

**UNDERGRADUATE STUDENT HANDBOOK**  
**2012-2013**



## ACADEMIC CALENDAR

Summer Term	2012	2013
Summer Session begins	May 6 (Su)	May 5 (Su)
Close of Summer Session course registration	May 16 (W)	May 15 (W)
Last day to drop a summer course without a fee	May 16 (W)	May 15 (W)
Summer Session ends	Aug. 18 (Sa)	Aug. 24 (Sa)
Fall Semester	2012	2013
Residence halls open for new students	Aug. 24 (F)	Aug. 23 (F)
New student and family orientation	Aug. 24-26	Aug. 23-25
New student registration/testing	Aug. 27-28	Aug. 26-27
Residence halls open for returning students	Aug. 27 (M)	Aug. 26 (M)
Continuing student registration	Aug. 28 (Tu)	Aug. 27 (Tu)
Instruction begins	Aug. 29 (W)	Aug. 28 (W)
Close of Fall Semester course registration	Sept. 7 (F)	Sept. 6 (F)
Last day to add courses to any class schedule	Sept. 7 (F)	Sept. 6 (F)
Last day to drop courses without a fee	Sept. 7 (F)	Sept. 6 (F)
Study Day (no classes)	Oct. 12 (F)	TBA
World Outreach Week	Oct. 22-26	Oct. 21-25
Last day to drop any course	Nov. 9 (F)	Nov. 8 (F)
Thanksgiving vacation	Nov. 21-25	Nov. 27 - Dec. 1
Classes resume	Nov. 26 (M)	Dec. 2 (M)
Early scheduling for Spring Semester	Nov. 12 - Dec. 14	Nov. 11 - Dec. 13
Christmas concert performances	Nov. 30 - Dec. 1 (F-Sa)	Dec. 6-7 (F-Sa)
Last day of instruction	Dec. 7 (F)	Dec. 6 (F)
Final exams	Dec. 10-14	Dec. 9-13
Residence halls close at 2:00 p.m.	Dec. 14 (F)	Dec. 13 (F)
Spring Semester	2013	2014
Residence halls open for all students	Jan. 7 (M)	Jan. 6 (M)
Registration for new students	Jan. 7 (M)	Jan. 6 (M)
Orientation for new students	Jan. 8 (T)	Jan. 7 (T)
Instruction begins for all students	Jan. 9 (W)	Jan. 8 (W)
Close of Spring Semester course registration	Jan. 18 (F)	Jan. 17 (F)
Last day to add courses to any class schedule	Jan. 18 (F)	Jan. 17 (F)
Last day to drop courses without a fee	Jan. 18 (F)	Jan. 17 (F)
Martin Luther King Day (no classes)	Jan. 21 (M)	Jan. 20 (M) Presi-
dents Day (no classes)	Feb. 18 (M)	Feb. 17 (M)
Last day to drop any course	March 15 (F)	March 14 (F)
Spring Break	March 25-29	March 24 - 28
Classes resume	April 1 (M)	March 31 (M)
Good Friday (no classes)	March 29 (F)	April 18 (F)
Classes resume	April 1 (M)	April 21 (M)
Registration for Summer Session	April 8-26	April 7-25
Early scheduling for Fall Semester	April 1 - May 3	March 31 - May 2
Last day of instruction	April 26 (F)	April 25 (F)
Final exams	April 29 - May 3	April 28 - May 2
Commencement	May 4 (Sat)	May 3 (Sat)
Residence halls closed	May 4 (Sat)	May 3 (Sat)

Revised 3/22/2012

# STATEMENT OF PURPOSE

## CORBAN UNIVERSITY MISSION

To educate Christians who will make a difference in the world for Jesus Christ (Matthew 28:19–20).

## STUDENT LIFE CHARGE

As instruments of God, we exist to develop servant leaders who will exemplify wisdom and integrity, express truth and compassion, and embrace challenge and growth.

## STUDENT LIFE PURPOSE

The purpose of the Office of Student Life at Corban University is to provide students with services, training, programs, and activities that support the academic mission of the University, promote student learning and development, and nurture the whole person in and out of the classroom.

## OUR VISION FOR THE FUTURE

At Corban University, our definition of academic excellence is compatible to the one presented in the book *Faith and Learning on the Edge* by David Claerbaut:

“It means teaching students to relate every academic discipline to God’s truth and his self revelation in Scripture, while detecting and critiquing non-biblical worldview assumptions. It is a distinctly Christian view of what life is all about, about the nature of humankind, about what our purposes ought to be, and about where we are headed eternally.”

Corban’s philosophy of Christian education is based upon biblical principles as stated in (2 Corinthians 10:5 NIV): “We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ.” We have this philosophy because we know that Christ is the foundation of all knowledge. “In Christ, are hidden all the treasures of wisdom and knowledge” (Colossians 2:3 NLV).

Our educational goal is that all studies, philosophy, and rhetoric have one object: to know Christ and honor him. This is the end of all learning. This goal is important because we want our students to achieve academic excellence and be prepared for ministry in whatever profession they choose. Corban’s merger with a seminary in Tacoma, Washington has a major impact on our vision. The merger gave us the first doctoral program plus five master’s level programs. This merger afforded us the opportunity to establish a site in the greater Seattle area. Serving this large metropolitan area enlarges our vision and mission because we will not only be able to offer the ministry programs, but all of our other graduate and degree completion programs.

Our mission—to educate Christians who will make a difference in the world for Jesus Christ—is carried out through fostering a transformative learning culture where sustainable biblical worldview takes shape; building a Christian community that promotes worship, creative expression, and activities that reflect God’s character; and cultivating a life of stewardship and service toward God, humanity, and creation. As a university with a global mission, we are positioning ourselves to become one of the highest ranked educational institutions in the United States. We are striving for excellence in every area of our institution. It will take dedication and will require substantial resources for us to accomplish our goal of a higher level of academic excellence. Evidence of this excellence is our ranking in the top ten in the west by U.S. News & World Report for the ninth year. We are the only Christian institution in the Northwest whose bachelor programs are so ranked.

We are glad you chose Corban and trust that your time here will spur you on to make a difference in the world for Jesus Christ.



Dedicating Heart and Mind to God,  
Reno Hoff  
*Corban University President*

## WELCOME TO THE CORBAN COMMUNITY

We want your experiences at Corban to be as meaningful and productive as possible. Our goal as a Christian university is to produce an environment that builds a mature Christian walk in the lives of our members. This handbook contains practical information about your role, responsibilities, and rights while a student. Our community expectations are based on biblical principles, our local church support, our school history, and responsiveness to today's culture. We recognize, however, that ultimately it is our love for Christ and our desire to please him that will make the Corban community an exciting, joyful, caring, stimulating, and enriching place in which to grow and mature.

You could memorize this handbook and still not have a true sense of what Corban is about. This is because it is the people here who give Corban its vitality and express its true character. That's why, at the front of our handbook, we include a section of essays. The topics are selected because we think they're important. The writers are selected because we think they have something significant to say and because their attitudes are the kind we value here.

I trust that as you read these essays on topics like relationships, health, and adapting to a new environment, you will get a peek into the hearts of a few of the people here and will get a taste of our campus culture.

All the information in this handbook, (except for that which speaks directly to life in the residence halls) applies to off-campus students as well as resident students.

Nancy Hedberg, D.Min.



*V.P. for Student Life*

### OFFICE OF STUDENT LIFE

Schimmel Hall, Floor 2

Ext. 7010

Hours: 8:00 a.m.–5:00 p.m.

The Office of Student Life can help you with questions regarding housing, health services, counseling services, student activities, chapel, Reach, and other campus matters.

### MAKING A HOME ON MARS

Have you ever gone to a place where things were so different that they felt weird? As an Oregon native, I remember my first visit to New Mexico where red-rock landscaped front yards, flat-roofed homes, and weirdly shaped cacti caused me to feel like I had landed on Mars. And then there were the three years after graduating from college when I lived in Germany and found that lard on restaurant tables, old ladies who cut in front of you at the bank, and neighborhood laws that restricted you from leaving your garage door open were commonplace! These experiences felt foreign (and even rude) at first, but in both cases, as I developed relationships and stopped making comparisons, I came to love the uniqueness of these two worlds that were so different from what I had always known.

In some regards, getting used to Corban might feel like trying to make a home on Mars (although hopefully no one will be pushing you out of the cafeteria line!). Some of these differences are going to come from the fact that you've never experienced a teacher praying in class or you're unfamiliar with jokes being told in the locker room that aren't brimming with sexual innuendo. Other differences are going to be because you are used to everyone around you believing the same things about drinking, dancing, and even the rapture. If it's different than what you are used to, life at Corban might feel a bit odd at first.

Several visits to New Mexico and years in Germany taught me some important things about acclimating to a new place. Regardless of whether or not the differences you feel are evidenced in the classroom or the coffee shop, lobby or library, I think it helps to acknowledge when things are different from what you are used to. Sometimes we fight hard against letting others know that we are ill at ease; as though it says something negative about our maturity or intellect. People in New Mexico and Germany knew I felt out of sorts at first and so it would have been silly to deny it; it would have been counter-productive as well.

Another thing that I've learned is that feeling at home in a new place occurs only as I appreciate what is unique about it. Being frustrated with Albuquerquians for failing to plant huge yards of soft grass would be pointless. Criticizing little old German ladies for pushing me out of line may have at first seemed reasonable, but over time I found that rudeness wasn't their motivation, efficiency was. Only as I let go of my "Oregon first" mindset was I able to appreciate the differences that existed in these cultures that were so different from what I was used to. Please give yourself permission to acknowledge any adjustment issues that you might experience as you begin life here at Corban. Know that it's completely normal to feel like things are different and to even question whether or not they are "better" than what you are used to. But once you've acknowledged what is different, consider the benefits of embracing this new community and its practices. As you do, you'll find that you've made yourself a home.



Brenda Roth  
*Dean of Students*

## **WILL YOU SHARE YOUR LUNCH WITH ME?**

We don't even know his name. He was just a kid. Alone in the crowd, with only a simple sack lunch to get him through the day. Actually, it was barely enough to keep his stomach from grumbling. There were no carrot sticks or string cheese, no Sun Chips or Cheetos, no trail mix or chocolate chip cookies. And certainly no juice box! All he had were a couple of plain tuna sandwiches. It was meager to be sure, but it was enough.

John 6 records the story of this boy and his lunch. My Bible subtitles this event as "Christ Feeds Five Thousand." And while I am awed by the miraculous event that unfolds, I am most deeply struck by the willingness of the young boy to share what he had. I wonder what would have happened had he not been willing. What if instead, he only offered to share his lunch with a handful of hungry people around him? Or what if he decided not to share at all? I mean, really... he didn't have all that much to begin with. Would his resources have gone as far if he had merely distributed them himself? I doubt it. In fact, I'm certain that had he attempted to stretch what little he possessed to meet the needs of the crowd around him on his own, he would have had only crumbs to offer them. The important thing is, he didn't. He gave all that he had—little though it was—and let Jesus do with it as He pleased.

The last several months I have been reading and researching difficult topics...things like hunger and lack of clean water in third world nations. Human trafficking, the toll that AIDS is taking on countries in Africa and the thousands of orphans left behind. In our own country, families are in crisis: hunger, housing, addictions, abuse, illiteracy and inadequate health care are among our most pressing issues. As a university, Corban is committed to making a difference in the world. As a Corban student, you will have new opportunities to be the hands and feet of Jesus to people in need—in Salem, across our country, and around the world.

Sometimes our resources, like those of the boy with the loaves and fishes, feel terribly inadequate for the huge needs we see around us. But thankfully, God's sufficiency is not limited by our resources, but only by our willingness (or lack of it) to share them. Sometimes it can feel overwhelming, being in the middle of a "crowd" of issues, needs, and hurts. But when I think of the boy and his lunch, I am reminded that Jesus asks only that I offer whatever I have for His use. And my resources—whether time, talent, or treasure—offered to Him, no matter how meager I think they might be, are, in His hands, the stuff that miracles are made of.

What's in your lunch sack? Wanna share? You just may have enough for 5,000!

"Then these righteous ones will reply, 'Lord, when did we ever see you hungry and feed you? Or thirsty and give you something to drink? Or a stranger and show you hospitality? Or naked and give you clothing? When did we ever see you sick or in prison and visit you?'"

"And the King will say, 'I tell you the truth, when you did it to one of the least of these my brothers and sisters, you were doing it to me!'" (Matthew 25:37-40 NLT)



Lori Schilling  
*Director of Reach*  
*ASB Advisor*

## THE GOD OF THE QUOTIDIAN

I have lived much of my life with the idea that God is best experienced in the fantastic: the worship experience that shakes my soul, the mountain view that humbles me, the conference that moves me to action. However, after each of these mountain top moments I find myself walking away wondering how to maintain the spiritual high I experienced and in each of these moments I fail.

This year, I have begun to see things differently. Instead of experiencing God in the fantastic, I have found myself experiencing him in the common things of life—the quotidian: on my daily bike ride, in a classroom conversation, amidst the rainy weather, over a meal, etc. I have begun to realize that God is not waiting for a moment in time to make his presence known. He is already present in the ordinary and it is up to me to notice him there.

Yahweh as the God of the quotidian is the very point that Moses makes on Mount Sinai. The people in the ancient Near East believed that gods ruled over particular nations and dwelt on prominent mountain tops within those regions. These gods were approached only through fantastic practices and only at certain times of the year. In contrast, Yahweh introduces himself to the nation of Israel as the God who wants to dwell with his people (Exodus 29:46). But when the people sin by building an idol and celebrating their newly designed deity, Yahweh declares that he is going to send the nation away from him while he remains on Mount Sinai (Exodus 33:3). Upon hearing this news, Moses pleads with Yahweh. "If your Presence does not go with us, do not send us up from here.... What else will distinguish me and your people from all the other people on the face of the earth?" (Exodus 33:15-16). In this prayer, Moses realizes that every other nation worships and experiences their deities in the fantastic. The primary distinguishing factor that separates Yahweh from all other "deities" is the fact that he is the God who dwells with his people, the God who is actively involved in the ordinary, the God of the quotidian.

I wonder what would happen if we lived our lives with this in mind, if, instead of waiting for God to “show up,” we lived our lives recognizing that God is already here—in the mundane and the ordinary: in the uphill walk to the dorm, in the 8 a.m. class, in the car that won’t start, in the conversations you have with your roommates, in the homeless man you ignore, in the midnight run to Wal-Mart, in Taco Tuesday, in the devastating break-up, in the disc golf game, in the search for a parking spot, in the quotidian. Perhaps then we would stop living for the next spiritual high and start living in the reality of today. Perhaps then we would see God in our every step and in our every interaction. Perhaps then we would see people differently. Perhaps then our faith would be an active part of our daily lives instead of a passive exercise of waiting on God. Perhaps then we wouldn’t have to work so hard to remember the last time we saw God in action because we just experienced him a few minutes ago.



Dan Huber  
*Campus Pastor*

## SHORTCUTS TO A HEALTHY LIFE?

Daily I have students stop by my office requesting “drugs” to restore health. When I tell them that the best (and often only) remedy for their particular ailment is rest, time, and perhaps some lifestyle changes, they seem disappointed. We live in a society so geared to looking for shortcuts that we expect there to be one for almost every situation. Have you ever taken, considered taking, or known anyone who has taken a shortcut to alertness, energy, weight loss, weight gain, coping, body strength, relaxation, problem solving, fitting in, health, pain relief, etc.?

What do these shortcuts look like, you ask? They often come packaged as pills, powders, liquids, and inhalants marketed with the promise of a “quick fix” for the problem at hand. No substance, however, is a substitute for sleep, exercise, will power, good health, nutritional food, or a clear conscience before God. In the same way that cramming is not an adequate substitute for really studying, caffeine is not a substitute for a good night of sleep. Diet pills and fad diets are no substitute for healthy eating habits. Ephedrine will not give the long term boost of energy that proper rest, exercise, and a healthy diet will give. Alcohol will not bring instant “personality” or relaxation without exacting a price. A shot of penicillin will not “fix” sexual promiscuity. Physical intimacy will not mend a broken heart. A hasty marriage will not repair a damaged relationship.

A “quick fix” rarely (if ever) will remove the true source of the discomfort, pain, or discontent we all will face at various times in life, but will only serve to delay the impetus to take action, giving instead a false sense of “health.” The truth is that without these warning signs, we would live at great peril. Negative emotions can have positive value if responded to well. The apparent negative aspects of physical, mental, emotional, and spiritual pain or discomfort or dissatisfaction, rather than being regarded as enemies, should be embraced as gifts—signals alerting us to attend to a matter that needs change. Opting for the quick fix instead may prevent real help and lasting change from ever occurring.

These popular quick fixes can and often do cause real physical, mental, spiritual, and emotional harm when used to short circuit a truly healthy, godly lifestyle. Ignoring physical pain by relieving it for 4 – 6 hours can result in serious or even fatal illness. Masking emotional discomfort with substances can prevent the formation of deep and lasting friendships, leaving a person alone and in despair. A five-minute devotional quick fix can produce a false sense of

intimacy and relationship with God. The choices you make now during your college years will largely determine how you respond to hard decisions in the future. Rather than always looking for the shortcut or the quick fix, think of what actions you can take and habits you can develop that will be most beneficial in the long run. I guarantee that it's well worth the time and effort to become healthier—physically, mentally, emotionally, and spiritually.



Janie Vohland, RN  
*Director of Health Services*

### **RELATIONAL CONFLICT: GO TO WAR OR JUST IGNORE?**

As I was getting my three children ready for school on the morning of September 11, 2001, I was interrupted by a phone call from my neighbor. “Are you watching the news?” she asked. I turned on my television and watched the scenes of airplane crashes over and over. I will never forget my feelings of confusion and disbelief. Nor will I forget the responses from my children. My oldest son, age 14, took one look and announced, “Looks like we’re going to war, and I will be signing up.” (Not surprisingly, he served in both Iraq and Afghanistan.) My 11-year-old son, in typical middle child form, said, “Can’t we just turn off the TV and talk about something else?” My eight-year-old daughter said simply, “I want Dad to come home. Call Dad and tell him to come home.”

I have thought about my children’s responses many times since that morning. Most of us respond to relational conflict much the way my two sons responded to the 9/11 tragedy. When faced with the confusion, hurt, fear, and uncertainty of a strained or damaged relationship, we either go to war or just ignore.

Going to war looks like this: We attack. We say that we are defending the truth. Maybe...but our behavior does not take the other person into consideration. Or we may find ourselves belittling the person in our minds or dwelling on the hurt he or she has caused us. We rehearse the verbal attack that we wish we had the guts to deliver. We fantasize about the person’s downfall, and privately rejoice when he fails. Going to war leaves everyone bloody and broken.

Ignoring conflict looks like this: We are peacemakers, or so we’d like to think. We would rather suffer than confront, and doing so seems much more Christian than going to war. According to Trammell and Rollins in *Redeeming Relationships*, we operate out of myths such as: Disagreement is sin; my relationships can succeed without confrontation; I can still grow without resolving conflict; real love doesn’t confront, it forgives; and agreement is necessary for unity.

But ignoring conflict does not make us peacemakers. It makes us peace-fakers. Since ignoring conflict does not work, we merely pretend that we have peace. Sadly, many faith communities are living in a pretend world where individuals feel forced to put on a happy face in the name of “unity” while the undercurrents of hurt, injustice, and petty pride brew like a storm headed for landfall.

So, when it comes to relational conflict, perhaps my daughter modeled the most helpful response that September morning. We simply need our dad. We need to know what God says about it. The Bible acknowledges that conflict will happen among believers (Matthew 18; Acts 15; Galatians 6). The Bible also gives us guidelines for dealing with that conflict in ways that are powerfully redemptive.

College life gives us many opportunities for working through conflict. This is a good sign! It means that you are living in genuine community and that you care enough to disagree. When (not if) this happens, resist the temptation to go to war or ignore. Seek out counsel for dealing with your conflict in ways that will restore and empower your relationships. It is hard work, but worth every bit of it.



Stephanie Husk, LCSW  
*Director of Counseling*

## COLLEGE AS A CALLING

*“Why am I paying so much money, when I could be out helping the poor?!”*

*“I just want to quit school, work in a thrift store, and serve God.”*

*“How can I justify sitting in class while I could be overcoming injustice in the world?”*

These are some of the comments I hear from students as they progress through their years of college. It seems the more you learn, the more you want to act. Students often desire to quit their formal education so they can get started “serving God.” This is a dilemma many of you will face during your time at Corban University. One solution is to consider your education as a calling and commit the time you have been given as dedicated unto God in an act of worship. That’s right, sitting in class is worship!

You exist to bring glory to God. By dedicating yourself to learning as a vocation while at Corban, you are fulfilling that call. In Don Opitz’s book, *The Outrageous Idea of Academic Faithfulness*, he views all of life as an adventure, where we are able to put “everything that we are and have in the service of the King. And during college we have a special opportunity to offer him our learning.” Your commitment to honor and glorify God while in school takes the form of focused dedication to learning. Studying for exams, attending chapel, reading textbooks, participating in service projects, pouring all that you have into group study sessions, research papers, and presentations strengthens your spirit and provides an opportunity to grow in your knowledge of Him, “in whom are hidden all the treasures of wisdom and knowledge” (Colossians 2:3 NIV).

In an article written to young Christians on their way to college, Stanley Hauerwas said, “Everything you study in college—is bathed in the light of Christ. It takes the eyes of faith to see that light, and it takes an educated mind to understand and articulate it.” By coming to Corban University you have the opportunity to stretch your faith and understanding of how Christ wants to work through you, His body, to impact the world. I challenge you to dedicate these years to Him and learn all you can as an act of worship.



Nathan Geer  
*Director of Residence Life*

## IT'S JUST THE BEGINNING!

For the past year or so, when I reflect on the attributes of God, one in particular repeatedly comes to mind- Redeemer. When I looked up the word “redeem” in an online dictionary, it was defined as “to rescue or to deliver.” When I think of God as my rescuer, my mind automatically turns to the cross. Through Jesus’ sacrifice, I am rescued from a much-deserved death. (Colossians 2:13-15 NIV) says, “When you were dead in your sins and in the uncircumcision of your sinful nature, God made you alive with Christ. He forgave us all our sins, having canceled the written code, with its regulations, that was against us and that stood opposed to us; he took it away, nailing it to the cross. And having disarmed the powers and authorities, he made a public spectacle of them, triumphing over them by the cross.” He delivered me from the penalty of my sin and triumphed over death for me. This amazing gift continues to astound me. As if this wasn’t enough, God doesn’t stop there.

As I’ve learned recently, God is actively at work redeeming me each and every day. When I look at my life, I see brokenness and shortcomings. I am thankful to be saved by grace, but I am also so aware of how undeserving I am. The person I am, and have been, is far from the perfect creation that I was intended to be in the beginning. Fortunately, God reached down to redeem me from death, and He continues to step into my life to bring about His glory. He sees the mess that I am, and redeems it into new life. He lovingly picks up my broken pieces and carefully brings them together to bring about a glorious mosaic that reflects Him. Despite my disobedience or my ignorance, He is redeeming me. (Psalm 106:7-8 NLT) describes God’s faithful redemption of His people in spite of their failure, “Our ancestors in Egypt were not impressed by the Lord’s miraculous deeds. They soon forgot his many acts of kindness to them. Instead, they rebelled against him at the Red Sea. Even so, he saved them—to defend the honor of his name and to demonstrate his mighty power.” He is bringing about beauty from the disarray of our lives so that His name may be glorified in us.

In C. S. Lewis’ book, *The Horse and His Boy*, a boy named Shasta is on a journey. Along the way, he has multiple encounters with a lion. He is frightened and hurried along by the beast, all the while dreading his next encounter with it. He faces mountains, rivers, and thick fog, yet Shasta presses on to the hope awaiting him. At one point in his journey, Shasta is alone in the thick fog, unaware of his surroundings, and discouraged by his circumstances. Tears start to roll down his cheeks as he reflects on the events of his journey so far and how much farther he has to go. Suddenly, he senses a presence. The sound of the creature breathing terrifies him. In his fright, Shasta stops crying and manages to ask the creature who He is. The creature responds by asking Shasta to tell him his sorrows. The creature tells Shasta the story of his travels. He explains that the many lions that Shasta saw were, in fact, not multiple animals. They were all the same Lion. Its purpose was not to frighten Shasta, but to quicken his pace and to help him avoid real danger. The fog lifts and Shasta is able to see the shape of Aslan, glowing with light in the early morning mist. Shasta gets off his horse and falls at Aslan’s feet. Aslan raises Shasta’s head and their eyes meet before Aslan disappears into the mist.

For the believer, redemption does not stop after we receive salvation; in fact, it is only the beginning! As exemplified by Aslan in Lewis’ book, God is at work behind the scenes redeeming His people. He is continually guiding and walking alongside each of us despite the thick fog that often disillusions us to His presence. Along the journey of life, we often face fearful situations that cause us to feel alone and to run away. At the time, they seem overwhelming and scary, but God is using these “lions of life” to get us to where we are going, to quicken our pace in getting there, and to protect us from other dangers. We must trust in His silence and seeming absence because He is at work to redeem us. We must hang on for the instant when the fog lifts and we get a glimpse of our Redeemer. In that moment, the fearful circumstances and disillusioning conditions will fade away, and we will fall at His feet in worship.



Amy Drake  
*ASB Executive Board President 2012-2013*

## **REACH**

Schimmel Hall, Floor 2  
Ext. 2188

The Reach program is intended to help you become more fully transformed into the image of Christ through the purposeful integration of faith, serving, and learning. In the process of fulfilling the program requirements it is our hope that your awareness of the needs of others will be increased, you will discover how to share the love of Christ in tangible, practical ways, your understanding of what it means to be a servant leader will be challenged and your relationship with Christ will be deepened.

The goals of the Reach program are to develop within you an intentional lifestyle of servant leadership; to broaden your awareness of the needs of others within our community; to provide opportunity for you to use your spiritual gifts, skills, and education to impact the community in meaningful ways; to encourage the exploration of cross-cultural service; and provide you with experiences that will compliment the educational process. Our hope is that your Reach experiences will translate into a lifetime of serving others.

Completion of the Reach program is a graduation requirement for Corban students. You are required to complete six Reach credits. Each credit requires at least 25 hours of volunteer service with an approved non-profit organization and a reflection project that communicates what you learned from your experience. The requirements for transfer students and those earning Associate of Arts degrees are prorated. The process for completing a Reach credit includes registering your project for credit, serving the required hours, an evaluation by your project supervisor, and completion of a reflection project. Information regarding the policies of the Reach program is published in the Reach Handbook which is available in the Office of Student Life.

## **CAMPUS ACTIVITIES/ORGANIZATIONS ASSOCIATED STUDENT BODY (ASB)**

ASB Office, Schimmel Hall, Room 24  
Ext. 8187

The purpose of this organization is to:

- Provide a student government, which develops unity and mutual understanding among campus organizations.
- Promote and uphold Christian principles and ideals on which Corban University is founded.
- Foster vital cooperative student/faculty relations in every area of campus life.

## **STUDENT GOVERNMENT OFFICERS FOR 2012-2013**

President . . . . . Amy Drake  
Vice President . . . . . Jacob Kopra  
Treasurer . . . . . Liane Dehart  
Communication Coordinator . . . . . Jesse Belleque  
Activities Coordinator . . . . . Jeff Morse  
Ministries Coordinator . . . . . Eli Olson  
Media Arts Coordinator . . . . . Jessica Baughman  
Student Organizations Coordinator . . . Emily Teterud

## **CHAPEL**

Chapel is held Monday, Wednesday, and Friday at 10 a.m. in the Psalm Center. Part of Corban's character as a Christian university is reflected and communicated in our chapel program. This provides a break in the daily demands of study, and it is the only time we are all together. We strive to present worshipful chapel programs with a balance of guest and faculty speakers, prayer, and various musical experiences. Chapel services often highlight special events such as Bible conferences, mission conferences, or lecture series. Chapel attendance is expected, and you are responsible to honor your commitment to attend.

## **COMMUNITY LIFE TEAM**

The Community Life Team's purpose is to build community by offering programs that enable students to experience an intersection between their passions and another person's need. The Community Life Team (CLT) is comprised of juniors and seniors living on campus who complement the RAs and ASB by providing additional opportunities for relationship development and personal growth. Endeavors must fall into one of five categories and focus on:

HEART – Engaging in the arts and creative expression.

HABITS – Developing healthy bodies and practices.

HEAD – Stretching the mind and intellect.

HOPE – Strengthening the heart and spirit.

HANDS – Practicing citizenship and stewardship.

2012 Team Roster: Brian Abbey, Kyle Anthony, Nathan Edwards, Megan Hofstede, Katelyn Larson, Hannah Lobban, Raychel Kim, Tony Roberts, Drew Schmitt, Jordyna Smith, Deanna Thomas, Amara Walls, William Wanane, Katie Wilson.

## **INTERCOLLEGIATE ATHLETICS**

Intercollegiate athletics at Corban include men's soccer, basketball, golf, baseball, track/field, and cross country, and women's volleyball, soccer, basketball, golf, softball, track/field, and cross country. Corban is a member of the Cascade Collegiate Conference in the National Association of Intercollegiate Athletics (NAIA).

## **INTRAMURAL SPORTS**

The Intramural Department at Corban University provides opportunities for maximum participation in a wide variety of sports and activities such as: recreational, competitive, and individual, co-ed, and men's or women's sports teams. The SportsPlex Intramural field area can be utilized and reserved for ASB approved or recreational club teams. Scheduling of such use is granted by contacting the Director of Intramurals.

## **PHOTOCOPIES/PRINTING**

Alumni House

Photocopies and printing are available in black and white or color. An electronic copy will give you the highest quality color document. Payment of cash, check, or a prepaid receipt from the Business Office is required at pick-up (or an authorized account number). For prices or additional questions call the Office of Marketing and Communications at ext. 7157.

NOTE: Self-service copies may be made in the library.

## **POSTER/FLIER POSTING REGULATIONS**

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

- 1) Upon review of information contained on your flier/poster every item must be stamped with the Student Life stamp prior to posting.
- 2) There will be absolutely NO posting of information on or in the Psalm Center.
- 3) There are only two locations in Schimmel where you may post information: the Student Life Department bulletin board located on the second floor, and the bulletin board outside of Campus Dining in the basement on the south end. (If you have permission from the ASB Communications Coordinator you may also post on the ASB bulletin board on the second floor of Schimmel.)
- 4) If you would like your flier posted in campus housing, leave a copy with the Student Life Administrative Assistant and she will see that each RD receives one to post.
- 5) There are many areas inside and outside of the Academic Center and Pavilion that are suitable for posting information. There is a bulletin board on the second floor of the Student Center, on the outside North end of the Pavilion, and right outside the Bookstore in the mailroom area. (If you choose to use outside areas please laminate your poster/flier so they do not become destroyed by inclement weather.)
- 6) Please be respectful and remove your flier/poster immediately following your event.

## **SCHEDULING ACTIVITIES/RESERVING ROOMS**

If you are involved in planning a student activity on or off campus it is necessary to submit a Master Calendar Event Form (MCEF) through the Campus Care Office. Requests need to be submitted for approval no later than 14 days before the anticipated event. No public announcement or advertising is to go out until the request has been approved. Request forms are available in the Office of Student Life and in the Campus Care Office.

## **STUDENT ORGANIZATIONS**

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

## **SURVEYS, QUESTIONNAIRES, AND PETITIONS**

All surveys and questionnaires distributed to members of the student body must be cleared by the Director of Assessment.

## **VISITATION WEEKENDS**

Prospective students are invited to visit Corban's campus at any time. The Corban Experience events are specific times designed especially for high school juniors and seniors to attend classes, meet with faculty and students, stay in residence halls, and attend campus events such as special concerts and games. Corban students are asked to host visitors in order to assist them in experiencing campus life firsthand.

## **STANDARDS OF CONDUCT**

A major purpose of the University is to promote personal growth. Corban seeks to provide the instruction and atmosphere essential for you to develop to spiritual maturity. We assume since you have chosen to attend a Christian university, you desire to live a godly life.

In this section of the handbook we outline the expectations the University has regarding your behavior. We also outline the action the University will take when expectations and standards are violated. It is our hope that the motivating force of all your actions is the love of God, rather than the desire to please people or the fear of punishment (Colossians 3:23). Thus motivated, you will express the highest standards of conduct in all your relationships. Your love for truth will lead you to avoid all forms of lying, deceitfulness, and cheating. You will respect law and authority in general as well as the government and its officials. You will obey them when consistent with Scripture and perform the duties of a good citizen. You should manifest allegiance to the Body of Christ by faithful attendance at the services of a local church and by participation in its ministries. Your respect for the property of others will restrain you from stealing and from careless or reckless use of others' possessions. A sense of dignity of human life will prevent you not only from willfully or carelessly causing harm to another, but also from destroying the reputation of another through malicious gossip.

You will observe the scriptural injunctions of love, obedience, and fidelity at all times. You will show proper respect for your body, which is the temple of the Holy Spirit, by abstaining from immorality and practices harmful to the body. This respect will extend to your attitude toward the treatment of other persons.

In questions of doubtful activities, certain broad scriptural principles are useful for guiding conduct. First of all, as a Christian you will consider that the rights of others are more important than your own; you will realize that inner righteousness surpasses any external law or constraint and that your scale of values emphasizes the positive good rather than a mere abstinence from evil; and you will govern your actions and do what leads to peace, what edifies others, and what glorifies God (Romans 14:19).

In light of scriptural principles, Corban expects its faculty, staff, and student body to refrain from certain practices in contemporary culture which are offensive to the weak Christian conscience. The University also expects that in matters of entertainment its faculty, staff, and students will exercise discretion and restraint in all choices.

## **CHURCH ATTENDANCE**

Active participation in a local, evangelical church should be a normal part of the Christian walk and is expected by Corban. Active participation begins with weekly attendance at services scheduled by that church. You are encouraged to talk with your resident assistant and other students if you want help in finding a local church.

Being active in the body of Christ through local church involvement is very important to your spiritual growth. We expect that your education at Corban is going to prepare you for Christian service somewhere in the world. Most certainly you will be getting involved in local church settings after you graduate. We encourage you to apply your education even now and get involved in a local church while a member of the Corban community (Hebrews 10:25).

## **COMPUTERS—Acceptable Use Policy**

The following guidelines summarize your responsibilities for the appropriate use of University network, computers, and other communication systems. These guidelines aid in protecting the confidentiality of stored data and files, protecting computers and networks, protecting the proprietary rights of third parties and the University in the use of commercial software, and providing the highest educational use of campus computer resources.

Network users are required to abide by the rules and policies as summarized below, as well as the complete Acceptable Usage Policy located on the support website (<http://support.corban.edu>). Computer technology brings with it the potential for abuse, whether intentional or otherwise. It is important to be a careful steward of your time, use these tools in moderation, and not allow them to dominate your life. In addition, you must exercise discernment regarding the content that you access, download, or view such as: questionable chat rooms, pornography, Warez, or any other kind of inappropriate material.

### **General Acceptable Use Policies**

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

### **Computers in the Residence Hall**

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

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

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

## **CONDUCT GUIDELINES**

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

In establishing the following guidelines, the University is aware of two things: (1) Rules and regulations alone will never develop your character or cause spiritual maturity (only the work of Christ in your heart and your submission to His truth will do that) and, (2) We would not be able to write enough rules to cover every circumstance.

Keep in mind that our goal is not to put you into a “social straight jacket,” but rather to help you make wise, constructive choices so you can experience the joy of a Christ-centered life.

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

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

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

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

## **DRESS AND APPEARANCE**

Corban expects you to be modest and socially appropriate in dress and appearance. Although you may not always be aware of it, the way you dress projects an image and can affect the way people see you, your values, and the organizations you represent. The University desires an image that is conservative, professional, and committed to excellence, and we ask you to dress in a way that projects that image. The image desired can include casual dress, but casual attire need not be sloppy, tasteless, or provocative. In some instances clothing acceptable in the residence halls is not appropriate in public. A clean and neat appearance is expected of all students.

Groups and student leaders (including, but not limited to, music ensembles, RAs, sports teams, ASB officers, food service employees, and mission teams) promoting and representing the University must be particularly careful about the image they present. Coaches, supervisors, and advisors may establish additional dress and appearance guidelines as desired.

## **DRUGS, ALCOHOL, AND TOBACCO**

Since Scripture admonishes us to refrain from harmful practices, Corban students may not use, possess, manufacture, distribute, or disperse tobacco (including chewing tobacco), alcoholic beverages, or illegal drugs while associated with the University (1 Corinthians 6:19-20, 10:31, Proverbs 20:1). The University may refuse admission to applicants who evidence difficulties in these areas. Current students who exhibit such problems may be asked to submit to (and pay for) testing, searches, counseling and/or disciplinary action which could include dismissal from the University. Corban is in compliance with federal drug-free campus and workplace legislation.

## **ENTERTAINMENT**

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

**Dance:** You must carefully and thoughtfully evaluate all forms of dance. You should not participate in dancing that is sexually suggestive, involves excessive body contact, compromises personal integrity, or offends others. You must also avoid environments which condone or promote inappropriate alcohol and drug use, profanity, immorality, or an ungodly lifestyle.

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

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

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

**Printed and/or Electronic Materials:** You must apply scriptural values when choosing printed and/or electronic materials that are described as artistic. It is a violation of biblical principles to view materials that degrade or exploit the human body and circumvent God's design for human sexual fulfillment. Sexually suggestive or explicit photographs, off-color words or pictures on clothing, inappropriate posters or magazines, or offensive album, CD, or cassette covers are also in violation of values presented in Scripture and, therefore, are unacceptable for Corban students.

## **HONESTY**

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

## **LANGUAGE**

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

## **PREGNANCY OUTSIDE OF MARRIAGE**

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

Because each individual is valued by God, and because of our conviction that life begins at conception, we believe in working to preserve all human life. Because of this, we believe induced abortion is not an option. An individual faced with an unwanted pregnancy will be offered assistance in finding proper medical care, counseling, and support in making decisions regarding the future of the child. Against this background, the University encourages any student, male or female, who becomes involved in pregnancy outside of marriage to contact the Dean of Students who in turn will seek to assist the student in an atmosphere which is caring and confidential. Together they can explore what University and community resources may be brought to bear in support of the student.

University policy is open to supporting the student to continue on with his or her educational program at Corban in a spirit of ongoing cooperation and commitment by the student to adhere to biblical standards of moral conduct. With this policy in mind, should a pregnant student wish to remain in classes through advanced stages of the term of her pregnancy she will be required to meet with a designated member of the Student Life staff who will act on her behalf to foster a spirit of caring for her within the University community and who will assist the student with practical support.

## **RELATIONSHIPS AND SEXUAL BEHAVIOR**

The development of wholesome friendships, good dating habits, and acceptable social manners is a vital part of your Christian growth. It is important that you conduct yourself, both publicly and privately, in such a way that you do not offend your fellow believers, nullify your testimony, or become involved in inappropriate activity. You are expected to refrain from moral impurity. All sexual relationships should be within the context of a faithful heterosexual marriage (1 Thessalonians 4:3-8, 1 Corinthians 6:9-10, Galatians 5:19-21).

## **RESPECT FOR FACILITIES**

Corban is proud of its campus and facilities. As a member of this community, be responsible to not litter, deface property, or pollute the environment. Student lounges, the Library, and other common areas are semi-public and should be neat at all times.

## **RESPECT FOR OTHERS**

Because Scripture warns against showing favoritism (James 2:1) and asks that Christians “show proper respect to everyone” (1 Peter 2:17a), you are asked to treat one another with honor and to acknowledge that each individual is created in the image of God and has inherent worth. It is our desire to develop an environment in which differences are respected and valued. Each person has dignity, and to diminish the dignity of one is to diminish the dignity of all. Differences are celebrated within the context of our biblical beliefs.

Corban specifically asks that you not discriminate or cause harm against any person on the basis of race, color, national or ethnic origin, sex, age, or physical disability.

For more detailed information please read the Discrimination, Harassment, and Assault Policy as well as the Violent Act Policy, both of which can be found in the section entitled “Student Safety and Well Being.”

## **REPORTING AN ARREST**

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

## **DISCIPLINE**

As a member of the Corban community, you are expected to conduct yourself in accordance with the regulations of the University and the laws of the city, state, and federal government. If you violate University regulations, you face the possibility of disciplinary action. Two principles underlie the disciplinary efforts at Corban. First, disciplinary action is aimed at producing growth and maturity in your life. Second, every effort is made to encourage you to assume responsibility for your own behavior. In addition, as disciplinary actions are considered, we are mindful of our responsibilities to uphold the Christian standards of the University and to create an environment that is safe and wholesome, and that encourages spiritual growth for the whole student body. We want our disciplinary action to be biblical in nature, design, and purpose (Matthew 18:15–18, James 5:19–20, Galatians 6:1–2, Hebrews 12:11). In order to maintain consistency, specific guidelines exist regarding University disciplinary action. However, each disciplinary referral is handled on an individual basis.

## **SEEKING HELP TO GROW AND CHANGE**

If you know your behavior is outside the limits established by the University and/or God's Word, and wish assistance in changing this behavior, you may take the initiative to discuss it with a resident assistant, resident director, or other Student Life staff member without threat of disciplinary action. A problem of this nature is defined as a "personal problem," and the staff member will work with you toward restoration possibly through the creation of a Growth Agreement, which is a non-disciplinary mentoring agreement (Galatians 6:1-2). Exceptions may be made if behavior is repetitive, self-destructive, hazardous to others, or involves a significant legal issue in which the University is obligated to uphold the law.

## **CONFRONTING ONE ANOTHER**

Any community that ignores problem behavior, in effect condones it. Ignoring problem behavior not only gives tacit approval to the behavior but, biblically speaking, is withholding love from that individual. In this light, if you believe a fellow student is behaving in an unacceptable manner, you should go directly to that person and express your concern about the behavior and about the consequences it might bring to the community and/or to the individual. The community expectations should be clarified and the student should be asked if he or she is willing to agree to change the offending behavior. If there is a positive response and the behavior changes, the problem is resolved (Matthew 18:15).

If your confrontation does not solve the problem, or if there is a continuing pattern of harmful behavior, you should encourage the student to seek assistance from a Student Life staff member. If the student takes the initiative to seek help, it will be handled as a "personal problem" as described in the "Seeking Help to Grow and Change" section above, unless there is continued complaint from the community (Matthew 18:16).

If the student does not take the initiative to seek help, the best response is to let the student know that you yourself have a responsibility to contact someone in the Office of Student Life. It is fair for you to explain to the student that, depending upon the issue, at that point it could become a disciplinary issue. This will probably not be an easy step for you to take, but it may be the most loving thing you could do. "Better is open rebuke than love that is hidden. Faithful are the wounds of a friend; but the kisses of an enemy are profuse" (Proverbs 27:5-6 ASV).

## **DISCIPLINE PROCESS**

Discipline issues will be dealt with at the lowest level possible and the discipline process will include the following steps.

**Confrontation:** When it has come to the attention of the University that a student is making choices inconsistent with University guidelines, members of the Student Life staff will confront the student and give the student an opportunity to respond.

**Investigation:** The student involved, as well as faculty members, staff members, and other students who might have relevant information will be questioned.

**Course of Action:** Student Life staff members will meet with the student to inform him or her of the allegations and to notify the student of the University's intended course of action. Disciplinary decisions will be presented to the student in writing.

## DISCIPLINARY SANCTIONS

Possible disciplinary sanctions include the following:

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

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

**Accountability Contracts (ACs):** ACs are disciplinary contracts and last for a period of at least ten weeks. ACs are the lowest level of disciplinary contracts. Mentoring is conducted by a mutually agreed upon adult and contract stipulations are moderately negotiable. Copies of the contract are provided to various campus personnel which could include the student's mentor, academic advisor, resident director, and athletic director, and a copy is placed in the student's permanent file. Failure to comply may result in a Citizenship Probation Contract but can also result in a suspension or a recommendation for dismissal if the violation is significant.

**Citizenship Probation Contracts (CPs):** CPs are disciplinary contracts and generally last for one full semester. CPs are applied when behavioral violations are repetitive or of a serious nature. Mentoring is conducted by an adult selected by the Student Life office and contract stipulations are mandated. Copies of the contract are provided to various campus personnel which could include the student's mentor, academic advisor, resident director, athletic director, and director of campus safety, and a copy is placed in the student's permanent file. Failure to comply is likely to result in suspension or a recommendation for dismissal.

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

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

## PARENT NOTIFICATION OF DISCIPLINARY ACTION

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

## STUDENT LIFE APPEALS PROCESS

If you wish to appeal a Student Life decision or sanction, you must initiate the appeals process within two working days. Appeals must be submitted in writing to the Vice President for Student Life. Appeals will only be heard for the following purposes:

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

The Vice President for Student Life may deny consideration of an appeal that does not meet the above criteria. Appeals regarding most disciplinary, personal, or residence hall issues will be considered by the Student Life Leadership Team. You may address the leadership team, but may not be present for the leadership team's deliberation. The decision of the Student Life Leadership Team will be given to you in writing and will stand. Appeals regarding Reach requirements will be heard by the Reach Committee. Harassment/discrimination/assault appeals and appeals regarding dismissal will be heard by a specially-convened Board of Appeals made up of three faculty members, two staff members, and two students. The appeal shall be limited to review of the written record of the initial hearing and supporting documents. Neither you nor members of the dismissal committee shall have opportunity to address the Board. The decision of the Board of Appeals will be given to you in writing and will stand. The appeals process for academic concerns is outlined in the University catalog.

## **STUDENT SAFETY AND WELL BEING**

### **CAMPUS SAFETY SERVICES**

Corban is a private university, and despite our desire to welcome members of the community to our campus, we must put the safety of the University's students and employees above all else. It is important for students to recognize that the presence of uninvited individuals on campus presents a potential safety risk. Therefore, we ask all students, faculty, and staff to report any strange or suspicious activities to security personnel, Campus Care, or the Office of Student Life, or if necessary, to the local city police department.

Please do not invite strangers or people you do not know well to campus. All visitors must be accompanied while on campus or must obtain a guest pass.

The campus provides student security services 24 hours a day, seven days a week. The primary function of the safety officer is to lock and unlock buildings, walk through public buildings, and patrol the campus to identify, investigate, and report all unusual findings in an effort to maintain a safe environment in which to live. Campus Security personnel can also provide the following services: jumpstart a dead car battery; attempt to recover keys from a locked car; provide escorts or rides to and from buildings and parking lots at night; and provide emergency gasoline. Security agents carry cell phones that can be reached by any campus phone by dialing ext. 7777 or ext. 7778 or from off campus at 503-510-6430 or 503-510-3012. These numbers are monitored 24 hours a day, seven days a week, in case of an emergency.

### **COUNSELING SERVICES**

Schimmel Hall, Floor 2  
Ext. 2184

Counseling services are available to assist you in problem-solving and personal growth. Individual counseling can help you make important decisions, gain insight into your personal qualities, and learn to cope more effectively with the demands and difficulties of university life. Short-term on-campus counseling services are provided at no cost to you. If appropriate you may be referred to an off-campus counselor or agency for psychological tests or further consultation at your own expense. Information for setting appointments is available in the Office of Student Life.

### **CRISIS INTERVENTION POLICY**

The purpose of the policy is to provide procedures for assisting students involved in personal crisis. A crisis can be defined as a period of psychological disequilibrium or a physical disorder resulting from a dangerous or overwhelming event or situation. A crisis situation creates problems that cannot be remedied using familiar coping strategies. Sometimes it can be handled by a general referral to Corban's Health or Counseling Services.

At other times, the crisis requires more immediate intervention to prevent serious psychological or physical consequences. Corban University desires to help students whose problems or circumstances are interfering with their ability to function as students or who present a danger to themselves or others. While we are not prepared to provide long term help to these students, it is our desire to help them through immediate crises and to insure that adequate care is arranged.

The Office of Student Life should be contacted for advice and consultation about students in crisis. This is especially important and necessary if the student is an on-campus resident. It is the general practice of Corban University to maintain strict confidentiality concerning individual students in crisis, unless specifically authorized by the student. However, confidentiality may be breached in instances where the student presents a clear and present danger to self or to others.

**Services Provided:**

Corban University will provide crisis intervention services on a short term basis to insure the psychological or physical well being of the student in crisis. However, if long term treatment or therapy is needed for resolution of the problem or circumstances, the student will most often be referred to appropriate help in the community for psychological examinations, psychological tests, or further consultation.

The evaluation will be at the student's expense and should include counseling recommendations, diagnosis with services needed, etc. If the evaluation indicates the student is able to function in the University environment (i.e., take medication as prescribed, regularly attend class and chapel, safely reside in the residence hall, and physically take care of themselves), he or she will be allowed to continue as a student and reside in campus housing. If the evaluation indicates a permanent or temporary disability, the Director of Student Support will work to provide reasonable accommodations. In instances where counseling is required, regular progress reports and confirmation of counseling appointments may be required.

In some extreme instances (i.e., student is determined to be a danger to self or others, is suicidal and needs constant observation, or is physically unable to function), it may be necessary to ask the student in crisis to leave the institution. There may be some instances, however, in which students may be required to leave the University against their will. In these instances, both the rights of the students, and the responsibilities of the University will be taken into consideration. Every effort will be made to insure that students who leave are going to a setting where recovery can take place. Students leaving under these circumstances, who seek readmission, will be required to present evidence that their crisis has been resolved and they are able to function appropriately in the campus community.

**Policy/Procedure Exceptions:** While the University must preserve the integrity of its policies and procedures, it may be necessary to waive them to help a student in crisis. Examples include, but are not limited to course drop policies, course attendance policies, tuition refund policies, withdrawal and readmission policies, and others. Exceptions will be made on a case by case basis and the student life staff members will work with the appropriate administrator.

## **DISCRIMINATION, HARASSMENT, AND ASSAULT POLICY**

It is the policy of Corban that employees and students have the right to work and study in an environment free of discrimination or harassment on the basis of race, color, national or ethnic origin, sex, age, or physical disability (1 Peter 2:17, James 2:1). As followers of Christ, we are commanded to respect everyone (1 Peter 2:17); avoid favoritism (James 2:1); and act with humility (Philippians 2:3). While discrimination or harassment may take many forms and determination of what constitutes a violation will vary according to the particular circumstances, there is no place at Corban for conduct that diminishes or abuses others. A violation of this policy by a member of the University community may lead to disciplinary action, including but not limited to written or verbal reprimand; additional required training or counseling; suspension; expulsion; or termination.

**Ombudsperson:** The University has designated Ombudspersons who may assist in the informal resolution of harassment and discrimination concerns. The Ombudspersons are conversant with the Discrimination, Harassment, and Assault Policy and these complaint procedures. The Ombudsperson can offer guidance on the various options and resources available to address the situation. An Ombudsperson is not authorized to conduct investigations of complaints they receive. Talking to an Ombudsperson does not constitute notice to the University, since the purpose is to provide a confidential forum where different options may be considered. However, Ombudspersons can provide you with information about how a complaint may be made to the University.

**Sexual Harassment:** In 1980, the Equal Employment Opportunity Commission issued guidelines defining sexual harassment and recognizing it as a violation of Title VI of the Civil Rights Act of 1964. According to the guidelines,

unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, intimidation, or exploitation if:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or education; or
- b. Is a basis for employment or educational decisions affecting the individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
- d. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.

**Sexual Assault:** Sexual assault is any unwanted sexual contact. It is an extreme form of sexual harassment and will be considered a serious offense by the University. Any use of threat, coercion, or force to obtain sexual contact is illegal. It is wrong and illegal for anyone to have any sexual contact with you without your consent— regardless of how well someone knows you, how much you've had to drink, or whether some of the sex was consensual. The law defines consent as positive cooperation in act or attitude as a result of exercising your free will. Consent may not be inferred from silence or passivity. A current or previous relationship does not constitute consent. Consent may not be legally given if you are under the age of 18, under the influence of alcohol or drugs, or if you are physically or mentally incapacitated.

### **Emergency Reporting Procedure**

If you were recently the victim of a sexual assault, you should seek medical help immediately. If desired, hospital personnel will assist you in contacting the appropriate law enforcement agencies. University personnel will gladly accompany you to provide support. You should be aware that if you are under the age of 18, hospital personnel are required by law to file an official report with or without your consent. It is best if you go to the hospital without showering and in possession of the unlaundered clothes you were wearing when the assault took place.

### **Non-Emergency Reporting Procedure**

If you experience any type of harassment or discrimination you may speak to an Ombudsperson or take the steps below. The University will not tolerate retaliation of any kind against you based upon your allegations regarding harassment or discrimination.

If you may do so safely, address the problem yourself. Inform the offending person that his or her behavior is unwelcome, offensive, or inappropriate. You may do this one-on-one or in the company of a trusted friend or colleague. Tell the offender to stop the behavior and do so without apologizing. State how the behavior is affecting you but do not engage in a lengthy conversation about it (you do not have to convince the offender and the offender does not have to agree with you). Or, if approaching the offender feels unsafe or awkward, write a letter. Either way, clearly communicate what the offending behavior is, tell the offender that it has to stop, and outline what you would like to happen now (see attachment A at the end of this handbook). If the problem is resolved satisfactorily, no further action may be necessary.

### **Seeking Help**

If you are unable to resolve the problem as above, you should inform University personnel of your complaint. This should be done as soon as possible after the incident.

- If you are a student, you may meet directly with the Dean of Students or you may tell a resident assistant and have him or her pass the information along.
- If you are an employee, you may report to your supervisor. If for any reason you do not wish to report to your immediate supervisor, you may report to the supervisor of your immediate superior, or to any dean or vice president.
- You should be informed that any University employee advised of discrimination, harassment, or assault is required to immediately report this information to specific University personnel, including the President (or an individual designated by the President) and the Director of Safety. If you are uncertain whether to report to an employee or supervisor, you may wish to consult with an Ombudsperson (see above).

## Follow-Up

As part of the University's initial investigation, you will be asked to meet with one or two University representatives and provide a written account of the incident and the desired solution. You will be asked to provide copies of letters, texts, etc. from the accused and strongly encouraged to document further communication from him or her. The accused will be informed of the complaint and will be asked to provide a written account as well. An investigation team will be brought together to investigate your complaint and determine if sanctions should be imposed. If you are an employee, the investigation team will be appointed by the President. If you are a student the investigation team will be appointed by the Dean of Students. You will not have to meet with this team directly but will be represented by your written account and initial interviews with the University representative.

You and the accused are entitled to the same opportunities to have others present during an institutional investigation. Both you and the accused will be informed of the final determination of any institutional discipline resulting from an alleged offense.

## Resolution

If you are a student and the matter is not resolved to your satisfaction, you may appeal according to the Student Life Appeals Process in the Student Handbook. If you are an employee, you may appeal according to the Appeals Process in the Employee Handbook. Please keep in mind that allegations of discrimination, harassment, sexual harassment, and sexual assault are potentially very serious to the person or persons charged, and while such allegations should be made whenever warranted, they should be made accurately and truthfully. As members of the body of Christ, we are commanded to live lives that are above reproach. This is especially true for those in leadership. Living above reproach is defined as having relationships that are marked by maturity, respect, propriety, discernment, and appropriate boundaries. Students and employees of Corban University are expected to pursue and display this kind of maturity in all of their relationships and take an active role in helping others to do the same.

## Resources:

- Both men and women may contact the 24 hour hotline at the Mid-Valley Women's Crisis Center: 503.399.7722. Information is also available on their website: [www.mvwcs.com](http://www.mvwcs.com).
- You may also contact the Salem Police. Their non-emergency number is 503.588.5032.

## DRIVING

Rain, fog, snow, and ice can create hazardous driving conditions. The Oregon Driver's Manual suggests taking the following precautions:

**Fog:** Reduce speed when driving in fog to make up for reduced visibility. Use headlights on low beam so the light will be on the road where you need it. If fog is in patches, slow down before you enter a fog patch, and be prepared to pull over and stop. Chain reaction collisions often take place in fog because cars that have slowed down or stopped are hidden by the fog.

**Rain:** Rain impairs your ability to see ahead and increases the braking distance needed to stop your car. Even summer showers cause slippery roads when rain mixes with oil and dirt. Car tires sometimes hydroplane on a wet highway (even a half-inch or less of water), leaving the car without any road contact. Stopping distances may triple, and steering control may be reduced or lost. If you drive through water deep enough to soak the brake drums and linings, try the brakes as soon as is safely possible. If they are wet, they may not respond. Drive at slower speeds and use caution.

**Snow and Ice:** Drive at slower speeds on snow and ice, leaving extra room between your vehicle and the one ahead. Keep windows clear of snow, ice, or fog. Here are a few other ideas to help you drive safely on snow and ice:

- Keep a light foot on the gas pedal. When you start your vehicle, too much power may cause the car not to move at all or to start forward with the car's rear-end skidding to the right or left.
- Make turns at a reduced speed to avoid a skid.
- If you do skid, turn the front wheels in the direction of the skid. Do not brake until you have regained steering control.
- Get the "feel" of the road away from traffic when you start driving. Try your brakes lightly so you will know what to expect.

- Do not slam on your brakes to stop on snow or ice. If you slam on the brakes, your car will almost always skid. Instead, gently press the brakes and then release them.
- Watch for danger spots ahead. A bridge or shaded area still may be icy after the rest of the road is free from ice.
- Remember that temperature plays a part in stopping ability. Ice is more slippery near freezing point than at lower temperatures.
- When you go uphill on an ice-covered or snowy road, apply just enough power to maintain motion, but not enough to cause the wheels to spin.
- Pay attention to weather forecasts and police warnings. When police or highway officials say driving is very hazardous, stay off the road except for essential travel.

## **EMERGENCY MEDICAL ASSISTANCE**

All emergency situations on campus should be reported first to the appropriate Resident Director and then to the Director of Health Services. If it is after regular office hours and a Resident Director is not available call:

Ambulance / Fire . . . . .	9-911
Nathan Geer, Director of Residence Life . . . . .	503-375-7010
Janie Vohland, Director of Health Services . . . . .	503-581-9588
Chief of Safety . . . . .	541-619-2782 Ext. 7777 or 7778 503-510-6430 503-510-3012
Brenda Roth, Dean of Students . . . . .	541-928-6388
Stephanie Husk, Director of Counseling Services . . . .	503-851-8585
Nancy Hedberg, Vice President for Student Life . . . .	503-581-7497

## **EMERGENCY VEHICLES**

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

## **ENGAGEMENT AND MARRIAGE**

Marriage is serious and sacred (Hebrews 13:4). When marriage is planned, everything possible should be done to ensure that the marriage succeeds. Pre-marital counseling is urged and the Office of Student Life will assist in arranging such counseling upon request. Since academic goals require so much energy and focus, you are encouraged not to marry during the academic year.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Corban complies with the amended federal Family Educational Rights and Privacy Act of 1974 (FERPA) in the maintenance of records. Educational records of the student maintained by the University may be made available only to members of the Corban staff who have a legitimate professional need for the material. FERPA as amended is designed to protect the privacy of student records. Students have the right to review all of their educational records and to challenge the content of a record they believe to be inaccurate or misleading. Copies of Corban’s information policy are available in the Office of Student Life and in the Registrar’s office. Students are advised that the federal government considers the following information as “directory information:” the student’s name, photograph, campus and home address, class standing, enrollment status, telephone number and e-mail address, date and place of birth, major field(s) of study, participation in University activities and sports, degrees and awards/honors received, previous schools attended, dates of attendance, denominational or religious preference, and weight and height of members of athletic teams.

Although directory information may be released to third parties, such as in news releases, the University will make every effort to protect the privacy of students and reserves the right to withhold directory information from third parties as it deems appropriate. Students may request that directory information not be released to third parties. To make such a request, send a signed, dated statement to the Vice President for Student Life.

Non-directory information, such as grade records, is released to third parties only at the written request of the student. Custodial parent(s) of a dependent student have access to the student's records.

## **FIREWORKS**

Fireworks are an extreme fire hazard and many are illegal in Oregon. They are not permitted under any circumstances. Possession or use of any fireworks will result in a \$350 fine.

## **FIRST AID KIT LOCATIONS**

First aid kits are available at various locations on the University campus. These kits are for emergency use only. For routine medical needs, supplies are available in the Student Health Office or supply cabinets in each residence hall, in the gym, and in the Pavilion. First aid kit locations are listed below:

- **Agard Hall:** first floor lobby near stairway door
- **Academic Center:** first floor (basement) outside the bookstore  
second floor (main Library entrance) across from the elevator  
third floor center exit near elevator  
fourth floor in science labs and near center exit by fire extinguisher  
fifth floor across from the elevator
- **Adult Studies Division:** near rear entry, top of basement stairs
- **Auto Shop:** west wall by window
- **Balyo Hall:** first floor kitchen
- **Boiler room:** outside bathroom wall
- **Campus Care:** first floor, main office
- **Carpentry:** back side of door
- **C.E. Jeffers Sports Center:** hallway to men's locker room, across from training room
- **Davidson Hall:** first floor kitchen
- **Farrar Hall:** first floor lobby by RD door
- **Music House:** hallway between main entry and kitchen
- **Pavilion:** lobby entry near women's restroom
- **Psalm Center:** lobby
- **Prewitt/Van Gilder Halls:** kitchenette
- **Schimmel Hall:** second floor just outside ladies restroom  
across from Rm. 212 food service area on kitchen wall near office

## **HAZING AND PRANKS**

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

## **HEALTH CARE**

Student Health Office, Schimmel Hall, Floor 2  
Ext. 2181

While school is in session, health services are provided at the Student Health Office for all Corban students. If you are a student, the nurse is available at no charge for consultation, treatment of minor ailments and injuries, dispensing of over-the-counter medications, and as a first response to emergencies. If you need to see a physician, the nurse will help you select a doctor and make an appointment if necessary or provide directions to the urgent care clinic. For resident students, the nurse can be reached after hours through your RA or RD. Resident Directors should be involved in or informed of any decision to call for emergency service.

A medical questionnaire is to be completed by each new student by the time of registration. Each returning student is to complete an annual update of the medical questionnaire by the time of registration. Students who fail to provide this information will not be allowed to register. The information will be used as an aid in providing health care while you are enrolled as a student.

All students born after 1956 are required to provide dates of having received two doses of measles-containing vaccine. An exemption form is available and must be signed if there is a reason for not receiving the vaccine. All students must also have received a diphtheria-tetanus booster within ten years prior to registration. Students from most foreign countries must have had a TB test within one year prior to enrollment at Corban. All students traveling out of the country are encouraged to have a TB test upon returning to or arriving at Corban.

## **HEALTH INSURANCE**

All full-time traditional undergraduate students are required to carry health insurance and are automatically issued a policy. The premium is charged to your tuition account. If you have your own insurance and do not wish to be covered by the school insurance plan you must opt out by completing the online waiver form at [www.maksin.com/Corban.aspx](http://www.maksin.com/Corban.aspx). For additional information contact the Business Office or the Office of Student Life. The University assumes no responsibility for injuries which occur while you are using its facilities or athletic equipment, nor for injuries occurring in classes, during school activities, or while taking part in internship programs, Reach assignments, mission trips, intramural sports, or intercollegiate athletic programs. You are required to sign a liability release at the time of enrollment.

## **MEDIA STATEMENTS**

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

## **MISSING PERSON GUIDELINES**

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

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

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

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

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

## **NON-MOTORIZED VEHICLES**

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

- Never use on the sidewalk in front of the Pavilion when class is in session.
- Never use inside any building on campus.

- Do not use between the two walking bridges on campus, which includes the area in front of the bookstore, mailroom, and library.
- Do not use on the sidewalks around Schimmel Hall.
- Do not use on handrails.

## **RUNNING/WALKING**

- Do not run or walk alone.
- Always use the left side of the road, facing traffic.
- Do not run or walk on the roadway, but rather on the side. The stretches of road between Deer Park Drive and Kuebler Blvd. are high density traffic areas and should be avoided. We recommend that you run on campus roads, in the gym or the gym parking lot, or on the athletic fields.
- Be aware that inmates from the correctional facility are frequently working in nearby fields. It is best to ignore them. Do not make eye contact or speak to them.
- Vary the times and places you walk or run.
- When walking on campus at night, stay on lighted pathways.
- If you are walking or jogging along the gym road you need to stay near the edges of the pavement even when vehicles are not present. As vehicles approach you should move off the road until traffic passes. Only use designated crossing areas when crossing the gym road. Please remember to wear light-colored clothing at night when you are walking or jogging along this road.

\*Please note that at any time you may call a campus safety agent for an escort to your residence hall, vehicle, etc. (phone 503-510-6430 or ext. 7777).

## **SNOW AND HAZARDOUS CONDITIONS POLICY**

Due to hazardous conditions created by extremes in weather, the Provost or his representative shall determine whether classes will be canceled. Should the University decide not to hold classes and/or to close all functions of the University, appropriate announcements will be made over the Corban website, TV, and radio stations in the local area by 7 a.m. Students outside the listening area should adopt “weather pals” who will call them.

Decisions will be made on a one-day basis only. If no announcement is made, the University will be open for classes and other business. Commuting students are advised to check the roads in their area. If the weather prevents attendance, be sure to see your professors as soon as possible about make-up work. When classes are missed due to delays and closures, expect adjustments in assignments or make-up classes to ensure covering the content.

Tune into local TV and radio stations and the Corban website for weather/condition updates relating to school closure. Use this procedure for any emergencies that would cause school closure.

## **SOLICITATION**

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

## **TRANSPORTATION**

Bus service is available every ten minutes between 6 a.m. and approximately 9 p.m. less than a half mile from the campus. Bus service goes directly to downtown Salem and bus schedules are available on line at [www.Cherriots.org](http://www.Cherriots.org) where you can find information regarding scheduling and maps.

## **VEHICLE PARKING AND TRAFFIC REGULATIONS**

Any legally licensed student is permitted to operate a motor vehicle on campus; however, improper use of vehicles may result in the loss of the privilege.

- All students must register their vehicles at the beginning of the school year. Failure to do so will result in a \$25 fine, payable at the Campus Care Office. Your parking permit must be visible at all times in the driver's side of the rear window. If the rear window is tinted, you may place it in the bottom driver's side corner of the windshield. Parking permits are free. Due to the limited availability of parking spaces, only one vehicle per student is permitted on campus at a time.
- If you will be using more than one car, you are required to register all cars. In order to register a motor vehicle, you must have your license plate number, make, color, and model of your vehicle.
- All motor bikes and motorcycles must also be registered at the beginning of the school year.

### **Regulations:**

- Students are allowed to park in front of Schimmel Hall after 6:30 p.m. and before 6:30 a.m. Monday-Friday and all day Saturday and Sunday. Guest events always have priority and students are expected to comply with notices regarding guest event parking.
- Speed limit on campus is 15 miles per hour. Please be especially cautious as pedestrian traffic is frequent and weather conditions may create further safety concerns. The painted areas near the residence halls and gym designate pedestrian crossing points.
- Speeding, reckless driving, squealing tires, unnecessary horn blowing, or excessive noise are prohibited at any time by any member of the Corban community. Fines may be assessed.
- Resident students are required to park in their residence hall parking lot at all times. Parking in any office location or commuter lot requires permission from the Campus Care Office.
- Commuters are not to park in designated residence hall parking.
- Double parking is never allowed.
- There are 21 parking spaces designated for handicapped persons. Two are located in front of Schimmel Hall, four are at the gymnasium, four in the Prewitt/Van Gilder parking lot, four at Davidson, four at the Psalm Center, and three at the sports field parking lot. Police agencies monitor handicap parking on our campus and will issue citations to owners of vehicles improperly parked. Fines are significant.
- Loading dock areas, grassy areas, fire zones, and other restricted areas are off limits for parking at all times. Areas designated "visitor" or "reserved" are to be used only by visitors or holders of permits during specified hours.
- Vehicles not in running condition must be parked in areas designated by the Campus Care Office.
- No vehicle oil changes are allowed on campus.
- Unlicensed or abandoned vehicles will not be permitted to remain on campus and may be removed at the owner's expense.
- Traffic should flow in the direction of the painted arrows on the narrow roadways designated for one-way traffic. Going the opposite direction is dangerous to pedestrians and to other vehicles.
- No vehicle should park in fire lanes or restricted areas.
- Traffic lanes are never to be blocked. They must be kept clear for safety reasons, by order of the Salem Fire Department.
- Bicycle racks are located near each residence hall. Bicycles are to be kept in designated storage areas.
- Tickets: Parking and traffic violations carry a minimum \$25 fine. Repeat offenders may lose their parking privilege.

- Fines will be collected in the Campus Care Office. If a question arises concerning a violation you must submit a written challenge with payment for the fine to Campus Care within seven days. After that time the violation will stand as written. Unpaid fines will result in vehicle impound after seven days.

## **VIOLENT-ACT POLICY**

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

All employees and students are expected to take appropriate action or make decisions that may prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All University personnel (employees and/or students) are responsible for notifying a supervisor or campus security agent of any threats they have witnessed, received, or been told that another person has witnessed or received.

Employees or students who obtain a restraining order that lists the University as a protected area must provide the Chief of Security with a copy of the petition used to seek the order and a copy of any temporary or permanent protective order that is granted. Corban has confidentiality procedures that recognize and respect the privacy of the reporting employee or student.

## **WEAPONS**

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

1. Possession of a firearm, whether loaded, unloaded, replica, toys or real, is prohibited on campus. Requests for the use of replica items during informational or dramatic presentations must be approved, in writing, in advance by the Director of Campus Safety.
2. Possession of BB guns, pellet guns, Air-soft guns, paintball guns, Simunition guns, crossbows, bows, blow-guns, potato guns, or other devices designed to fire, or otherwise launch, a projectile or chemical is prohibited on campus.
3. Folding knives with a blade no longer than four inches are permitted on campus within the parameters of all applicable local, state, and federal laws. All other edged weapons are prohibited on campus.
4. The possession and/or use of explosives, fireworks, dry ice, or other elements used in the manufacture of explosive devices are prohibited.
5. The possession and or carrying of less lethal self-defense items such as chemical agents (“mace” or “OC”), electronic discharge weapons (Tasers, stun guns), etc. is strictly prohibited without the written approval of the Director of Campus Safety.

Failure to abide by these policies may result in immediate criminal or civil, charges and/or sanctions or dismissal from the University. For questions regarding these policies, call 503-589-8152.

## **RESIDENCE LIFE**

### **RESIDENCE LIFE PHILOSOPHY**

Corban considers the campus residential experience to be an integral part of your educational, social, and spiritual growth. It is a way for you to “catch” the Corban way of life. Also, educational research indicates that students living in campus housing perform better in many ways, including achieving higher grade point averages and being more likely to complete their education.

## RESIDENCE HALLS

Aagard Hall	R.D. Apartment	503-375-7038	Resident Director Betsey Jaskilka
Balyo Hall	R.D. Apartment	503-316-3391	Resident Director Katy Drake
Prewitt Hall	R.D. Apartment	503-375-7037	Resident Director Nicole Pearson
Farrar Hall	R.D. Apartment	503-375-7039	Resident Director Casey Van Dyk
Van Gilder Hall	R.D. Apartment	503-375-7037	Resident Director Ben Pearson
Davidson Hall	R.D. Apartment	503-315-2940	Resident Director Eugene Edwards
University Park Townhouses	Manager	503-999-4349	Manager Casey Hultberg

Residence hall living is an important part of the University experience and will help prepare you for Christian life and service. Corban attempts to provide a pleasant atmosphere for study, general living, and spiritual growth. The degree to which this will be accomplished is primarily dependent upon the contribution each person is willing to make toward developing that kind of atmosphere. As Galatians 5:13 says, as Christians we are to “serve one another in love.”

We are also committed to responsible freedom. Rights and privileges of adulthood are accompanied by the responsibilities these rights and privileges provide. You are responsible for your actions and to live within the guidelines and policies.

## RESIDENCE HALL SUPERVISION

**Resident Directors:** Each residence is managed by a professional staff person known as a Resident Director (RD). This person is responsible for the provision of biblical guidance and counsel, for oversight of residential student leaders, for development of community programming, and for the supervision and care of his or her assigned residence hall.

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

**Townhouse Manager:** The Townhouse Manager has oversight of students living in the campus townhouses. The townhouses are a less-structured residence living arrangement for junior and senior students.

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

## RESIDENCE HALL POLICIES AND PROCEDURES

Traditional undergraduate students are required to live on campus unless at least one of the following conditions is met.

- The student registers for fewer than 12 units per semester.
- The student will turn 21 at any point during the upcoming semester (by the last day of finals).
- The student will achieve junior status (62 credits or more) before the beginning of the upcoming semester.
- The student is married.
- The student is living at no cost with a relative over the age of 25.
- The student has lived on Corban’s campus for four previous semesters.

**Townhouses:** The University Park Townhouses serve as residence living for students on an application basis. Junior and Senior students will have priority. As extra apartments become available, they may be filled by students who meet off-campus requirements. Townhouses are not available to freshmen and sophomores under 21 years of age.

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

**Housing Reservation Fee:** A \$100 housing reservation fee is required in advance of check-in to a residence hall for new and returning students. This fee is necessary to reserve your room and will be credited to your housing costs. If you cancel your housing reservation before May 1, your housing fee will be refunded. After May 1, the housing fee is non-refundable.

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

**Room Assignments:** The University reserves the right to reassign individuals to different rooms or halls if such reassignments are deemed necessary.

**Check-In:** The dates for opening of the residence halls for new and returning students are listed in the academic calendar. Students are expected to regulate their time of arrival accordingly. In the case of an extreme emergency and with the approval of the Director of Residence Life, a student may be allowed to check in prior to the official opening. A fee of \$10 per day will be charged if permission to move in early is granted.

**Check-Out:** Dates for closing of residence halls are listed in the academic calendar. When moving out of on-campus housing a student must be officially checked out by a Resident Assistant (RA), the Resident Director (RD), or the Townhouse Manager (TM). All keys, Fobs, and laundry cards must be returned to the RA, RD, or TM at check-out. Failure to follow check-out procedures may result in a \$100 fine.

## RESIDENT RESPONSIBILITIES

**Courtesy Hours:** Courtesy hours are 24 hours a day, 7 days a week. Always be considerate of others' sleeping and studying schedules. Additional courtesy guidelines will be determined by each hall's staff.

**Sign-Out Sheet:** If you plan to be absent from the residence hall overnight, you must sign out on the appropriate form posted on your RA's door.

**Guests:** We define guests as family or friends from out of town that are on campus for the purpose of a brief visit with the student. You are responsible for any guests you invite to stay in the residence halls. Please make sure your guests are registered with your RD or RA, sleep in a student room, and limit their stay to no more than three consecutive nights unless otherwise approved by the RD. Extended visits are discouraged and the University staff reserves the right to ask any guest to leave the campus at any time. There is no charge for guests. As a host or hostess, it is your responsibility to acquaint your guests with the rules and regulations of the University.

**Residence Hall Activities:** You are required to attend the meetings and activities in your respective halls unless prevented by illness or work in which case the RA or RD must be notified before the activity.

**Residence Hall Visitors:** Members of the opposite sex are to use designated entrances and exits, and remain in the lobby or designated lounges unless the residence hall staff clearly posts exceptions for special social events or for special hours of visitation. Visitors of the opposite sex are not allowed in residence halls before 9:00 a.m. on Monday–Saturday and 8:00 a.m. on Sunday.

**Christmas Break:** The residence halls will be closed for Christmas break. Students may not enter or stay in the residence halls over break. (Exceptions will only be made for campus workers and winter sports team members.)

**Thanksgiving and Spring Break:** The residence halls will remain open during Thanksgiving and Spring Breaks. Campus Dining is closed during these breaks and students who stay on campus will be responsible for their own meals.

## RESIDENCE LIFE DISCIPLINARY ACTIONS

A community standards sheet is distributed to residence hall students at the beginning of the academic year. You are expected to familiarize yourself with this.

**Hall Warning:** A verbal or written warning may be given for violation of the community's standards.

**Hall Fine:** Hall fines may be written and will vary in amounts depending on the infraction. Residence hall disciplinary problems, if not resolved at this level, will be handled according to the disciplinary procedures outlined in the section entitled "Discipline."

## RESIDENCE HALL CARE

Treating the residence hall with respect and care and keeping it presentable is the responsibility of each student.

**Personal Property:** You assume responsibility for your personal property. Corban is not responsible for loss by fire or theft. Many home owner insurance policies cover the contents of a college student's apartment. You may wish to check with your family's insurance provider to see if any existing policies insure your belongings.

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

**Room Care:** You are responsible for keeping your room neat and clean. Rooms need to be presentable at all times. Room checks will be done at the discretion of residence hall staff members. A fine will be charged for any room damage that occurs. A messy room may result in a fine, as will fire code violations. (This includes décor that obstructs fire sprinklers.)

**Not Allowed:** Screws in walls, transparent tape, duct tape, contact paper, applied wallpaper, stickers, adhesives or markings that deface the doors and walls, painting (except by permission) and excessive or large nail holes.

**Allowed:** Push pins, staples from desk stapler.

**Hall Furnishings:** No residence hall common-use furniture or property (lounge furniture, cleaning equipment, etc.) is to be removed or used without authorization. Lounge furniture is to remain in lounge areas. If lounge furniture is discovered in your room, a fine will be issued to you.

Corban University supplies each room with essential items including a desk, chair, dresser, bed with mattress, and window coverings. University-owned furnishings may not be moved from room to room. If moves are necessary, they should be within the residence hall and done so only with the Resident Director's approval. Students must request permission from the Resident Director or Director of Residence Life to bring personal furniture. Waterbeds are not permitted. Modifications of furniture are not allowed. Any personal furniture must be removed at the end of the year. Failure to remove personal furniture will result in a fine and may result in loss of furniture. Rooms should remain set up for double occupancy. Fire safety regulations require that hallways remain clear at all times. Violators will be fined.

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

**Telephones:** All residence hall rooms are equipped with a working telephone line. The phone line will not be activated unless requested. You are encouraged to bring your own telephone. If that is not possible, the University will provide a phone for your room at the cost of \$5 per year. There is no charge for local calls or 1-800 calls. Long distance calls must be made collect or with a calling card that uses a 1-800 access number.

**Washers and Dryers:** Washers and dryers are provided in each residence hall for the use of residents only. Exceptions may only be granted by the Resident Director or the Director of Residence Life. Each residence hall has usage rules to follow. Report out-of-order machines to your Resident Director immediately.

**Kitchens Standards:** Each residence hall has established standards for the hall's community kitchen. Failure by students to comply with the community kitchen standards may result in the kitchen being temporarily closed.

**Electric Appliances:** You are welcome to bring personal convenience items such as a clock, fan, microwave, computer, hair dryer, razor, stereo, desk lamp, small refrigerator, television set, iron, curling iron, etc. Coffee pots which have a timer for automatic shut-off are also acceptable. We recommend, however, that even appliances with automatic shut-off devices be unplugged after use as a safety precaution. Stacking of electrical appliances is not acceptable, as adequate ventilation is essential for safe operation.

The following items are prohibited because of their potential danger: hot pots, hot plates, electric blankets, toaster ovens, electric potpourri burners, liquid incense, space heaters and halogen lamps. Only 14 gauge fused power strip type extension cords may be used. Surge protection is also advisable as the University is not responsible for items damaged as the result of a power surge.

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

**Storage:** Some storage space is available on campus for things such as suitcases, trunks, or boxes. Space is limited. Contact your Resident Director to access storage space in your residence hall.

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

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

**Radiators:** Clothing, bedding, furniture, draperies, etc. should be kept at least six inches from the steam radiators.

**Residence Hall Maintenance:** Residence hall room maintenance is done on a regular basis. Report any maintenance needs to your RD and submit a request for repair by emailing the Campus Care Office at [campuscare@corban.edu](mailto:campuscare@corban.edu).

## RESIDENCE LIFE HEALTH AND SAFETY

**Doors and Locks:** It is a serious infraction of security to tamper with any door to keep it from shutting or locking. Jeopardizing the security of any resident is a serious offense. This includes leaving a door propped open for exit and re-entry. Therefore, tampering with doors or locks is prohibited. Violations of this rule will result in a fine and potential disciplinary action.

**Keys:** The security of individual student rooms is the responsibility of resident students. We encourage you to keep your room door locked whenever you are out of the room or sleeping. If you lose your keys, notify your RA or RD immediately. You assume financial responsibility for key replacement.

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

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

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

**Fire Safety Equipment:** Fire extinguishers located in the residence halls are to be used only if there is a fire. They are expensive to replace, and it is dangerous to abuse them. Exit signs, located strategically throughout the buildings, are designed to clearly indicate exit routes, particularly in emergency situations. These signs are considered fire equipment and are not to be tampered with. There are smoke detectors in all residence hall rooms. Anyone found tampering with room smoke detection equipment will face severe disciplinary action. Any smoke detector needing maintenance should be reported immediately to your RA, RD, and maintenance staff.

**Fire Alarms:** If there is a fire, the fire alarm should be sounded (there are at least two pull stations on each floor) and the building evacuated. False alarms involve the local fire department and are disruptive, expensive, and dangerous. Anyone initiating them will be subject to up to a \$350 fine by the fire department.

**Fires and Building Evacuation:** Residence Life staff is required to evacuate a building when the fire alarm is activated or when an emergency evacuation is ordered. All persons inside a residence hall during a fire alarm or emergency evacuation are required to leave the building immediately.

Individual residence hall procedures for fire alarms or other emergencies are presented during residence hall meetings at the beginning of the school year. Failure to respond to a fire alarm or to Residence Life staff requests for evacuation may result in University disciplinary action.

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## ATTACHMENT A

### Addressing the Problem Yourself

#### “The Letter”

The letter is written by the complainant to the accused. It should consist of three parts:

- I. A factual account of what happened.
- II. A description of how the writer feels about what happened.
- III. What the writer wants to happen.

The letter is confidential and sent by certified mail.

Rowe, M.P. (1981, May-June). Dealing with sexual harassment.  
*Harvard Business Review*.

































