

Things You Should Know

2010-11 Parent's Guide



Parent's Handbook
College Calendar

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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:

It is our privilege to welcome you to the Clearwater Christian College family. For the upcoming years, we will be connected in a very special way. You have entrusted your most prized possession to our care with the hopes that his or her time will be a life-changing experience. It is our goal as well. With the Lord's help, we will accomplish that goal together.

We have prepared *The Parents' Guide to CCC* to give a glimpse of what the schoolyear holds for your child. Please take special care to calendar dates, contact information, and policies that help CCC operate effectively. Also, *The Guide* (the students' handbook) can be found on the website for your viewing.

As a word of encouragement to you, please allow me to emphasize a few things briefly that will help in upcoming months:

- God has divinely appointed your child to be here for this time. We praise His name for guiding and directing you and your child to entrust us with this responsibility.
- Homesickness and discouragement can make us question God and His leading. Please feel free to contact any Student Life representative immediately if you have any concerns. Your concerns are our concerns.
- Keep an open line of communication with your child. They need your encouragement and backing in the fulfilling of God's will for their life. Make this a time of growing for each of you.

If at any time you feel you need to speak with me personally, please contact me. I will be more than happy to help. Many times, potential issues can be avoided by a phone call or email.

We again want your experience as a CCC parent to be the best it can be. We covet your prayers as we try to disciple your child. It is only by God's grace that we will be able to accomplish this, so we desperately appreciate your support.

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

(for more information go to *The Guide* pg. 5)

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 Day* 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. 6-9)

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 associates' 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 website 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 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.)

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 \$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

(for more information go to *The Guide* pg. 15)

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. 34, 35)

When a student is planning to leave campus overnight, he/she must complete an overnight permission through the *Office of the Dean of Students*. 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

Each student at *Clearwater Christian College* is encouraged to participate in 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 campus student organization.

Church Attendance

(for more information go to *The Guide* pgs. 3, 4)

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 Clearwater and Florida government 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

Students use their cell phone as a personal phone and this has proved to be an effective way to stay in contact with your student. Consequently, room phones and room extensions are not provided for the dorms.

Safety & Security

(for more information go to *The Guide* pgs. 33, 34)

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 the 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 room. 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 & Illness

All full-time degree-seeking students are automatically enrolled in the College-sponsored student insurance plan at Matriculation 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 *Student Injury and Sickness Insurance Plan*. To waive out of the *Student Injury and Sickness Insurance Plan*, you must return the waiver form (contact the *Office of Student Life*) no later than September 1, 2010.

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 (R.D.'s) are available at any time to provide assistance in a medical emergency and to provide transportation to a doctor. 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 the Student Life 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. 27, 28)

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 Academic 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

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
Computer/IT Services	Mr. Gault	x 615

Counseling	Mr. Dupee, Vice President for Student Life	x 240
	Mr. Murphree, Dean of Students	x 292

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

Dean of Students	Mr. Murphree	x 292
Assistant to the Dean of Students	Miss Halsted	x 208
Emmons Hall	Miss Wiedeman	x 208, 236
Paden Hall	Miss Towry	x 208, 614
Steele Hall	Mr. Alldredge	x 292, 270
Merritts Hall	Mr. Hoag	x 292, 314

Scholarship/Financial Aid	Mrs. Schlosser- Assistant Director for Financial Aid	x 214
Social Life/Activities	Mr. Murphree- Dean of Men	x 292
Student Life Office	Mrs. Johnson/Mrs. Cannon	x 240

2010-11 CCC Required Events Calendar

Dates and events subject to change without notice.

- Please note that *Double Absence Days* are considered two class absence days. Please plan accordingly.
- The following dates are required. On these dates students must be present except in cases of emergency.

Fall Semester

August 31, September 1, 2 - Christian Life Conference (9:00 a.m.) & Wednesday evening service - resident students only (7:00 p.m.)

September 24 - Majors' Meetings (9:00 a.m.)

October 20 - Day of Prayer (10:00 a.m.-2:30 p.m.- all events required of all students)

November 18 - White Glove (required of dorm students only)

November 18, 19 - Double Absence Days before Thanksgiving Break (Students may leave after their last class November 19, & after having been officially checked out)

November 29, 30, December 1 - Double Absence Days after Thanksgiving Break (Student arrival deadline is November 19, 10:30 p.m.)

December 2, 3 - Christmas Concert (7:00 p.m.- attendance at one performance required)

December 13- 16 - Final Exams (Students may leave after their last exam & after having been officially checked out)

Spring Semester

January 17, 18, 19, 20 - Christian Life Conference (9:00 a.m.) & Tuesday evening service - resident students only (7:00 p.m.)

February 4 - Majors' Meetings (9:00 a.m.)

March 2 - Bible Conference (9:00 a.m.-3:00 p.m.)

March 9 - Student Surveys (9:00 a.m.)

March 10, 11 - Double Absence Days before Spring Break (Students may leave after their last class March 11, & after having been officially checked out)

March 21, 22, 23 - Double Absence Days after Spring Break (Student arrival deadline is March 20, 10:30 p.m.)

March 29 - Artist Series Event (7:00 p.m.)

April 13, 14, 15, 16 - Spring Play (attendance at one performance required)

April 20, 21 - Double Absence Days before Easter Break (Students may leave after their last class April 21, & after having been officially checked out)

April 25, 26, 27 - Double Absence Days after Easter Break (Student arrive deadline is April 25, 10:30 p.m.)

April 26 - White Glove (required of dorm students only)

May 2-5 - Final Exams (Students may leave after their last exam & after having been officially checked out)

NOTES

For *The Guide Calendar*,
please go to www.clearwater.edu,
select the “Parents’ and Family” link,
then go to the “Student Handbook” link.