

2009-2010

Things you should know



The Parent's Guide



Life-to-Life Learning

Seek

Truth.

Follow

Christ.

Impact

Eternity.

CLEARWATER
CHRISTIAN COLLEGE

TABLE of CONTENTS

Section 1 - Parents' Guide

| | |
|-------------------------------------|----|
| Introduction | 3 |
| The College Purpose | 3 |
| Standards | 3 |
| Special Events | 3 |
| Academic Information | 3 |
| Business Office | 4 |
| Financial Aid | 5 |
| Student Life | 5 |
| Athletics | 5 |
| Checking Off/On Campus | 5 |
| Christian Service | 6 |
| Church Attendance | 6 |
| Emergency Preparedness | 6 |
| Homesickness | 6 |
| Mail/eMail/Phone | 7 |
| Safety & Security | 7 |
| Student Insurance/Illness | 7 |
| Vehicles | 8 |
| Whom Do You Call?. | 9 |
| Required Events Calendar | 10 |
| Notes | 11 |

Section 2 - The Guide Calendar

Go to www.clearwater.edu and follow the Parents and Family link to find the Student Handbook link (this link includes The Guide Handbook and The Guide Calendar).



THE PRESIDENT of CLEARWATER CHRISTIAN COLLEGE

Dear Parents:

We are honored that you have entrusted your most valuable treasures to the *Clearwater Christian College* family. While the “letting go” process has begun, your young people need your counsel and direction now more than ever. It is our desire to partner with you during these last stages of preparation to equip them to be “good soldiers of Jesus Christ” in all walks of life.

The Parent’s Guide to Clearwater Christian College is designed to provide you with the information necessary to keep you “in the loop” regarding special events, academic procedures, and school policies. We have structured the entire college atmosphere to accomplish our goal of preparing men and women to know, love, and serve the Lord Jesus Christ. We want you to be informed about these details so that you can join us in the vital mission of preparing young people to serve Him.

We have included *The Guide Calendar* in this handbook so that you can pray more knowledgeably for the campus activities, and so that you can know what kind of pressures your young person is under. College life is a demanding time, and these young folks need our prayer and support as they work through critical steps in their spiritual, academic, and social growth process.

We pledge to do everything in our power to provide the right atmosphere, effective tools, and appropriate direction for these young people. They will receive a quality academic education, and they will be challenged over and over again to grow in their own personal walk with the Lord and to influence others both on and off campus for His kingdom.

If you have questions, comments, or suggestions for us, please let us know. We are here to assist you, and we want to be effective in this ministry. Thank you for your confidence in the faculty, staff, and administration at *Clearwater Christian College*. With God’s help, you will not be disappointed.

Sincerely yours,

Dr. Richard Stratton

THE VICE PRESIDENT FOR STUDENT LIFE

Dear Parents:

What a blessing to have you as a part of our extended *Clearwater Christian College* family. For the next few months we will be connected in a very special way. You have entrusted your most prized possession into our care with the hopes that his/her time here will be a positive, life changing experience. That is our hope as well. We pledge to you that we will do everything in our power, by the Lord's help, to make that happen.

We have prepared *The Parents' Guide* to Clearwater Christian College to help you get a glimpse of what the year will hold for your young person. I would urge you to pay special attention to things such as calendar dates, contact information, and policies that help the institution operate more effectively. Throughout the year your child may contact you confused, discouraged, and unhappy over something that may have happened here. We feel it will help you to be somewhat familiar with ways to reach us if you feel the need. Also, for your information, the yearly calendar and *The Guide*, our student policy handbook, can be found on the school's website, www.clearwater.edu.

As a word of caution, let me encourage you about how to deal with phone calls home. First, it is to be expected that students who have left home for the first time will experience some homesickness. When you receive that call it is best not to suggest that coming home might be an option. Instead, encourage him/her to stick it out, talk to the devotional leader (D.L.), resident advisor (R.A.), or resident director (R.D.) and get involved in college life. From time to time students will have some discipline issues and get upset. Keep in mind that when they call you about that you will be hearing only their viewpoint which may be somewhat slanted to gain your sympathy. Of course, from time to time things will happen that will appear unfair, but we try our best to be as fair and equitable as we can and our first goal is to deal with the heart of the issues, not to bring down the "hammer" of discipline.

Finally, if you feel that there is an issue that we need to know about and deal with or if you simply have questions about something that has taken place, please call us. Many times serious issues can be avoided by a simple phone call.

We want your experience as part of our family to be the very best it can be. We covet your prayers as we try to meet the needs of your child. Only by God's grace can we do that and that is our prayer for this year.

Sincerely yours,

Mr. Ryan Dupee

INTRODUCTION

Clearwater Christian College exists to provide an excellent liberal arts Christian education centered on God's Word. It is our desire to challenge students to love God wholly, to know Him intimately, and to serve Him fervently. We want to educate men and women to minister faithfully and humbly with evangelistic zeal as they impact eternity for Jesus Christ in every avenue of service.

As a parent of a *Clearwater Christian College* student, your ability to assist your student will help to ensure success during his/her college years. The intent of *The Parents' Guide* is to provide information and direction in order to assist you in helping your child succeed while at *Clearwater Christian College*.

THE COLLEGE PURPOSE

Clearwater Christian College is committed to providing programs which develop in the student Godly character and a desire to achieve academic integrity and excellence. Through its educational programs, chapel services, student activities, and residence hall life, the College provides the kind of atmosphere which will promote the spiritual, intellectual, social, and character development of students.

STANDARDS

In order to accomplish the purpose of the College, certain standards have been established to create an atmosphere best suited for the desired educational experience in a Christian setting. Students are informed of expected standards in *The Guide*, our college handbook. Each student is asked to read *The Guide* prior to completing registration and to sign a statement acknowledging having read it and agreeing to abide by the policies stated in the handbook.

Everyone in the college family is expected to maintain a personal level of conduct honoring to the Lord, faithful to His Word, and effective in promoting a testimony to a lost world.

SPECIAL EVENTS

During the school year, the College holds special weeks of emphasis as part of our overall curriculum. Each semester opens with a week of Christian Life Conference. These services are designed to place a spiritual priority in the lives of the college family. Each semester also features a Day of Prayer or a Bible Conference Day, where the daily class schedule is set aside for an entire day's emphasis on the subject and practice of prayer and God's Word. Another special week of emphasis includes an annual Missions Conference.

Several days are set aside to emphasize ministry opportunities. Each spring, Christian school administrators come to the college to recruit for teachers and school personnel at the Teacher Recruitment Conference. In addition, a Seminary Recruitment Conference is held to provide information to those interested in continuing their education at the seminary level.

ACADEMIC INFORMATION

(for more information go to *The Guide* pgs. 17-20)

Clearwater Christian College is regionally accredited by the *Commission on Colleges of*

the Southern Association of Colleges and Schools (SACS). The College offers both bachelors and associate degrees in various majors. Please consult the *College Catalog* for specific information related to a particular program. The *College Catalog* is also found on the college's web site at www.clearwater.edu.

The faculty and staff at *Clearwater Christian College* are committed to helping each student succeed in his or her academic program. Each student is assigned an academic advisor, who is available to help with scheduling, program requirements, and to provide assistance needed by the student.

Each semester, students are required to attend a "Majors Meeting." Students divide up according to their major and receive information unique to their course of study. This also helps the advising process to make sure the student does not miss any required elements of the program.

Parents often desire to know how their student is doing academically. Federal law requires the College to issue all grades directly to the student. Parents are encouraged to consult regularly with their student concerning coursework and grades earned in each class. An important question to ask is for specific grade results. If a student only tells you that they are doing "okay" or "everything is fine," there may be a developing problem. Students who earn acceptable grades are usually more than willing to share the results with their parents.

Should you detect that your student is struggling, please feel free to call the *Registrar's Office* or the *Office of the Vice President for Academic Affairs* to discuss the situation.

Students are reminded of the importance of regular class attendance. The college administration and faculty discourage all unnecessary class absences. Only the following activities have been approved for sanctioned absences by the College: administrative requests, athletic events for team members, class field trips, and fine arts commitments.

Student absences, whether for personal days or illness, are limited to the following:

| | | | |
|--------------------------|---|---|---|
| Class Meetings Per Week | 1 | 2 | 3 |
| Total Absences Permitted | 1 | 3 | 4 |

Once a student exceeds the allotted number of absences, he or she will be dropped from the class. (Three tardies equal one absence. Students who leave class or arrive late are considered tardy.) Students dropped from class may appeal to the *Vice President for Academic Affairs*. Appeals will be granted only in exceptional cases of extended illness or injury. Students should not plan to take all of their personal days and then request an additional sick day.

BUSINESS OFFICE

The College offers the option of either paying your account in full prior to the beginning of classes or to enroll in a monthly payment plan. The payment plan is set up for five monthly payments per semester (Fall: July 20 - Nov. 20 / Spring: Dec. 20 - April 20). For students opting for the payment plan, enrollment and the first 20% payment need to be made by July 20 or December 20, respectively. (The monthly payment is determined by taking total charges and fees, subtracting all financial aid, and dividing that amount by five. Each payment is 20% of the remaining balance.)

In order to attend classes, any student who has not paid their account in full by Matriculation Day will be automatically enrolled in the payment plan, and 40% (the first two payments) of the remaining balance must be paid when they register. Subsequent payments are due by the 20th of each month with November 20 and April 20 being the last payment dates for each semester. All accounts must be settled in order for a student to take final exams. There is a one-time \$50 set-up fee for enrolling in the payment plan. Interest charges will be assessed only in the event that the monthly payment is not received on time. If you are opting to pay the account balance in full (after any financial aid), this must be taken care of before classes begin.

Please contact the *Business Office* if you have further questions regarding payment or account balances.

FINANCIAL AID

While the cost of higher education is the primary responsibility of the student, the College and the *Office of Financial Aid* recognize that without financial assistance the cost of a *Clearwater Christian College* education may be beyond the reach of many students. Brochures can be found in the *Office of Financial Aid* designed to provide useful information about the financial aid process.

A determination of eligibility for assistance based on need is made using the results of the student's submission of the *Free Application for Federal Student Aid (FAFSA)* to the U.S. Department of Education. Students are encouraged to complete the regular FAFSA on the web at www.fafsa.ed.gov.

Other sources of assistance might also be available to assist students in meeting their education expenses. Florida resident students are encouraged to complete the *Florida Resident Access Grant (FRAG)* application. You may contact the *Office of Financial Aid* for other sources of scholarships and grants.

STUDENT LIFE

The college experience is certainly made up of more than just attending classes. At *Clearwater Christian College* we seek to provide many opportunities for enrichment and growth through fine arts, all-school socials, banquets, athletics, residence hall life, clubs, community service, and social organizations. There are many opportunities for the student to be involved in college life.

Athletics

The College provides both an intercollegiate and intramural sports program. Parents may follow their favorite team's progress and scores on the college's web page.

Checking Off/On Campus

(for more information go to *The Guide* pgs. 35, 36)

When a student is planning to leave campus overnight, he/she must complete an overnight permission through the Dean of Women's office. When a student is leaving campus for the evening hours (after 7:00 p.m.) or returning to campus after 7:00 p.m., an *Off-campus Notification Form* must be completed and given to the security officer on duty.

Christian Service

(for more information go to The Guide pg. 24)

Each student at *Clearwater Christian College* is involved in one or more Christian Service opportunities. This service is usually done through a ministry of the local church. However, the student may also be involved in some type of ministry through a student organization from campus.

Church Attendance

(for more information go to The Guide pgs. 23, 24)

Clearwater Christian College strongly supports the local church and everyone in the college family is to be actively serving in a local church. Students are required to attend all the regularly scheduled Sunday services in their church. They are encouraged to attend the mid-week services in their church or attend the prayer meeting held on campus each Wednesday evening.

Emergency Preparedness

The motto of the *Environmental, Health and Safety Committee* (EHSC) at *Clearwater Christian College* could be "Fundamental principles played out in specific situations." Due to the nature of an unexpected emergency, specific events cannot be foreseen, but the fundamental principles established by *Clearwater Christian College* apply in each emergency situation.

Hurricanes are an often-talked-about subject among parents. We take every precaution to prepare for such events. *Clearwater Christian College* follows the direction of governmental officials concerning timing for evacuation. Since the college property is adjacent to Tampa Bay, we are in the first group of required evacuations.

Whenever we evacuate campus, all students must complete a form detailing where and with whom they are going. Students are required to call their parents to inform them of their personal plans. Everyone is accounted for in this process. We often have families volunteer to house students in areas where there is no threat of flooding from such storms. During previous evacuations, we have always been able to safely place all of our students in locations away from the storm's path.

Please keep several things in mind. Most hurricanes are small in size and affect limited areas. While you may hear on the news that a hurricane is near Florida, it could be in Miami (over 300 miles away) or in Pensacola (over 400 miles away). In such cases, we would continue life as normal in Clearwater.

During all such events, regularly updated information will be placed on our web site detailing our plans. If we would evacuate, information about when it will be safe to return to campus will also be posted on the web site.

In the event of a non-weather related emergency, the College has developed a "First Alert" Text-Message Warning System. Students, staff, and faculty will be notified immediately of the situation and will be given direction on how to respond. While it is difficult to plan against the irrational, we have taken the necessary steps to put warning systems, reliable security, and preventative measures into place.

Homesickness

Homesickness is normal, especially for first-time students. We have found, however, that

after a week or so students usually find themselves so involved with studies and various other activities that the homesickness largely disappears. This is one reason we have many activities during the opening week of school as well as helping students to build friendships with their peers.

You can greatly help us, however, if your student becomes homesick and calls you wanting to leave school. Encourage him/her to stay at least through the end of the semester. Most often, if homesick students will abide by the parents' insistence that they stay, they will settle in and become successful in their time here.

Mail/email/Phones

Keeping in touch is important! Each student will receive a specific box number for mail and a specific email address. Parents are encouraged to use both methods of communication. Even though you may email regularly or even talk by telephone, students still are pleased to see something in their mailbox. Please use this format when sending mail to your student:

Student's Name
Box Number
3400 Gulf to Bay Blvd.
Clearwater, FL 33759

Most students use their cell phone as a personal phone and this has proved to be an effective way to contact your student. However, the campus phone system can provide extensions to each student's room in the residence halls. The phone system is turned off each night at 10:30 p.m. (Eastern Time), 1:00 a.m. on Fridays. Daytime and early evenings are best for calling and getting through to your desired extension.

Safety and Security

(for more information go to *The Guide* pgs. 34, 35)

The safety of our students is very important to you and to us. The campus, located on a small peninsula with limited and monitored access, has a security force working to protect the safety of all students. A 24/7 manned security station is located at the entrance to the College. There is only one way on to campus; therefore, entry and exit is secure and monitored. We believe the campus environment to be safe, and our crime statistics show that to be so.

Each men's dorm is equipped with a lock that requires an entrance code. Unique codes are given to the residents of the room and they are not to be shared with anyone outside the dorm. Also, the ladies' units are locked with a key that is given to each resident (four rooms per unit). However, students should be careful to protect personal belongings, credit cards, and passwords. Large amounts of money should never be kept in the residence halls.

Student Insurance and Illness

All full-time degree-seeking students are automatically enrolled in the insurance plan at Registration and the premium for coverage is added to their tuition billing unless proof of comparable coverage is furnished. Students are required to participate in the *Basic Accident Benefits*. To waive out of the *Basic Sickness Benefits*, you must return the waiver form (contact the *Office of Student Life*) no later than the start of classes on August 27,

2009. Each student has limited coverage under the *College Accident and Health Plan* provided by *United Health Care Insurance Company*. This coverage is not primary and is applied after other insurance plans have been considered. See the brochure for additional information.

The College has prepared in advance for emergency medical situations. A service list of doctors, dentists, chiropractors, and optometrists is posted in every unit and also available in the *Office of Student Life*. Walk-in clinics and full-service hospitals are within minutes from the campus. Refrigerators are located in every unit/dorm room for necessary medical supplies that need to be refrigerated.

Resident Directors are available at any time to provide assistance in a medical emergency, to provide transportation to a doctor, or to make sure that the student is getting necessary rest. At the beginning of the semester, students are asked to voluntarily list all pre-existing medical conditions and medications they are currently taking. By giving permission to staff to review this information, your student is helping us help them in the event of an emergency.

Vehicles

(for more information go to The Guide pgs. 30, 31)

Because of the limited parking available on campus, students are limited to one motorized vehicle. All vehicles must be in running condition, any non-running vehicles left on campus will be towed at the owner's expense. Students may not bring a second vehicle, RV, trailer, boat, or jet-ski to campus. All full and part-time, resident and commuter students must register their vehicle and purchase a parking tag with Campus Security during Matriculation. The College strongly advises students to not lend or borrow vehicles. When someone has an accident and the student is not driving his or her own car, insurance issues become difficult and often the parents are the ones left to sort out the details.

Because driving conditions in the Clearwater/Tampa Bay area are quite busy and congested, all drivers should use extreme caution, especially as they enter and exit campus.

WHOM DO YOU CALL?

(Dial 1-727-726-1153, then the appropriate extension listed below)

| | | |
|------------------------------|--|-------|
| Academic Affairs | Mrs. Austin- Assistant to the Vice President for Acad. Affairs | x 225 |
| Division of Biblical Studies | Dr. Delnay- Interim Chair | x 284 |
| Division of Business Studies | Dr. McEntire- Chair | x 294 |
| Division of Education | Dr. Larsen- Chair | x 444 |
| Division of Fine Arts | Dr. Ralston- Chair | x 605 |
| Division of Humanities | Dr. Hurst- Chair | x 613 |
| Division of Science | Dr. Henry- Chair | x 237 |
| Activities | Mrs. Champion | x 217 |
| Admissions/Enrollment | Miss Gumbert- Assistant to the Director of Admissions | x 228 |
| Athletics | Mr. Whitaker | x 211 |
| Business Office | Mr. Schmiel | x 204 |
| Career Services | Mrs. Dollenmayer | x 262 |
| Christian Service | Mrs. Champion | x 217 |
| Computer Services | Mr. Gault | x 615 |
| Counseling | Mr. Dupee- Vice President for Student Life | x 240 |
| | Dr. Pratt- Dean of Women | x 208 |
| | Mr. Murphree- Dean of Men | x 292 |
| Employment on Campus | Mrs. Munro | x 216 |
| Grades & Transcripts | Mrs. Valentin- Assistant to the Registrar | x 223 |
| (Student) Insurance | Mrs. Johnson- Office of Student Life | x 240 |
| International Students | Miss Gumbert- Assistant to the Director of Admissions | x 228 |
| Parking / Security | Mr. Schlosser- Director of Campus Security | x 245 |
| Post Office | Mr. Valentin | x 215 |
| Residence Hall Life | Miss Halsted- Assistant to the Dean of Women | x 175 |
| Emmons Hall | Miss Wiedeman | x 208 |
| Paden Hall | Miss Towry | x 208 |
| Steele Hall | Mr. Alldredge | x 292 |
| Merritts Hall | Mr. Hoag | x 292 |
| Scholarship / Financial Aid | Mrs. Schlosser- Assistant Director for Financial Aid | x 214 |
| Social Life | Dr. Pratt- Dean of Women | x 208 |
| | Mr. Murphree- Dean of Men | x 292 |
| Spiritual Formation | Mrs. Cannon | x 254 |

NOTES