



# **Student Handbook**

© Copyright 2010

# Table of Contents

	Page
From the Staff	5
Mission and Purpose	5
Accreditation Status	6
Philosophy of Education	7
Statement on Non-Discrimination	8
Governing Board	8
Statement of Faith	9
 Mission of Student Life and Services	 10
Student Life	
Incoming Student Testing	10
Orientation	10
My Blueprint for Life	10
Counseling Services	10
Devotions and Chapel Program	11
CSI Triangle	11
Handicap Access Policy	11
Student Employment	11
Community/Church Service	11
Student Policies	
Code of Conduct	12
Student Discipline	14
Types of Disciplinary Action	14
Due Process/Grievance Procedure	14
Sexual Harassment Policy	15
Grading Policy	15
Grading System	16
Incomplete Grades	16
Student Services	
Student Accounts	17
Financial Aid	17
Student ID Cards	18
Books	18
Parking Security	19
Emergency Procedures	19
Cell Phones	19
Student Health	20
Voter Registration	20
Student Housing	20
Solicitations	20
Graduate Exit Surveys	20
Learning Resources	
Pre-Assessment	21

Library and Internet Use	21
Tutoring	21
Duplication/Copy Service	21
Educational Planning	21
Course Overviews	21
Course Load	22
Course Challenge by Examination	22
Academic Advising	22
Typical Schedule Leading to the AA Degree	23
<b>Academic Policies</b>	
Criteria of Admissions	24
Admission of International Students	24
Ability-to-Benefit Students	25
Academic Integrity	25
Academic Grievance	26
Academic Probation	26
Class Attendance and Tardiness	26
Adding a Course	27
Dropping a Course	27
Withdrawal from a Course	27
Withdrawal from the College	28
Academic Renewal with Course Repetition	28
Graduation Ceremony	28
Graduate Special Rate	28
Dismissal from the College	28
Leave of Absence	29
Student Notification of Rights	29
Release of Transcripts, Grades and Diplomas	29
<b>Local Area Services</b>	
Banks	31
Counseling Services	31
Copy/Duplicating Services	31
Emergency Services	31
Emergency Medical Clinics	31
Local Libraries	32
Department of Motor Vehicles	32
Area Transportation	32
Local Utilities	32
<b>Local Area Attractions</b>	
Bowling	32
Miniature Golf	33
Movie Theaters	33
Lincoln Memorial Shrine	33
Redlands Bowl Procellis	33
San Bernardino County Museum	33
Yucaipa Regional Park	33
Oak Glen/Cherry Valley	33
<b>Appendices</b>	

## **From the Staff...**

Welcome to Community Christian College – for most of you the first step into higher education. You have chosen a unique setting in CCC, one that provides you with some clear advantages. But the real value comes when you make the decision to truly invest yourself in this process of learning and personal growth. Whether or not you can participate full-time, we encourage you to make your college education a top priority. It’s an investment in yourself that will pay you a very high “rate of return” throughout the rest of your life.

On this first leg of your college journey, you are bound to make new discoveries, meet up with exciting people and ideas, face some tough challenges, and engage in some plain hard work! Our goal in the Administrative Offices is to give you the resources you need to succeed and reach your potential in this College setting. We desire to support your efforts and yet challenge you to stretch yourself beyond the “comfort zone” of what you have previously known.

This Student Handbook has been developed as a practical guide to give you the basic who, what, when, where, why, and how in order to feel at home in our College community right from the start. You are responsible to know its contents, so keep it handy for reference from time to time.

We are looking forward to getting to know you personally. May you recognize the good hand of God on all of your efforts throughout your time with us.

## **Mission and Purpose**

The Mission Statement of Community Christian College is as follows:

**Community Christian College, with campuses in primarily underserved urban communities, exists as an associate's degree granting liberal arts institution to educate students in a Christian worldview by developing the skills, competencies, and character to engage and thrive in our diverse world.**

To accomplish this mission, Community Christian College offers a two-year liberal arts education in a Christian environment. To complete this mission, we strive for the following:

1. To provide students the opportunity to successfully complete a program of study provided in a Christian setting and from Christian perspectives.
  - a) All students – including those from socio-economically or spiritually oppressed or disadvantaged backgrounds – are able to gain admission and begin a course of study at Community Christian

- College.
- b) All students will complete a course of study or earn the A.A. degree.
  - c) All students will be equipped to continue their studies at a four-year college or university.
2. To offer a curriculum in the liberal arts that promotes the development of Christian knowledge, skills, and values.
    - a) The curriculum will include courses in six areas: Religious Studies, Humanities, Communication Skills and Critical Thinking, Mathematics and Natural Sciences, Social and Behavioral Sciences, and Lifelong Development.
    - b) The students' exposure to the curriculum will be shaped and supported by an individual planning process (including the *My Blueprint for Life* program).
    - c) The curriculum will be characterized by:
      - (1) The use of God's Word in the classroom (as it illuminates all subject matter and inquiry).
      - (2) The reliance upon prayer in the classroom.
  3. To provide a Christian faculty:
    - a) Who are committed to integrating their Christian faith with their academic discipline in further education, research, and writing.
    - b) Who are committed to leading by example.
    - c) Who are committed to the classroom.
    - d) Who are committed to working with students.
  4. To manage the College in a way that:
    - a) Reflects sound financial stewardship.
    - b) Realizes efficient operations and effective management practices.
  5. To use assessment and evaluation in such a way that:
    - a) Outcomes continually inform purposes, goals, and objectives.
    - b) The mission and vision are furthered as a result.

### **Accreditation Status**

Community Christian College has received full accreditation with TRACS. TRACS, the Transnational Association of Christian Colleges and Schools, is an accrediting agency recognized by the U.S. Department of Education. Following is their contact information:

Transnational Association of Christian Colleges and Schools  
 Post Office Box 328  
 Forest, Virginia 24551  
 Phone: (434) 525-9539

Full accreditation allows students of Community Christian College to apply for federal and state financial aid.

## **Philosophy of Education**

The Christian nature of the liberal arts program at Community Christian College is manifested by three equally important characteristics: (1) a Christian faculty dedicated to the spiritual nurture and development of each student, (2) a significant component of religious studies courses within the liberal arts curriculum, and (3) a strong emphasis on the integration of Christian faith and Christian character development in all the courses of the curriculum.

The principle that all truth is God's truth is applied appropriately in each course. This and the above paragraph give the perspective that is intended to thoroughly shape the College as an institution so that its structure, staff, faculty, courses, activities, aims and objectives all bear the imprint of devotion to the Lord Jesus Christ.

The liberal arts program of the College is comprised of an integrated, comprehensive, fully prescribed sequence of courses ranging across traditional departments in mathematics and the natural sciences, the social and behavioral sciences, and the humanities. The point of this program is to expose students to, and provide an understanding of, the rich tapestry of ideas, techniques, and perspectives that have constituted the intellectual heritage of Western civilization. These "liberal arts" are the studies which "liberate" the individual, providing basic knowledge and intellectual skill to help students become freely functioning beings, ones who think for themselves and who are capable of effective action and lifelong learning, discovery, and re-education. As such, this curriculum focuses on general knowledge and general intellectual skills such as careful, critical, and analytical thinking, reading, writing, and speaking. This comprehensive, holistic approach to learning, taking place within the context of deep Christian faith, results in an experience which truly nurtures our students' souls and intellects.

Christian education is intended to impact the whole person. Therefore, it is the responsibility of the instructor to encourage the student's ongoing spiritual growth. The scriptures are given to completely equip the believer for every good work; therefore, it is the responsibility of the instructor to go beyond the communication of Biblical truth and to apply it to the student's life.

The College is committed to small classes, enabling more intensive, nurturing instruction between instructors and students, and between students. The College is also committed to encouraging small groups of study cells and thereby enhancing the camaraderie, spiritual nurture, and mutual assistance that the students can render to one another.

The College has as another of its main goals to assist in student transfers to senior colleges and universities to complete their Bachelor's degrees. God requires and graciously enables each believer to learn and apply His Word as

the student submits to the Holy Spirit. Therefore, each professor should expect the best from each student in his class.

### **Statement on Non-Discrimination**

Community Christian College is open to all without regard to race, sex, ethnic background, color, or disability.

### **Governing Board**

As an independent institution, the College is governed by a Board of Trustees. It is comprised of educators, business persons, clergy, and administrators of churches and Christian foundations. They represent a wide variety of denominations and Christian fellowships but all of them share a commitment to provide a high quality college education from a distinctly Christian perspective.

**Mr. Troy Vugteveen, Chairman**

**Dr. Gayne Anacker**

**Rev. Joshua Beckley**

**Mr. Dwight Flater**

**Ms. Paula Hellinga**

**Mr. Robert Hungate, Treasurer**

**Mr. Les Kovalcik**

**Mr. Robert Lemley**

**Dr. Harris Lidstrand**

**Dr. Lowell Linden**

**Mrs. Francie Martin**

**Dr. Stanley Mattson**

**Mrs. Carol Mead**

**Mr. Donald Nydam**

**Dr. Bruce Prins**

**Dr. Friedhelm Radandt**

**Mr. Blake Rochette**

**Dr. Raymond Turner, Secretary**

**Mr. John Voortman**

## **Statement of Faith**

We accept the Scriptures of the Old and New Testament to be the written Word of God. We believe in the divine inspiration, entire trustworthiness and final authority of the Bible in all matters of faith and practice.

We acknowledge:

The triune God: Father, Son, and Holy Spirit. (I John 5:7)

The incarnate Son: Jesus Christ, fully God, fully man. (John 1:12, 14)

The goodness and beauty of the world, created according to the Genesis account and sustained by the Word of God's power. (Genesis 1; Romans 3:22-23; Ephesians 2:1-5).

Salvation by grace received through faith in Jesus Christ, who alone, through His life, death and resurrection, redeems us from sin and reconciles us unto God and delivers us from hell. (Ephesians 1:7, 2:8-10, I Peter 1:18-19).

The essential unity of all believers, who together form one church, diverse in form and expression, of which Christ is the Head, who shall return for His church at the Father's appointed time and shall be eternally secure in God's heaven prepared for believers. (John 17; I Thessalonians 4:13-18).

The continuing ministry of God the Holy Spirit, who empowers the worship, service and witness of God's people in all their activities. (John 14:16-18, 25-26).

Satan is the author of sin and cause of the fall; he is the open and declared enemy of God and man; he shall be eternally punished in the lake of fire. (Job 1:6-7; Isaiah 14:12-17; Matthew 4:2-11; Revelation 20:11).

Interdenominational in scope – the College involves students and faculty from many denominations. The basic tenets of the Christian faith are embraced by faculty and students alike. Instructors teach their classes from a biblical world view, drawn from and based on the Holy Scriptures.

## **Mission of Student Life and Services**

It is the mission of Student Services to foster the personal, intellectual, physical, and spiritual development of students through supportive yet challenging services, activities, and programs.

### **Student Life**

#### **Incoming Student Testing**

Students who are beginning their college career at CCC undergo placement testing in the areas of English and Mathematics. This testing is usually held prior to the beginning of the fall quarter, though those entering during the school year will also receive this testing.

#### **Orientation**

##### **New Students**

The purpose of New Student Orientation (NSO) is to help entering students make an effective transition to the College's program, policies, services, etc. The aim is to enhance their opportunity for success in college academically, socially, and spiritually. NSO is scheduled prior to each quarter (fall, winter, spring). NSO includes an introduction to both the academic and student life aspects of the College and provides for interaction with faculty, staff, and the librarian of the College. College policies, procedures, and objectives are reviewed. NSO also includes the initial assessments of the My Blueprint for Life program. Attendance is mandatory.

#### **My Blueprint for Life**

Each student who attends Community Christian College will become part of the *My Blueprint for Life* program. Through a series of surveys, tests and inventories, students will learn more about themselves in terms of strengths and weaknesses, gifts and abilities, possible college majors and careers. The *My Blueprint for Life* program is a curriculum-based set of assessments given in the College Forum 101 and College Forum 201 classes. Throughout this process students will receive help and encouragement in interpreting the results of the various surveys and tests. The College Forum 201 class provides assistance and support in applying to four-year colleges and in deciding on majors at these institutions. *My Blueprint for Life* is something that students will take with them when they graduate to enrich their growth, development and life experience as they move on from Community Christian College to the next season of life into which God leads them.

#### **Counseling Services**

The College provides confidential personal counseling for issues of adjustment, relationships, and personal or spiritual development. These issues are handled

primarily by the College Pastor. All services, including referrals to a licensed counselor, will be provided as needed.

### **Devotions and Chapel Program**

A program of worship and spiritual nurturing is built into the structure of the College to underscore and augment its Christian character. Before each class period, a devotional is given by one of the instructors or students to begin each meeting time with a spiritual emphasis. Each evening class time also has an extended chapel program once per quarter. Guest speakers for these three chapels each quarter are chosen from across the broad denominational spectrum to enrich the experience of the College community.

### **The CSI Triangle**

The CSI Triangle [**C**ommunity Service, **S**piritual Growth, **I**nteractive Socials] for student involvement is introduced at the student orientations before each quarter and students have an opportunity to sign up for one of the three areas of involvement. Each of the CCC branch campuses will have its own site-specific CSI though students from other campuses are invited to attend.

The aim will be to have student planners in each of the three areas meet near the beginning of the year to plan and supervise at least two events in each of the three areas in which students could participate each quarter (six for the year).

### **Handicap Access Policy**

Community Christian College, in accordance with its mission to offer students the opportunity to successfully complete a two-year liberal arts education from Christian perspectives, seeks to provide equal opportunity to persons with handicaps in access to the college's facilities, programs, activities and services.

### **Student Employment**

Most students have jobs outside of the school but a limited number of federal work-study jobs are available to qualified students. Applications for these jobs can be obtained through the College's Financial Aid Administrator.

### **Community/Church Service**

As an expression of their commitment to the Body of Christ, the College encourages its students to maintain active involvement with their own local church. While participation in the life of the College is desirable, it is recognized that the time students can devote to extra-curricular activities may be limited due to jobs, family commitments and responsibilities in their churches and/or volunteer service within the local community.

## **Student Policies**

### **Code of Conduct**

A key objective of Community Christian College is the development of Christian character within the philosophy and framework of genuine scholarship. As such, CCC is a community of both developing scholars and growing Christians. The College expects students to take seriously their membership in the CCC community. It should be viewed as a privilege that includes opportunities for academic, personal, and spiritual growth within a sound and balanced setting. Students, by their voluntary membership in that community, also accept certain responsibilities.

**Student lifestyle expectations arise both from Biblically-derived principles and specific community concerns.** Scripture teaches that certain attitudes and actions should characterize our walk as Christians (Romans 12:1-2). Our lives should give evidence of the “fruit of the Holy Spirit” – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-24). We are responsible to pursue righteousness and practice justice and mercy towards all. Our aim should be to exhibit humility, honesty, a forgiving spirit, faith, hope, and love in our relationships (Philippians 2:2-3).

On the other hand, the Bible condemns as morally wrong attitudes such as greed, jealousy, pride, lust, bitterness, uncontrolled anger, hatred and prejudice based on race, sex or social status (I John 2:15-17). Expressly forbidden activities include such things as drunkenness, theft, “sins of the tongue” (e.g. profanity, vulgarity, slander, and gossip), dishonesty in any form, occult practices, illegal activities, and sexual sins (e.g. pre-marital sex, homosexuality, and adultery) (I Thessalonians 5:5-9).

Community concerns, although inferred from Scripture, are based more particularly on a desire to encourage an atmosphere appropriate to our purposes. Some individuals may disagree with one or more elements of these standards. Nonetheless, it is expected that all students who voluntarily join the CCC community through formal enrollment will abide by these guidelines:

1. The attitudes and behaviors specifically prescribed or forbidden by Scripture as listed above shall guide the faith and conduct of all members of the CCC community (Galatians 5:19-22).
2. Individuals related to the CCC community are expected to uphold the laws of the local community, the State of California, and the nation (Matthew 22:21).
3. The College recognizes the danger to personal health that the use of tobacco and alcohol present. State law makes it illegal for individuals under age 21 to consume alcohol. No use of alcohol will be allowed on

the College premises. Smoking is prohibited on College property. A pattern of drunkenness is a condition which CCC will not tolerate (II Timothy 2:22; I Thessalonians 5:8).

4. Members of the CCC community are to refrain from engaging in any pattern of gambling (i.e., exchange of money or goods by betting or wagering). It is viewed as an unwise use of God-given resources with damaging implications for both personal and family life (I Thessalonians 5:22).
5. The use or possession of illegal drugs, which are not physician authorized, is forbidden. In the event of a drug related incident, immediate disciplinary action will be taken, including reporting to the local authorities. Any student who is in a room or vehicle where drug use is taking place is subject to immediate dismissal. In addition, the College reserves the right to require a test for drugs for probable cause (Colossians 3:5-9).
6. Because of the value we place on the worth and dignity of individuals as created in the image of God, CCC does not condone any form of sexual harassment, whether verbal, physical or both. Discrimination against others based on race, national origin, sex or handicap will not be tolerated (Colossians 1:10-13).
7. Standards of dress and adornment should be dictated by modesty, decency, and appropriateness. Our personal goals should reflect the desire to dress so as not to draw another person into sin (I Corinthians 14:40).
8. The pornography industry produces immoral products that are exploitive of people. Consequently, pornographic materials should be avoided (including via electronic media, i.e., the Internet or phone messages). The College reserves the right to begin a disciplinary process if a personal problem in this area becomes a public issue (Philippians 4:8).
9. Thoughtful choices, governed by discretion and restraint, should be made in selecting entertainment and recreation (e.g., television, movies, theater, printed materials). Social activities that are of questionable spiritual value or that detract from one's moral sensitivities should be avoided (Philippians 4:5).
10. As a Christian academic community, academic dishonesty (including cheating, plagiarism, and misappropriating library materials) is regarded as a serious violation of community standards that will be handled according to established grievance procedures (Romans 12:17,21).

11. It is to be understood that any unauthorized disclosure of restricted or classified information regarding the operations of Community Christian College and its administration, staff, faculty and students is prohibited and punishable by law. Such information is the property of CCC and is not to be removed from the premises. This information includes, but is not limited to, information data, zip drives, CD-ROM, tapes, recordings, e-mail, unauthorized written, typed or copied material

**Students are required to sign the “Code of Conduct” as part of the application process. By this signing they affirm their agreement to abide by it for the duration of their enrollment with the College. The signed copy becomes part of the student’s permanent file.**

### **Student Discipline**

Students who violate these expectations and standards should expect consequences for their behavior. The principle of accountability is basic to providing a climate which encourages students to take responsibility for their own actions. Students can expect to be confronted, counseled, advised, and when warranted, disciplined. The discipline process is designed to help students in their personal maturing and to restore them to good standing in the College community, where possible.

### **Types of Disciplinary Action**

Formal practices in disciplinary cases may vary with the seriousness of the offense and the sanctions to be applied. The student’s cumulative record of conduct is taken into account. The range of possible sanctions includes:

- Restitution: repayment for damages, both direct and indirect costs.
- Reprimand: verbal warning with written notation in student’s file for a specified period of time.
- Probation: a period of time to review the student’s behavior and provide opportunity to change with notation in student’s file for a specified time; college financial aid may be affected.
- Suspension: separation of the student from the College for a specified time with notation in student’s file; formal re-application to the College may be required.
- Dismissal: permanent exclusion of the student from the College with notation on the permanent transcript and possible barring from the College premises.

### **Due Process/ Grievance Procedure**

When a student believes he or she has been treated unfairly by the College, and some adjustment in the outcome of the situation is sought, the following procedure should be followed:

1. The student will discuss the issue directly with the person(s) concerned prior to initiating any other action.

2. If the student believes that approach has not been satisfactorily productive and desires a further hearing of the matter, a written request is to be submitted to the appropriate college officials.
  - a. If the matter concerns another student or an area of student life, the student must contact the Vice President for Academic Affairs and explain the matter in writing, identifying himself/herself.
  - b. If the matter concerns a faculty member or the academic program, the student should contact the Vice President for Academic Affairs, explaining the situation in writing, identifying himself/herself.

In either case, the matter will be open for discussion and resolution.

3. If this does not result in student satisfaction, the student may appeal in writing to the College President. At this level, the matter will be reviewed and a final ruling given.

### **Sexual Harassment Policy**

Sexual harassment generally involves unwelcome sexual advances, requests for sexual favors, and other verbal/physical conduct of a sexual nature that is made, either openly or implied, a condition of a person's educational or employment status. CCC has a zero tolerance policy for sexual harassment and/or sexual assault. There shall be no soliciting of sexual activity of any sort in exchange for academic advancement or work promotion. There shall be no verbal or behavioral communication of a sexual nature which has a tendency to create a hostile or offensive atmosphere for learning or work. Any incident rising to the level of assault and/or battery shall be referred at once to legal authorities.

If a student thinks that harassment has taken place and wants to discuss it further, the first contact should be the Vice President for Academic Affairs or the College President (CCC office number: (909) 335-8863). He/she will provide confidential counsel and offer information about avenues to resolve potential grievances. If warranted, an inquiry will be conducted promptly and confidentially. If allegations can be supported independently, appropriate discipline will be carried out, up to dismissal of the offending party (whether student or instructor or staff) from the College.

### **Grading Policy**

At the end of each term, students receive a grade in every class. All grades, with the exception of an "incomplete," are final when reported to the Office of the Registrar at the end of the term. Once submitted, grades may not be

changed unless they are the result of clerical or procedural error. Grades assigned by the faculty are considered to be final and will be changed only in cases of error or extenuating circumstances such as illness or death in the family. The grade reflects the evaluation criteria stated in the course syllabus, and it becomes a part of each student's permanent college record.

A student may file a "Grade Change Form" with the instructor requesting a review of the grade record. The form should be filed within two weeks of the receipt of the quarter's grade report. Forms may be obtained through the College office and are also included in the Appendix to this handbook and may be copied.

### **Grading System**

The grading system is as follows:

<b><u>Score</u></b>	<b><u>Grade</u></b>	<b><u>GPA</u></b>
97-100:	A+	4.0
93-96:	A	4.0
90-92:	A-	3.7
87-89:	B+	3.3
83-86:	B	3.0
80-82:	B-	2.7
77-79:	C+	2.3
73-76:	C	2.0
70-72:	C-	1.7
67-69:	D+	1.3
63-66:	D	1.0
60-62:	D-	0.7
< 59:	F	0.0

### **Incomplete Grades**

An incomplete grade may be given when a student is making satisfactory progress up to the time of an extended absence due to circumstances entirely beyond the control of the student. An incomplete can be given only when the student has completed 50% of the class sessions and 80% of the course work up to the time of the extended absence. Appropriate documentation to verify the reason for the absence must be presented by the student. The student must petition his or her faculty member for the incomplete grade and also complete the appropriate forms from the Office of the Vice President for Academic Affairs. The Incomplete form must be signed by the student, the instructor, and the Vice President for Academic Affairs. Until these signatures are obtained, the student is not considered to have an incomplete grade.

If a student meets the above criteria, the instructor will assign to the student an IN grade. This grade consists of the notation IN followed by whatever letter grade the student would earn if the missing work, graded as F, were calculated into the student's term grade. The grade notation IN will be temporarily posted to the student's transcript and will be changed either upon completion of the

missing work or upon the passing of the deadline for completion without satisfactory completion of the missing work. The deadline for completion of course work for which an IN has been granted is 30 days from the date of the final examination for the course, with possible extensions. If the student completes the missing course work prior to the deadline, then a new grade will be posted to the student's transcript that reflects the completed coursework. If the student does not complete the missing coursework prior to the deadline, then the grade initially reported to the student (reflecting missing work graded as "0") will be posted on the student's transcript.

It is the **student's responsibility** to apply for an IN, to make arrangements with the instructor to complete the assigned coursework, and to be aware of the deadline for the completion of that work.

## **Student Services**

### **Student Accounts**

The Business Office is that part of the administration in charge of student financial accounts. Monthly account statements are mailed directly to the student. Unless a payment plan is in effect, payment of student expenses must be made by the first day of classes. If a payment plan is not set up or the bill is not paid in full a late fee of \$25 per month will be charged. College financial aid offers, where applicable, will be factored into the calculation of the total payment due.

Very few colleges offer a monthly payment plan free of service charges. CCC has adopted this policy in order to make our educational program as affordable as possible. Individual payment plans may be set up with the CCC Business Manager. Payments are due on the 1<sup>st</sup> of each month. If payment is not received the student will be charged the above \$25 late fee.

Students, whose accounts fall seriously behind, become subject to suspension from class or exclusion from enrollment the following quarter. In every case, consultation with the administration is mandatory to reach an agreement about how to proceed. Students are strongly encouraged to take the initiative in contacting the College administration if problems develop in following through on their financial obligations (Business Office number: (909) 335-8863, ext. 102, email [jbell@ccccollege.net](mailto:jbell@ccccollege.net)).

### **Financial Aid**

The College has a strong commitment to help make it possible for any qualified student to enroll in the A.A. degree program. Accordingly, students and their families who are unable to manage the full cost of attendance are encouraged to apply for financial aid.

Since the College has received candidacy for accreditation, students may file for both federal and state grants and loans. In order to obtain these funds, a FAFSA (Free Application for Federal Student Aid) form must be completed. The FAFSA form may be sent in after January 1 for the upcoming school year (for example, the form may be sent in after January 1, 2005 for the 2005-2006 school year). The FAFSA form should be completed and mailed no later than March 2 which is the deadline for some grants and loans. The FAFSA form may be completed online at [www.fafsa.gov](http://www.fafsa.gov) or forms may be obtained from the College.

Privately funded aid is made available to students who can show financial need through an application and committee review process. A completed FAFSA form is also necessary to receive financial aid through the College.

Students who have taken out a federal loan with the College must complete an Exit Interview prior to graduation or withdrawal. Any questions regarding student financial aid should be directed to the College's Financial Aid Administrator.

## **Student ID Cards**

Issued at the beginning of a student's first quarter, the Student ID Card is valid for one full year. It is used for various purposes as student identification in the community. The ID Card should be in the student's possession at all times. The ID Card is not transferable; its misuse may result in disciplinary action.

## **Books**

Faculty members select required course texts in consultation with the Vice President for Academic Affairs. **The purchase of textbooks is the responsibility of each student.** Well before the start of each quarter, the books for that quarter will be published, including the ISBN number, on the college web site. The list of books will also include multiple sites on the Internet where students may obtain these books and compare prices.

Occasionally, other course materials may need to be purchased through a local print shop or the College office. Instructors will so inform their classes.

## **Parking Security**

All branch campuses and teaching sites have lighted parking for students who have evening classes. One should not leave any valuables in view (valuables should be locked in car trunks). The College assumes no liability for damage to or theft of a vehicle or its contents. Students are encouraged to walk at least in pairs to their vehicles following the close of evening classes. Instructors are to ensure that students in their classes arrive safely to their cars after class.

## **Emergency Procedures**

In case of fire or earthquake, all classes should be dismissed at once.

CCC CAMPUSES:           251 Tennessee Street, Redlands  
                                  9000 Sunland Blvd., Sun Valley  
                                  1777 West Baseline St., San Bernardino

TEACHING SITES:        955 South Bloomington Ave., Rialto  
                                  6950 Edison Ave., Chino  
                                  931 W. Philadelphia St., Ontario

Students should be instructed to leave the building in case of fire or earthquake. Emergency evacuation procedures are posted in each classroom. Building evacuation differs in timing for fire and earthquake. Upon discovery of a fire, there should be immediate evacuation through the marked exits most removed from the fire. In case of an earthquake, the safest place to be is under a desk, table, or other sturdy object. Otherwise, one should move to an interior wall, staying clear of windows, skylights, bookcases, and light fixtures. One should assume a sitting position with one's head between both knees and with folded hands behind the head and neck. After the quake is over, depending on its severity, evacuation from the building may be necessary. Aftershocks should be expected.

Students will be notified when it is safe to return to their class after a fire or earthquake. Fire extinguishers are located throughout the building.

## **Cell Phones**

All cell phones must be turned off during class time.

## **Student Health**

The College does not provide health service to students, although the connection between good health and good academic and personal functioning is seen as vital. The College will complete appropriate insurance forms to verify the student's attendance at the College so that he/she may be considered a dependent on his/her parent's health insurance.

## **Voter Registration**

To register to vote, one must call 1-800-345-8683 to request a voter registration form. A pre-addressed, postage-paid form will be mailed. The form must be filled out and returned by mail. One may also pick up a form at:

- County election offices
- Most local post offices
- Most public libraries
- The Department of Motor Vehicles

## **Student Housing**

The College does not provide resident facilities for its students. It is expected that students will live at home or find suitable housing for themselves. The College will provide limited help in finding adequate arrangements, but this is ultimately the student's responsibility.

## **Solicitations**

NO collection or campaigns for funds are to be made among students for any purpose except by written permission from the President's office. Students and outsiders will not be allowed to sell any kind of merchandise, solicit subscriptions or engage in any kind of commercial activity on the premises or at any College-sponsored event.

## **Graduate Exit Surveys**

It is the College's sincere intention to provide satisfying college experiences as well as to support students' success in their academic efforts. In order to objectively assess the impact and effectiveness of its programs, all graduating students are required to complete a written Exit Survey. This kind of

confidential student feedback is very helpful to the College in its planning efforts.

## **Learning Resources**

### **Pre-Assessment**

(See the previous section on “Incoming Student Testing”)

### **Library and Internet Use**

The College has an onsite library with holdings of over 11,000 volumes, including a standard array of basic reference works. All of the resources for the library on the various campuses are listed in the online library catalog, available via the Internet. This includes the ProQuest database.

In addition, by special written agreement with the Armacost Library of the University of Redlands, the College’s students have full access to its book and audiovisual collections, more than 650 online databases, and over 1800 periodical resources, including borrowing privileges, for a yearly fee. All students have access to County and local libraries for additional resources. For a nominal fee students can obtain library cards for local colleges and universities.

## **Tutoring**

From time to time tutors may be made available to assist students who have the need for additional help. Referrals to professional tutors can be made, but any expense involved must be covered by the individual receiving the tutoring services.

## **Duplication / Copy Service**

There are no copiers available at the College offices for student’s personal use. Duplicating services are available locally at very reasonable cost. Please see the Student Handbook section on “Local Area Services” for specifics.

## **Educational Planning**

### **Course Overviews**

Each instructor distributes a class syllabus delineating course outcomes, topics, class assignments, due dates for projects or papers, as well as dates for

examinations. The grading schedule is also listed, so that students may chart their progress throughout the quarter.

### **Course Load**

The course load for full-time students generally ranges from 13.5 units to 18.0 units each quarter. To remain on track to graduate in two years, a student must average 15.0 units for each of three quarters for a total of 45.0 units for the school year. This may be accomplished by taking 13.5 units for two quarters and 18.0 units for one quarter.

The College welcomes part-time and audit students subject to space availability in the desired classes.

### **Course Challenge by Examination**

Students are permitted to challenge up to 18 quarter units of coursework by examination. The coursework must be in courses listed in the College Catalogue at the time of the student's enrollment. Students who wish to challenge a course may do so by taking the appropriate CLEP examination. The taking of these tests will be done at the student's expense and time. Scores on the tests that are at an acceptable level will result in the requirement for that course being met.

Students interested in challenging courses by examination should contact the Vice President for Academic Affairs.

### **Academic Advising**

Because the College's A.A. degree program is laid out in sequence and contains four electives, the process of advising is simplified. All new students will be assigned an academic advisor for their first two quarters.

Exceptions to the requirements (e.g. transferring in credits from other institutions or completing requirements at a senior college) are evaluated on a case-by-case basis in consultation with the Vice President for Academic Affairs. Students should consult with an instructor or advisor prior to adding or dropping classes.

**If the student chooses to add, drop or withdraw from classes, appropriate forms must be filed.** These can be obtained through the College office and are also included in the Appendix to this handbook and may be copied. **Students need to be aware of add, drop and withdrawing dates.**

For additional help and planning, see the "Competing the A.A. Degree & Transfer Timetable" below.

# ***Typical Schedule Leading to the AA Degree***

## ***First Year***

### **Fall Quarter**

<b>Course No.</b>	<b>Course Title</b>	<b>Req.</b>	<b>Qtr. Hrs.</b>
ColFor 101	College Thinking and Learning I	R	4.5
HlthSci 101	Introduction to Health Science	R	3.0
PhysEd 101	Physical Education for Life	R	1.5
RelStd 101	Introduction to the History & Literature of the O.T.	R	4.5
Total			13.5

### **Winter Quarter**

Art 101	Introduction to Visual and Performing Arts	R	4.5
Engl 101	Freshman Composition: Expository Writing*	R	4.5
RelStd 105	Introduction to the History & Literature of the N.T.	R	4.5
Total			13.5

### **Spring Quarter**

Comm 105	Intercultural Communication	R	4.5
Math 101	Introduction to College Algebra*	R	4.5
Psyc 101	Introduction to Psychology	R	4.5
Total			13.5
Year Total			40.5

## ***Second Year***

### **Fall Quarter**

Biol 201	Introduction to Biology	R	4.5
Biol 201L	Biology Laboratory	R	1.5
ColFor 201	College Thinking and Learning II	R	1.5
Engl 223	Intermediate Composition and Critical Thinking*	R	4.5
ELECTIVE	HISTORY ELECTIVE	E	4.5
Total			16.5

### **Winter Quarter**

Phil 201	Introduction to Philosophy	R	4.5
ELECTIVE	LITERATURE ELECTIVE	E	4.5
ELECTIVE	History or Math/Science Elective (Depends on track)	E	4.5
Soc 201	Introduction to Sociology	R	4.5
Total			18.0

### **Spring Quarter**

Comm 210	Elements of Public Speaking*	R	4.5
ELECTIVE	FREE ELECTIVE	E	4.5
PolSci 205	Introduction to U.S. Government	R	4.5
RelStd 210	Introduction to Christian Thought & Contemporary Issues	R	4.5
Total			18.0
Two Year Total			93.0

\*Please see course descriptions for pre-requisites.

## **Academic Policies**

### **Criteria for Admission**

Community Christian College (CCC) is open to the admission of all qualified individuals without regard to race, sex, ethnic background, color or disability. The College seeks students who desire an education that integrates their faith and learning. The following admissions criteria have been established for those interested in attending CCC.

#### General Criteria

- A completed application form (including a non-refundable \$25 application fee)
- An interview with an Admissions counselor.

#### Academic Criteria

- An official high school transcript showing evidence of graduation
- A copy of a GED or High School Proficiency Certificate
- An official transcript of all college records, if any

*Note One:* If standardized tests have been taken (SAT, ACT), copies of test results are encouraged to be submitted, though they are not required for admission.

*Note Two:* High school or home school students who desire to take general education course work at CCC will be evaluated on their readiness to undertake such studies successfully. Normally this option will only be available to juniors or seniors in high school.

*Note Three:* Students whose high school GPA is lower than 2.0 will be accepted provisionally.

*Note Four:* Ability-to-Benefit students will be evaluated on an individual basis and will be placed on academic monitoring for their first quarter at CCC.

#### Personal Criteria

- Students are to be in agreement with the Student Code of Conduct and will register the same by signing a copy which will be placed in their permanent file.

### **Admission of International Students**

1. Effective December 1, 2004, as required by the United States Department of Justice, Immigration and Naturalization Service, all international students who apply to Community Christian College will need to qualify for a Certificate of Nonimmigrant Student Status (F-1).

2. As part of the application process, all international students must take the TOEFL test to determine their level of English competency. This may be taken online and results are to be forwarded to Community Christian College. The College Code is 038744.

3. International students will also need to complete new student placement testing which will include both English Language Proficiency and Math Proficiency. These tests will be administered during testing days at the college, usually in the month preceding each quarter.

4. Final acceptance of the student will be decided by the Vice President for Academic Affairs.

### **Ability-to-Benefit Students**

An ability-to-benefit student is one who is over 18 years of age but does not have a high school diploma, GED or its equivalent. Community Christian College is willing to accept ability-to-benefit students in so far as it appears likely that they are both capable and motivated to handle college work. The following steps are likely to be taken in accepting and working with ability-to-benefit students:

1. Identification of a student as ability-to-benefit during the application process.
2. Admission to CCC based on either nationally recognized or standardized testing or individual counseling.
3. Testing in the areas of English and Math proficiency.
4. Immediate placing of the student into Academic Monitoring so that progress in all courses may be closely observed and appropriate counsel can be given as needed.

### **Academic Integrity**

The world of higher education is a community of scholars, teachers, and students committed to learning. As such, a strong commitment to truth and honesty is foundational. For, without them, members could not trust the writings, research, lectures, or opinions which constitute the business of the community, and higher education would eventually crumble. This is why the College honors and fiercely guards academic integrity. It is the responsibility of every member of the community to nurture and sustain this climate of honesty.

Basically, academic integrity is about truth, honesty, and fairness in one's academic work. Basic standards include but are not limited to the following:

1. Producing independently all work submitted under one's own name, (e.g., papers, lab reports, homework, and exams).
2. Giving credit to the ideas, words, and works of others by properly referencing them in one's own work via citation, footnotes, etc.
3. When working in collaboration with others, identifying all contributors.
4. Completing exams without receiving or giving help or in any way tampering with the exams.
5. Submitting one's own original work.
6. Accurately disclosing academic records, transcripts, and letters of recommendation.

Violation of these basic standards constitutes academic dishonesty and includes knowingly assisting another person to commit such a dishonest act. Offenses include:

1. Cheating – intentionally using or trying to use unauthorized materials, information, or study aids.
2. Plagiarizing – knowingly using the words or ideas of another and trying to pass them off as one’s own.
3. Falsifying – intentionally misrepresenting or inventing information in one’s academic work.

Anyone accused of dishonest behavior will be reported to the Dean of Students. The student will be given a chance to explain his/her version of the case. If necessary, an impartial hearing will be called. The range of disciplinary actions may include warning, reprimand, suspension, lowered grade, academic remediation, or even dismissal from the College.

### **Academic Grievance**

Students have the right to petition the administration concerning course grades, course conduct, and the College’s policies or practices. All petitions concerning course grades or course conduct must first be undertaken with the instructor no later than two weeks following the receipt of the quarter’s grade report. If the matter cannot be resolved between student and instructor, the student may make written petition to the Vice President for Academic Affairs for a review of the grade, and that officer’s decision in the matter is final.

### **Academic Probation**

Students are placed on Probation when their quarter or cumulative GPA falls below 2.00. While on Probation, the student must receive special program counseling and make progress reports to a designated college staff or faculty member. The student may also be restricted from taking a full course load during the term(s) in which he/she is on Probation.

Probation shall last for at least one quarter. Removal from Probation occurs either when the student attains a 2.00 cumulative GPA or higher or when the Vice President for Academic Affairs judges that a satisfactory trend of performance has been established. A student on academic probation for two consecutive quarters becomes liable for dismissal from the College on academic grounds.

### **Class Attendance and Tardiness**

Due to the structure of our course schedule, attendance at each four-hour class session is vital because missing four hours of class is equivalent to missing an entire week of instruction. An absence from class must not be viewed in a casual way. It should only be considered under unforeseen or emergency conditions.

If it is impossible to attend a class session, it is the student's responsibility to contact the professor, *in advance*, to let him/her know the situation. One must not rely on other students to inform the instructor in class. It becomes the absent student's responsibility to make up any work missed.

Instructors are free to design their own policies on attendance and tardiness. A certain percentage of the term's grade will usually be based on attendance and promptness. These policies will be contained in each course syllabus.

***However, it should be noted that it is school policy that any student missing more than three class sessions may be dropped from the course (unless excused by the instructor for an absence deemed an emergency by that instructor) .***

### **Adding a Course**

All duly enrolled students will either be listed on the appropriate class rosters or will present their instructors with an "Add Form." **A course may be added only up to the beginning of the second class session** (that is, the student must be present for the second session). An "Add Form" must be obtained, instructor signatures must be acquired, and the form must be submitted to the Academic Office by the time stated. Forms may be obtained through the College office and are also included in the Appendix to this handbook and may be copied.

Those who are not properly enrolled should be informed that they must communicate with the administration and that they may not return to class unless the proper arrangements have been made.

### **Dropping a Course**

**Students may drop a course any time up to the end of the third week of class for that quarter.** A "Drop Form" is required and the instructor's signature must be obtained. The course will not be noted on the student's transcript in any way. It will be as if the student did not enroll in the course. Forms may be obtained through the College office and are also included in the Appendix to this handbook and may be copied.

### **Withdrawal From a Course**

**Students may withdraw from a course up to the end of the sixth week of class for that quarter.** A withdrawal from a course will be reflected on the transcript as a "W." In all cases, a signed, completed "Withdrawal Form" must be submitted to the Office of the Registrar by the time stated. After the end of the sixth week of the course, a withdrawal will be assessed as either a WP (Withdraw Passing) or WF (Withdraw Failing), even if the student has ceased attendance. Forms may be obtained through the College office and are also included in the Appendix to this handbook and may be copied.

**There is a \$25.00 charge for adding, dropping, or withdrawing from a course.**

### **Withdrawal From the College**

A student who wishes to withdraw from the College must make this known in writing by obtaining a “Withdrawal Petition” from the Academic Office, obtaining the specified signatures, and returning the completed form to the Office. Only after the completion of this process does the withdrawal become official. **Failure to follow the prescribed procedure will result in an F grade for all courses in progress.** For policy on refunds, see the Financial Information section of the College catalog. If a student withdraws and later wishes to re-enroll at CCC, the person must go through the normal admissions procedure once again. When readmitted, the student is subject to the general graduation requirements stipulated for the year of the readmission. Forms may be obtained through the College office and are also included in the Appendix to this handbook and may be copied.

### **Academic Renewal with Course Repetition**

A course in which a student receives a C- or less may be repeated at Community Christian College for credit. The second grade for the course, if higher, will be used in calculating the GPA. The student’s transcript shall be annotated in such a manner that original grades remain legible, ensuring a true and complete academic history. This allows a student to have a lower grade replaced by a higher grade in terms of the cumulative GPA. Students may, in extraordinary circumstances, petition the Vice President for Academic Affairs to take the repeat course at another college.

### **Graduation Ceremony**

A student may request to participate in the Community Christian College Commencement after completing all requisite coursework for the A.A. degree in Liberal Arts. In rare circumstances, a student who has no more than 6 units of coursework left to complete, may request to participate in the graduation ceremony. However, that student must have current satisfactory progress standing with the College.

### **Graduate Special Rate**

Any Community Christian College graduate may take additional courses at half-tuition cost.

### **Dismissal from the College**

Dismissal from CCC may occur for academic or disciplinary reasons. The College reserves the right to dismiss any student whose academic standing is unsatisfactory. The College also reserves the right to dismiss any student whose conduct does not conform to the goals and standards of CCC as set forth in *The Code of Conduct* in this Student Handbook.

**It should be noted that dismissal takes precedence over withdrawal in these cases.**

### **Leave of Absence**

To take a leave of absence, an official “Leave of Absence” form must be submitted to the Vice President for Academic Affairs for approval. A leave is granted for not more than three quarters or one academic year. Readmission to the College is not necessary. Forms may be obtained through the College office and are also included in the Appendix to this handbook and may be copied.

### **Student Notification of Rights**

Community Christian College fully conforms with the Family Educational Rights and Privacy Act (FERPA, 1974).

In compliance with FERPA, the college adopts the following four points from the *Balancing Student Privacy and School Safety* brochure (published by the Department of Education) as its policy in this area. These points disclose when a student’s education records may be shared with parents without the student’s consent.

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student, if he or she is under 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with parents information that is based on that official’s personal knowledge or observation of the student.

The definition of directory information is information that the student authorizes to be included in a college directory.

### **Release of Transcripts, Grades and Diplomas**

#### Transcripts

All requests for transcripts must be made in writing by the person requesting the transcript and be submitted to the Registrar. The signature on the request must be an original signature – FAX or photocopies will not be accepted.

Forms are available in the College offices. **Transcripts are issued only when the obligations to the College have been paid in full or satisfactory arrangements have been made with the financial office of the College.**

The first two copies are free of charge and all subsequent copies are \$5.00 each. Normally students should allow at least one week for processing.

### Grades

Instructors' grades are due to the Academic Office the Friday after finals week. The Registrar is responsible to remit the grades to the students. **However, grades are issued only when the obligations to the College have been paid in full or satisfactory arrangements have been made with the financial office of the College.** Students' grades are sent at the end of each quarter.

### Diplomas

Students earn a diploma by successfully completing courses which total at least 93 quarter units while maintaining an overall GPA of at least 2.0. **Diplomas are issued only when the obligations to the College have been paid in full or satisfactory arrangements have been made with the financial office of the College.** The annual Commencement ceremony is held at the end of the spring quarter.

Diplomas are presented to graduates after a Graduation Checklist has been completed for the student. This Checklist includes the following:

### Academic Requirements

- 1) The student is to have met all course requirements
- 2) The student is to have at least a 2.0 GPA
- 3) The student is to have completed at least 93 quarter units

### Financial Requirements

- 1) The student is to have no outstanding financial balance
- 2) The student has paid the \$100 fee for graduation
- 3) The student has completed the financial aid exit interview (when appropriate)

### Miscellaneous Requirements

- 1) The student has returned all library books that were checked out or paid for books which were lost
- 2) The student has completed a graduate exit survey
- 3) All appropriate signatures have been entered on the checklist

## **Local Area Services**

### ***Banks***

Bank of America — 305 E. State St., Redlands (381-2494)  
Business Bank of California — 173 Orange St., Redlands (335-8346)  
Citibank — 300 E. State St., Redlands (800-843-2265)  
Centennial Bank — 218 E. State Street, Redlands (798-3611)  
Community Bank — 200 E. Citrus Ave., Redlands (307-8100)  
Provident Bank — 125 E. Citrus Ave., Redlands (793-2992)  
Washington Mutual — 4 W. Redlands Blvd. (793-4450)

### ***Counseling Services***

Christian Psychological Services — 5790 Magnolia Ave., Suite 202, Riverside  
(682-7240)  
Christian Counseling Service — 51 W. Olive Ave., Redlands (793-1078)  
Genesis Counseling Service — 225 W. Hospitality Lane, San Bernardino  
(381-4641)  
Loma Linda University Marriage & Family Therapy Clinic — 164 W. Hospitality  
Lane, Suite 15, San Bernardino (558-4934)

### ***Copy/Duplicating Services***

PIP Printing — 415 Tennessee St., Redlands  
Hours: Mon-Fri. 9 a.m.-5:30 p.m., Sat 9 a.m.- 2 p.m. (798-0122)  
Kinko's — 333 Orange St., Redlands  
Hours: Open 24 hours (335-6608)  
Redlands Print Shop — 409 East Citrus Ave., Redlands  
Hours: Mon-Fri 9 a.m.-5:30 p.m., Sat 9 a.m.-1 p.m. (792-7221)

### ***Emergency Services***

Universal Emergency Number — 911  
City of Redlands Police — (793-1911)  
City of Redlands Fire — (822-8071)  
California Highway Patrol — (383-4247)  
San Bernardino County Sheriff (outside Redlands)  
Yucaipa — (790-3100)  
East Highland, Loma Linda — (824-0680)  
American Red Cross — Redlands (793-2184)

### ***Emergency Medical Clinics***

Beaver Medical Group Extended Care Center — 7000 Boulder, Highland  
(425-3307)  
Redlands Urgent Care — 245 Terracina Blvd., Suite 106C (798-1759)  
Loma Linda Express Care Clinic, corner of Barton Road and Campus Avenues.  
(558-4799)

### ***Local Libraries***

A.K. Smiley Public Library — 125 W. Vine, Redlands — (798-7565)  
Hours: Mon-Tues 9 a.m.-9 p.m., Wed-Thurs 9 a.m.-7 p.m.,  
Fri-Sat 9 a.m.-5 p.m., Sun 1-5 p.m.

Armacost Library, University of Redlands — (335-2161)  
Hours: Mon-Thurs 8 a.m.-12 a.m., Fri 8 a.m.-5 p.m., Sat 10 a.m.-5  
p.m., Sun 1 p.m.-12 a.m. Special hours set for Interim (Jan – 1st week  
of February), holidays, and during final exams.

Crafton Hills College Library, Yucaipa — (794-2161)  
Hours: Mon-Thurs 7:30 a.m.-10 p.m., Fri 7:30 a.m. – 4 p.m.,  
Sat 9 a.m. -1 p.m.

San Bernardino Valley College Library, 701 S. Mt. Vernon Ave. (888-6511)  
Hours: Mon-Thurs 8 a.m. – 10 p.m., Fri-Sat 8 a.m. - 5 p.m.

California State University, San Bernardino, Pfau Library — (880-5000)  
Hours: Mon-Wed 10 a.m.-8 p.m., Thurs-Sat 10 a.m. -6 p.m.

San Bernardino County Library, Loma Linda, 25581 Barton Road (796-8621)  
Hours: Mon-Tues 12 -8 p.m., Wed 12 -6 p.m., Thurs-Fri 10-6 p.m.

### ***Department of Motor Vehicles***

Vehicle registration appointments; Driver's License and Driver's Test  
appointments — 1649 W. Lugonia Ave., Redlands (800-777-0133)

### ***Area Transportation***

So. Calif. Regional Rail Authority — METROLINK (808-LINK)  
San Bernardino Valley Bus Service — OMNITRANS (800-966-6428)  
Redlands Taxi (798-1111)  
Yellow Cab Company (793-6151)

### ***Local Utilities***

Gas — So. California Gas Co. (800-427-2200 for service requests)  
Electric — So. Calif. Edison (800-684-8123 for service requests))  
Phone — Verizon Customer Contact Center (800-483-4000)  
Trash Collection — Redlands (798-7529)

## **Local Area Attractions**

### ***Bowling***

Empire Bowl, 940 W. Colton Ave., Redlands — (793-2525)  
San Hi Lanes, 1500 W. Highland Ave., San Bernardino — (887-2528)

***Miniature Golf***

Castle Amusement Park — 3500 Polk Ave., Riverside (785-4141)  
Fiesta Village — 1405 E. Washington, Colton (824-1111)  
Pharaoh's Lost Kingdom — I-10 & California St., Redlands (335-7275)  
Scandia Amusement Park — 1155 S. Wannamaker, Ontario (390-3092)

***Movie Theaters***

Krikorian Cinema 14 — 340 N. Eureka St., Redlands (793-6393)  
California Theater of the Performing Arts, 562 W. 4th Street, San Bernardino  
(885-5152)  
Cinema Star Luxury Theater, 450 N. 'E' Street, San Bernardino (386-7050)  
LifeHouse Theater (a community playhouse) — 1135 N. Church, Redlands  
(335-3035)

***Lincoln Memorial Shrine***

Eureka & Vine at A. K. Smiley Library, Redlands (798-7636)  
Hours: Tues-Sat 1-5 p.m.

***Redlands Bowl Prosellis***

25 Grant Street, Redlands — Summer concerts Tues and Fri (793-7316)

***San Bernardino County Museum***

2024 Orange Tree Lane, Redlands (I-10 & California Street) (307-2669)  
Hours: Tues-Sat 9 a.m. – 5 p.m.

***Yucaipa Regional Park***

33900 Oak Glen Road, Yucaipa (790-3127)

***Oak Glen/Cherry Valley*** — For information (797-6833)