



**Community Christian College**

**STUDENT  
HANDBOOK**

© Copyright 2010  
Community Christian College

Revised, 2011  
Revised, 2012  
Revised, 2013  
Revised, 2014  
Revised, 2016  
Revised, 2018  
Revised, 2019  
Revised, 2020  
Revised, 2021

# Table of Contents

	Page
Introduction	5
Mission and Purpose	5
Accreditation Status	6
Philosophy of Education	6
Statement on Non-Discrimination	7
Governing Board	7
Statement of Faith	8
Mission of Student Life and Services	8
Student Life	
Counseling Services	9
Devotions and Chapel Program	9
Student Activities and Clubs	9
Handicap Access Policy	9
Student Employment	9
Community Church Service	9
Student Policies	
Code of Conduct	9
Student Discipline	11
Types of Disciplinary Action	11
Due Process/Grievance Procedure	12
Drug and Alcohol Policy	12
Drug and Alcohol Disciplinary Policy	13
Sexual Harassment Policy	14
Grading Policy	14
Grading System	15
Incomplete Grades	15
Student Services	
Student Accounts	16
Financial Aid	16
Refund of Tuition	16
Financial Aid Return Policy	18
Books	18
Parking Security	18
Emergency Procedures	19
Cell Phones	19
Student Health	19
Voter Registration	19
Student Housing	20
Solicitations	20
Graduate Exit Surveys	20
Learning Resources	
Library and Internet Use	20
Tutoring	20

Duplication/Copy Service	20
Educational Planning	
Course Overviews	21
Course Load	21
Course challenge by Examination	21
Academic Advising	21
Academic Policies	
Criteria of Admission	21
Academic Integrity	22
Academic Grievance	23
Academic Probation	23
Class Attendance and Tardiness	23
Adding a Course	24
Dropping a Course	24
Withdrawal From a Course	24
Withdrawal From the College	24
Academic Renewal with Course Repetition	24
Graduation Ceremony	24
Graduate Special Rate	25
Dismissal From the College	25
Leave of Absence	25
Student Notification of Rights	25
Release of Transcripts, Grades and Diplomas	28
Local Area Services	
Banks	29
Counseling Services	29
Copy/Duplicating Services	29
Emergency Services	29
Emergency Medical Clinics	29
Local Libraries	29
Department of Motor Vehicles	30
Area Transportation	30
Local Utilities	30
Local Area Attractions	
Bowling	31
Miniature Golf	31
Water Park	31
Movie Theaters	31
Lincoln Memorial Shrine	31
Redlands Bowl Prosellis	31
San Bernardino County Museum	31
Yucaipa Regional Park	31
Oak Glen/Cherry Valley	31

## **Introduction**

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.

## **Mission and Purpose**

The Mission Statement of Community Christian College is as follows:

Community Christian College serves primarily urban communities with an Associate of Arts in Liberal Arts degree to foster student learning and to educate students in a Christian worldview by developing the skills, competencies, and character to engage and thrive in our diverse world.

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

1. To provide students the opportunity to complete a program of study provided in a Christian setting and from Christian perspectives successfully.

Students, including those from socio-economically disadvantaged backgrounds, are able to gain admission and begin a course of study at Community Christian College. When they earn the A.A. degree, they 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, values, and skills.

The curriculum in liberal arts includes courses in six areas: Religious studies, humanities, communication skills and critical thinking, mathematics and natural sciences, social and behavioral sciences, and lifelong development. Each student receives an individual academic plan. The curriculum is characterized by the use of God’s Word in the classroom (as it illuminates all subject matter and inquiry) and prayer in the classroom.

3. To provide a Christian faculty. Adjunct faculty are committed to integrating their Christian faith with their academic discipline in further education, research and writing. They are committed to leading by example, working with students and using multiple methods of instruction.

4. To manage the College in a way that reflects sound financial stewardship and realizes efficient operations and effective management practices.
5. To use assessment and evaluation in such a way that outcomes continually inform purposes, goals and objectives. The mission and vision are furthered as a result.

## **Accreditation Status**

Community Christian College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434).525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)] having been awarded Reaffirmation I of its Accredited Status as a Category I institution by the TRACS Accrediting Commission on April 3, 2012. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

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 Anti-Discrimination**

Community Christian College ("College"), in accordance with applicable Federal and State law and College policy, does not discriminate on the basis of race, color, national origin, citizenship, religion, sex, gender identity, pregnancy, physical disability, mental disability, medical condition, ancestry, marital status, age, sexual orientation or service in the uniformed services. The College also prohibits sexual harassment. This nondiscrimination policy covers admission, access and treatment in College programs and activities.

The College interprets pregnancy to include pregnancy, childbirth and medical conditions related to pregnancy or childbirth.

The College interprets service in the uniformed services to include membership, application for membership, performance of service, application for service or obligation for service in the uniformed services.

## **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.

## **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.

**Dr. Lowell Linden, Chairman**  
**Dr. Robert Baattryn-Gee**  
**Dr. Brian Carroll**  
**Mr. Robert Hungate**  
**Dr. Thomas Jones**  
**Dr. Stanley Mattson**  
**Mr. Jack Nydam, Secretary**  
**Dr. Edward Robillard**  
**Mrs. Yolanda Webb**  
**Dr. Xin Zhao**

## **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

### **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. Devotionals are provided through email to all students. On-ground chapels are conducted periodically throughout each quarter.

### **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 of 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 of 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.
4. A student may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet website, [www.bppe.ca.gov](http://www.bppe.ca.gov). In addition, a student may file a complaint with TRACS (Transnational Association of Christian Colleges and Schools) by writing to: TRACS, 15935 Forest Road, Forest, VA 24551 or calling (434) 525-9539.

## **Drug and Alcohol Policy**

Community Christian College (CCC) is concerned for the well-being of all members of its academic community and for the equality of their relationship. One area of that concern involves the use of alcohol and other drugs.

CCC does not condone the use of alcohol or drugs, they are prohibited on campus and at any college events on or off-campus. We are a Christian school that promotes an atmosphere where abstinence from alcohol/drugs is accepted, respected, and supported.

CCC takes the position that chemical abuse is neither socially nor morally acceptable. It also recognizes the reality of chemical dependency and is aware of its presents in the academic community. We are obligated to help those who could be harmed or inconvenienced as the result

of irresponsible behavior of others. As a part of encouraging responsible lifestyle, CCC will strive to provide education about alcohol and other drug use, to encourage responsible choices, and to intervene in situations where it has knowledge of misuse and abuse of chemicals. CCC will encourage and provide reasonable support for a member of the school who seeks treatment for chemical dependency.

CCC expresses the following objectives with regards to alcohol and other drugs:

1. To support and encourage those who choose to abstain from the use of alcohol and other drugs.
2. To undertake and educate students of CCC college regarding the effects of use, misuse, and abuse of alcohol and other drugs.
3. To formulate and maintain guidelines for appropriate response to use and misuse of alcohol and other drugs.
4. To expected individuals who use alcohol to make responsible choices and respect the rights, needs, and lifestyle of other students at CCC.
5. To sensitize Collegiate Fellows, Peer Assistants, faculty, staff, and students to the implications of chemical use, and especially to the need of those who misuse or use alcohol or other drugs.
6. To provide direct assistance and/or referral for those with substance abuse problems.

Each member of Community Christian College is encouraged to support the objectives of this policy.

## **Drug and Alcohol Disciplinary Policy**

Team physicians may suspend the student-athlete from all athletic participation if medically indicated following a positive drug test result.

### **First Offence**

1. Parent(s), guardian, and/or spouse notified in writing.
2. Suspension from the next eligible 10% of games or contests. This includes postseason contests and will carry over to next season if necessary. The Head Coach may permit the student athlete to participate in practice and team meetings during the suspension and only following the physician's clearance.
3. Evaluation by Substance Abuse Counselor and/or team Physician
4. Student athletes will follow a treatment plan developed by our counselor.
5. Random testing as specified by our counselor.
6. Additional disciplinary action as specified by Head Coach
7. Possible termination from team.

### **Second Offence**

1. Parent (s), guardians, and/or spouse notified in writing.
2. Suspension from the next eligible 50% of games or contests. This includes postseason contests and will carry over to next season if necessary. The Head Coach may permit the

student athlete to participate in practice and team meetings during the suspension and only following the physician's clearance.

3. Must be evaluated and completed a treatment plan by a Substance Abuse Counselor and/or Team Physician as a condition to return to play.
4. Random testing as specified by our Counselor.
5. Additional disciplinary action by Head Coach.
6. Possible termination from team

### **Third Offence**

1. Cancellation of eligibility to participate in the athletic program.
2. Any athletic grant-in-aid will not be renewed.
3. Existing grant-in-aid may be cancelled in accordance with NJCAA and conference guidelines.
4. Parent (s), guardians, and/or spouse notified in writing by the Athletic Director.

## **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 of Academic Affairs or the College President (CCC office number: (909) 794-3203). 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>Score</b>	<b>Grade</b>	<b>GPA</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 of Academic Affairs. The Incomplete form must be signed by the student, the instructor, and the Vice-President of 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. 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 its educational program as affordable as possible. Individual payment plans may be set up with the CCC Financial Aid Director. Payments are due according to the published dates which are posted in the College Student Management System (Populi).

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: 909-253-7707, [accountant@ccccollege.edu](mailto:accountant@ccccollege.edu)).

### 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 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, 2019 for the 2019-2020 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. 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 Director.

### Refund of Tuition

A full refund will be made of all tuition and fees if the student officially drops by the end of add/drop week (first week of the course). **After that time no refund will be made.**



**Tuition (effective Fall 2020)**

Per unit charge for courses .....	\$198.00
Audit Fee, single course (no college credit) .....	100.00

**Fees**

**Admission**

Application Fee (one-time, non-refundable) .....	\$ 45.00
--	----------

**General**

STRF refund (one-time, non-refundable, per term).....	~3.00
(\$0.50 for each \$1000 of institutional charges -- CA only)	

**Academic**

Science Laboratory Fee.....	~300.00
-----------------------------	---------

**Registrar**

Transcript Fees:

Official Transcript (per transcript).....	10.00
Unofficial Transcript (per transcript).....	0.00

Graduation Fee (non-refundable).....	100.00
--------------------------------------	--------

**Books**

Additional cost, depending on the courses .....	~ \$300.00
---	------------

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

**CCR section 76215(b).** A student may be eligible for STRF if the student is a California resident or is enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to repay refunds or charges on behalf of the student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within thirty days before the school closed, or if the material failure began earlier than thirty days prior to closure, the period to be determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

**CCR section 76215(a).** The student must pay the state-imposed assessment for the STRF to the institution if all of the following applies to the student:

1. The student is in an educational program, and prepay all or part of his/her tuition by cash, guaranteed student loans, or personal loans, and
2. The student's total charges are not paid by any third party payer, such as an employer, government program, or other payer, unless there is a separate agreement to pay the third party.
3. A student is not eligible for protection from the STRF and is not required to pay the STRF assessment if either the student is not a California resident or not enrolled in a residency program, or total charges are paid by a third party, and there is no separate agreement to pay the third party.

### **Financial Aid Return Policy**

Withdrawal from the College (all classes) during any period of enrollment, whether official or unofficial, may necessitate the return of federal and state financial aid.

Pursuant to federal regulations (CFR 668.22), a refund calculation will be performed to determine the amount, if any, of Title IV aid (Pell Grant, SEOG, Stafford loans) earned by the student for their attendance up to the date of withdrawal. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the quarter divided by the number of calendar days in the quarter. Scheduled breaks of more than four consecutive days are excluded.

If any funds are to be returned after the return of Title IV aid, they will be calculated according to the same formula and will be used to repay state aid funds, Community Christian College funds, other private sources, and the student in proportion to the amount received from each non-federal source as long as there was no unpaid balance at the time of withdrawal. If there was an unpaid balance, then all aid sources will be repaid before any funds are returned to the student.

*NOTE: If prior to withdrawing, funds were released to a student because of a credit balance on the student's account, the student may be required to repay some of the federal or state funds upon withdrawing.*

## **Books**

Faculty members may select required course texts in consultation with the Vice-President of Academic Affairs. **The purchase of textbooks is the responsibility of each student.**

## **Parking Security**

Whenever students need to access the campus, there is adequate parking spaces available. 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 or activities.



## **Emergency Procedures**

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

CCC MAIN CAMPUS: 1174 Nevada Street, Suite 200, Redlands, CA 92374

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**

### **Library and Internet Use**

The College has an onsite library with holdings of over 1500 volumes, with an additional 12,000 volumes housed at an offsite location, including a standard array of basic reference works. All of the resources for the library are listed in the online library catalog, available via the Internet. LIRN and Elsevier Databases are available online, as well.

## **Tutoring**

Tutors are made available to assist students who have the need for additional help and request the help from the Vice-President of Academic Affairs.

## **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. Access to the *Populi* learning management system gives all students grade and course progress through the course “gradebook” and Student tab.

### **Course Load**

The course load for full-time students generally averages 13.5 units each quarter. Following a four-quarter system, full-time students have the opportunity to complete the Associate of Arts in Liberal Arts degree in two years or less. To take a heavier course load, students may petition the Vice-President of Academic Affairs for permission.

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 Catalog 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 of Academic Affairs.

### **Academic Advising**

Admissions Representatives are assigned to incoming students for gathering the required enrollment documents and choosing classes.

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 of Academic Affairs.

**If the student chooses to add, drop or withdraw from classes, they may do so within the Populi system or by contacting the academic department.**

# Academic Policies

## Criteria for Admission

Community Christian College welcomes students who can profit from the College's educational program, who are committed to learning, and who enjoy the prospect of learning within a community of Christian scholarship.

The College invites applications from the following:

- ❖ Students who have graduated from high school.
- ❖ Students who have earned a G.E.D. (General Education Development) Certificate.

## Admissions Procedure

The following are required to apply for admission:

1. A completed application form submitted online.
2. Once accepted and enrolled in courses, pay a nonrefundable \$45.00 application fee.
3. Proof of high school graduation, G.E.D., high school proficiency examination certificate, or state proficiency successful testing certificate.
4. An official transcript of all college records, if any.
5. A state-issued picture ID
6. Passing score on the free, not-for-credit *ACA 102: Pre-Course Proof of Submittal* course.

Students are encouraged, but are not required, to submit a copy of any standardized test results [e.g., Scholastic Aptitude Test (SAT), American College Test (ACT), and/or Test of English as a Foreign Language (TOEFL)]. Results may be included on the official high school transcript.

No provision is available for Ability to Benefit students.

All prospective students are required to review the academic college catalog and the school performance fact sheet.

## Admission as a Part-time Student

Students are welcome to take courses on a part-time basis, either for credit or as auditors. The admissions process is the same as for those seeking full-time status. Enrollment priority is given to full-time students since the overriding considerations are the preservation of the integrity of instruction for each class.

## Admission of International Students

The College does not provide Visa or I-20 services currently. International students may attend courses online with meeting the standard admissions requirements for the College.

All instruction will occur in the English language.

## 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.

### **Anti-discrimination Policy**

Community Christian College (“College”), in accordance with applicable Federal and State law and College policy, does not discriminate on the basis of race, color, national origin, citizenship, religion, sex, gender identity, pregnancy, physical disability, mental disability, medical condition, ancestry, marital status, age, sexual orientation or service in the uniformed services. The College also prohibits sexual harassment. This nondiscrimination policy covers admission, access and treatment in College programs and activities.

The College interprets pregnancy to include pregnancy, childbirth and medical conditions related to pregnancy or childbirth.

The College interprets service in the uniformed services to include membership, application for membership, performance of service, application for service or obligation for service in the uniformed services.

### **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.

Plagiarism is a very serious offence. The following is the CCC policy on plagiarism:



1. First offence: a zero for the assignment.
2. Second offence: an F for the course.
3. Third offence: a student may be dismissed from the College.

Anyone accused of dishonest behavior will be reported to the Vice-President of Academic Affairs. 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 of 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 of 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 is indicated by student online access into the Populi system. Non-access and non-submission of assignments creates a red-flag for the professor, admissions, and student services.

If it is impossible to access class sessions, it is the student's responsibility to contact the professor, to let him/her know the situation. One must not rely on other students to inform the instructor. 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 not online for 14 consecutive days 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 be listed on the appropriate class rosters. **A course may be added only up to the end of the first week of the quarter.**

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 second week of the quarter.** 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.

Any student who shows no activity for 45 days from the submission of an assignment online, will be automatically dropped from the course.

### **Withdrawal From a Course**

Students may withdraw from a course any time during the course by request from the academic department.

### **Withdrawal From the College**

A student who wishes to withdraw from the College must make this known in writing by email to the Director of Student Services. If this has an effect on the student's financial aid or financial obligations to the college, the Financial Aid Director will notify the student of his/her situation.

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.

### **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 of 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. 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 email request must be submitted to the Vice-President of 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.

### **Student Notification of Rights**

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

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Community Christian College receives a request for access. A student should submit to the registrar or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Community Christian College in an administrative,

supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Community Christian College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Community Christian College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Community Christian College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or

compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

The above FERPA policy is reviewed with students annually.

## 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 processed and issued upon receipt of the Transcript Request Form.** All transcript copies are \$10.00 each.

### Grades

Instructors' grades are due two weeks after finals are administered. The Registrar is responsible to remit the grades to the students. Students' grades are available in the Populi system as soon as they are posted.

### Diplomas

Students earn a diploma by successfully completing courses which total at least 90.0 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 90 quarter units

#### Financial Requirements

- 1) The student is to have no outstanding financial balance
- 2) The student has paid the \$100 graduation fee
- 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 (909-381-2494)  
Citibank — 300 E. State St., Redlands (800-843-2265)  
Community Bank — 200 E. Citrus Ave., Redlands (909-307-8100)  
Provident Bank — 125 E. Citrus Ave., Redlands (909-793-2992)  
JP Morgan Chase — 555 N. Eureka St., Suite 100. (909-793-4450)  
Pacific Premier Bank — 201 E. State St., Redlands (909-742-7090)

### ***Counseling Services***

Christian Psychological Services — 5790 Magnolia Ave., Suite 202, Riverside  
(951-682-7240)  
Christian Counseling Service — 51 W. Olive Ave., Redlands (909-793-1078)  
Genesis Counseling Service — 225 W. Hospitality Lane, San Bernardino  
(909-381-4641)  
Loma Linda University Marriage & Family Therapy Clinic — 164 W. Hospitality Lane, Suite  
15, San Bernardino (909-558-4934)

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

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 — (909-793-1911)  
City of Redlands Fire — (909-822-8071)  
California Highway Patrol — (909-383-4247)  
San Bernardino County Sheriff (outside Redlands)  
Yucaipa — (909-790-3100)  
East Highland, Loma Linda — (909-824-0680)  
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 — (909-335-2161)

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 — (909-794-2161)  
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. (909-888-6511)  
Hours: Mon-Thurs 8 a.m. – 10 p.m., Fri-Sat 8 a.m. - 5 p.m.

California State University, San Bernardino, Pfau Library — (909-880-5000)  
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 (909-796-8621)  
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 (909-798-1111)  
Yellow Cab Company (909-793-6151)

***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 (909-798-7529)



## 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)  
Scandia Amusement Park — 1155 S. Wannamaker, Ontario (390-3092)

### ***Water Park***

Splash Kingdom – 1101 California St., Redlands (335-7275)

### ***Movie Theaters***

Studio Movie Grill — 340 N. Eureka St., Redlands (909-793-6393)  
Harkins Mountain Grove Movie – 27481 San Bernardino Avenue, Redlands 92374. (909-793-7993).  
California Theater of the Performing Arts, 562 W. 4th Street, San Bernardino (909-885-5152)  
Cinema Star Luxury Theater, 450 N. 'E' Street, San Bernardino (909-386-7050)  
LifeHouse Theater (a community playhouse) — 1135 N. Church, Redlands (909-335-3035)

### ***Lincoln Memorial Shrine***

Eureka & Vine at A. K. Smiley Library, Redlands (909-798-7636)  
Hours: Tues-Sat 1–5 p.m.

### ***Redlands Bowl Prosellis***

25 Grant Street, Redlands — Summer concerts Tues and Fri (909-793-7316)

### ***San Bernardino County Museum***

2024 Orange Tree Lane, Redlands (I-10 & California Street) (909-307-2669)  
Hours: Tues-Sat 9 a.m. – 5 p.m.

### ***Yucaipa Regional Park***

33900 Oak Glen Road, Yucaipa (909-790-3127)

***Oak Glen/Cherry Valley*** — For information (909-797-6833)