



JAMES RIVER
College

Table of Contents

Welcome Letter	Page 3-4
James River College Mission & Strategy	Page 5
James River 7 Core Values	Page 5
The Total Leader	Page 6
10 Cultural Commitments	Page 7
Leadership Covenant	Pages 8-14
Attendance Policy	Pages 15-18
Housing Policy	Pages 19-28
Academic Integrity	Page 29-37
Additional Information	Page 38-39
Financial Obligations	Page 40
James River College Covenant	Page 41-42
James River College Agreement	Page 43
Contact Information	Page 44
HIPPA Form	Page 45
Academic/Events Calendar	Page 46
Contacts & Resources	Page 47-48
Abbreviations to Know	Page 49-53

Dear Students,

Welcome to James River College! I am thrilled to have you here and excited for what God is going to do in the next several months for each of you. It is truly an honor from the Lord to participate in developing raw individual gifting and talents into razor sharp instruments for building His Kingdom. I am convinced that God is initiating an unprecedented worldwide revival; it is starting right here at James River College and YOU are the epicenter! I believe that in YOUR lifetime there will be more believers on Earth than any other time in history. As we launch into this historic year, I want to share with you six words to keep in mind as you move forward.

Treasure. You are a gift to James River College! I know that you have been blessed with unique gifts, talents, and abilities, but there is no greater gift to me than simply YOU, and your presence. As a gift, the James River College team and I will treasure you, and diligently work to make your time with us worthy of your investment.

Family. James River College is more than a school, campus, or educational facility...we are family. A family takes care of one another, sacrificing for the common good. The family is God's ordained institution for individuals to be trained for Kingdom impact. As a treasured member of the James River College family, I'll do my best to give my life; my waking, eating, sleeping, walking, working, and playing to prepare YOU to change the world and make you feel at home.

Strength. When reading Psalm 139, it is amazing to see the care in detail that God took to create each individual on the planet. Each person is granted a unique threshold of talents to be developed into strengths. This year I want to highlight those strengths that God imbedded in you and provide you with learning experiences to utilize them further for the Kingdom of God.

Mission. Along with special strengths, God also has a mission that is unique to your wiring. The great news is that it is not for you to worry about; your purpose is to focus on what lies just ahead. That

may entail a class assignment, a role in one of our big events, or a five-minute conversation with a person in need. My goal this year is to help you clear the clutter from your life so that you can see your mission and accomplish it unencumbered.

Investment. You must look at your life as an investment of time, effort, and money. It is critical that you see that every experience, risk, and victory is an opportunity for growth. Prepare to work hard and accept that leadership maturity does not come without challenge.

Celebration. Learning should be a celebration, not an obligation. Though you will work hard this year, I want you to have an a family time growing as an individual. It is my promise to you that I will do my best to set you up for great memories!

I am excited to partner with you on a dynamic journey that will equip you with the discipline and education to launch the potential God has placed inside of you. Know that the James River College team is here to support you with prayer and encouragement as you grow as a leader!

Sincerely,

Josh Hackworth
James River College Director

James River College Mission & Strategy

The Mission

The mission of James River College is to champion the cause of the local church by inspiring, training, and empowering a generation of young leaders.

The Strategy

James River College, through Evangel University, offers an Associate of Arts Degree in Leadership. The degree is designed to engage students in an academic and practical approach as leaders in training for vocational ministry and ministering in their vocation. James River College challenges students to live a life of faith with an abundance mentality and to partner with God for the miraculous.

7 Core Values of James River

1. Reach the Lost
2. Expository Preaching
3. Prayer & Worship
4. Discipleship
5. Children & Youth
6. Involve People in Ministry
7. Encourage People

The Total Leader

The goal of James River College is that throughout the year every student will be transformed in mind, body, and spirit. Every student will be able to determine what a leader is, what a leader knows, and what a leader does.

Mind

A leader's mindset determines how he or she acts and responds to different situations. James River College will provide students with knowledge of God's Word and leadership principles. In addition, students will have the opportunity to experience new paradigms in thinking.

As the students navigate through their leadership development, it is expected that they will experience new discoveries about themselves, James River Church, and leadership in both ministry and vocation.

Body

Leaders understand that physical fitness is critical to their ability to function in the highest capacity of their vocation. This is no exception in ministry leadership where the demands of the profession can take a toll on the mind, body, and spirit. James River College has the following physical expectations of each student:

- Commit to at least three 30-minute workouts per week
- Dress neat and casual for class, chapel, and weekly services
- Maintain a healthy diet
- Be disciplined about times of rest

Spirit

Proverbs 4:23 says that the heart (or spirit) is the wellspring of life. It is the leader's duty to cultivate a mature relationship with God. James River College advises each student to do the following:

- Attend chapel and church
- Maintain daily personal devotions
- Establish accountability practices

10 Cultural Commitments

1. Maintain a Breathless Awe of What God is Doing at JRC and James River College
2. Gratitude for the People Around Us
3. Serve the Lord with Gladness
4. Be a “Can Do” Person
5. We are a Culture that Values People
6. Settle in Your Heart That What You do is NOT Your Job it’s Your Lifestyle
7. We are a Culture that Takes Initiative
8. Use the Inclusive “WE” Rather than Divisive “THEY”
9. Do NOT Whine or Gossip
10. Have an Attractive Spirit

Leadership Covenant:

Demonstrate Personal, Academic, and Professional Integrity

- **Academic Integrity:** Students are expected to maintain high levels of academic honesty as people of Christ. Submitting someone else's work as your own (without proper citations, identifying particular research), or otherwise cheating is dishonest and is not congruent with a Christian life.
- **Conflict Resolution:** We believe in following Biblical direction in all things. If you have concern about the behavior of another member of the James River College family, ideally you will be able to go to that person for resolution. If that is not possible or has not resolved the situation, then we encourage you to talk with your Resident Assistant and/or Resident Director.
- **Conduct Unbecoming of a James River College Student:** We have high expectations for our students and believe that you have high expectations for yourselves. Students involved in behavior that reflects negatively on their Christian character or on the College are subject to discipline that guides towards redemption, whenever possible.
- **Courtesy Hours on Campus:** We want to be considerate of others. James River College recognizes "quiet hours" from 9p.m.-8a.m.
- **Gambling:** Students are not to participate in any activity in which money or other consideration is required for participation, with the prize acquired mainly on the basis of chance and with risk to the gambler.
- **Harassment, Intimidation, or Bullying:** The College prohibits any gesture, image, written, verbal or physical act (including electronic communications) that (a) is motivated by any actual/perceived characteristic such as race, color, ethnicity, religion, sex, or mental or physical disability; and that (b) is understood by a reasonable person to have the effect of mentally or physically harming a student, damaging the student's property, or placing the student in reasonable fear of harm to his person or damage to his property; or that (c) has

the effect of insulting or demeaning any student or group of students. See also Sexual Misconduct Policy.

- Lying/Withholding Information/Fraud: We expect students to be honest. Purposefully misrepresenting information, withholding requested information and/or filing false information undermines your integrity and may result in suspension, depending on the severity of the lie.
- Nondiscrimination: James River College strives to maintain a God-honoring environment, which promotes care for the community, is committed to diversity, and respects the dignity and concerns of others. Violations include but are not limited to: any conduct that discriminates on the basis of, race, ethnicity, national origin, sex, disability, age, veteran status, or any other protected legal status in matters of admissions, employment, housing, educational programs or activities. See also Nondiscrimination Evangel Policy
- Physical Aggression/Assault: Pushing, striking, or physically assaulting another person is prohibited. The College reserves the right to review alleged incidents of self-defense, in light of physical aggression.
- Pranks: Activities that could be interpreted as degrading to others or potentially endanger individuals, animals or property are prohibited.
- Respectful Behavior: We expect all College Students to show respect to each other. Conduct that is disrespectful or intentionally disruptive is unacceptable. When a student or guest exhibits behaviors that cause concern or could be considered a threat to others or to Church property, James River College reserves the right to restrict access to the campus. Students have a right to ask questions, seek information and assistance, or to express dissent in a respectful way that maintains dignity and rights of others in the educational community.
- Unauthorized Recording. No student may make an audio or video recording of any person(s) on College premises in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy with respect to nudity and/or

sexual activity. Students are also expected to respect the reasonable expectations of privacy of other individuals within the College community. Accordingly, students are not permitted to make an audio or video recording of private, nonpublic conversations and/or meetings on College premises, without the knowledge or consent of all persons in the recordings.

- **Alcohol and Other Drugs:** Maintaining our personal health and mental well-being is an essential part of our commitment at James River College to serve Christ. Students, while on or off College property, are not to manufacture, possess, use or distribute: (a) illegal drugs, including marijuana; (b) synthetic drugs--K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner; (c) alcoholic beverages; (d) cigarettes or tobacco products; and/or (e) hookah. Students are to avoid the abuse of prescription or nonprescription drugs. Providing or purchasing (as well as facilitating or attempting acquisition) of alcoholic beverages or attending house parties where alcohol/drugs are being used is likewise prohibited. Students are considered "in possession" and responsible for alcohol/drugs that have been determined to be on their person or in their residence or vehicle.
- **Bar/Lounge/Club (Attendance or Participation):** Attending a place where alcohol or hookah is the primary purpose of the establishment is prohibited. A business may be a bar/lounge/club if it: (a) requires an ID for admission (b) advertises alcoholic beverages prominently, and/or (c) provides social dancing and drinking.
- **Movies and Music:** In determining appropriateness or inappropriateness of movies, music, video games, and internet, consider appropriate content (no nudity, vulgar language, sexual content and/or gratuitous violence).
- **Gaming:** Connect Xbox Live or PlayStation Network from the top port in your room. Games rated AO (Adults Only) are prohibited on campus. Games rated M (Mature 17+ and lower) are permitted unless they contain strong language, sexual content, sexual violence, nudity and/or mature humor (as defined by the ESRB). The James River College staff reserve the right to prohibit games deemed inappropriate.

- Students struggling with lifestyle behaviors and want help; James River College seeks to be a redemptive community that assists students who are struggling with difficult issues or addictions in their personal lives and want help. We encourage students to talk with a R.A., R.D., Student Development Director, or Director of James River College.

UPHOLD STANDARDS OF SEXUAL PURITY AND HUMILITY

- Appearance standards: General principles are modesty—not bringing undue attention to the body; not wearing clothes that are too tight, short or provocative (not exposing, midriff, torso, excessive back and/or front cleavage--front/posterior); neatness/hygiene- includes grooming, cleanliness.
- Displays of affection: Displays of affection can intrude on the rights and sensitivities of others, even if you don't intend it. Think about modesty and the impression you leave with others.
- Overnight in mixed company: To maintain the highest standards, students should not be overnight in mixed company in private settings (including but not limited to camping, tents, homes, apartments, cars, hotel rooms) without advisors (e.g. adult relatives, church leaders, James River College staff, including a male and female RA—with prior RD approval).
- Pornography: Students are to avoid possession, distribution, viewing, or use of material which encourages sexually immoral thoughts or presents the body in a degrading or compromising manner. Students struggling with pornography are encouraged to speak to a James River College staff member.
- Same-sex relationships: Students may not engage in romanticized same-sex relationships. Students experiencing same-sex attractions are encouraged to access confidentiality through the College Staff.
- Sexual immorality: Students may not engage in behaviors which include, but are not limited to adultery, sexting (or sharing provocative electronic images via cell phones,

computers, or webcams), genital contact, oral sex, intercourse, and/or other acts of sexual behavior outside of marriage.

- Sexual violence: James River College does not tolerate sexual misconduct offenses (including sexual harassment, nonconsensual sexual contact, nonconsensual sexual assault, intimate partner violence, sexual exploitation, or stalking) and will not tolerate retaliation (threatened, attempted, or actual) against any individual for making a complaint. The College encourages victims of sexual violence to obtain emergency medical attention immediately, report the assault to the Student Development Director

SAFETY STANDARDS:

- Lanyards must always be worn while on the church property
- Bicycles and Skateboards: Be healthy, ride your bike or skateboards! Just remember, pedestrians have the right of way!
- Disaster Emergency Procedures: The emergency notification system will keep you informed of important things to protect your safety!
 - Tornado Warning/Watch: A **tornado watch** means that conditions are favorable for a tornado. A **tornado warning** means that a tornado has been sighted in the area. In the event of a tornado warning, the Springfield warning alarms will sound, and Public Safety will send a notification alert. Students in Church buildings should follow instructions of a church staff member. If the student is in the apartment building the student should go to the first-floor apartment, be in communication with your R.A.
- Fire Alarms and Fire Safety on Campus
 - Fire Alarms: All students MUST leave the Church/Apartments immediately when a fire alarm sounds. Students should gather at a site designated by the R.D.

- Fireworks (Possession or Use) or Setting Fires: Students may not possess, use or store fireworks on James River Church/College property, including in automobiles. The Basic Fire Protection Code of Springfield Section F-2701.0 states, “No person shall store, offer for sale, expose for sale, sell, use or explode any fireworks, except as provided in the rules and regulations issued by the code official for the granting of permits for supervised public displays of fireworks by the City, fair associations, amusement parks and other organizations” (e.g. sparklers, fire crackers, tiki-torches). Also prohibited are the use of snaps/poppers and smoke bombs.
- Firearms/Explosive Devices (Possession or Use): James River Church/College has a zero-tolerance policy regarding the use or possession of firearms or other explosive devices on campus, including in automobiles. Carrying concealed weapons on campus is prohibited. Upon verification that an individual is storing or possessing a firearm or other explosive device, they will be removed immediately from campus and subject to interim suspension pending review.
- Right to Enter: James River College reserves the right for authorized personnel to enter any room at any time for purpose of inspection, repairs, or other official business. In such cases, personnel will knock and announce themselves before entering.
- Room or Vehicle Search: Student rooms and automobiles (located on James River Church/ College property) may be searched with cause. Any items found to be inconsistent with College standards/policies may be subject to confiscation. If an illegal substance is found, the College policy is to call Springfield Police and ask them to remove item/s from campus. Any subsequent police investigations are subject to city and state laws.
- Theft/Vandalism: Taking, assisting in the removal of, or willfully destructing tangible or intellectual property without permission of the owner is prohibited. This also includes Internet downloading of copyrighted material (see Copyright Laws). Students should immediately report all

thefts and/or vandalism to the R.D. or Student Development director.

- Weapons: Students may not possess or store weapons on College property, including vehicles parked on campus. Anyone aware of weapons on campus should immediately report it to College office or Church security. Weapons include all guns (also BB, pellet, stun, blow, paint ball, and air soft guns), knives with a blade of more than three inches, brass knuckles, crossbows, slingshots, and/or any object that is brandished or used as a weapon. Students violating this policy through possession, use or storage are subject to probation, up to and including dismissal [see also Firearms standards above].

STRIVE TO GROW IN PERSONAL RELATIONSHIP WITH JESUS CHRIST

Attendance Policy

Attendance is more than just showing up; it means arriving early and contributing to the venue at hand. We encourage all James River College students to think beyond just arriving on time and set the bar high and to be first to arrive. Early arrival allows for the student to be mentally, emotionally, and spiritually prepared for the assignment. In addition, consistent attendance is the universal sign of commitment. Learning is limited if attendance is sporadic. Whether in practicums, chapels, or required events, the student who is consistently present has a greater opportunity to grow in his or her knowledge of leadership.

Academic Attendance

- Each professor establishes his or her attendance policy within the course syllabus.
- Faculty may approve exemptions to the absence maximum in the case of an extended illness when the attending physician documents the illness or when a family emergency arises.
- If students are dropped from more than one class in a semester due to attendance, students may be dismissed from James River College altogether as a consequence.
- James River College/Evangel's faculty members seek to build a community of Christian scholars dedicated to pursuing truth. At the University level, that pursuit clearly involves more than merely gaining information; it also requires strong commitment to the process of inquiry and to one's colleagues. Class attendance alone cannot ensure that students and professors will become partners in scholarship; however, the prospects for that ideal are dimmed when students miss class. Therefore, professors expect regular attendance.
- Course content and teaching styles will vary across the University. Such diversity enriches the educational process and provides a sound basis for developing community, which does not imply rigid uniformity. Therefore, the University

does not prescribe a campus wide attendance policy, but rather each professor may set his or her own attendance policy in order to achieve course goals and objectives. Faculty have responsibilities to:

- 1) The course attendance policy should be clearly stated in the course syllabus and given to the student. Students should be made aware of the importance of attendance in relationship to being able to successfully meet the course requirements.
- 2) Students who miss class because of illness, participation in authorized co-curricular activities, or for other unavoidable reasons will be given the opportunity to complete missed assignments or the equivalent. Students who miss class for other reasons may only make up work at the discretion of the individual instructor as stated in the course syllabus.
- 3) Course attendance policies should observe the following:
 - a. Sound pedagogical principles should be observed.
 - b. The attendance policy, in effect, provides a contract between the professor and the student. As such the student should have a reasonable expectation of being able to satisfy the contract.
 - c. Policies that directly affect the student's grade (ex., adding or subtracting points) should be carefully devised so as not to be viewed as arbitrary or punitive.
 - d. The administration of attendance policies should be done in a consistent and professional manner with compassion and concern for the student.

Chapel Services/College Groups:

- Chapel services include College Chapel, Staff Chapel, Girls and Guys Chapel.
- Chapel is the primary way we communicate culture and develop you as a believer. Chapels are required for James River College Students.
- College groups begin at 9:50am before Staff Chapel. College Groups begin at 10:00am before College Chapels and Girls and Guys Chapels.
- College Group attendance is required for James River College Students.
- In case of emergency and you cannot attend contact your RA.

Sunday Morning/Wednesday Evening Attendance:

- Students receive practicum ministry points for attending/being involved in weekly ministry. Students are required to serve a service and attend a service on Sunday mornings when rostered at West, North or Joplin Campus. Students are required to serve two services and attend one service on Sunday mornings when rostered at South Campus.
- Sunday Pre-Service Prayer begins at 7:00am at each campus.
- Students are allowed a total of two Sunday absences and two Wednesday absences per semester in addition to the Sundays they receive at Thanksgiving and Spring Break.
- Students are required to complete an online quiz by midnight every Monday on Course Commons to track their weekly Sunday and Wednesday attendance.
- Upon their 3rd absence of a Sunday and/or Wednesday, they will be required to attend a mandatory meeting with the Student Development Director.

Major Church Events Attendance:

- Every Student should check their email on a regular basis to get information about Church events, and College events.
- Students receive practicum event points for participating in ministry events. This includes set-up days for the event and serving at the event itself.
- Failure to check in on time or failure to show up to an event which they are scheduled for will result in a mandatory meeting with the Student Development Director.
- Failure to show up or tardiness occurs a second time will result in a mandatory meeting with the James River College Director (and could possibly have scholarships revoked).
- All students are required to check in using their ID badge at major church events.
- ***James River College is not responsible for lost or damaged badges. There is a \$10 fee to replace an ID badge.***

Time off Requests for Sundays/Wednesdays and Events

- If a student plans to be out of town over a Sunday or a Wednesday service, they are required to fill out a “Time-Off Request” form (found on jamesrivercollege.com) **at least two weeks prior to the date they are requesting to leave.** Students must wait to secure their plans until they have received approval from their Residence Director.
- James River College has the right to deny any “Time-Off Request”.
- James River College will not honor any “Time-Off Request” that fall on dates of large events where the student body is required to serve.
- These policies apply to both on-campus and off-campus students.
- Failure to abide will result in \$25 fine and a meeting with the Student Development Director.

Sick Policy

- When students are ill on a Sunday and/or Wednesday, they must notify their RA and Dream Team Leader.
- As a reminder, if students are not present due to illness, they will be counted absent.
- Failure to communicate will result in an additional docking of attendance points.

Housing Policy

Respect Property

- Keep the apartment in better condition when you leave than when you arrived.
- Damages made to the apartment will be **billed to students** living in that apartment.
- Students are allowed to hang pictures and posters in the apartment using small nails but are not permitted to use adhesive tape or screws.
- Students are not permitted to have the air conditioner running during the winter season. **Furnace/Thermostat should be set between 68-72.** Students should not go below or above.
- Under no circumstance is trash to be left outside apartment door or balcony. Personal trash items must be transported to dumpster. Throwing away furniture in dumpster is prohibited.
- Students are not permitted to exceed the speed of 10mph while on the James River College housing premises.
- Students should not drive faster than 25mph on the churches access road and should yield to pedestrians.

Apartment Checks

- Resident Assistants will oversee monthly apartment checks, dates will be set by the college.
- Each student will be responsible to help clean their personal area as well as their assigned part of the apartment.
- All students must be present for their Apartment check.
- A \$10 fine will be imposed if a student fails to be present for their house check.
- A \$10 fine will be imposed if a student fails to meet the house check requirements.
- If it is unclear which individual should receive the fine, the fine will be split up evenly amongst all roommates.
- It is the responsibility of the student to notify their RA of any damages that may have occurred or maintenance issues they need addressed at the time of house checks.

Apartment Conduct

- Noise
 - Quiet hours begin at 9:00pm every evening on all of Embassy property.
 - **Yelling off balconies is prohibited.**
 - Throwing objects off balconies is prohibited.
 - Headphones must always be used when electric instruments are being played.
 - Stringed instruments are prohibited during quiet hours.
- Curfew (in your apartment)
 - Curfew: 1:00 a.m. nightly; there is no curfew during school breaks, such as fall break, Thanksgiving break, and Spring break. Any non-resident student or guest should leave campus by curfew. Coed Curfew always remains the same.
 - Bed Checks: RAs reserve the right to conduct a bed check to verify students are in their apartments after curfew and contact parents/or designated contact if student's location cannot be verified within reasonable time. Violations will result in a fine, of \$10.
 - Curfew applies to all guests visiting the apartments in the evening. Guest may not stay past curfew.
 - Co-ed curfew is the same as regular curfew hours.
 - If students are unable to make curfew due to an emergency or an extenuating circumstance, they must immediately contact their R.A.
 - Students are permitted to stay in a fellow student's apartment a maximum of four consecutive nights per week. (including off-campus students).
- Guest Request
 - The James River College Residence Director must approve all guests who stay in James River College housing. The James River College student who the guest will be staying with must fill out a "Guest Request" form (found on jamesrivercollege.com) and notify their RA.

- Babysitting: Childcare in apartments is not permitted. Children under age of 12 are not permitted past Quiet hours. Children under the age of 16 are not permitted to spend the night.
- Forms that are submitted after 5:00pm or during the weekend will not be processed until the next business day.
- Children and parents are not permitted to stay in housing.
- All guests, whether staying the night or visiting, are to abide by the James River College and Embassy policies.
- James River College has the right to remove any guests who do not abide by the James River College and Embassy policies.
- Guests are not allowed to stay overnight in apartments over major church events unless they are registered for an official James River College visit.
- Guests cannot be left alone in an apartment. A James River College student must always be present while there is a guest in their apartment.
- James River College reserves the right to deny any guest requests.
- Guest are not permitted to stay overnight more than 4 consecutive nights.
- Failure to abide will result in \$25 fine and meeting with Student Development Director.
- Students are not permitted to be present under any circumstances in a bedroom of the opposite sex.
- Failure to abide will result in a \$25 fine, a meeting with the Student Development Director, and potentially more serious consequences.
- Parking
 - Park in designated parking places always. (Violators will be towed.)
Parking places in front of the apartment building are reserved for James River College women.
 - James River College men are required to park in the James River Youth parking lot unless instructed otherwise by a James River College Staff member.

- Animals
 - Animals are prohibited from being in James River College housing.
 - Failure to abide will result in a \$200 fine, meeting with the Student Development Director and potential removal from housing.
 - Only fish, confined in small aquariums with proper cleaning are allowed.
- Move-Out
 - Winter break housing: Student wishing to stay in housing over winter break, will need to fill out an application and pay the \$100 for the month before December 1st. Students not staying over winter break will not be allowed to stay in their apartment past, December 15th.
 - Summer housing: Application will be out in February for summer housing, students will be expected to serve on a weekly basis during the summer and be involved at a high capacity.
 - James River College reserves the right to reassign student apartment placement if needed during the academic year based on availability and number of students.
 - Students must abide by move-out standards, which will be discussed at the end of the school year. Failure to do so will result in a minimum fine of \$200.
 - Spring move-out date is May 2, 2020.
 - If students fail to have their belongings moved out by the scheduled deadline, they will receive a \$25 fine for each additional day their belongings are in the apartment. This is an additional fine to the \$200 fine they will receive for not abiding by the move-out standards.
- Room Changes & Consolidations: Any necessary room changes are to be made with written approval from the Residence Director during the first full week of classes or at semester. To encourage community, all freshmen students are required to have a roommate. Any student who is in a double-occupancy room without a roommate may be required to move to another room on the same floor prior to

the beginning of the second week of classes. When moving, follow checkout procedure for the old room and check-in procedure for the new room. Housing changes may occur at semester break, with approval from respective R.D.s. R.D.s have authority to grant or deny mid-semester requests, based on circumstances.

- James River College reserves the right to reassign student apartment placement if needed during the academic year based on availability and number of students.
- Mandatory Meetings: Your RD or RA will approve mandatory meetings; whereby vital information is presented to the students via College Groups. Students are given at least 48 hours of advance notice and must receive an excused absence from the RD or RA.
 - Musical Instruments and Vocals: only acoustic guitars and electronic instruments with headphones may be played in the apartment.
 - Staying off-Campus/Overnight Checkout: All students, must properly sign out if they will be gone overnight. The Overnight Checkout Sheet is on the RDs door and must be filled out completely and accurately including an alternate telephone number at destination.
 - Personal Property Liability - Personal property is not covered by James River College insurance. If you are a residence student, you may want to check with your parents to see if their homeowner's insurance covers items in your room. We HIGHLY recommend that you purchase renter's insurance! It is typically very inexpensive but can cover accidents, burglary, fire, water damage, etc. Informational brochures on some of the available renter's insurance policies may be obtained in the Student Development Office.

- staff, may confiscate restricted materials (which may include: alcohol, tobacco; illegal drugs/paraphernalia; pornography; fireworks; weapons; occult paraphernalia; sexual paraphernalia; inappropriate movies, music and video games; candles with burned wicks; or other material that violates James River College standards) seen in plain view during routine room inspections or visits. Springfield law enforcement is called to confiscate illegal/hazardous material.
- Outward facing objects (e.g. flags, posters, signs), with pictures or symbols that are visible in the window from the outside, are prohibited and will result in failure of the room inspection.
- Financial liability stemming from: a) room abuse is the responsibility of the student/s identified; b) unclean common areas in the room (i.e. sink, College flooring, and mirrors) is the responsibility of all roommates unless otherwise determined by RA; and c) abuse of, or not cleaning the entire bathroom is the responsibility of suitemates, unless RA can verify that one specific occupant was assigned to clean the object in question.
- Smoke detectors in apartment: Tampering with smoke detectors, including removing the batteries or disabling them in any way, is prohibited. These things are important to let us know if there is a fire (or you have burned popcorn)! See also Fire Safety standards
- Balcony/Windows (Throwing items): No items are to be thrown from or moved in/out through a window. In the past, people have been injured and property damaged as a result. Let's be safe!
- Window Screens in the apartments: Removal of or damage to window screens is prohibited.

Repeat or multiple violations of any listed offenses will result in an escalation of status and increased sanctions.

- ***Under no circumstance is a student permitted to alter the interior of their apartment.***

Dress Code

- James River Church and College staff reserve the right to discern if a student's attire is appropriate even if it seems to follow the dress code. If needed, James River Church and College Staff may require students who are in violation of the dress code to leave campus and return in appropriate attire.
- Women
 - No spaghetti or off-the-shoulder straps.
 - Skirts and shorts may not be shorter than the end of your fingertips.
 - Shorts are not permitted to be worn while students are in JRC main offices, practicum, or serving in their designated ministry area.
 - No undergarments showing.
- Men
 - Must wear shirts around campus and outside of apartments.
 - Shorts, and sleeveless shirts are not permitted to be worn while students are in JRC offices, practicum, or serving in their designated ministry area.
 - No undergarments showing.

ALCOHOL AND OTHER DRUGS

- Maintaining our personal health and mental well-being is an essential part of our commitment at James River College to serve Christ. As a demonstration of that commitment, we expect everyone in the James River College (including employees, resident students, off-campus students, while on or off College property, to refrain from the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages and

tobacco products and to avoid the abuse of prescription or nonprescription drugs. Providing, purchasing, attempting to purchase, or facilitating the purchase of alcoholic beverages is likewise prohibited. "Use" includes consumption by any means. Students are considered "in possession" and responsible for alcoholic beverages that have been determined to be on their person or in their residence or vehicle. Consistent with Missouri law, the College prohibits the use or possession of an alcohol beverage vaporizer. The College reserves the right to check for compliance with this alcohol policy by various means, including active and passive alcohol sensors.

- We offer support services to students who struggle with this area of their commitment to a Christian lifestyle. Students are encouraged also to seek prayer, guidance and encouragement from members of the College and/or Church staff. Students can also reach out to the Churches Counseling free of charge or students can seek professional Christian counseling services and health services at the Student Union Wellness Center (865-2815 ext. 7280). There is no charge for these short-term counseling and health services, and confidentiality is guarded carefully. No information is shared with anyone without the client's permission. Students needing long-term therapy generally are referred to professionals off campus at their own expense.
- Students may obtain a copy of the College's complete Drug and Alcohol Abuse Prevention Program policy on the Student Portal, which includes a listing of off-campus community counseling and treatment facilities; a description of local, state and federal legal sanctions; plus College consequences for violations that include the following provisions:
- Those who violate College standards, city ordinances or state or federal statutes regarding (a) the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages or tobacco products or (b) the abuse of medications will be subject to disciplinary action, including discharge for employees and Dismissal for students.

- If found in violation of College standards but permitted to continue probationary status, the student may be subject to mandatory counseling (on or off campus), periodic inspections and/or supervised, random drug tests at a medical facility over a given period of time. The student will be responsible solely for costs of the drug screens and off-campus counseling.
- Any member of the James River College community who refuses to take a field sobriety test, Breathalyzer test, or drug test, and/or refused to provide consent for Evangel to be apprised of the testing results, shall be considered to be in violation of the College's Alcohol and Other Drug Policy. "Reasonable cause" for alcohol tests may include the odor of alcohol on a person's breath, slurred speech, glassy eyes, being unsteady or unstable on a person's feet and/or similar observations. Reasonable grounds for drug testing may include, but are not limited to incoherent, erratic or violent behavior; repeated tardiness and/or absenteeism; drug-related odors on person, clothing, room or vehicle; sudden unexplainable drop in academic or work performance; possession of drug paraphernalia; previous positive drug screen results; being cited for substance abuse violations by College or municipal authorities; a report that is provided by a reliable and credible source regarding use of illegal substance.
- Student organizations are under the same legal requirements as individuals concerning local, state and federal laws. Any violation of these laws in conjunction with a student organization activity constitutes a violation of College policy. Violations of policy could result not only in disciplinary action against the individual(s) involved, but also in suspension or loss of College recognition of the organization. See complete Drug and Alcohol Prevention Program.

If students fail to abide by the standards and policies listed above regarding noise level, curfew, parking and dress code the following will occur:

- Upon 1st offense a Resident Assistant or Resident Director gives a verbal warning. Although the warning is verbal, a record of the offense will be made and placed in the student's file.
- Upon 2nd offense a \$10 fine will be given, and a record of the offense will be made and placed in the student's file.
- Upon the 3rd offense a \$25 fine will be given, and the student will be required to meet with the Student Development Director. The student will have restricted curfew for a period time (additional sanctions could be placed on the student), and a record of the offense will be made and placed in the student's file.
- Upon the 4th offense \$50 fine will be given, and the student will be required to meet with the James River College Director. A record of the offense will be made and placed in the student's file.

ACADEMIC INTEGRITY

As an institution of higher education committed to excellence in educating and equipping students to become Spirit-empowered servants of God who impact the church and society globally, the James River College and Evangel community is committed to the highest levels of academic integrity. In practice, this means staff, faculty, and students:

- Deal openly and honestly with one another.
- Conduct and produce accurate and original research according to professional standards and in pursuit of Truth.
- Choose and use academic sources appropriately, being careful to cite the work and ideas of others.
- Submit academic work as an accurate representation of their own learning and ability, expecting to receive feedback, correction and/or further instruction as part of their evaluation.
- Diligently adhere to and consistently apply the disciplines and methodologies appropriate to their professional fields.
- Complete assignments, projects, and papers according to the explicit guidelines of their professors and the implicit expectations of the academic integrity policy.
- The integrity of our community, above all other factors, establishes the reputation of James River College, the value of our academic degrees, and the legitimacy of our students' learning experiences. As people of Christ, members of the broader academic community, and future professionals, it is incumbent upon every member of the Evangel community to employ and encourage integrity in all our academic and professional pursuits.
- **UNDERSTANDING AND AVOIDING ACADEMIC DISHONESTY** James River College and Evangel provides appropriate help to support the success of students and the integrity of their work. The academic leadership of the university scrutinizes these services and practices to ensure that they support the academic success of students while maintaining the standards of academic integrity set forth in this policy.
- Any and every instance of academic dishonesty compromises the mission of James River College and violates the standards

we hold as people of Christ and practitioners within our professional fields. Students are expected to understand and avoid all forms of academic dishonesty, which includes falsification, cheating, collusion, and plagiarism. a. Falsification: modifying information with the intent to mislead. Examples include but are not limited to:

- Fabricating data, citations, or other information for any academic work.
- Misrepresenting facts about yourself or others.
- Forging attendance or academic records.
- Changing the answers or score on any previously graded academic work. b. Cheating: using deceptive means in an attempt to obtain credit for any academic work. Examples include but are not limited to:
 - Composing or completing any academic work for another student.
 - Attempting to use unauthorized materials such as electronic devices or cheat sheets, information, notes, or study aids on a quiz or exam.
 - Taking, using, sharing, or posting questions, answers and/or information regarding a quiz or exam (before, during, or after the quiz or exam).
 - Submitting the same or similar paper, project, or assignment in multiple classes without prior approval from the professor.
 - Copying, talking, or sharing information with another student during a quiz or exam. c. Collusion: helping someone else or being helped by another to commit any form of academic dishonesty. Collaboration is not collusion. Collaboration is learning and working with others, collectively focusing on the learning outcomes or project goals and sharing the responsibility of the task while maintaining accountability for one's own work and contribution. Collusion is abdicating the responsibility for work or learning to others. Collusion is dishonest in the academic setting because it misrepresents the knowledge, skill, and ability of the individual student, thereby invalidating the assessment of his or her learning. Examples include but are not limited to:

- Allowing or hiring someone else to write any part of a paper or writing any part of someone else's paper.
- Sharing work with or receiving work from another person, group, or entity for any assignment (in whole or in part) that is intended to be an assessment of individual work.
- Allowing or hiring someone (parent, friend, roommate, tutor, etc.) to substantially change any assignment submitted for academic evaluation.
- d. Plagiarism: using any portion of someone else's work as your own. Though plagiarism constitute academic dishonesty, James River College distinguishes between misusing sources and blatant plagiarism:
 - Misusing sources occurs when the writer is not trying to cheat or deceive but fails to follow accepted methods of using and revealing sources. However, misusing sources can be interpreted as plagiarism. Examples include but are not limited to:
 - Using a source appropriately but failing to include proper citation.
 - Omitting quotation marks when using the exact words of a source, even with citation.
 - Using ideas from a source, even if summarized or paraphrased, without proper citation.
 - Merely changing the words of a source without changing the structure or some of the original phrasing, even with citation.
 - Misrepresenting ideas from a source, even with citation.
 - Blatant plagiarism occurs when the writer uses or copies a source (or sources) and presents it in a way that makes it appear as if it is the original work of the writer. Examples include but are not limited to:
 - Providing or writing/composing/drawing any portion of an assignment for someone else.
 - Taking, buying, or receiving any part of a paper written by someone else and presenting it as your own.
 - Using sections of (or selections from) a source/s without quotation or citation, even if some wording has been changed.
 - Rewriting paper from someone else or from another course and submitting it as your own original work for that course.

- Plagiarism can occur with the improper use of any kind of work or source, including print media (e.g., books, poetry, essays, statistical data, etc.), digital media (e.g., journal articles, websites, musical compositions, etc.), audio compositions (e.g., podcasts, songs, speeches, etc.), and visual works (e.g., drawings, paintings, movies, documentaries, etc.).
- Evangel subscribes to Turnitin.com, which supports academic integrity and critical thinking by encouraging original writing among students. Turnitin creates an originality report for submissions, which allows professors to easily identify sources used in composition of a paper to verify that student work is not plagiarized from the Internet or previously submitted papers of other students.
- James River College provides tutoring and resources, at no cost, to help students avoid plagiarism and improve their writing. Students are encouraged to access and use these resources to support their academic learning and prepare them for professional success. Students may find more information at The Write Place online in Course Commons.

CONSEQUENCES OF ACADEMIC DISHONESTY

James River College and Evangel University assign consequences to academic dishonesty in order to (1) educate violators to understand what they did wrong and how to avoid such violations in the future, (2) deter all forms of dishonest behavior, and (3) discipline those who deliberately and/or consistently practice dishonest behaviors.

- As members of James River College and Evangel, students share the responsibility to deter and report academic dishonesty. Should a student become aware of a violation of academic integrity, he or she is encouraged to report the incident to a faculty member or department chairperson.
- It is the responsibility of the faculty to address any and all acts of academic dishonesty, to document the incident, and to report the alleged violation(s) to the Academic Integrity Committee for adjudication. The student(s) involved shall be

notified of the allegation(s) and have the chance to respond to the faculty person and/or the Academic Integrity Committee before any determination has been made. The Academic Integrity Committee shall hear cases in a timely manner and report their decision(s) to the offices of the Vice President for Academic Affairs and the Vice President for Student Development. The severity of the violation and accompanying disciplinary action(s) may be determined according to the following classifications:

- Level 1: Minor Incidents. Violations may include but are not limited to:
 - Misusing sources.
 - Violations resulting from student error(s), which could be construed as falsification.
 - Violations resulting from a student misunderstanding either the instructions for the assignment or the expectations of the professor, which could be construed as cheating or collusion.
 - Level 1 violations may be addressed by faculty without consulting the Academic Integrity Committee for adjudication. In such cases, all the following conditions must be met:
 - The violation clearly falls within the definition of a Level 1 violation. (Violations that do not clearly fall within the definition, along with violations that involve multiple students and/or students from another course, will be reported to the Academic Integrity Committee for adjudication.)
 - The faculty prepares an Academic Integrity Agreement that documents and explains the violation, identifies the academic consequences, and provides a remediation plan.
 - The student signs the Academic Integrity Agreement, thereby acknowledging the Level 1 violation, accepting the academic consequences, and agreeing to the remedial goals and terms set by the faculty. If, for whatever reason, the student does not wish to sign the Academic Integrity Agreement, the incident will

go to the Academic Integrity Committee for adjudication.

- The faculty submits a copy of the signed Academic Integrity Agreement to the offices of the Vice President for Student Development and the Vice President for Academic Affairs. The signed Academic Integrity Agreement shall be retained solely for the purposes of institutional reporting and tracking repeat Level 1 violations and shall not be regarded as a disciplinary status on the student's record.
- Level 1 violations are subject to the following academic consequences, to be determined by the professor:
 - The student may be required to redo the assignment.
 - The student may be required to complete an alternate assignment.
 - The student may receive a reduced grade for the assignment.
 - A grade of “O” or “F” may be assigned, without the option to make up the assignment.
 - Remediation plans for Level 1 violations may include the following requirements, to be determined by the professor:
 - One-on-one meetings with the professor.
 - Completion of an online ethics/integrity module.
 - Tutoring appointment(s) with The Write Place or the Center for Student Success.
- Level 2: Acts of Academic Dishonesty. Violations may include but are not limited to:
 - Repeated Level 1 violations.
 - Any form of falsification.
 - Cheating or colluding on any assignment, quiz or project.
 - Incidents of blatant plagiarism on any assignment, paper, or project (including oral reports, presentations, and online discussions).
 - Level 2 violations are adjudicated by The Academic Integrity Committee. For all Level 2 violations, a

- grade of “o” or “F” will be assigned, without the option to make up the assignment.
 - The offices of the Student Life Director and Director of the College shall document all Level 2 violations and assign the student a conduct status of Probation Level 1 with the following sanctions:
 - The student may not represent the College in any official capacity for eight (8) weeks.
 - The student may lose performance-based scholarships.
 - \$100 fine will be added to the student’s account.
 - The student will be required to complete an online ethics/integrity module.
 - The student will be required to complete at least three (3) tutoring sessions within eight (8) weeks.
- Level 3: Major Incidents and/or Repeat Offenses. Violations may include but are not limited to:
 - Repeated Level 2 violations.
 - Any Level 2 violation committed on a comprehensive/major exam or equivalent paper/project.
 - Level 3 violations are adjudicated by The Academic Integrity Committee. For all Level 3 violations, a failing grade for the course is mandatory, and the student’s transcript will record that the failure was due to academic dishonesty (using the grade designation “XF”). A failing grade for academic dishonesty (“XF”) cannot be avoided by withdrawing from the course or replaced by retaking the course. The “XF” designation will remain on the student’s transcript for a minimum of one (1) year, at which time the student may petition the Academic Integrity Committee to have it replaced with the grade of “F,” according to the following criteria:
 - The petition includes a formal letter from the student that communicates remorse and reflects on his or her learning and/or growth from the experience.
 - The petition is accompanied by three (3) letters of reference from individuals (not related to the student) who are able to evaluate the student’s personal

and/or academic integrity, learning and/or personal growth from this experience, and academic performance and/or leadership potential.

- Student submits the petition to and agrees to meet with the Academic Integrity Committee, either in person or by phone.
- No subsequent violations of academic integrity involving the student have been documented or reported.
- The opportunity to change an “XF” grade to “F” is only available one (1) time per student per program of study.
- The offices of the Student Development Director and Director of James River College shall document all Level 3 violations and assign the student a conduct status of at least Probation Level 2 with the following sanctions:
 - The student may not represent the College in any official capacity for one (1) semester.
 - The student may lose performance-based scholarships.
 - \$250 fine will be added to the student’s account.
 - The student will also be placed on Academic Probation for one (1) semester (see section VII. College Policies: Academic Probation).
- If there is record of any other misconduct, Student Development Director may take additional action and treat all of the infractions under the College-wide disciplinary procedures. A second Level 3 violation shall be cause for dismissal from school according to terms set by the College. Students dismissed from the College because of academic dishonesty will have a formal notation added to their official transcript – “Dismissed for Academic Dishonesty.”
- Evangel retains the right to change a grade and/or revoke a degree previously awarded if a Level 3 violation of academic integrity is discovered after the conclusion of a course and/or the completion of a program.

- Discipline for academic dishonesty coupled with other misconduct or rules infraction shall be the responsibility of Student Development Director, in consultation with Director of
- The Rights of Students Alleged of Violations of Academic Integrity Evangel presumes the academic integrity of students until the evidence indicates otherwise. Therefore, the following rights apply to students alleged of violations of academic integrity:

Additional information:

- All James River College students have access to our River Fitness Center. Their hours are:
 - Mon, Tues, Thurs, Friday: 5am-9pm
 - Wednesday: 5am-6:30pm
 - Saturday: 7am-5pm
 - Sunday: CLOSED
- We offer tutoring on site at James River College as well as tutoring through Evangel College. Stop by the library to set up an appointment.
- All students living in housing are required to be on Meal Plan. Below are the hours the Meal Plan is open:
 - Breakfast 7:45am-8:30am
 - Lunch 11:15am-12:45pm
 - Sunday lunch is served 1:15pm-2:00pm
- Breakfast & Lunch served Monday-Thursday.
- Lunch served Friday and Sunday.

Fine Procedure

- Subsequent to a student being fined by an RA, RD, or James River College Staff Member, the student must pay the amount he or she was fined to the Resident Director within 7 days of the occurrence.
- If a student who has been fined neglects to pay within the 7 days allotted:
 - An additional fine of \$10 will be added every 7 days thereafter until the total balance is paid.
 - In the occurrence that fines remain unpaid these consequences will transpire until fines are paid:
 - The student will be unable to graduate.
 - James River College will withhold all transcripts.
 - The student will be unable to begin a new semester at James River College.

Behavior Appealing Process

In order to begin the process of an appeal one must have a typed document submitted to the Student Development Director within 48 hours of the offense with a minimum of 2 witnesses and any evidence considered valuable for the appeal.

- The typed document must include:
 - Names of who witnessed the episode.
 - Account of what happened.
 - Why a fine/sanction should not have been given.
 - Evidence that is deemed essential for the case.
- If staff concludes after reading the document the student appealing may have a case, a meeting will be scheduled with the following: Student Development Director, Resident Director, RA, and possibly others who were involved.

James River College Financial Obligations

Financial Obligations

- Financial obligations must be paid promptly and in full by the pre-determined dates.
- Each semester must be paid in full before a student can be allowed to continue enrollment.
- Students with an unpaid balance at graduation will not receive a diploma until the balance has been paid in full.

The academic policy at James River College is designed to enable students to achieve graduation requirements. A grade point average of 2.0 is required of all students to graduate. Academic progress is measured by quantitative and qualitative measures. All students must meet the requirements of both quantitative and qualitative satisfactory academic progress to receive federal aid.

Quantitative:

Students must complete 67% of the number of credit hours for which they have enrolled to remain eligible for federal financial aid. To establish a quantitative measure, a time frame is set for students to finish a program of study.

Qualitative:

Students who drop below the following minimum cumulative GPA will be placed on Financial Aid Warning. (The cumulative GPA includes credits and GPA transferred from other institutions.)

Required Cumulative GPA

Number of Credits	Minimum Cumulative GPA
1-29.5	1.50
30-44.5	1.70
45-59.5	1.90
60+	2.0

Further Policies and Procedures can be found on www.Evangel.edu/financial.

James River College Covenant

Whereas membership in a local church is predicated upon membership in the body of Christ, leadership in the local church is based upon biblical qualifications, personal character, and commitment. The Bible mandates a higher standard for those who lead in the body of Christ (1 Tim 3:1-13; Titus 1:5-9). I understand that, as a leader, I will lay down some liberties so as not to be a stumbling block to anyone (Rom 14:1-23; 15:1-7).

The James River Church Leadership Team, James River Church Trustees, James River College Students, and those who are deemed ministry leaders by the Executive Team Members and the Lead Pastor will sign the James River Church leadership covenant.

As a leader in the James River Church family, I commit myself to God and to the body of Christ to be an example in the following areas:

- I agree to daily cultivate an intimate relationship with God through prayer, Bible study, and a lifestyle of worship (Rom 12:1-2).
- I agree to faithfully attend one Sunday service and faithfully serve one Sunday service every week when rostered at West, North, or Joplin Campus. I agree to faithfully attend one Sunday service and faithfully serve two Sunday services every week when rostered at South Campus.
- I agree to faithfully attend service and/or serve every Wednesday.
- I will attend services sitting down front with bible, notebook, and pen, pressing in, and supporting my leaders as they conduct said services.
- I agree to support all ministries of the church in word, attitude, with my talents, treasure, and in regular prayer.
- I agree to give my loyalty and every effort to promote and maintain the unity of the church in all matters supporting the Lead Pastor and all church leadership (Eph 4:1-16).
- I agree to respect and honor my JRC leadership and the Embassy Staff with my attitude, speech, and conduct.

- I agree to abstain from the use of tobacco products, vaping, alcohol as a beverage, and from drugs, except for medicinal purposes.
- I agree not to attend nightclubs or entertainment venues where entrance requires one to be 21 years of age.
- I agree to abstain from watching “R” rated movies, “MA” TV shows, playing “M” rated games, or anything equivalent to adult content.
- I agree to abstain from any immoral sexual behavior.
- I agree to protect my integrity by avoiding meeting alone with a member of the opposite sex in an apartment, home, or hotel room.
- I agree to protect my integrity by avoiding theft of intellectual property, i.e. plagiarizing or cheating on assignments or examinations.
- I agree to prepare myself for class and ministry each day.
- I agree to dress in a manner that would be biblical and would not cause my brother or sister, in Christ, to stumble.
- I agree to protect my integrity, the integrity of JRC, and James River College by what I communicate via social media and whom I choose to follow.
- I agree with the handbook in its entirety, even those things not listed above

James River College Agreement

While enrolled at James River College, each student is expected to observe certain ideals and standards of conduct, whether he or she is on campus or away including all breaks. James River College reserves the right to require the withdrawal of a student because of low standards of scholarship, because of poor physical or mental health, or because of conflict of their attitudes and standards of behavior with those which the college seeks to maintain. A student who does not fit with the aims, ideals, or beliefs of the college may be asked to withdraw whenever the general welfare demands it, even though there may be no specific breach of conduct. Refusal to conform to rules and regulations of the college may result in dismissal without refund of tuition or housing. The college reserves the right to use its discretion in interpretation and enforcement of all ideals and standards of conduct, however communicated.

By signing this document, I agree to abide by the following: James River College Covenant (p. 9-10), Attendance Policy (p. 11-13), Housing Policy (p.14-20), and Financial Obligations (p.21). I also understand that if I choose to not meet the requirements listed above, my dismissal could be the consequence.

Date: _____

Print name: _____

Signature: _____

**PREFERRED CONTACT INFO
(BEST WAY TO CONTACT YOU):**

Email: _____

Phone number: _____

Parent Email/Legal Guardian:

**EMERGENCY CONTACT
(IN THE UNLIKELY EVENT OF AN EMERGENCY, THIS
WILL BE THE PERSON WE CONTACT ON YOUR BEHALF):**

Name: _____

Relationship: _____

Number: _____

Alternate Number: _____

Can we contact them in the case of an emergency? _____

HIPAA Right of Access Privacy Authorization Form

I, _____, direct my health care and medical services providers and payers to disclose and release my protected health information described below to:

Name:	Relationship:	Contact Info
_____	_____	_____
_____	_____	_____
_____	_____	_____

Health Information to be disclosed upon the request of the person named above -- (Check either A or B):

- A. Disclose my complete health record (including but not limited to diagnoses, lab tests, prognosis, treatment, and billing, for all conditions) OR
- B. Disclose my health record, as above, BUT do not disclose the following (check as appropriate):
 - Mental health records
 - Communicable diseases (including HIV and AIDS)
 - Alcohol/drug abuse treatment
 - Other (please specify):

Form of Disclosure (unless another format is mutually agreed upon between my provider and designee):

- An electronic record or access through an online portal
- Hard copy

This authorization shall be effective until (Check one):

- All past, present, and future periods, OR
- Date or event: _____

unless I revoke it. (NOTE: You may revoke this authorization in writing at any time by notifying your health care providers, preferably in writing.)

I understand that my treatment, payment, enrollment, or eligibility for benefits will not be conditioned on whether I sign this authorization.

Name of the Individual Giving this Authorization Date of birth

Signature of the Individual Giving this Authorization Date

Note: HIPAA Authority for Right of Access: 45 C.F.R.

2019-2020 Academic/Event Calendar

Fall 2019 Semester

August 24-27	Move-in & Orientation
August 28	Classes Begin/First Tuition Payment Due
September 2	Labor Day: No Classes
September 7	Life Group Leaders Conference
September 8	Life Groups Begin
October 10-12	Designed for Life Women's Conference #1
October 14-17	Mid-Term Exams
October 17-19	Designed for Life Women's Conference #2
October 21-22	Fall Break
October 28	Spring Scheduling Opens
October 31	October 31 st Party
November 22-23	SoMo Youth Convention
November 27-29	Thanksgiving Break
December 2	Classes Resume
December 7-8	A James River Christmas
December 10-12	Final Exams
December 13	Fall Semester Ends
January 6	Spring Orientation (Mandatory)
January 8	Spring Classes Begin
January 20	Martin Luther King Jr. Holiday: No Classes
January 24	Designed Sisterhood Night
March 9-12	Mid-Term Exams
March 16-20	Spring Break
March 27	Designed Sisterhood Night
April 10	Good Friday Service
April 11	Easter Egg Hunt and Easter Services
April 12	Easter Sunday Service
April 24-25	Stronger Men's Conference
April 28-30	Final Exams
May 1	Graduation
May 2	Move-out

Wellness Resource List

Evangel College Wellness Center

- 417-865-2815 ext. 7280: Nurse practitioner on site.
- Hours Mon-Fri 8:00am-4:30pm.
- Nurse is available 8:30am-3:45pm.
- Best to call in the AM to make appointment.
- Free visit. Strep test \$5. Fee for immunizations and blood work. Coded for insurance payment.

The Clinic at Wal-Mart operated by Cox Health

- 2004 W. Marler Lane, Ozark, MO 65721
- (417) 581-3006
- The clinics are open Mon-Sat 10:00am-7:00pm.
- Sunday 11:00am-4:00pm.

Family Medical Walk-In Clinic

- 4049 S. Campbell Ave, Springfield, MO 65807
- (417) 890-5550
- Mon-Sat 7:00am-11:00pm
- Sunday 10:00am-10:00pm

Cox South Emergency and Trauma Center

- 3801 S. National Ave, Springfield, MO 65807
- (417) 269-4083
- (417) 269-6000

Mercy Urgent Care

- 3231 S. National Avenue, Springfield, MO 65807
- (417) 820-3182
- Mon-Fri 7:00am-10:00pm
- Sat-Sun 9:00am-7:00pm
- Holiday hours 9:00am-7:00pm (Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day, and New Year's Day)

Staff Contacts

JRC South campus- Main Reception

Office (417) 581-5433

Fax (417) 582-0167

Ladies' Residence Director- Natalie Gomez

Mobile (509) 331-6167

Office (417) 581-5433 Ext. 8394

Men's Residence Director- Tyler Binkley

Mobile (417) 274-6309

Office (417) 581-5433 Ext. 8416

Student Development Director- Justin Smith

Mobile (601) 988-2439

Office (417) 581-5433 Ext. 8519

Abbreviations you need to know as a James River College Student

JRC: An abbreviation for James River Church.

James River: A commonly used term for James River Church. Yes, it is the same place as JRC.

South Campus: Our original campus, located in Ozark; we are one church in 4 locations.

West Campus: Our Campus on the West side of Springfield.

North Campus: Our Campus on the North side on Springfield.

Joplin Campus: Our newest campus in Joplin, Missouri.

EC: This is not to be confused with the abbreviation for Early Childhood. This EC is an abbreviation for the required class Essential Christianity. Most first year students will call Essential Christianity this, because it is a mouthful to say. Essential Christianity is a core biblical studies class that takes the student on a walk through their relationship with Christ while explaining the different aspects of biblical relationship with God.

Staff Chapel: On the 2nd/4th Tuesday morning of every month, the JRC staff comes together to worship and have a service to grow as a staff, and as leaders in the church. The James River College students get the opportunity to attend staff chapel, and grow as a leader right next to the leaders in their own lives.

College Chapel: Every 1st, 3rd, and 5th Tuesday and every Thursday morning there is a James River College chapel. The student body comes together as a whole to seek the Lord and be poured into by leadership.

Prayer Meeting: Referred to as “The most important service of the week.” Every Wednesday night, the church comes together to pray for the needs of the church and the community. The night is mostly devoted to prayer and worship, with a short message or devotional.

Promo Trips: These are James River College trips to different events and churches. A team of students and staff will go to these events and churches and talk about James River College and all God is doing through the college and church. The point of the promo trip is not only to let the youth know James River College is out there, but also to serve the communities we visit with loving hearts.

Outreaches: Much like promo trips, James River College sends a team of students and staff to events and churches. The point of outreaches is to be the hands and feet of Christ. Promo trips are mostly for getting the school name out there, while outreaches focus on serving the communities visited. Each outreach is unique, whereas, on one outreach we might bring a worship team, and at another we are just serving the leaders in this area.

Practicum: This is the hands-on leadership experience for our students. The students' practicum is their preferred area of ministry where they get to dive head first into every aspect of their area of ministry. Practicum is much more than a class, it is the first building block to becoming connected to James River.

College Days: These are scheduled days for high school students to tour our campus and spend time getting to know what the college is about. During this time, James River College students will host the visitors and give them the full James River experience.

Visits: Similar to college days, visits are for high school students to tour the college. Visits are college days, but on a smaller scale. Not as many people will be touring at the same time, and it tends to be more personal.

Winter Boom: Once students return from Christmas Break they celebrate just like they did at the beginning of the school year. There are games, food, and fun for the students to enjoy as they ease back into the school setting. It is a great time to reconnect with the friends they have been away from, and meet the new spring students who may be just starting their college year.

Leadership: This is how the students refer to those in authority over them. It is a universal term for anyone in a position that is higher than the students. Sentence: Leadership asked us to be at Chapel at 10 o'clock.

DFL: An abbreviation for the women's conference that James River puts on every October. It stands for Designed for Life meaning every woman is designed for life with Christ. During DFL, there are guest speakers who come and major performances that take place. All of this happens in order to build the women at the conference and show them God's love.

Sisterhood: Women become a part of the Sisterhood when they attend DFL or any of the gatherings the Sisterhood puts together. It is the way the women's department unifies the women of not only James River, but those cherishing and searching for a relationship with Christ.

DSN: An abbreviation for Designed Sisterhood Night. Much like DSM, this is another opportunity for the Sisterhood to come together and seek the Lord. There are 3 DSN's a year that lead the way to the main event, DFL. The three DSN's are in January, March, and July.

EC: An abbreviation for the term Early Childhood. Early childhood doubles as a weekday preschool and Sunday morning and Wednesday night kids' area. This is where preschool-aged children go for age appropriate services. They learn about the love of Jesus at an early age and get the consistent care they need.

The Pink Mug: We all want to belong – to be a part of a sisterhood that gives life to our souls and encourages our dreams to flourish. Join Pastor Debbie Lindell as she shares real conversations with real girls about life, faith and sisterhood! Each month we will explore topics from personal development to social issues, friendship and everyday girl topics. We believe each episode will inspire you to be who God created you be – alongside a flourishing, multifaceted, faith-filled sisterhood. So grab a cup of coffee, find a comfy seat and come and be a part of The Pink Mug conversation!

JRKids: An abbreviation for James River Kids. James River Kids is the ministry for children in kindergarten through 5th grade. The 3 different age groups are broken up into age appropriate services where the children can learn the same material, but in a way they will understand. The three areas are as follows: The Park (Kindergarten-1st grade), The Factory (2nd-3rd grade), and The Warehouse (4th-5th grade).

JRY: The youth ministry of James River Church. Students grades 6-12 come together to seek God and have age appropriate services. There are services at each campus for the youth on Sundays and Wednesday nights. 6.8 is the service for youth in the 6th-8th grades. 9.12 is for the youth in the 9th-12th grades. These two services happen almost every Sunday and Wednesday night, and they fit the needs of the different age groups.

October 31st Party: A replacement name for the word Halloween. It is James River's way of providing a safe fun-filled day of candy, games, and the Gospel to children in the Springfield area.

Easter Egg Hunt: An annual Easter egg hunt for children to join in on the Easter fun. They decorate the church and provide many fun options for the children and family to experience as they come in for the egg hunt.

SMC: An abbreviation for the men's conference in the spring called the Stronger Men's Conference. Much like DFL, this conference is specific to gender, and brings the men closer to God through the speakers and activities offered to the men at this conference.

A James River Christmas (AJRC): The Christmas production put on every year by JRC. This is a huge event that talks about the birth of Jesus Christ while also bringing the community together for an amazing show, and life-changing service.

Vision Sunday: This is where the church's direction is introduced for the new church year. Each year the church undergoes a theme, and this theme affects decoration of the church, how the church is run, and

the different welcoming techniques used to make everyone feel welcome. Example: Welcome Home is this year's theme.

Life Groups: Where a group of people come together to seek God and do life together. They are mini Bible studies with other members of the church that help a mega church seem smaller.

Life Group Leader: Each Life Group has a leader who is in communication with the church. Each Life Group is known by the church and has a representative or head of the group that stays in communication with the church. In the Life Group, he or she is the go-to gal or guy.

Life Group Leader's Conference (LGLC): A conference for Life Group leaders to help lift them up and show the church fully supports the Life Groups. They get insight to help them better connect with their Life Groups, and maintain a healthy connection with the church as a whole.