



student handbook

2019-2020



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welcome to MCC!

Being a student in higher education is a rewarding and daunting task. Being a higher education student in Bible college stands to be even more rewarding and perhaps even more daunting as you endeavor to grow mentally and spiritually. This Student Handbook is designed to help you do that. Psalm 119:105 says "Your Word is a lamp to my feet and a light to my path." The Bible is full of wisdom, instruction and teaching for followers of Christ. Many oppose the Word because they see it as a book of 'rules' made to hinder people from enjoying life. Those who take time to study the Word, as you are at MCC, come to understand that God's commands are given to us so we can enjoy this life to the fullest! It is for our good, not our harm. On a MUCH smaller scale, that is the purpose of this handbook, to help you get the most of your MCC experience.

Please take time to read this handbook carefully and make use of the schedule and notes area in the back. One of the most regretful statements students make over and over each year is, "I don't need to write that down, I'll remember it." Make note of the information that is most pertinent to you and understand you are responsible to know it.

Over the next several months the Bible will be your main textbook. Resist the temptation to allow it to become only a textbook in your mind. As you dig in, study, unpack and recall scripture, continue to allow God's Word to transform your heart. Take what you learn and apply it to your life and ministry. Whether you are a freshman or a senior, in the Biblical Studies program or a BA, be faithful to the call God has placed on your life and give God your best as you study this year. Know that He is faithful, and know that the faculty and staff care about you and are invested in your experience here.

Serve, be challenged, grow and lead.

Benjamin Foreman
President
Maritime Christian College

Preface

Anyone who has called Jesus Lord in his or her life has sought out a noble purpose, but must also fulfill Jesus' command to **make disciples** (Matthew 28:18-20; Mark 16:15-16; Luke 24:46-48; John 20:21-22), and to **deny themselves and take up his or her cross daily to follow Jesus** (Matthew 16:24; Mark 8:34; Luke 9:23). We are to put aside those practices that hinder our ability to make disciples in order to win some (1 Corinthians 9:19-23; Titus 2:12; 1 John 2:15-17).

As a Christian College we live in community. Our spiritual walk should not cause another to stumble (Romans 14:13), but we must encourage one another (1 Thes. 5:11), bear one another's burdens (Gal. 6:1-2), and hold each other accountable (James 5:16).

It is essential for the functioning of any Christian College, as well as the happiness of its students, that certain reasonable regulations be made under which the student will agree to govern himself/herself. It is necessary for students to remember that upon applying to the school they have already committed themselves to maintain all the regulations and standards of the school.

The following principles of behavior are outlined for the student's personal guidance. We believe that adherence to these regulations will protect the College, bless our students, and place us in a position to make disciples.

Maritime Christian College

Rules and Guidelines

Maritime Christian College operates and supervises the dorm rooms and apartment found in the facility. The reason for existence is, first of all, for MCC students. All MCC students are required to live in residence. Exception is made for the mature student (23 years or older) or those living with a parent or guardian. Dorm rooms are also rented (as available) to students from other post-secondary institutions. Residents are expected to show concern and respect for all others in the facility; and to abide by the applicable following regulations. During the school year residence is for students only; during the summer we may rent to others.

APPLICATION PROCESS

In order to be eligible for residence, applicants must be a full-time MCC student, or provide proof that they are currently attending school full-time at one of the post-secondary institutions on PEI. Part-time students may be considered for residency at the discretion of the Building Supervisor.

Any non-MCC students who wish to live in residence must fill out a "Non-MCC Application for Residency" form or a "Short Term Rental Agreement." Applicants are expected to apply for residency a minimum of one month prior to the date they hope to move in. An application may be requested by contacting the Building Supervisor. A copy of a student's application will be returned to them, along with notice of whether they have been approved or denied for residency.

Specific room requests will be taken into consideration, but are not guaranteed. Residents are required to occupy the room and bed assigned to them. Residents are not permitted to occupy any other room as their personal space.

The Application for Residency is an 8 month contract from September to April. All room payments must be made on or before the date residence opens. Residents are charged a \$200.00 security deposit. The deposit is refundable only when the resident vacates the room, if the room is left clean and in order, and all keys are returned.

MCC reserves the right to:

- Refuse a rental application without cause
- Refuse renewal of a rental without cause
- Cancel or suspend resident privileges at any time
- Reassign residents to another room for reasons it deems appropriate

- Evict residents for failure to pay fees and other costs related to the accommodations
- Evict residents for misconduct behavior, as described below

MOVING IN/OUT

Moving In

Residents are required to provide an expected arrival time for moving into MCC, within a two hour period (example: "I will arrive between 10am and 12pm"). MCC staff reserves the right to approve or deny the requested move in time.

On arrival, a Residence Staff Team (RST) member will be there to welcome new residents. The resident will be shown to their room, where they will be given a key to their room and the building's front door, and given a room inspection. The room inspection card will list the condition of the room to assess for damage when moving out. The room inspection card must be signed by the resident.

Late Arrival

Residents who do not arrive within the agreed upon time will be charged a Late Arrival fee of \$50, and may not gain access to the building at the time of their arrival. Residents can avoid the Late Arrival fee by informing the Building Supervisor a minimum of two hours prior to the agreed upon arrival time.

Christmas

Residence is closed during the Christmas vacation period, as listed on the College's Master Calendar. Move out extensions may be extended, although not guaranteed, to those who request one by December 1. At move out time, residents must leave their room key and front door key with the RA or Building Supervisor, and take any personal possessions they require for vacation period. Keys can be retrieved at the end of the Christmas vacation period.

January

Residence will open on the date listed on the College's Master Calendar. At this time the Building Supervisor will return their key. Keys cannot be picked up prior to this date, except in special circumstances, approved by the Building Supervisor ahead of time.

Moving Out

Residents must be moved out by 11am on the last day of their rental agreement.

- To be moved out you must:
 - Remove all belongings from your room, fridge and freezer space, and cupboard

- Remove all garbage, sort, and place in proper bins on residence floors
- Leave your room in a clean and orderly fashion
- Return your keys to the Building Supervisor
- Have a room inspection card completed and signed with the Building Supervisor.
- Residents will not be considered moved out until all the above steps are completed.
- All bills and fees are required to be settled prior to moving out.
- Residents must ensure to change their mailing address with all institutions.

Late Move Out

Residents who do not move out by 11:00am will incur a \$50 Late Move Out fee for the day. An additional \$50 fee will be charged for that night if the resident is not moved out by 4:00pm. Subsequent charges will be made for any additional days and nights.

Leaving or Evicted Before End of Contract

If you leave or are evicted before the end of your 8 month the contract:

- If you leave or are evicted in September 50% of the rental fee for the school year will be charged.
- If you leave or are evicted during October to December 75% of the rental fee for the school year will be charged.
- If you leave or are evicted during January to April 100% of the rental fee for the school year will be charged.
- If you are evicted and remain beyond the eviction date you will be charged \$50 per night in addition to the regular room rental fees.

Refunds

To receive a complete damage deposit refund, residents are to thoroughly clean their dorm room. All personal possessions are to be removed, the floor swept, and the sink cleaned out. All garbage must be sorted and placed in the proper bins on the residence floor. Damage deposits will be mailed approximately two weeks after move out, therefore residents are to leave a new mailing address with the Building Supervisor.

Summer/Short-Term Rental Extensions

Short term rental residents may request an extension of their move out date. Extension requests require a new rental agreement to be filled out with the new dates of the rental period. Short term rentals are defined as a renting period of thirty-one days or less. Any resident requesting a rental period that extends their stay to thirty-two days, or more, are required to complete a "Non-MCC Application for Residency" form, submit references, and submit a damage deposit at least one week in advance. The College reserves the right to refuse renewing a short term resident's rental agreement without cause.

RESIDENCE STAFF TEAM

The Residence Staff Team is made up of one full-time employee, the Building Supervisor, and second to fourth year students known as resident assistants (RAs).

The RAs are familiar with the College's facilities and services. They are here to help other residents with matters concerning residence, to establish a safe and enjoyable atmosphere, and to enforce College rules. The RAs are the residents' first point of contact regarding issues of residence.

Resident Assistants are responsible for:

- Enforcing the rules and guidelines set out in the current student handbook.
- Handling minor infractions with the residents
- Overseeing the coordination of residence devotions for MCC residents
- Assisting in security
- Overseeing monthly room checks
- Overseeing requests for maintenance and repair
- Handling general student questions and needs

For day-to-day inquiries and concerns, residents should contact their RA. If an issue requires the Building Supervisor's immediate attention, residents can reach them by:

- Phone: 902-628-8887 ext. 231
- Email: jstevenson@mccpei.com
- Apartment 202, on the second floor of the building

Cooperation

Residents are expected to cooperate with reasonable requests from College staff members. A neglect to adhere with requests, or verbal and/or physical abuse aimed at staff members will be reason for disciplinary action and immediate eviction from residence. Residents are expected to use respectful behavior towards all staff members. Not complying, misguiding, and providing false information to staff will result in disciplinary action or eviction.

Complaints

General complaints should be made to Resident Assistants. If a complaint cannot be resolved, a written complaint should be delivered to the Building Supervisor, placed in their mailbox, or emailed to jstevenson@mccpei.com. The Building Supervisor will attempt to resolve the existing complaints.

THE COLLEGE FACILITY

The College is grateful to all those who have given generously of their time and money so that this facility could be purchased and maintained.

Therefore all students and residents are encouraged to treat it with respect so that it will remain serviceable well into the future.

The property consists of:

- 20 single occupancy dorm rooms
- One double occupancy dorm room
- One single bedroom apartment
- One guest suite
- An elevator
- A shared student kitchen with assigned cupboard and fridge space
- A shared freezer
- A common lounge and dining area on the first floor
- A bathroom on each floor
- Free parking
- Coin-operated laundry on the first floor
- Security cameras positioned throughout the building
- Secure access and on-site staff during evening, weekends and holidays
- A backyard
- A deck on the second floor

Each dorm room contains:

- A single-sized bed
- A sink
- A medicine cabinet and mirror
- A desk and chair
- A side table
- A closet
- A built in dresser
- Wireless internet access

General Guidelines

1. Students and residents are to enter the facility through the main entrance. The facility will be open on weekdays from 8:00 am to 5:00 pm during the school year and 9:00 am to 4:00 pm during the summer.
2. All activities that require use of the facility beyond regular activities should first be cleared through the Building Supervisor.
3. Students and residents may use the photocopier in the Chapel. All full-time students will be assigned a user number by the Receptionist. The rate is \$0.10 per black and white copy. Students will be billed once each semester. Part-time students and residents can request a user number from the Receptionist.
4. Cooperation is required in regulating the temperature of the

building. This requires common sense in not leaving windows open for extended periods of time during the winter months.

5. Closets on the fourth floor are not for student use.
6. There is to be no loitering in the hallways during the day or at night.
7. Showing affection should always reflect Christian values. Be considerate of others.
8. Residents are not allowed to baby-sit children on the college premises.
9. In the event of a storm, the President of MCC will make and communicate a decision regarding cancellation or delayed start at or before 7AM by posting on Facebook and Twitter and contacting radio stations 105.5, 100.3, and 96.1. Decisions will be rendered independent of Holland College and/or UPEI closings, (but will likely coincide).

Physical Appearance

Students and residents are required to maintain appropriate dress while at the College, which reflects respect toward their own person and toward God.

Residents are required to dress appropriately and wear footwear when in any area outside of their dorm room. Pajamas and night clothing should be worn only on resident floors. With the popularity of body piercing today, MCC asks students to limit piercing to the ears. The College expects residents to monitor their own dress, however it will be drawn to their attention if something inappropriate is worn. Residents who are not properly attired will be asked to leave and change.

MCC students who are not properly attired will be asked to leave class and change. Second and third time offenses will result in an absence reduction of final grades. Students who are representing the College at events should maintain a high level of dress as this reflects upon themselves and the school.

Off-Limit Areas

There are areas, equipment and material of the College that are prohibited from residents to enter, tamper with, or use, unless designated by staff. Residents violating this rule will face disciplinary action and may face eviction.

Areas and property prohibited to residents include, but are not limited to:

- The front reception office
- The staff kitchen

- The furnace room
- The elevator maintenance room
- Offices
- Sealed storage closets
- Backyard shed
- The side entrance and staircase

Some College property is designated for a specific room and purpose. Removing objects from their room is prohibited without staff authorization. Damaged items or items missing from their designated location will be charged to residents' accounts.

Items prohibited from tampering with or removing from designated areas include, but are not limited to:

- Dishes
- Cooking utensils
- Kitchen appliances
- Classroom tables and chairs
- Bathroom closet equipment and supplies
- Bathroom supplies
- Chapel tables and chairs
- Ceiling lights
- Phones
- Projectors
- Power bars/extension cords

Allergens

Maritime Christian College is unable to provide an allergen-free environment.

Telephones

Office phones are not to be used by students or residents, except in the case of an emergency. Student/resident messages received by the Receptionist will be left in student/resident mailboxes. A phone may be obtained from the Receptionist for College related activities. The following phones are for student/resident use:

- female lounge area – 902-628-8887 ext. 259
- male lounge area – 902-628- 8887 ext. 260
- common lounge area – 902-628-8887 ext. 234.

Emergency numbers and staff numbers are posted with the phones and on bulletin boards in dorm rooms. Telephones are for local use only. Instructions for use are found on each phone.

Internet

Maritime Christian College provides wireless internet access to students and residents on the MCCStudent network. The password for the network is: fb1e3dvd47a. The password is not to be given out to the public. All residents are expected to use their discretion in what sites are visited.

Please Note: The College staff have the ability and reserve the right to view specific IP addresses and the sites they visit.

Laundry Facilities

The College offers coin operated washers and dryers. The laundry room is located on the first floor, next to the library. The washers run for 45 minutes, and the dryers run for an hour. Hanging racks, irons, and ironing boards are provided and free for use. Residents are expected to be considerate of others' need for the facility, be aware of the time, and remove laundry as soon as possible.

Maintenance & Repair

Residents should report needs for maintenance in their room, and immediate needs around the building. They can report it to the front desk, to the RA, by phone at 902-628-8887, or by emailing jstevenson@mccpei.com

Waste Watch

MCC adheres to the Waste Watch Program that governs all of PEI. This is a material separation program that all residents of PEI are expected to comply with. A garbage bin has been placed in every dorm room for convenience. Residents should clean their garbage out regularly to reduce smells from food and fruit flies. When removing garbage from their room, residents are required to sort their waste into the appropriately labeled cans on their floor, and to use the sorting guide posted above the cans. Failure to do so may result in a \$75 fee. Garbage bins are not to be removed from the rooms or floors, or used for alternate purposes. Doing so may result in the loss of the garbage bin.

Damages

Some "wear and tear" on the furniture, appliances, and facilities is expected, within reason. However, there are actions, activities, neglect, and/or accidents which may cause preventable damage.

Residents and guests are responsible for individual damage done within their room and the rest of the property. Residents will be held responsible for any damages incurred by visitors. Any damage, repair, replacement, and/or cleaning fees will be assessed accordingly. Fees are posted in the appropriate areas. Any student, resident, or guest causing damage to college property accidentally or on purpose will be responsible for the cost of repairs or replacement.

Any damages or mess that occurs in shared areas, and cannot be accredited to specific individuals, will be shared among the residents of the floor, apartment, or entire residence. Charges will be applied to the appropriate individual(s), floor(s), or the entire residence depending on the type of repair or clean up required.

RESIDENCE COMMUNITY STANDARDS

Students, residents, and staff members are responsible for their behavior at all times, and during all manner of communications, including but not limited to electronic formats such as email, social media, internet use and downloads.

Sharing a living space with other residents can be a challenge. Open and polite communication is encouraged with other residents on issues of guests, noise level, and the cleanliness of shared spaces like bathrooms, lounges and the kitchen. Residents are encouraged to work to resolve issues amongst themselves. All are expected to:

- Adhere to the above mentioned responsibilities
- Recognize that anger, alcohol or substance abuse, or ignorance will not be accepted as admissible reasons or excuses for misconduct
- Be intentional to divert, diffuse, and resolve residence issues
- Aid the Residence Staff Team as required

Residence Rights & Responsibilities

Residents have a right to:

- A clean and safe environment
- Privacy
- Host visitors during appropriate hours, with the expectation of respecting fellow residents' rights
- Have a written copy of MCC's rules and policies
- Respect for personal effects
- A reasonably quiet environment
- Expect the rules to be enforced fairly
- Accessibility to proper staff for required assistance
- Fair conduct when a resident's actions are in question
- An atmosphere free from harassment, intimidation, and hostility, including any action or words that degrades one's dignity and respect
- Confidentiality from the Residence Staff Team of a resident's personal information and conduct (unless there is a perceived threat of harm to themselves or others, at which time a staff member may contact family members or a professional to get involved)

Residents have a responsibility to:

- Respect the rights of fellow residents
- Comply with all rules and policies
- Comply with reasonable requests from the RST or other College staff
- Respect the privacy of other residents
- Behave respectfully towards others, and address conflict in a peaceful and mature way
- Comply with all municipal, provincial, and national laws and statutes

- Check and empty one's assigned mailbox on a regular basis
- Ensure the safety of their personal property, and restrict belongings to their room or assigned storage
- Make room payments on schedule
- Accept responsibility for visitors
- Report abuse and infringement of rules and policies to the RST
- Report maintenance and repair issues to the RST

GUESTS & VISITORS

Residents are approved for up to three visitors at any one time. All visitors must leave before 11:00 pm Sunday through Thursday. Friday and Saturday this time is extended to 12:00 am.

Overnight guests must be approved by the Building Supervisor. A \$25 fee per night will be charged based upon room availability. The resident who asks for this privilege is responsible for their guest. Permission will not be given for anyone to sleep over in the common lounge, the girls lounge or the boys lounge. If unregistered guests are discovered, they will be escorted from the premise, and the resident will be charged the nightly fee.

A guest or visitor is any person who is a non-resident of Maritime Christian College. Any person that is invited to, escorted on, or admitted to college property is considered a visitor or guest of that resident. Any uninvited persons on the third or fourth floor, or in other shared residence spaces is trespassing. Residents have the right to ask uninvited visitors to leave the property. The Residence Staff Team are permitted to ask any guests or visitors to leave. An overnight guest is any individual in residence after 11:00 pm Sunday through Thursday, and on Friday and Saturday that time is extended to 12:00 am.

Residents are responsible to make guests aware of all rules and policies. Hosts are not excused from a guest's actions whether they were present, condoned it, or were unaware.

DORM ROOMS

Dorm rooms are designated for either males or females, and are to be used as such; there will be no visiting of the opposite sex in rooms. Failure to comply with this policy will result in immediate dismissal from Maritime Christian College.

Cleanliness

Residents are expected to keep their rooms tidy and clean. MCC reserves the right to do room inspections on all rooms at random by a faculty/staff member and a resident assistant. Stricter attention will be given to the common areas than the dorm rooms, but all rooms and apartments will be checked for neatness, cleanliness, needs for repair, etc.

Failure to keep a room up to standards given at the residents' meeting will result in warnings and penalties:

- If poor or not acceptable is checked; the resident will have one day to have the room up to standard. The room will be checked the following day
- If not acceptable after the second check, it will be rechecked with both the RA and a faculty/staff member in three days
- If the room is not clean after the third check, a cleaning fee of \$50 will be added to the bill
- If this situation recurs a second time during the semester; the cleaning fee will be increased to \$75

All residents are expected to do the following:

- Keep the room neat & tidy
- Use the garbage bin solely for garbage, and empty it regularly
- Keep walls and other room surfaces clean
- Clean sink after use
- Keep personal belongings off the floor and neatly put away

Room Entry

The RA, Building Supervisor, College staff, or another designate are permitted to enter a resident's room without advance warning under the following circumstances:

- As ordered by the RCMP, Charlottetown Police Department, or Charlottetown Fire department
- If there is reason to believe a person's life is in danger, or a threat to himself/herself
- To complete a regular room inspection
- To complete maintenance or repair
- To check if a bed/room is occupied, or to prepare a bed/room for a new resident
- To complete a lock change
- To protect College property, like in the case of fire, smoke, or flooding
- To turn off an alarm or stereo, or close a window in an unoccupied room. This could be done as a result of a complaint from another resident
- If there is reason to believe a criminal offense is in progress
- If there is reason to believe any of the described rules and policies are being violated

Personal Belongings

Residents are responsible for their own belongings. MCC will not be liable for the loss of or damage to personal belongings of residents or guests due to fire, theft, flooding, malicious damage, or by any other cause. MCC advises residents to be sure to possess sufficient tenant insurance.

Heating

Each room is equipped with its own radiator. The plastic knob may be used to adjust how much heat is released into the room. The looser the knob is on the thread, the more open the radiator is to release heat into the room.

Windows

If a resident's room becomes too warm or stuffy, they may open the window in their dorm room. It's expected that residents use good judgment in when, how long a period, and how wide they open their window. During snow and rainy weather, their windows should be closed to prevent damage to the room.

Electrical Plugs

Occasionally the breaker may get tripped for a dorm room. If this occurs, please see the Building Supervisor.

Light Bulbs

The College provides light bulbs for the dorm rooms. If a room's light bulb burns out, the resident should make a maintenance request.

Bulletin Boards

Residents are to use their bulletin board or magnetic white board for items needing to be displayed, and sticky tack or 3M Command hooks for anything else.

Furniture

Each room is provided with necessary furniture. No items are permitted to be removed from the room without written consent from the Building Supervisor. Residents are to treat everything with gentleness and care, and are expected to limit how much furniture is moved around the room. Damaged furniture will be replaced and charged to the resident's account.

Mattress Covers

The dorm rooms are supplied a fitted mattress cover with the bed. Residents must place an additional fitted sheet of their own over the cover, but are forbidden from removing the provided cover. When washing bedding, the resident may wash the cover with their own items. If a resident's mattress cover is missing, or not on the mattress, they may be charged a fee to their account.

Keys

Residents will be issued a key to the front entrance and their own room. These keys are not to be duplicated. Residents found with keys to the facility other than those issued by the College will be asked to find other accommodations. Keys are for resident use only. A fee of \$185 will be charged to replace any keys.

Locked Out

If a resident is locked out of their room, they are to contact the RA or Building Supervisor to unlock the door for them. The door will be unlocked as time and staff allow. If it becomes a habit, a fee may be established.

Rent Includes

Rent of a dorm room includes: parking, wireless internet access, cable in the common lounge, electricity, heat, local phone, fridge and freezer space, and an assigned kitchen cupboard.

Please Note: Residents are not permitted to sublet their dorm room or the apartment.

Things to Bring

Here is a list of suggested items to bring to make the stay in residence comfortable, and which are not provided by the College:

- Pillow(s)
- Single-sized bed sheets
- Comforter/duvet cover/quilt
- Alarm clock
- Slippers
- Sticky tack or 3M Command hooks
- Hair dryer
- Towel(s)
- Lamp
- Headache & cold medication
- Clothes hangers
- Toiletry items
- Laundry detergent

COMMON AREAS

Common areas are spaces shared with students, staff, and other residents, and so encompasses any area on the College property that is not a resident's dorm room.

Cleanliness and care of the facilities are the responsibility of both residents and staff. In order to fulfill its responsibilities, MCC reserves the right to regularly inspect all residence areas. Advance warning, when possible, and other reasonable measures will be taken in exercising this right. Residents have a responsibility of cleanliness and order not only to their assigned room, but also to:

- The bathrooms
- The common lounge
- The boys lounge
- The girls lounge
- The student kitchen

Student Kitchen

Current MCC students and residents, and their guests, are the only authorized persons who may use the student kitchen facility. The chapel kitchen is for faculty/staff use only.

The student kitchen is a shared space among all residents living in dorm rooms. This makes it a regular and common place of contention between individuals. The College encourages residents to be considerate of others they share the kitchen with. All residents are responsible for maintaining kitchen cleanliness.

General rules of the kitchen for each resident:

- There is no cooking after 10:00 pm, and the kitchen must be clean 11:00 pm
- Clean up any mess made from cooking or using the kitchen
- Dishes must be washed, dried, and put away immediately after eating (Dishes are not allowed to be left out to air dry)
- Food and personal belongings are not permitted on the counter (Appliances that do not fit into a personal cupboard excluded)
- Taking or tampering with another's food is theft

All residents will be included in a weekly cleaning schedule as created by the Building Supervisor and enforced by the Resident Assistant. Cleaning supplies can be found in the cupboard underneath the sink. A resident who does not comply with the cleaning schedule may receive a verbal warning on the first offense, a written warning on the second offense, and a \$30 cleaning fee with written notice on subsequent offenses.

Nightly cleaning of the kitchen also includes ensuring the orderliness of the common lounge. The person in charge of cleaning the kitchen for the night is to:

- Have it cleaned by 11:00 pm
- Wipe down the table(s)
- Wipe down all counter spaces
- Wipe down the sinks
- Wipe off the oven surfaces
- Wipe out the inside of the microwave
- Wipe down college appliances
- Sweep
- Collect any dishes and garbage from common lounge
- Reorder furniture to its appropriate place
- Check off and sign a Nightly Cleaning Form

Residents who fail to comply with these rules will be subject to disciplinary action.

Bathrooms

Toiletries may not be kept in bathrooms.

If needed, cleaning supplies are found underneath bathroom sinks. Residents are expected to wipe down walls of showers and tubs after use, and clean sinks after use. If a toilet or shower is clogged, residents are to make a maintenance request so it may be fixed in a timely manner.

Lounges & Floors

Dorm areas designated for males or for females are to be used as such; there will be no visiting of the opposite sex in rooms, the apartment, or on male/female floors. Failure to comply with this policy will result in immediate dismissal from Maritime Christian College.

The lounge on the first floor is for the use of all residents. The third floor, and the lounge on the third floor are strictly for the use of boys, girls are forbidden from using them. The fourth floor, and the lounge on the fourth floor are strictly for the use of girls, boys are forbidden from using them.

The common lounge furniture is for the use of all residents, and is to remain in the common lounge. The same applies to the boys lounge and girls lounge. Moving furniture to dorm rooms is prohibited. Moving dorm room furniture into a lounge is also not permitted. Residents will be charged for any missing or damaged furniture.

Personal belongings are not permitted to be left in any of these rooms. Personal items left lying around will either be taken to the Lost & Found (located underneath the mailboxes), become possession of the College, or thrown out. Those who violate this rule may be charged a cleaning fee and face disciplinary action.

Noise & Quiet Hours

A resident's right to a quiet and peaceful atmosphere overrules other residents' right to make noise, at all hours and days of the week. They must be aware of fellow residents and be willing to accommodate on issues of noise. Individuals have the right to request fellow residents to reduce noise, in situations where they are disturbed by noise while in their room or a lounge. If the situation cannot be resolved, residents should seek out the RA to help settle it.

Quiet Hours are the hours of the day when residents are not permitted to make noise that can be heard outside of their rooms, or outside of residence. Although complete quiet may not be possible, excessive noise is not permitted.

Quiet Hours are: Sunday to Saturday 10:00 pm - 8:00 am

From Sunday through Thursday all common areas are closed after 11:00 pm. Friday through Saturday the time in the common areas will be extended to 12:30 am. After 10:00 pm, residents should be especially careful with regard to noise in the hallways and respect the fact that other residents in the facility are asleep. The purpose of attending MCC is to prepare our lives to

serve the Lord. Therefore since all are here to study all students are to be in by 12:00 am during the week (Sunday – Thursday)

SIGN OUT BOOK

For the purpose of fire safety and emergencies, residents must sign out for all overnight absences and sign back in upon their return. The sign out book can be found in the mailbox area, mailbox #31. Failure to sign out may result in disciplinary action.

LIBRARY REGULATIONS

The library is reserved for study only. Quiet must be maintained at all times.

Library furnishings should be given respect, do not mar or mutilate them. The books are for the use of all students and therefore should receive care, do not mark or underline in them.

Eating and drinking are not allowed in the library, except beverages in a no spill container.

Books must be checked out at the circulation desk (or the Reception Desk) with a Student ID Card for a three week period. They may be renewed for another three week period if no one has requested their use. No more than ten books may be checked out by one student at a time.

Reserve books shall be under special regulations. Some are to be used within the library only and others may be checked out within a half hour of library closing to be kept overnight. Check with library staff for the details of the reserve book policy. Reference books are meant to be for research in the library only. They must not leave the library. If they are removed from the building, they shall be considered stolen, and, if found in your possession, a fine of \$10.00 shall be imposed.

The following system of fines is now in effect: 25 cents per day for each Stack book; 25 cents per hour for each Reserve book.

All books must be returned to the library at the conclusion of the semester. No grades or transcripts shall be issued to students who have overdue books and/or unpaid fines.

Please do not reshelve books. Return all books to the circulation desk.

The personal libraries of the faculty are made available at their discretion to the students. The above regulations apply to these private libraries as well.

The library hours will be as posted.

ALCOHOL

Possession, selling, or consumption of any alcoholic beverages on MCC property is a violation of College rules and is banned. "Alcoholic beverages" describes any beverage with an alcoholic percentage. Residents found having possessed or consumed any alcoholic beverages are subject to staff discipline and eviction from residence. Storage of alcoholic beverages in one's room or assigned storage will be considered in possession.

DRUGS

The possession, selling, or use of legal or illegal drugs on MCC property is a violation of College rules. Storage of drugs in one's room or assigned storage will be considered in possession. Anyone found in possession of drugs may be subject to criminal prosecution and will be evicted from residence.

SMOKING

The College building and property is a completely tobacco and smoke free environment. The use of tobacco products, the smoking of any products, and the use of e-cigarettes on college property is a violation of college rules and is banned. Residents found using tobacco, smoking, or e-cigarette products are subject to staff discipline and eviction from residence. As smoking causes damage to a room, extensive cleaning and restoration will be required to return it to a non-smoking condition. Residents will be charged the cost for damage repair to the room.

VIOLENCE

Maritime Christian College has a zero tolerance policy regarding violence. Physical abuse and aggression are not acceptable, whether it is resident to resident, resident to staff, or resident to guest/visitor. Beyond self-defense of oneself or of another person being attacked on the property, there are no acceptable reasons or excuses for violence. A violent act is defined as any physical act that puts an individual in danger.

Forms of violent acts include but are not limited to:

- Punching
- Slapping
- Hitting
- Pushing
- Kicking
- Pulling
- Fighting
- Threats of violence
- Using an object as a weapon

WEAPONS

No individual, resident, guest or visitor, is allowed to carry a weapon while on College property. Anyone carrying an unauthorized weapon will be reported to the police, may face disciplinary action, and may be evicted from residence.

PORNOGRAPHY

Displaying, or making available for others' use, of pornographic material in any public room or space, or visible to others from the door of a private room, is a violation of the Criminal Code of Canada (Section 163) and is banned.

As followers of Christ in His example and teachings, we are called to honor other people as God's children and to abstain from pornographic material (Matthew 5:28).

PRANKS

Although pranks can be harmless and fun, residents are advised to use discretion in doing so. Everyone is responsible for their own behavior, and there is no excuse for harm to another or another's property regardless of purpose. People who participate in pranks may expect discipline.

LAW ENFORCEMENT

The Building Supervisor may at times be required to request the Charlottetown Police to come to the building to establish peace, or investigate situations that allegedly involve criminal actions.

MCC reserves the right to prosecute cases in either a criminal court of law, through the College's student discipline procedure, or both. Confidential statements by students may be provided to the Charlottetown Police by request.

COOKING & CANDLES

Due to fire regulations, there is to be absolutely no cooking in the single dorm rooms. Therefore microwaves, coffee machines, refrigerators, toaster ovens, hot plates, and similar appliances are not allowed in dorm rooms. Candles and incense are prohibited from residence.

PETS

Maritime Christian College does not allow residents to house pets on the property.

BIKES, SKATEBOARDS AND ROLLERBLADES

Biking, skateboarding and rollerblading is banned inside the building.

DOOR PROPPING

Propping an exterior door open compromises the building's security. This is only permitted when a resident requires the door open in order to move belongings into the College. The resident must immediately close the door once finished bringing items inside.

THERMOSTATS

Thermostats are placed around the building to help regulate the temperature for everyone's comfort. They are only to be adjusted by the Building Supervisor or another College staff member. Residents and students are forbidden from adjusting or tampering with the thermostats.

SPORTS EQUIPMENT

Sports equipment too large to store in a dorm room may only be stored within the designated area. Playing sports inside the kitchen, hallways, classrooms, dorm rooms, or chapel risks damage to the building and is prohibited. The outdoor back yard property may be used for sports and recreation. The front yard and parking lot may be used outside of regular office hours. Any damage to College or personal property will be charged to the resident accountable. Maritime Christian College waives liability for any injury or harm sustained from any such activities on its premises.

FIRE REGULATIONS

Tampering, interfering with, or misusing any fire safety equipment is a violation of the Criminal Code of Canada and is prohibited. Residents found doing so may face immediate eviction, and may be charged. Tampering includes disconnecting smoke alarms or covering them to inhibit their effectiveness.

Residents who cause fires will face disciplinary action and immediate eviction. Residents who cause false alarms will face disciplinary action, a \$150 fine, and may face eviction.

In the Case of a Fire:

- Leave the room
- Close the door of the room of the fire
- Ring the nearest fire alarm
- Alert everyone in immediate vicinity
- Evacuate the building
- Call 911

At the Sound of an Alarm:

- Stay calm
- Close windows
- Put on appropriate clothing for outside
- Leave lights on
- Feel the door for heat, if cool, open door slowly
- Leave door closed but unlocked
- Wake residents in immediate vicinity
- Evacuate building by the exits marked out on hallway signs (Do not use elevator)
- Use alternate exit if fire, smoke, or heat is encountered
- Re-enter the building only after being deemed safe by the Charlottetown Fire Department or the Building Supervisor

If a Resident Cannot Leave Their Room:

- Keep the door closed but unlocked
- Signal to people outside through your window and/or hang a towel or sheet out the window
- Use a towel or sheet to seal cracks in the door
- Stay low to the floor and await instructions

EVACUATION

Residents, guests and visitors must evacuate the building each time the fire alarm is sounded. Everyone is required to leave the building immediately following a fire alarm. Ignoring a fire alarm, and remaining inside may mean facing disciplinary action for misconduct.

Once evacuated from the building, gather at the exit of the parking lot. Do not block fire emergency paths. Residents are not allowed to return to the building until the firefighters deem the building safe. Residents must follow and comply with staff instructions.

MEDICAL EMERGENCY

In case of a medical emergency, residents should contact a residence staff member or call 911. During application for residency, residents are asked to make the Building Supervisor aware of any allergies, medical conditions, or health concerns.

First Aid kits have been placed on each floor of the building for minor injuries:

- In the student kitchen on the first floor
- In the staff kitchen on the second floor
- Outside the boys lounge on the third floor
- Outside the girls lounge on the fourth floor

SAFETY

The security of residence is everybody's responsibility. Any observed suspicious, dangerous, or irregular behavior, should be reported immediately to the RA or Building Supervisor. During regular office hours, staff on the second floor will be available to respond to security issues.

There are security cameras stationed throughout the building. Any tampering with the cameras is prohibited and will result in disciplinary action.

Tampering with security equipment includes, but is not limited to:

- Adjusting the placement, or angle of viewing without prior authorization
- Placing an object over or in front of a camera, blinding it from its purpose
- Turning out or dimming of lights to hinder a camera's effectiveness
-

Residents can assist in the security of residence by:

- Never propping open an exterior door
- Not setting the exterior door to remain unlocked
- Not allowing unknown people to follow you into the building
- Reporting suspicious individuals and behavior to residence staff
- Keeping their room locked
- Not leaving belongings and valuables out in the open

DISCIPLINE CODE

Maritime Christian College considers non-academic behavior equally important to a resident and student's academic life. All students and residents must accept responsibility for their own behavior and the ramifications of their actions. Residents are responsible for the behavior of guests and visitors, as well as their own.

The College's aim is for residence to be an environment conducive to academic learning, a place to feel safe, have fun, and create lasting friendships. In order to do this:

1. All residents are expected to receive, read, understand and agree to the rules and policies in this document.
2. Before moving in, all residents are to sign a rental agreement that expresses they have read, understood and agree with the rules and policies in this document.
3. All residents are expected to participate in a residence meeting where the Building Supervisor will explain essential community norms, rules and policies.

Maritime Christian College (MCC) will not be responsible for damage to any property of residents, guests, or visitors. The College is not liable for personal injury, which may occur to any resident, guest or visitor who may be upon the premises.

Residents and guests may be accountable to disciplinary actions if all above mentioned guidelines, rules, regulations, procedures and obligations are not followed. Depending on severity, disciplinary action may include fines, probation, eviction from residence, or other such measures.

If a resident damages or destroys college property, their account will be charged the appropriate amount required to repair said damages, along with taking any other proper disciplinary actions.

In severe situations, such as those that violate the Criminal Code of Canada, the Building Supervisor or another authorized staff may forgo the disciplinary process and immediately move to evict an individual.

MISCONDUCT

The following list gives examples of negative actions and behavior considered a misconduct, which will result in disciplinary action. The list is not exhaustive and must be interpreted broadly:

- Violation of any rules or policies included in this document
- Violation of any Canadian laws
- Mischief or disruptive behavior
- Unlawful entry or attempted entry of College property
- Behavior that threatens another resident
- Offensive and/or abusive language or gestures
- Theft and/or dishonesty
- Lack of compliance with a College staff's directions acting in their official role
- Deliberate assault on a College staff member, student, or fellow resident

DISCIPLINARY ACTIONS

Any member of the Residence Staff Team or an authorized staff member may enforce one or more of the following disciplinary actions to residents for misconduct:

- A verbal warning
- A written warning
- A written warning with an assigned fee, and/or a bill for any damages resulting from the misconduct

The Building Supervisor or an authorized staff member may enforce a notice of eviction to a resident for misconduct.

Please Note: An eviction notice does not excuse a resident from paying any remaining money owed for rent, fees or other bills. Residents are expected to settle their accounts before moving out.

The listed disciplinary actions are not extensive. The College reserves the right to apply additional disciplinary actions for misconduct.

DISCIPLINARY PROCESS

The process followed by the RST in the event of misconduct is:

1. Discuss the first violation with the offending resident and document it. A staff member will explain to the resident what exact rule or policy they have violated, check that the resident understands and will correct their behavior accordingly. A conversation with the Building Supervisor is to be understood as a verbal warning, and the resident should correct their behavior accordingly. If the RA discusses the infraction, they will document it and relay the information to the Building Supervisor. A resident may also receive a written warning on their first violation.
2. When a second offense occurs, the resident will receive a Warning of Infraction notice. The notice will include the resident's name and what infraction has occurred. A copy will be added to the resident's file. A written warning may be issued by itself, or accompanied by one of the other sanctions outlined in this process.

Please Note: The RST reserves the right to administer sanctions for unreported misconduct discovered at a later time.

3. The Building Supervisor will investigate the reported offense before administering any disciplinary actions.
4. Upon investigating the alleged infraction, the Building Supervisor will deliver the resident a written report of the offense, any specific information related to the incident, and potential discipline that will be administered.
5. After receiving the written report, the resident will have reasonable time to discuss it with the Building Supervisor. All discussions will be documented, and the confidentiality of the resident respected.
6. The Building Supervisor will record any disciplinary actions administered to the resident, have the resident sign it, deliver the resident a copy, and retain a copy for the resident's file.
7. The Building Supervisor will deliver a copy of the disciplinary action report to the College President.

8. The Building Supervisor or another authorized staff may give a resident notice of eviction from MCC residence. Generally the eviction notice will include a date the resident is to move out by. In serious circumstances of violations that require prompt action, the Building Supervisor may immediately evict the resident.
9. If the RST member responsible for any step in this process is absent, the President may act in their place or authorize another to act in their place.
10. For any matter that occurs during the process that are not otherwise described here, the individual responsible for the step has the authority and power to decide the actions and process that will be taken.
11. Notice may be given by personal delivery, placed in the resident's mailbox, or taped to their door.
12. Notice will be considered in effect on the day of delivery.
13. No action or process will be invalid because of irregularity or fault in form.

Crisis

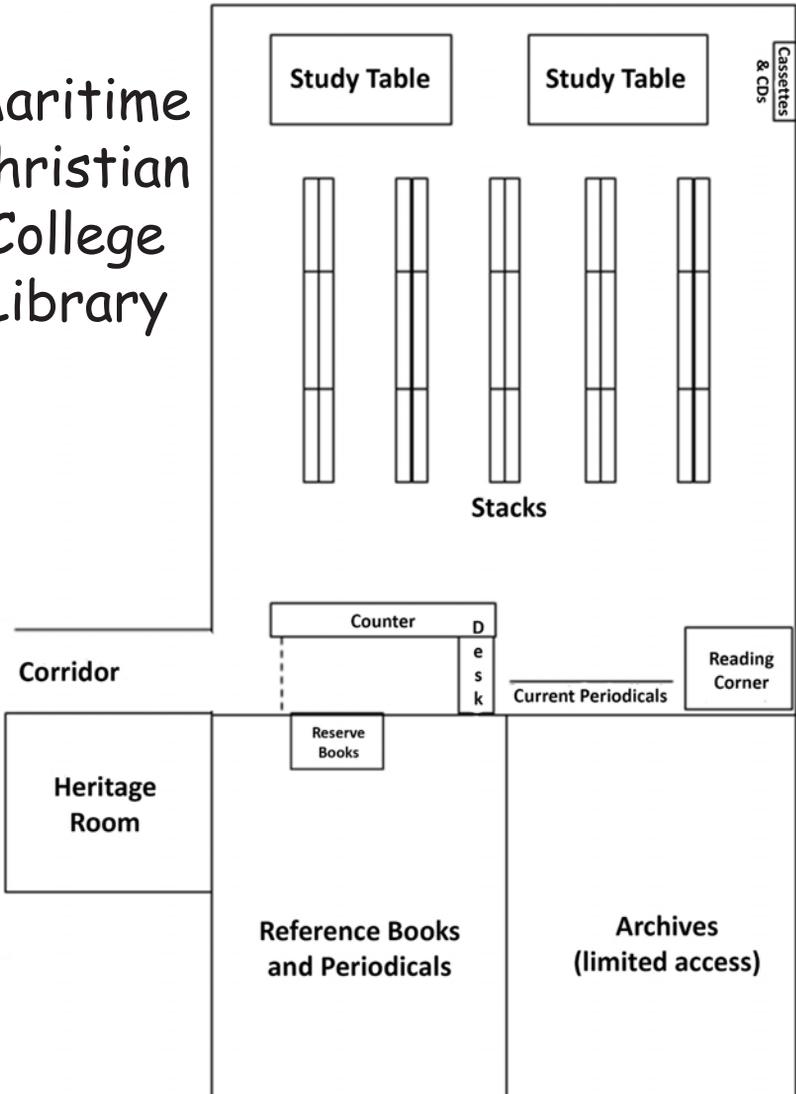
14. If the RA believes that the presence of a resident, guest, or visitor is a continued threat to the safety and security of any or all other residents, they are to contact the Building Supervisor. If they are unable to immediately contact the Building Supervisor, they are to call the Charlottetown Police Department or 911.
15. At the soonest possible time, the RA or Building Supervisor will document the incident and report it to the President.

Library

The Library Arrangement

The Dewey Decimal System is used for cataloging materials in our library. Our collection now consists of over 10,000 volumes, the majority of which are focused on our special concern, namely Biblical Christianity. For this reason, most of the books are catalogued in the 200's of the Dewey System.

Maritime
Christian
College
Library



Classes

College Student Communication:

All academic, resident, financial and other communication will be between the college and the student, not with parents/guardians. It is the student's responsibility to communicate with their parents/guardians.

Class Load:

A semester hour of credit represents one hour of classroom instruction per week for one semester. A student is considered full-time if he/she is enrolled for 12 or more semester hours. A full load of classes is considered to be 15 or more semester hours. A student may not enroll for more than 18 hours without the permission of the Academic Dean. It is expected that a student will devote at least 2 hours of study preparation and research for each hour of classroom instruction.

Textbook Policy:

Textbooks and course materials are ordered and provided to students at the College office as part of registration. Textbooks are non-refundable after registration day.

Courses:

Most of our programs include classes on site. Due to a three year rotation and program conflicts, some courses may be taken online or at another college or university with the permission of the Academic Dean.

Transfer of Credits/CLEP:

MCC may accept transfer credits from approved universities and colleges or the College-Level Exam Program (CLEP) with a grade point at or above C level, for each course transferred. A candidate for a degree from Maritime Christian College must earn at least sixty-four semester hours of credit from the MCC curriculum. The final thirty-two hours must be taken as a resident student at Maritime Christian College.

Changes in Class Status:

1. Changing courses or withdrawal from courses will be permitted up to two weeks from the first day of classes with a full tuition refund.
2. A "Change of Course" fee of \$15 will be payable for changing courses or withdrawal from courses which is allowable for an additional two weeks with full tuition refund.
3. A "Change of Course" fee of \$15 will be payable for changing status

from credit to audit and withdrawal from a course which is allowed until mid-term. In both cases a refund of 50% tuition fees will be credited to the student's account.

4. "Mid-term" shall be defined as 4:00 pm on the first weekday of November or March.
5. An "**Application for Change in Class Registration**" form must be completed for any of the above changes. These forms are to be obtained from the Administrative Assistant or Registrar. When it has been completed, and signed by the student, the instructor and Registrar, it is to be turned into the Administrative Assistant and only then will the changes be official. (Be sure to make a copy for your records.)

Program Selection:

By the commencement of the second year of study, that is, the completion of 32 semester hours of study, each student must declare the Program of Study under which they plan to matriculate. The appropriate form is available from the Administrative Assistant. Any changes in this program will require the payment of a \$25.00 Change of Program Fee.

Internship:

The B.A. (Bible) and B.A. (General Studies) programs require an internship during the last two years of the program. The intern is under the supervision of a designated supervisor at their location and will also be supervised by the College as a part of the entire Internship Program.

Internship is a part of the academic program of the College worth one semester hour credit per semester. Summer internships may also be available. One credit hour of internship equals ten hours work each week during the semester, or ten hours per week for two and a half months during the summer.

Christian Service:

The concept of student ministries is fundamental to a Biblically based higher education. Not only are students given the opportunity to put into practice what they learn in the classroom, but, more importantly, they become aware of, and are involved in, helping to serve the needs of others.

Attendance:

The faculty of the College believe that attendance and participation in the classes are essential ingredients in your education. Therefore, we feel a policy is necessary in order to reinforce this aspect of College life. Students

are responsible for keeping track of their own attendance, they will not be notified of their accumulating absences by professors.

1. If you arrive late for the equivalent of one week of class, after the teacher has filled the register, it shall count as one absence. Arriving more than 15 minutes late or leaving 15 minutes early shall be recorded as an absence.
2. Absences from the last session of each class before holidays and other scheduled events or from the first session afterwards shall receive a double penalty.
3. Absences that equal one week of class time shall be allowed without any penalty. The equivalent of a second or third week of class time shall be allowed but with a penalty of 3% points for each hour of class time missed.
4. The total allowable absences shall be the equivalent of three weeks of classes. Absences in excess of this shall result in a final grade of F for the course. This includes all absences whatever the reason, except those resulting from College-related activities which have been approved by the Academic Dean ahead of time and which will not be penalized.
5. Any class assignments due must be submitted on or before the day of the absence.
6. Students who persist in absenteeism and thus fail more than one course as a result shall not be allowed to remain in College.
7. Any exceptions to the above policy must be made by written request to the Academic Dean. This will apply especially with regard to family deaths or extended illnesses.
8. No food will be allowed in the classroom and beverages will be allowed only at the discretion of the teacher. All garbage must be cleaned up following class.
9. Appropriate dress is required to attend class. (see "Physical Appearance" page 10)
10. No cell phones are to be used or turned on during classes, services and activities.

Statute of Limitation on Finishing Degree Program:

MCC will allow up to 10 years to finish a degree program. After 10 years many classes may have to be retaken due to changes.

Grades and Assignments

Grading System:

1. We are presently using the numerical system for our final grades. 65% is the passing grade.

Letter	Description	Numerical Value	Grade Points
A	Excellent	96-100	4.00
A-		94-95	3.67
B+		92-93	3.33
B	Good	88-91	3.00
B-		85-87	2.67
C+		82-84	2.33
C	Average	78-81	2.00
C-		75-77	1.67
D+		72-74	1.33
D	Passing	68-71	1.00
D-		65-67	0.67
F*	Failing	0-64	0.00
I**	Incomplete		0.00
P	Passing		0.00
AU	Audited Course		0.00
WP	Withdrew Passing		
WF	Withdrew Failing		

* Percentage of Failing grade will be computed toward student's numerical average.

** The incomplete mark is for the student who, due to extenuating circumstances, is unable to complete the final exam or other work for a course by the posted end date for the course. In conjunction with the professor's agreement and the establishment of a schedule with due dates for completed work, the student will receive an Incomplete instead of a failing grade on their report card. Any Incomplete courses will not be applied to the student's overall G.P.A. If the assigned work is not completed by the set due date, a grade of F will be applied to the student's overall G.P.A.

2. Withdrawal from a course after the initial two-week period will result in a grade of WP or WF.
 - a. If a student withdraws prior to mid-term and is doing passing work, a grade of WP shall be given.
 - b. Withdrawal after mid-term shall result in a grade of WF for that course, except for extenuating circumstances, in which a WP may be given.
 - c. Unofficial withdrawal from a course at any time shall result in a grade of WF.

Assignments:

All assignments are due at the time the instructor has designated in the course syllabus. If due dates conflict on the course syllabus and the online calendar see the professor for clarification. Request for extensions will be granted only due to dire circumstances and even then are subject to the discretion of the class instructor.

Dismissal:

Students dismissed from the College will receive a grade of "F" for all their courses in that semester. The date of the dismissal will be noted in the student's academic transcript.

Academic Probation:

There is an expectation that a student will achieve a certain minimum of academic standard per semester. The following scale outlines these expectations:

1.00 after 1st semester	1.33 after 2nd semester
1.67 after 3rd semester	2.00 after 4th semester

1. Students whose average falls below the above in any semester will be placed on academic probation for the following semester and may be required to lengthen the time for completing the remainder of their program.
2. Students on academic probation are not permitted to take more than 10 hours of course work in any semester unless approved by the Academic Dean.
3. Students on academic probation must terminate their programs at the end of that semester if the probationary status is not removed or extended by achieving an average for the semester equal to or higher than that required. Exceptions must be approved by the Academic Dean.
4. At the end of each semester, students on academic probation are considered by the Academic Dean, in consultation with the faculty if necessary, for the purpose of determining their future academic status.

Format of Research Papers:

All papers for Maritime Christian College will be written and submitted in Chicago style according to: <https://owl.english.purdue.edu/owl/resource/717/2/>

Academic Dishonesty:

Maritime Christian College endeavors to prepare men and women for Christian service. As part of that endeavor, students are expected to uphold a high level of honesty in their personal and academic lives. Acts of plagiarism, cheating, or other forms of academic dishonesty may result in failure of the assignment, the course or possibly dismissal from the school.

- a. Plagiarism. The student who deliberately attempts to pass off the writing of someone else as his or her own is guilty of plagiarism. This offense can be of different degrees. It may involve either submission of a paper written by someone else or direct copying, without quotation marks and appropriate acknowledgment of the printed source.
 1. Insufficient Documentation. Honesty and courtesy require that a writer acknowledge the source from which he or she draws material. This documentation provides both an acknowledgment of source and also support for their ideas. Insufficient or inaccurate documentation is a serious weakness in a paper. It will certainly result in a lower grade, or a rewriting of the paper, or if serious enough, a failure of the paper. The mark of zero will be given and the paper returned. It should be remembered that inadequate paraphrasing or closely following another's thoughts is the same as plagiarism.
 2. Excessive Collaboration. Students are expected to do their own work. Naturally students will discuss their work with other students but excessive collaboration is objectionable. Submitting another person's work as one's own is absolutely prohibited. Such a practice will result in an F for the assignment and may well result in a failure for the course.
- b. Cheating on exams is academic dishonesty. Those students who aid another student in the cheating process also have performed academic dishonesty.
- c. Other forms of academic dishonesty include, but are not limited to, dishonesty concerning one's personal information or conduct; theft of another person's property; or the pirating of software.

Student Activities and Responsibilities

Assistance for Students

The faculty are available to speak with students and offer assistance regarding any aspect of College life. If you would like to discuss personal or confidential issues with a faculty member please make an appointment. Confidence will be kept as long as the student is making sufficient progress or until the situation is serious enough to warrant outside consultation.

Devotions:

Thursdays at 1:00 pm we meet for 45 minutes of devotions. Attendance will be taken.

Convocation and Graduation:

At the beginning and close of each school year, special services are held. Students are expected to be present for these times and may be called upon to participate in the services.

Financial Obligations:

1. Students are reminded that tuition and other fees are intentionally kept low so that all who desire a Christian education may obtain it without undue financial stress. Actually the fees provide only a small portion of the total cost of operating the College. The major portion comes from the gifts of individuals and churches who faithfully support this Christian endeavor.
2. Students are expected to pay all bills upon enrollment. Otherwise, any delay in payment must be approved by the President. The College offers financial assistance as stated in our Catalogue.
3. Accounts remaining unpaid as of the 1st of the month after registration will be assessed a \$100 administrative fee.
4. Accounts remaining unpaid in whole or in part as of the end of the semester they are charged will incur 1% non-compounding, cumulative interest on a monthly basis, beginning the month after the end of the semester.
5. Individuals with open balances will not be able to register for further academic classes.
6. A degree, diploma, or certificate will not be granted, nor will an official transcript be issued, until the student takes care of all financial obligations with the College.

Insurance:

All full-time students must enroll in the College health and dental insurance plan provided through the University of Prince Edward Island. If students are already covered by another plan they may sign a waiver to opt out of the college insurance plan.

All students traveling with the College for Cultural Encounter, music groups, drama or ministry teams are also required to sign waiver forms releasing the College of liability should anything happen while traveling with College groups or representing MCC.

K.T. Norris Lectures:

All students are required to attend the week of lectures. The lectures may also be taken for one credit hour. Students must register at the beginning of second semester to enroll for credit. Assignments will be given by faculty.

Physical Education

A healthy spiritual and physical fitness is important. Therefore all full-time students are strongly encouraged to make use of the UPEI Sports Centre membership which is provided to students as part of registration each semester. Part-time students are given the option. Students must obtain a UPEI Campus Card.

Student Ministry Opportunities

During the school year there may be opportunities for students to visit churches and areas of Canada to share in a variety of ministries.

Weekends – Faculty visit the Maritime churches during the school year and students will be expected to participate in programs and services during these weekends as assigned. They provide a wonderful way to develop your gifts and get acquainted with other areas of the Maritimes.

Cultural Encounter – In the spring or fall semester students will be able to share in a cultural experience. One-two weeks will be set aside for all students to visit a region in North America or abroad.

Worship and Service:

When the church assembles for study and worship on Sunday mornings all students are expected to be in attendance! It is inconsistent to think or claim that one is training in Christian development and does not attend meetings when God's family gathers. A student will be placed on probation for continual missing of services.

Tuition, Residence & Office Prices

Tuition

Credit	\$	180 /	credit hour (\$540/course)
Audit	\$	90 /	credit hour (\$270/course)
Senior Audit (60+)	\$	45 /	credit hour (\$135/course)

Residence

Dorm Room	\$	3,000 /	year (MCC student)
	\$	450 /	month – summer rental, etc
	\$	25 /	night – summer rental, etc
Damage Deposit	\$	200 /	dorm room
Guest Suite	\$	50 /	night
	\$	60 /	night (w/extra mattress)
Chapel	\$	400 /	day
Classroom	\$	25 /	day

Office Supplies

Fax	\$.50 /	page
Postage (tax included)	\$	1.00 /	Canadian
- Regular Sized Envelope	\$	1.41 /	US
	\$	2.90 /	International
Paper	\$.05 /	Sheet - White
	\$.10 /	Sheet - Color
Printing/Copying	\$.10 /	Sheet B&W
	\$.25 /	Sheet Color
Envelopes	\$.10 /	Regular Size Blank (#8 or #10)
	\$.25 /	Quarter fold
	\$.25 /	Large Kraft

Fees

Dorm/Kitchen

Lost Key	\$	185
Trash Clean-up in Room	\$	75
Clean Kitchen	\$	30

Building

Broken Door	\$	100
Wall Damage	\$	100
Sort Garbage	\$	75

Library

Late Library Book	\$.25 /	day
Late Reserve Library Book	\$.25 /	hour
Removal of Reference Book	\$	10	

All prices are subject to change.

Faculty, Staff and Board

Faculty

Thomas Marshall B.A., B.A., Lincoln Christian College M. Div., Lincoln Christian Seminary	Academic Dean
Brenton Dickieson B.A. Maritime Christian College Diploma C.S., M.C.S. Regent College Ph. D. Candidate, University of Chester	Adjunct
Ben Foreman B.A., Maritime Christian College M.A., Lincoln Christian University	Adjunct
Scott Jacobsen B.S., Manhattan Christian College M.Div., Lincoln Christian Seminary M.A., Lincoln Christian Seminary Postgraduate studies at the Institute for Christian Studies (Toronto) and South African Theological Seminary	Adjunct
Fred Osborne B.Th., Maritime Christian College	Adjunct
Leanna Rierson B.S., Wichita State University M.S., Rochester Institute of Technology M.A., Johnson Bible College M.A., Cincinnati Christian College Ph. D. Candidate, University of Exeter, England	Adjunct
Robbie Sevilla B.A., Maritime Christian College	Adjunct
Josh Stevenson B.A., Maritime Christian College	Adjunct

Staff

Ellen Arsenaault	Receptionist
Penny Ching	Administrative Assistant
Josh Stevenson	Building Supervisor

Board of Directors

Bonnie Eadle	Saint John, NB
Dan Foreman	Fredericton, NB
Darrell Haines	Weymouth, NS
Richard Jones (Chairman)	Quispamsis, NB
Ian Morse (Vice-Chairman)	Cornwall, PE
Gregory Nicholson (Treasurer)	Halifax, NS
Nancy Rickard	Fredericton, NB
Kent Wiezel (Secretary)	Saint John, NB

Board Members teaching as adjunct professors will step away from their role in the board for that semester.

Master Calendar 2019/2020

Master Calendar 2019-2020

First Semester

Opening of Residence	Tues., Sept. 3
Registration 9am-12pm	Fri., Sept. 6
Bible Knowledge / Gift Survey / Taylor Johnson Tests – 1pm	Fri., Sept. 6
Orientation Events for All Students 10am -8pm	Fri., Sept. 6
Convocation Service – MCC Chapel – 3 pm	Sun., Sept. 8
Classes Begin	Mon., Sept. 9
Internship – Application for Admission due for second semester	Wed., Sept. 18
Last day to change/withdraw from courses without penalty	Mon., Sept. 23
Dorm Room Checks	Wed., Sept 25
Leadership Advance	Sept. 27 - 28
Ministry Team Weekend	Oct. 5 - 6
Last day to change courses with \$15 fee; rest of tuition refunded	Mon., Oct. 7
Thanksgiving Day – No classes	Mon., Oct. 14
Youth Event at MCC: Pursuit	Oct. 25 - 27
Dorm Room Checks	Wed., Oct. 30
Mid Term	Fri., Nov. 1
Last day to change courses with \$15 fee; 50% tuition refunded	Fri., Nov. 1
Remembrance Day – No classes	Mon., Nov. 11
Christian Service - Yard Work (date may change due to weather)	Fri., Nov. 15
Ministry Team Weekend	Nov. 16 - 17
Dorm Room Checks	Wed., Nov. 27
Last day of classes	Mon., Dec. 9
Final Exams	Dec. 11 - 13
Residence Closes for Christmas Break	Sat., Dec. 14
Grades available and Dean's List Published	Tues., Dec. 31

Second Semester

Opening of Residence	Fri., Jan. 3
Registration 1 - 5 pm	Fri., Jan. 3
Regular Classes Begin	Mon., Jan. 6
Internship – Application for Admission due for summer semester	Wed., Jan. 15
Last day to change/withdraw from courses without penalty	Mon., Jan. 20
Dorm Room Checks	Wed., Jan. 29
Last day to change courses with \$15 fee; rest of tuition refunded	Mon., Feb. 3
Islander Day – No classes	Mon., Feb. 17
Dorm Room Checks	Wed., Feb. 26
Cultural Encounter - Exponential Conference	Feb. 28 - Mar. 8
Mid Term	Mon., Mar. 2
Last day to change courses with \$15 fee; 50% tuition refunded	Mon., Mar. 2
Monday of KT Norris Lectures week - No classes	Mon., Mar. 9
Kenneth T. Norris Lectureships – No classes	Mar. 10 - 13
March Break	Mar. 16-20
Dorm Room Checks	Wed., Mar. 25
Good Friday – No classes	Fri., Apr. 10
Easter Monday – No classes	Mon., Apr. 13
Last day of classes	Mon., Apr. 27
Dorm Room Checks	Wed., Apr. 29
Final Exams	Apr. 29 - May 1
Bible Knowledge Tests	Mon., May 4
Christian Service - Yard Work (date my change due to weather)	Wed., May 6
Grades available and Dean's List published	Fri., May 8
Graduation Dinner	Fri., May 8
Graduation – MCC Chapel – 2pm	Sat., May 9
Residence Closes	Sat., May 9
Internship – Application for Admission due for first semester	Wed., May 27

Building Directory

Building Directory

Basement/First Floor

#100	Dining Room/Student's Common Lounge
#101	Student's Kitchen
#102	Storage Area
#103	Furnace Room
#104	College Storage Room
#105	Janitorial Room
#106	College Storage Room
#107	Multipurpose Room
#108	Office of Tom Marshall ~ Academic Dean
#109	Laundry Room
#110 – #113	Library ~ Heritage Room ~ Reference Room ~ Archives

Main Level/Second Floor

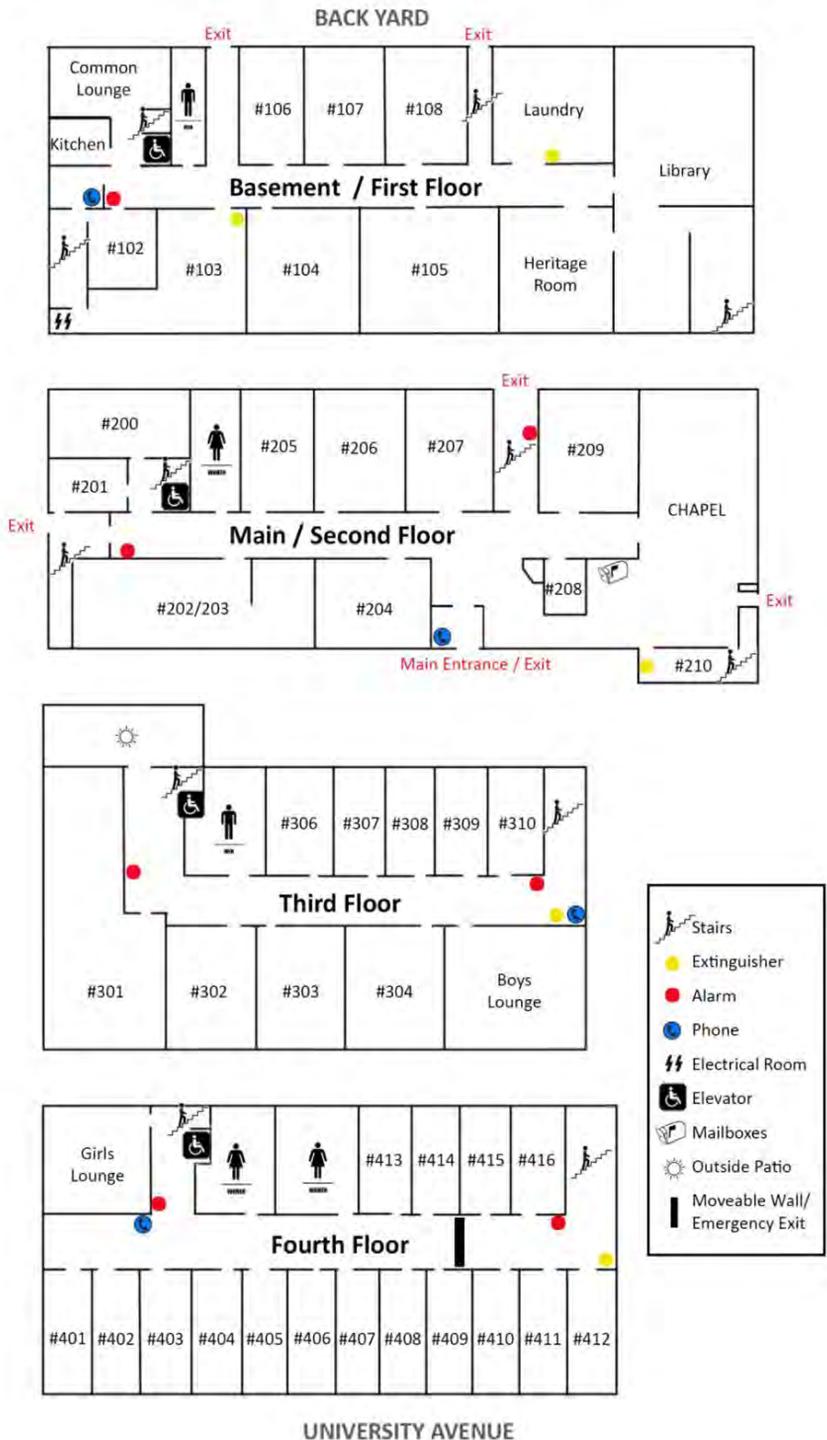
#200	Classroom
#201	Office
#202 – #203	Building Supervisor's Apartment
#204	Conference Room
#205	Office of Penny Ching ~ Administrative Assistant
#206	Classroom
#207	Office
#208	Office of Ellen Arsenault ~ Receptionist
#209	Guest Suite
#210	Chapel Kitchen

Third Floor

#301	Apartment
#302	Classroom
#303	Classroom
#304	Male Dorm Room
#305	Male Lounge
#306	College Storage Room
#307 – #310	Male Dorm Rooms

Fourth Floor

#400	Female Lounge
#401 – #416	Female Dorm Rooms



Appendix

Student Covenant – 2019/2020

*Events and Activities Requiring Student
Participation, Attendance and Assistance*

Christian Service – All Year

Devotions – All Year

Maritime Activities/Events – All Year

Ministry Weekends - As assigned

Orientation Events - September 6

Convocation - September 8

Leadership Advance – September 27-28

Youth Event - Pursuit - October 25-27

Cultural Encounter - Exponential - Feb. 28 – Mar. 8

Lectures - March 10-13

Graduation Dinner - May 8

Graduation - May 9

All students to attend
Awards for the year are passed out

BUDGET WORKSHEET

BUDGET WORKSHEET	
LUMP-SUM INCOME	
Saving from Summer Job	
Scholarships / Bursaries - first semester	
Scholarships / Bursaries - second semester	
RESPs	
Lump-sum from Parents/Savings	
Loan(s) - first semester	
Loan(s) - second semester	
Other:	
Total Lump Sum Income	
LUMP-SUM EXPENSES	
Tuition - first semester	
Tuition - second semester	
Books/Supplies - first semester	
Books/Supplies - second semester	
Travel to School - start	
Travel home - December	
Travel to school - January	
Travel home - end	
Damage Deposit	
Rent/Dorm - first semester	
Rent/Dorm - second semester	
First Grocery Shop/Food Plan	
Groceries/Essential for 9 months	
Trips - Meals & Spending Money	
Cell phone plan for 9 months	
Car - gas/insurance/registration/inspection/repairs	
Savings	
Clothes	
Entertainment/Eat Out/Coffee for 9 months	
Emergency Fund:	
Other:	
Total Lump Sum Expenses	
Income minus Expenses	
	÷ 9
Monthly Income	

BUDGET WORKSHEET

BUDGET WORKSHEET	
LUMP-SUM INCOME	
Saving from Summer Job	
Scholarships / Bursaries - first semester	
Scholarships / Bursaries - second semester	
RESPs	
Lump-sum from Parents/Savings	
Loan(s) - first semester	
Loan(s) - second semester	
Other:	
Total Lump Sum Income	
LUMP-SUM EXPENSES	
Tuition - first semester	
Tuition - second semester	
Books/Supplies - first semester	
Books/Supplies - second semester	
Travel to School - start	
Travel home - December	
Travel to school - January	
Travel home - end	
Damage Deposit	
Rent/Dorm - first semester	
Rent/Dorm - second semester	
First Grocery Shop/Food Plan	
Groceries/Essential for 9 months	
Trips - Meals & Spending Money	
Cell phone plan for 9 months	
Car - gas/insurance/registration/inspection/repairs	
Savings	
Clothes	
Entertainment/Eat Out/Coffee for 9 months	
Emergency Fund:	
Other:	
Total Lump Sum Expenses	
Income minus Expenses	
	÷ 9
Monthly Income	

Weekly Calendar - 1st Semester

	Sunday	Monday	Tuesday
7 am			
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	Wednesday	Thursday	Friday	Saturday
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Weekly Calendar - 2nd Semester

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	Wednesday	Thursday	Friday	Saturday
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