster immediately following your event.

<<Tips:

- *Fliers and posters that get the most positive attention contain simple, concise information and larger lettering.*
- *There are members of ASB that are eager to help you design great fliers/posters for your events.>>*

SCHEDULING ACTIVITIES AND RESERVING ROOMS

[OBJECTIVE: To inform students of access to and ways to reserve a variety of places on campus for events and activities.]

If you are involved in planning a student activity on or off campus it is necessary to submit a Corban Event Reservation Form (CERF) through the Administrative Assistant for Events in the Office of the President. Requests need to be submitted for approval no later than 14 days before the anticipated event. No public announcement or advertising is to go out until the request has been approved. Request forms are available [here](#), in the Office of Student Life, and in the President's Office. If you have any questions e-mail Schedule@Corban.edu for assistance.

SURVEYS, QUESTIONNAIRES, AND PETITIONS

All surveys and questionnaires distributed to members of the student body must be cleared by the Associate Provost for Academics.

PHOTOCOPIES AND PRINTING

Photocopies and printing are available in the Copy Center on the first floor of Schimmel Hall in black and white or color. Payment of cash, check, prepaid receipt from the Business Office, or an authorized account number is required at pick-up. For prices or additional questions call the Office of Marketing and Communications at ext. 7157.