

This Arrival Manual has been designed to assist new students with information pertaining to their preparation to join the Clearwater Christian College family. Most of the information may be found in greater detail in the current catalog, or in the student handbook called *The Guide*, which is available at http://www.clearwater.edu/The_Guide.pdf.

GENERAL INFORMATION

Arrival Dates and Times

First-time resident and commuting students to Clearwater Christian College are expected to arrive on campus Saturday, August 22, 2009, between 9:00 a.m. and 4:00 p.m. to check in for the Fall semester. Non-students will not be able to stay on campus overnight with students in the residence halls. Students should use local limousine services available at the airport/train terminals or bus stations for transportation to campus.

SuperShuttle - (800) 282-6817 or (727) 572-1111

Airport Limo.com - 877-APT-LIMO (278-5466)

All first-time students, both commuting and resident, are expected to attend the New Student Orientation meeting Saturday evening, August 22, at 7:00 p.m.

Opening Week Schedule, Orientation, & Matriculation

The College has designed a New Student Orientation Program that will provide entering students with information that will acquaint them with specific procedures and will help them become successful while attending college. Unless indicated, each activity is required of all first-time students to CCC, both commuting and resident. The schedule for the orientation period is given on the following pages.

Attention Athletes

Student athletes are to report on Thursday, August 13. Check in is between 10:00 a.m. and 2:00 p.m. Teams will practice after 2:00 p.m. Dinner will be served at 5 p.m. to all student athletes. A new student and parent meeting will be held at 6 p.m. in D 101.

QUESTIONS???

We are here to help! If you need assistance, please feel free to contact your Admissions Counselor by calling 1-800-348-4463. You may also directly contact personnel in other college offices by e-mail or telephone (727) 726-1153, ext. 0.

2009-2010 OPENING WEEK SCHEDULE

Saturday, August 22

- 9:00-4:00 New Student Arrival and Check-in (S 111), ID Pictures (S 108)
- 12:00-1:00 Lunch
- 4:15 Dining Hall and Custodial Student Workers Meeting – Gym
- 4:30-5:30 Family Cook-in Dinner – Cathcart Hall
- 6:00-7:00 New Student/Parent Meeting for local church “Meet and Greet” – Gym
- 7:00-8:00 New Student/Parent Meeting with President, Vice Presidents, Cougar Card Rep – Gym
(Mentors Connection at the end of this meeting)
- 8:30 New Students’ Parents-Only Meeting – Gym
- 8:30 New Student Introduction to Orientation – D 101
- 9:30 New Student Get Acquainted Activity - Gym
- 11:00 Dorm Devotions in Mentor Groups

Sunday, August 23

- 9:00-9:30 Continental Breakfast
- 10:30 Campus Worship Service – Gym*
- *All new resident students must attend unless attending a local church with their parents.
- 12:30-1:00 Campus Lunch (Families are invited)
- 2:00 Mentor Connection – Freshmen meet with mentors
- 4:30 Pizza – Dining Hall
- 6:00-8:00 Beach Service (Phil Golson)
- 9:00 Ice Cream Social – Dining Hall
- 10:30 Dorm Meetings (all new resident students required attendance)

Monday, August 24

- 8:00-8:30 Continental Breakfast
- 8:30-4:00 Obtain mail box key in Campus Post Office
- 9:00 English Placement Tests – D 104
- 9:00 Greek Officers Meeting – D 101
- 11:00-12:00 New Student Orientation (Student Life/Spiritual Formation) – D 101
- 12:00-1:00 Lunch
- 1:00 Math Placement Tests – D 104
- 2:15-3:00 New Student Computer Orientation (IT Department) – D 101
- 4:30-5:30 Dinner
- 9:00-12 a.m. Bowling @ Clearwater Lanes – New Student Activity

Tuesday, August 25

- 7:30-8:00 Breakfast
- 8:00-11:00 New Student Yearbook Pictures – REH
- 8:30-12:00 Matriculation for new students, SLAM Team, athletes – S 111
- 8:30-4:00 Obtain mail box key in Campus Post Office
- 9:00-4:00 Returning Student Check-in – D 104
- 10:00 Commuters Meeting (NEW commuters required attendance) – S 108
- 11:00-12:30 Lunch
- 12:30-1:30 New Student Academic Orientation (Dr. Draper) – D 101
- 1:30-3:30 Early Drop/Add – Registrar’s Office
- 2:00 Student Workers Meeting – Gym
- 3:00-3:30 New Student Orientation Library (Group 1) in Library
- 3:30-4:00 New Student Orientation Library (Group 2) in Library
- 4:00 Returning Student Arrival Deadline
- 4:30-5:30 Dinner
- 7:30-9:00 Ice Skating at TBSA – New Student and Devotion Leader Activity
- 9:45-10:30 Dorm Meetings

Wednesday, August 26

7:30-8:00 Breakfast
8:30-4:00 Obtain mail box key in Campus Post Office
9:00 Chapel (all new students Freshmen & Transfers) – D 101
10:00-10:30 ROTC Meeting (all ROTC Cadets required attendance) – D 101
11:00 Transfer Student Writing Workshop – D 104
11:00-1:00 Lunch
11:30-12:00 Music Scholarship Meeting – D 114
11:30-2:30 Returning Student Yearbook Pictures – REH
12:00-1:00 Commuters Meeting (RETURNING commuters required attendance) – D 104
12:00-3:00 Returning Student Matriculation – S 111
3:00-3:30 New Student Orientation Library (Group 3) in Library
3:30-4:00 New Student Orientation Library (Group 4) in Library
3:00 EDU 362/363 Meeting – D 128
4:00 EDU 460 – D 128
4:30-6:00 Dinner
6:15 Campus Bible Study (All resident students required attendance) – Gym
9:00-10:30 Meet a Greek

Thursday, August 27Classes Begin

6:30-8:45 Breakfast
Education Internship Begins
9:00 Convocation Chapel – Gym (ALL students required attendance)
10:00-2:00 Lunch
4:00-6:30 Dinner

Friday, August 28

9:00 All New Students Chapel (Freshmen & Transfers) – D 101
9:00 Regular Chapel – Gym
4:30-5:30 Dinner
9:00 Greek Rush (ALL commuting and resident students under the age of 25 required attendance) – Gym

Saturday, August 29

Alumni Activities
10:30-11:30 Brunch
4:30-5:30 Dinner

Room Key

D = Dambach Hall

S = Steele Hall

ATTENTION PARENTS OF NEW STUDENTS!!

Here are some activities designed for your attendance and involvement:

Saturday, August 22

4:30 – 5:30 Family Dinner

We are inviting your whole family to join us for dinner in Cathcart Hall. You will need to pick up tickets at Check-in.

6:00 – 7:00 Local Church “Meet and Greet” in the gym

This is a time for you to see some of the local church ministries that your child may attend and be involved in.

7:00 – 8:00 New Student/Parent Meeting

A very informative session for all new students and their parents. This is an opportunity to meet the CCC Administrative Team. Required for ALL NEW STUDENTS.

8:30 New Parents Only

Get answers to your most important questions.

NOTE: Following this meeting your child will be returning to the gym. If you are planning to head home immediately or early the next morning you WILL have a chance to see your child and give him or her that last hug, final instructions, and say good-bye!!

Sunday, August 23

10:30 – Campus Church Service

This service will be held in the gym and will be for all new resident students. New students may miss this service ONLY if they are attending a local church with their parents.

6:00 – Sunset Beach Service (weather permitting)

Join us for a very special treat as we gather at Sand Key Beach for singing, testimonies and food. If you've never enjoyed a Gulf of Mexico sunset you don't want to miss this. Transportation will be provided. CCC will not pay parking fees.

Directions to Sand Key Beach from Clearwater Christian College

- Turn right (west) on Gulf-to-Bay Blvd. for about 4.6 miles.
- Follow the signs directing you to the beach (stay in left lanes).
- After you cross the Memorial Causeway you will come to a traffic circle.
- Take the 3rd exit onto Coronado Drive.
- Make a slight right onto S. Gulfview Blvd. which will take you to Gulf Blvd.
- Take Gulf Blvd. over the bridge to Sand Key Beach.

Complete information regarding academic policies is located in the College Catalog.

Outstanding Items

New students were accepted on academic information available at the time of admission, including their final high school and college transcripts. Final high school transcripts must show all courses completed with the appropriate grades/credits, date of high school graduation, final high school grade point averages, and class rank. Final transcripts must bear the school's seal and/or official signatures. College transcripts should be requested immediately at the conclusion of the last term of enrollment.

Registration

In order to qualify for registration, students must:

- be accepted by the Admissions Office
- have paid their confirmation deposit of \$100.00
- have submitted all completed medical report forms
- have an official copy of their high school/college transcript on file in the Admissions Office.

Once these items have been received, the Admissions Office will make arrangements for the student to participate in Early Selection and Registration. This is when the student makes course selections for the upcoming semester before the start of classes. Appointments for Early Selection may be conducted in person or over the telephone at an agreed time. The student will receive a schedule by mail. Additional responsibilities will be finalized during matriculation. Students are allowed to make changes during the Drop/Add period. Changes made during this time may result in the adjustment of the student's course load and account in the Business Office. Drop/Add will begin Thursday, August 27, and continues through Wednesday, September 3. After September 3, students will not be able to add classes to their schedules and will be financially responsible for any classes dropped.

Transcript Evaluations

The Registrar's Office is responsible for the official evaluation of college transcripts. Tentative evaluations are provided to new students by admissions counselors in advance. Students currently enrolled for college coursework should make arrangements for final transcripts to be mailed to the College upon completion. Omission of outstanding transcripts will delay the registration process.

Placement Examinations

Placement decisions for entry level English and mathematics courses will be made by the Academic Affairs Office at the time of Early Selection and Registration for students who do not have transferable college credit. Initial placement decisions are based on minimum scores earned on the English and mathematics subtests of the ACT or SAT and grades in select high school or college courses. Students may prove readiness for higher-level courses by earning satisfactory scores on an appropriate placement examination. Placement exams will be administered during the new student orientation period, and students are notified of their placement immediately after completing the test.

CLEP/Advanced Placement

These tests provide students the opportunity to earn college credit in numerous academic disciplines through testing. AP credit is usually earned through an approved high school program. CLEP credit is earned through testing held at local CLEP centers. Original CLEP and AP results must be presented to the College in order for the Registrar to award potential credit. CLEP and AP credit in English Grammar and Composition must be earned prior to initial registration on campus. Refer to the College Catalog or website for further CLEP/AP policies and minimum scores.

Dual Enrollment

College credit earned prior to high school graduation through the dual enrollment program with an accredited college may be transferable to the student's program of study with the presentation of an official transcript from the school.

Class Attendance Policy

The Class Attendance Policy is outlined in detail in *The Guide*. Students are expected to be in class and complete all course requirements. Students have limited personal absences for each course. College sanctioned absences only apply to college required absences, extended documented illness, and death in the immediate family. Students who exceed the personal absence limit are withdrawn from class with a grade of WF. All students must stay within the course absence total limit allowed.

Educational Needs

Students with documented disabilities should contact the Director of Guidance and Career Services for more information and an explanation of services.

ROTC

Students who plan to participate in the ROTC program the College offers through Air Force, Army, and Navy detachments stationed at the University of South Florida are required to confirm their participation with Mr. Cannon in the Registrar's Office and inform their academic advisor during registration of the need to register for applicable ROTC courses. Students who expect scholarships related to their ROTC participation should keep in mind that until they have unconditionally contracted and provided documentation to the College, they cannot apply the scholarship to their school bill.

2009-2010 REQUIRED DATES AND EVENTS

2009

September 1, 2, 3	Christian Life Conference
September 16	Majors Meetings
October 6, 7, 8	Missions Conference
October 13	Artist Series Event
October 21	Day of Prayer
November 6	Fall Concert
November 19	White Glove (required for all resident students)
December 11	Christmas Banquet (required for all resident students)

2010

January 18, 19, 20, 21	Christian Life Conference
February 3	Majors Meetings
February 16	Artist Series Event
March 3	Bible Conference
March 10	Student Surveys
April 15, 16, 17	Spring Musical (attendance at one performance is required)
April 29	White Glove (required for all resident students)

Term Start and End Dates

The following dates identify the start and end of the 2009-2010 fall and spring terms.

- Fall arrival deadline for first-time students: Saturday, August 22, 2009, by 4:00 p.m.
- Fall Semester first day of classes: Thursday, August 27, 2009.
- Thanksgiving break: November 20-30, 2009. Resident students may leave campus after their last class on Friday, November 20, 2009. Dorms close on, Saturday, November 21, 2009, at 10:30 a.m. The deadline for resident students to return to campus is Monday, November 30, 2009, at 10:30 p.m. unless students have a Monday night class. Classes resume on Monday, November 30, 2009, at 6:00 p.m.
- End of fall semester: For students who commute, the fall term concludes after their last exam. For resident students, the semester concludes after their last exam and completion of the checkout procedure with their resident hall director. Final Exam Week is scheduled for December 14-17, 2009.
- Christmas break: December 18, 2009 – January 11, 2010.
- Spring arrival deadline for first-time commuting and resident students: Monday, January 11, 2010, by 1:00 p.m. Returning resident students must arrive by 8:00 p.m. on Monday, January 11, 2010.
- Spring Semester first day of classes: Wednesday, January 13, 2010.
- Spring/Easter break: Resident students may leave campus after their last class and official check out on Friday, March 26, 2010. The deadline for resident students to return to campus is Monday, April 5, 2010, at 10:30 p.m., unless students have a Monday night class. Classes resume on Monday, April 5, 2010, at 6:00 p.m.
- End of Spring Semester: For underclassmen who commute, the spring term concludes after their last exam. For underclassmen who are resident students, the term concludes after their last exam and completion of the checkout procedure with their resident hall director. The exam week is scheduled for May 3-6, 2010.
- Graduation: The graduation service is scheduled for Saturday, May 8, 2010, at 10:30 a.m.

The following section deals with applicable matters associated with registration, student accounts, and business office policies and procedures. Students and parents should consult the College Catalog for specific details and policies. The Catalog is available for review on our website, under the academics link.

Cost of Attendance

The student's actual cost of attendance is computed at the time of registration; however, for general planning purposes, we have provided the following information for the typical full-time student:

- Tuition \$7,355 per semester¹
- Room & Board \$3,370 per semester²
- Estimated books \$450 per semester

¹ Based on enrollments of 12-16 hours

² Does not include board tax

Note: Course fees are printed at the conclusion of each course description in the current College Catalog.

Method of Payment

Expenses incurred by students through their enrollment are to be paid in full by the date of final matriculation scheduled August 25, 2009. The Business Office accepts payment by cash, check, Discover, or MasterCard. Families needing to make payments over a designated period may participate in our CCC Installment Plan. For students attending *either* fall or spring semester, enrollment in the plan *must be made* by July 20 or December 20, respectively, with the first installment of 20% of the balance (after the application of all financial aid and/or student loans), of the bill due at that time. A \$50 enrollment fee will be applied to the student's account at the time of registration. No interest will be applied to the student's account at the time of registration. No interest will be applied to the student's account under this plan as long as payments remain current; however, there will be a penalty fee equal to 1.5% of the entire outstanding account balance for payments received after the 20th of the month. Any student who has not satisfied school obligations by the day of matriculation will be automatically enrolled in the installment plan and charged the Payment Plan fee.

Health Insurance Fee

For 2009-2010, students who are enrolled for 12 hours or more are required to have basic health insurance coverage. A basic policy is available through the College and students will be charged the annual \$451 fee at the time of course registration unless they are able to show they have coverage through other personal or family sources. The policy covers a twelve-month period beginning with the fall term. Students whose enrollment is below 12 hours may elect to participate in the program after completing appropriate paperwork in the Business Office. Students will be asked to confirm their participation in the insurance program at each new matriculation. The College provides a secondary accident insurance policy covering all students enrolled full time to a maximum of \$5,000. There is no incremental charge for this provision. The fee shown here is for an additional and optional health insurance policy, which is available for students enrolled full time. Annual fees are charged at matriculation. Details are available upon request by calling the Student Life Office (727) 726-1153 ext. 240.

Monthly Statements

The Business Office will release a statement of account each month to all students who have an outstanding balance. While school is in session, statements are released to students through the campus mail system unless they have signed the Statement of Account Release Notification authorizing the Business Office to forward the statement to an approved third party. This release is printed on the Financial Information form students will receive with the initial statement.

Account Credit

It is possible through overpayment or the awarding of financial aid in excess of registration costs that students' accounts may show a credit balance. Students may request partial or full refunds if the credit balance indicates actual financial assistance received by the College, not just approved. Refunds may be requested in person or in writing. The Business Office requires three working days to process such requests. The earliest refunds may be released is after the conclusion of the drop/add period.

Textbook Charges

The Centre Court Campus Store accepts cash, check, Discover, Visa and MasterCard in payment for books and supplies. The College cannot post textbook charges to students' accounts in the Business Office unless their account balances indicate a credit in excess of the charges generated through matriculation. Eligible students must obtain a Textbook Charge slip from the Business Office before securing textbooks from the campus store.

By this time, you should have completed all of your 2009-2010 financial aid forms available on our website; however, if you have not, the following information should help you to complete the process.

Student Aid Reports (SAR)

Student Aid Reports (SAR) are released by the processor upon receiving a completed Free Application for Federal Student Aid (FAFSA) application. Parents are strongly encouraged to contact the Financial Aid Office in the event that they want to change previously submitted information or if they are selected for verification. The Financial Aid Office can save families valuable processing time by evaluating the necessity of the suggested changes and performing required ones through their office. NOTE: The priority date for students to present a Student Aid Report for priority consideration for most institutional scholarships for the 2009-2010 school year was March 1, 2009. After this date, institutional funds are awarded on an aid-available basis.

Verification

Roughly 30% of all FAFSA applicants are selected for a review process called "verification." The eligibility letter accompanying the Student Aid Report informs students that their applications were selected for verification. When selected, the students and parents are required to provide the Financial Aid Office a signed copy of their 2008 federal income tax return and a completed verification worksheet, which is provided by the College. The College Financial Aid Director will review these documents and perform any necessary adjustments. The processor then releases a corrected SAR. It is important that students respond to requests for documentation to complete verification as soon as possible to meet the criteria for financial aid program deadlines.

Notification of Assistance

Students are officially notified of their eligibility for financial aid through the Financial Aid Award Letter. This document is the official means by which the College informs students of their eligibility for federal, state, institutional, and private financial assistance. As changes are made to students' financial aid, an electronic copy of the award letter will be emailed. The Office of Student Financial Aid with the state of Florida has provided the College with initial eligibility rosters for the Florida Bright Future's Scholarship program. The College will post these awards on students' award letters once notification has been received.

Student Handbook

A copy of *The Guide* (student handbook) is available on our website, under the “Student Life” link. You should read it carefully prior to your arrival and preparation to enroll. Questions regarding its contents may be directed to the Office of Student Life. Upon arrival on campus, all new students will receive the current edition with their orientation material.

Medical Information Packet

A Medical Information Packet was previously mailed to you with other confirmation information. It describes available medical services and procedures and students’ responsibilities in submitting the completed medical report form. Students and their families should refer to this packet or *The Guide* for specific medical information. **Completed medical report forms must be submitted to the College before students may register for classes.**

Church Attendance and Christian Service

The expectations regarding these areas are stated in *The Guide*. The vice president for student life will meet with new students early in the semester to explain the church attendance policy and Christian service requirements.

Chapel

The daily chapel program begins on Wednesday, August 26, 2009, and concludes on December 16, 2009. Resident students are required to attend chapel Monday through Friday, and commuting students each day of the week that they have a class before or immediately after the chapel hour.

The Cougar Growl

Regular communication between the College administration and the student body is important. The College handles this concern through the release of a weekly announcement sheet called *The Cougar Growl*. This bulletin emphasizes activities, calendar changes, and special campus guests. *The Cougar Growl* is posted on the College’s intranet and on select bulletin boards on campus each Monday.

Mail and Intra-Campus Correspondence

The Campus Post Office is located in the lobby of the College gymnasium. Each student will receive a mailbox assignment at check in. All off-campus and intra-campus correspondence will be forwarded to the student through this mailbox. Students should notify friends, family, and all other regular correspondents of the necessity of including their CCC mailbox number with the address.

Student Parking

Students must register their vehicles at Matriculation which includes a fee of \$160.00. They will receive parking instructions and a tag at that time. Students are expected to carry minimum insurance coverage as required by their home state. Students are permitted to bring only one vehicle to campus.

Student Identification Cards

Every student is required to obtain a photo identification card at the beginning of the academic term. This card is required for chapel attendance, admission to the Cathcart Dining Hall, checking out materials from the library, and identification for official college functions. Many local businesses and organizations require students to show this identification before awarding discounts or providing specific services. Photographs for identification cards will be taken during the orientation period. There is no charge for the initial card; however, replacement cards may be obtained through the Campus Post Office at a cost of \$10.

The Greeks

Every student at CCC is given an opportunity to join one of the Greek organizations on campus. Six clubs are exclusively for women and six for men. Membership is limited, and students select the Greek of their choice during the orientation period. The Greeks provide teams for the College intramural program, participate in community service activities, and sponsor social events. Meetings are held during the regular chapel period. Membership in a Greek is required, but participation in extracurricular opportunities is optional. Commuting students are required to join a Greek unless they are married or 25 years of age or older.

Clubs and Organizations

In addition to the Greeks, the College provides a number of clubs and organizations centered on a specific academic or extracurricular interest. These organizations provide additional opportunities for fellowship, leadership development, community service, and specific information. Meetings are scheduled on a per-need basis and are usually announced in *The Cougar Growl*. Membership is optional.

Counseling

The College provides counseling in academic, vocational, personal, and spiritual matters. Students are encouraged to see their faculty advisor for academic and vocational advice. Counseling in personal and spiritual areas is available from the resident director, the dean of men, the dean of women, or the vice president for student life.

Internet/E-mail Access

In response to the growing need for information available on the Internet and the concern with access to inappropriate websites catering to pornography, witchcraft, Satanism, and cults, the College has installed a campus-wide network we have called CougarNet. This network provides filtered Internet access and e-mail services to students at a rate much lower than the standard monthly one charged by most Internet service providers. The filtering service is provided by a nonprofit Christian organization called Hedgebuilders. With this service, all students will have appropriate Internet and e-mail access. Due to the unique features of this service and the potential technological questions it may raise among individuals owning specific computer hardware, we have posted a more extensive fact sheet on the Cougarweb. Access to other Internet carriers is not possible from campus at the present time.

Telephone Services

Each room in the residence halls has one telephone jack, operated only with a touch-tone phone. Telephones must be provided by the student and local calls are free. Students should secure their own calling cards, ID caller access numbers, or cell phones for long distance purposes. The College will not provide long distance carrier service. The Internet access is not tied to the telephone system.

Resident Student Off-Campus Dating Policy

For the purposes of clarity, if the number of students in a group is one man and one woman, dating regulations apply. Students who are at least a sophomore may single date off campus. Sophomores are students who have successfully completed at least 30 hours of college credit. Any student under the age of 20 must have a parental-signed letter of permission to single date off campus. Couples may stay overnight at the home of one of the respective parents, with the completion and approval of the *Parental Acceptance Form*. This form is on-line at www.clearwater.edu under the *Parent and Family* link. The *Parental Acceptance Form* allows for one male and one female to stay at the same residence as long as one of their parents is present.

Residence Hall Checklist

Resident students should consider bringing to school or buying the following items once they arrive:

- Alarm clock/radio (consider non-electric alarm clocks)
- Tupperware containers to hold toiletry items (shampoo, soaps, tooth brushes, etc.) and edibles
- Desk lamp (no halogen lamps)
- Linen items (sheets, bedspread, pillow, pillowcase)
- Laundry supplies (detergents, bag or basket for dirty clothes, iron, etc....)
- Small trash container
- Touch-tone telephone
- Towels
- Toiletry Items
- Cleaning supplies
- Mattress pad for single bed
- Umbrella

Refrigerators and microwaves are provided for student use in the residence halls. Students should not bring large appliances, televisions, hot plates, burners, or toasters. Coffee pots are permitted. Computers must have “regular” monitors, not TV screens. Music collections brought on campus, and selections purchased once here, will be subject to review. We advise students not to bring music with a worldly sound. Refer to *The Guide* for more information regarding music standards.

Off-Campus Work

If you are planning to work off-campus, keep in mind you must attend (a) chapel everyday if you are a resident student, and each day that you have a class immediately before or after chapel if you are a commuting student; (b) the required evening events on campus as printed in the calendar found in *The Guide*; and (c) Sunday morning and evening church services. The Office of Student Life must approve all off-campus work.

WOMEN'S DRESS CODE

Sunday Dress	Worn for	Additional Notes
Dresses or dressy skirts and blouses; dress shoes; appropriate sandals	All Sunday services and Sunday breakfast and lunch; 7:00 p.m. fine arts events; evening Christian Life Conference services; banquets; Convocation; Commencement.	Flip-flops, denim material, jersey material, or khaki skirts are not suitable for Sunday dress.
Standard Dress	Worn for	Additional Notes
Dresses or skirts and blouses; appropriate shoes or sandals	Classroom sessions; all of campus before 4:30 p.m.; Wednesday church service attendance.	No athletic shoes or athletic-style shoes are part of standard dress; no jean dresses, skirts, or jumpers are permitted for standard dress except Friday evening and Saturday meals.
Casual Dress	Worn for	Additional Notes
Skirts, capris, slacks; loose-fitting jeans; loose-fitting shirts or t-shirts	All athletic events; campus socials; all evening meals, Saturday, and after lunch on Sundays, shopping, restaurants, and activities like bowling or miniature golf; the library and non-class meetings in Dambach after 4:30 p.m.	If clothing is molded to the body with no loose fabric, the garment is too tight. When working an off-campus job, it is permissible for students to wear their work attire to go to a restaurant to eat.
Athletic Dress	Worn for	Additional Notes
Athletic pants; Track and warm-up pants; loose-fitting t-shirts (no tank tops)	Participating in recreational activities on or off campus; participating in activities on the athletic field, in the gymnasium, and on the track; visiting <i>The Cove</i> for getting a drink or food to go.	Swimsuits must be one-piece and modest for wearing at the beach, pools, or on the Paden sundeck. When traveling to and from activities, pants and t-shirts must be worn over swimsuits. Shorts and a tank top may be worn for sunbathing only (in place of a swim suit), BUT may not be rolled or removed at any time.

Shorts may be worn at the beach for games and activities. Shorts may be worn on the soccer field or in the gymnasium when participating in activities, or when running, biking, and/or rollerblading. They may be worn when in direct transit to participate in an off-campus athletic event, but should a stop be required, pants should be worn over the shorts. Shorts may be worn to and from the athletic fields or gymnasium. They also may be worn from the dorm to jog off campus. Shorts must be long enough so that the bottom of the shorts is within three inches of the top of the knee when standing. Athletic shorts, board shorts, and biking shorts are not acceptable attire for attending outdoor athletic events.

Other appearance guidelines for women: Hair should be feminine in style. It should not be extreme in color or style and should not be spiked. Hairstyles deemed inappropriate will not be permitted. Jewelry should not be extreme or excessive. Other than the ears, no body piercings are permitted. If a student has a tattoo prior to coming to CCC, the administration reserves the right to require she keep the tattoo covered. Dress in private homes needs to be modest. Appropriate dress would be skirts, loose-fitting jeans, capris, or pants that meet our dress requirements. Rules regarding swimming attire are always in effect. Robes and nightwear are not permitted outside the residence hall units. All dresses and skirts must be loose fitting. All hemlines of dresses and skirts must be below the bottom of the knee when the student is standing. Slits must be sewn so that the top of the slit comes no higher than the bottom of the knee. Acceptable tops must be loose-fitting, not cupping under the breast; must have necklines that are no lower than four finger-widths below the collarbone; and must be long enough so that when the student bends over or reaches high in the air, no skin in the midriff area will be visible. The backs of tops should not be low-cut or have openings. Narrow straps and/or tank tops are permitted only when worn with a blouse/shirt or with a jacket or sweater. Sleeveless blouses, shirts, and dresses must cover from the neck to the edge of the shoulder and should be close-fitting under the arm. The only writing permitted on shirts are brand names and designer logos. No slogans are permitted. Shirts deemed inappropriate will not be permitted. Baseball caps should never be worn to class, chapel, or meals.

MEN'S DRESS CODE

Sunday Dress	Worn for	Additional Notes
Dress slacks and a belt; dress shirt with collar and tie; dress shoes with dark socks; jacket is optional except at 7:00 p.m. fine arts events, banquets, evening Christian Life Conference services, Convocation, and Commencement.	All Sunday services, and Sunday breakfast and lunch; Convocation; evening Christian Life Conference services; banquets; 7:00 p.m. fine arts events; Commencement NOTE: Ties are optional for Sunday evening services but collared shirts and dress pants must be worn.	No boldly-colored/mismatched outfits may be worn for Sunday dress; ties must be tightened and close to the neck; ties should not be removed or lowered until after Sunday lunch; churches may require a jacket for certain activities/areas of service.
Standard Dress	Worn for	Additional Notes
Slacks or khaki-type pants with belts; collared shirts/tucked in; long sleeves must be buttoned or rolled up; sweaters	Classroom sessions; all of campus before 4:30 p.m.; Wednesday church service attendance.	No athletics shoes, athletic-style shoes, or sandals; No men's slippers are permitted; Greek t-shirts (tucked in) may be worn on Greek meeting days; all other clothes are to be standard dress.
Casual Dress	Worn for	Additional Notes
T-shirts with sleeves; khaki-type pants; khaki-type shorts (no athletic shorts); loose-fitting jeans; athletic shoes and socks; sandals	All athletic events; campus socials; all evening meals, Saturday, and after lunch on Sundays, shopping, restaurants, and activities like bowling or miniature golf; the library and non-class meetings in Dambach after 4:30 p.m.	Socks are always required with dress, athletic, or tennis shoes; pants should not be sagging and should be worn so underwear is not showing; jeans may not be torn or have patches.
Athletic Dress	Worn for	Additional Notes
Athletic pants, athletic shorts; sweats, track and warm-up pants; t-shirts with sleeves or tank tops (no cut sleeves, "wife-beaters," or gaping arm holes); sandals; athletic shoes and socks	Participating in recreational activities on or off campus, on the athletic field/track or in the gymnasium.	Swimsuits must be conservative and of a boxer style; hem must be within three inches of the top of the knee when standing; men are required to wear shirts at all times except while at the beach.

Other appearance guidelines for men: Men must be clean-shaven daily. Married students may wear neatly-trimmed beards. They must be fully-grown in by the start of the fall semester. The administration reserves the right to ask any student to trim his beard. Sideburns should come no lower than the bottom of the ear. Thickness and height of hair should not be extreme. Hair must be above eyebrows, ear, and the collar. No extreme hair coloring or bleaching is permitted. Hairstyles deemed inappropriate will not be permitted. Men are not permitted to wear necklaces, bracelets, or earrings. "Live Strong"-type bracelets are not considered jewelry. Those enlisted in ROTC may wear their dog tags under their shirts. Men are not permitted to acquire tattoos while enrolled in CCC. If a student has a tattoo prior to coming to CCC, the administration reserves the right to require that he keep the tattoo covered. Body and ear piercings are not permitted. Hats or caps should never be worn to class, chapel, or meals. The only writing permitted on shirts are brand names and designer logos. No slogans are permitted. Shirts deemed inappropriate will not be permitted.

Guidelines for wearing shorts for men: Shorts may be worn at the beach for games and activities. Shorts must be long enough so that the hem is within three inches of the top of the knee when standing. Athletic shorts are not permitted in campus public places when loitering, i.e. watching TV in *The Cove*.

**CLEARWATER CHRISTIAN COLLEGE
EARLY ARRIVAL REQUEST FORM
FALL 2009**

In order to prepare the facilities in a proper manner and to provide the necessary supervision for on-campus residents, the College has identified Saturday, August 22, 2009, as the official date **new resident students** are to arrive on campus to occupy the residence halls. Check-in will begin at 9:00 a.m., and all new resident students must arrive on campus by 4:00 p.m. that afternoon.

All **returning resident students** are to arrive on campus by 4:00 p.m. on Tuesday, August 25. Returning students requesting early arrival must first contact Mrs. Karen Johnson in the Office of Student Life at 727-726-1153 extension 240 to discuss their need for early arrival, and once permitted, submit this form to the College.

Students arriving early for reasons other than athletic tryouts, campus work, or those requested to return early will be assessed a per night charge of \$25.00. This fee does not include meals.

Both new and returning students requesting early arrival should complete this form and return it to the Office of Student Life by August 1, 2009.

Student Name: _____

Telephone Number: _____

Date of Arrival: _____ Time of Arrival: _____

Reason for Early Arrival: _____

COUGARNET INFORMATION

General Information

Clearwater Christian College has a campus-wide network (known as Cougarnet) which provides high-speed access to the Internet, e-mail and a variety of campus data resources. Students can access the network using their own computer or a college unit located in the Library and computer labs. Students are required to agree to the College's network policy which outlines responsibilities and other information.

Accessibility

Wireless access is available campus-wide. In addition, each building on-campus has ports capable of supplying wired network and Internet access to students (in each residence hall room), faculty and staff. Wired laptop ports are also available to students in the Library, study lounges and the Café. If you need to purchase networking hardware, the campus store keeps these items in stock at competitive prices.

Network Settings

In order to use your own computer on our campus, you will need:

- **OPERATING SYSTEM:** Windows, MAC or Linux
- **COMPUTER HARDWARE:** network card with an RJ45 port or/and a wireless network card (802.11a/b/g and must support WPA2 security) to be used in areas with wireless capability (see above)
- **MISCELLANEOUS:** RJ45 Network Cable (for wired systems)
- **COMPUTER NAME:** You must change the computer name to your first initial and last name (i.e. JDoe). You can find help on how to do this by using the Windows Help feature.
- **PROXY SETTINGS:** In Internet Explorer, click on Tools (or the gear icon), Internet Options, Connections, Lan Settings – Checkmark “Automatically Detect Settings” in the “Automatic Configuration” box.
- **SOCKS SERVER:** You can access most of your favorite Instant Messenger programs by using our socks server. The settings required are **socks.clearwater.edu**, port **1080** using **Socks 5**.

Network Resources

Each student has access to the following network resources:

- **COUGARWEB:** Each student has a CougarWeb portal login (located at <http://cougarweb.clearwater.edu>). Your login name is your **first and last name with no spaces** (i.e. johndoe) and your password is the **last 6 digits** of your student ID number. The CougarWeb provides access to email, on-line class material and many other features.
- **EMAIL:** Students will use CCC's email while enrolled and it can be accessed from the CougarWeb. After logging in, please look to the top right of the screen for the “Check My Email” button. You may use any number of email clients to receive your email. An email client is a program (such as Outlook or Outlook Express) that can check and send email. The settings for these programs are available on the CougarWeb in the “File Manager” module under “Miscellaneous Files” and “Tools.”

Network Requirements

CCC requires that all students who use personal computers on campus must have the following security software on their computers:

- **ANTI-VIRUS SOFTWARE** – Every computer that is connected to the network either via a cable or wireless connection must have an anti-virus program installed and it must be kept up-to-date using whatever method the manufacturer provides. If you do not want to pay for this software, please download a free copy from <http://www.grisoft.com>.
- **ANTI-SPYWARE SOFTWARE** –Computers must also have anti-spyware software installed. It is recommended using Microsoft Defender which can be downloaded from Microsoft's website.
- **FIREWALL** – You must enable the Windows firewall or install a third party firewall. If you are using Windows XP, we suggest updating to Service Pack 3 using Microsoft's Windows update site – <http://www.windowsupdate.com>. This will enable a firewall for you with little effort on the part of the user. If you prefer, you can use any brand of firewall that you desire as long as it will protect your computer from incoming attacks. We recommend a free firewall from Sygate to those that are using Windows 95, 98, ME, NT and 2000. This download is available on the Cougarweb in the "File Manager" under "Miscellaneous Files" and "Tools." Computer Services is available to provide technical assistance via email for your network and Internet-related questions. If you need further information, please email the IT department at IT@clearwater.edu.